

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

May 24, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Presentations
 - Adult Educational Development Success Stories - Liz McKay, Pat Mulcrone, Students Wendy Rizzo, Elizabeth Lope, Martha Naranjo, Juan Gabriel Sanchez
 - Strategic Long-Range Plan - Bill Howard and Elayne Thompson
 - Definitions of Diversity - Vong Ratts
- V. Student Trustee Report
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- 1. Minutes – April 5, 2001 Special Board Meeting and executive session and April 26, 2001 Regular Board meeting Exhibit VI-1
- 2. Bills Payable, Payroll for April 20, 2001 and May 4, 2001; Estimated payrolls for May 5, 2001 through June 28, 2001 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5

For Information

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

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

VII. New Business

- A. RECOMMENDATION: Affiliation Agreements Between William Rainey Harper College and:
 - Vencor Hospital for use of clinical facilities for students in the Nursing Program

- B. RECOMMENDATION: First Reading of Chapters 4 and 5 of the Board Policy Manual Exhibit VII-B

- C. RECOMMENDATION: Educational Service Providers and Rental Facilities Exhibit VII-C

- D. RECOMMENDATION: Renewal of College Liability Insurance Coverage Exhibit VII-D

- E. RECOMMENDATION: Administrative Employment Contract Exhibit VII-E

- F. RECOMMENDATION: Supervisory/Confidential Class and Classified Staff Salary Program/Fringe Benefits Exhibit VII-F

VIII. Citizens' Participation

IX. President's Report

- Presentation: Schematic Design of New Science, Technology and Health Careers Center - Legat/HOK Architects

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- *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

- June 18, 2001 10:00 a.m. - Golf Open 2001, Boulder Ridge Country Club, Lake in the Hills

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

XII. Adjournment

Minutes of the Special Board Meeting of Thursday, April 5, 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, April 26, 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, April 26, 2001 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman (entered the meeting at 7:24 p.m.), Gillette, Hess, Howard, Kolze and Shure; Student Member Fisher
Absent: None

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Tom Choice, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Sharon Alter; Barbara Bednarz; Larry Bielawa; Carol Blotteaux; Jackie Carroll; Steve Catlin; Harley Chapman; Marilyn Cook; Lori Danaher; Donna Drake; Julie Fleenor; Marianne Gasparaitis; Robert Getz; Eva Groft; Dale Gross; Julie Hennig; Steve Hill; Bill Howard; Leon Hussissian; Jeff Jedd; Graham Johnson; Peggy Kazkaz; Thea Keshavarzi; Cheryl Kisunzu; Roberta Lindenthaler; Dan Loprieno; Dom Magno; Liz McKay; Russ Mills; Maria Moten; Sheryl Otto; Susan Overland; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Krish Revuluri; Fred Skorude; Chris Staub; Kay Turner and Doug Van Nostran. Harper Students: Farha Aneesuddin; Ellick Chan; Richard Espiro; Esmeralda Guerrero; Daejin Kim; Johanna Metzler; Corey Olney; Mary Rozynek; Rick Sollo; Denise Yurik; John Ziemba.

Guests: Shruti Dat☺, Daily Herald; Tim Kane, Chicago Tribune; Ken Jawl, Stanley Consultants; Randall Macheliski, Smith Group JJR; George Flaherty, Northwest Tax Watch; Lawrence R. Levin, Lawrence R. Levin Consulting, Inc.; Laurie Stone, Trustee-Elect.

Chair Kolze noted that Approval of Agenda should take place directly following Roll Call. He called attention to Revised

Exhibit VI-6 Review of Executive Session Minutes. He recommends that all of the dates of the executive session minutes be open for public view. The dates will be listed later in the meeting. He added that Exhibit VII-F Recommendation Model Lease Agreement for Higgins Road has had minor modifications based on suggestions from Richard Gillette. He noted that what they have before them is not a complete revision of the document, but several items that should be discussed when they reach that point of the meeting.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Fisher voted aye.

Chair Kolze noted that Member Gillette wrote an article that was recently published in *Trustee Quarterly*. He added that it brings honor to Member Gillette and to Harper College. Chair Kolze thanked Member Gillette for taking the time and effort to write the article. Copies of the article were distributed.

EDUCATIONAL
PRESENTATIONS

Sue Overland, Assistant Athletic Director, addressed the Board to share some highlights from two outstanding Harper College teams—the Women's Basketball Team and the Wrestling Team.

Women's Basketball
Team

She introduced Women's Basketball Coach, Jeff Jedd, and noted that he was voted "Coach of the Year" by the Region in the National Junior College Athletic Association (NJCAA). Additionally, he was given "Coach of the Year" honors from the Illinois Basketball Association for Junior Colleges.

Mr. Jedd explained that he has been associated with Harper College for five years—two years as an assistant and three years as Head Coach. The team has had a very successful year, finishing with a 23-10 record. They won the first Regional Championship in Harper's history and finished fourth in the nation in the NJCAA. He introduced team members Heather Kusch (assistant coach and Harper alumna), Nicole Fuentes (manager), Becky Ford, Julie

Jestus, Marissa Evans, Kristen Kwazniewski, Beth Burger, Julie Audino, Ann Hansen and Sherry Delguidess. Coach Jedd noted that these girls are outstanding athletes, but they also excel in the classroom. The lowest grade point average (GPA) of the starting five players was a 3.5. He highlighted the achievements of each of the players on the court and in the classroom. Sophomore Ann Hansen spoke of her experience at Harper College. She praised the way academics are monitored for the athletes at the College. This helps the students keep perspective on why they are at Harper College.

Ms. Overland announced that this team was awarded the National Sportsmanship Award by the NJCAA. Each year the award is given to a Women's Basketball Team that displays exceptional conduct at the National Tournament, and also shows exceptional sportsmanship by knowing how to win and lose with grace. The team represented Harper well.

Wrestling Team

Ms. Overland introduced Coach of the National Championship Wrestling Team, Dan Loprieno. She noted that Coach Loprieno was voted Region Coach of the Year by the NJCAA this year. Mr. Loprieno thanked everyone and congratulated the women on their great season. He introduced the following wrestlers and acknowledged their contributions to the team's success this year: Clay Guida (149 pounds); Emerson Rushing (174 pounds); Mike Saucedo (284 pounds); Kyle Rainey (197 pounds); Adam Sesso (184 pounds); Nathan Martinez; Brian Mashburn (149 pounds); Jared Karlan (134 pounds). Coach Loprieno noted that these athletes really work at their academics. They are monitored by the coach from the day they join the team until the day he places them at another school.

Coach Loprieno noted that many students do not realize how great Harper College really is until they go to other community colleges for competition. It is evident that Harper is heads and tails above them. He distributed Wrestling T-shirts to Board members and to Dr. Breuder. He introduced Dale Gross, Assistant Coach, and expressed gratitude for the help Mr. Gross gives with recruiting and retention. It was noted that Mr. Gross joined the team this season.

Wrestler Adam Sesso addressed the Board and spoke of his positive experience at Harper College. He has improved academically and athletically and is very happy to be returning next year as a sophomore.

On behalf of the Athletic Department, Ms. Overland thanked the Board for their time and asked if they had questions.

Chair Kolze stated they are very proud of the coaches and the athletes. Their athletic achievements are great, but also their academic achievements and citizenship. He offered congratulations to all of them and thanked them for the effort they put forth to make Harper a better place.

Member Gillette noted that he knows the tremendous hours athletes put into their sport. He is very pleased and proud to hear they are also putting in the time for their academics. He thanked the coaches and the students for the amount of time and effort they put in.

Member Howard noted that it is very evident the coaches teach more than athletic skills—they mentor and oversee their academic work. She is very proud.

Corporate Services Award

Lori Danaher announced that Corporate Services was recently nominated and a finalist for a 2001 Business Achievement Award for Excellence being given by the *Business Ledger*, a business publication serving the northwest suburbs. Criteria for that nomination included success through excellent management, consistency of earnings, adaptation to marketplace requirements and demonstrable results. Judges included area business leaders and representatives from the Chambers of Commerce. Ms. Danaher thanked Laurie Stone for nominating Corporate Services for this award.

Corporate Services has switched its strategy to serving communities in general. They have assigned one sales consultant to serve the chamber and the village's municipalities, including the park districts, to try to better leverage those relationships. Corporate Services has been working with the Elk Grove Park District for a number of years, providing computer training, English as a Second Language (ESL), Team Building, Customer Service and Management Development programming. The Park District evaluates their suppliers on an annual basis regarding on-time delivery, customer service, competitive price relative to value and quality of products and services. Ms. Danaher reported that Corporate Services received a rating of excellent on every category, every question, by the Elk Grove Park District. She noted that Carol McClement is the Account Manager for the Park District. Ms. Danaher

distributed results for Board review and a summary of their partnership.

Math Club

Dom Magno, Chair of the Math Department, addressed the Board with regard to the Math Team and the American Mathematical Association of Two-Year Colleges (AMATYC) math competition which is held three times a year. The three rounds of the national competition take place in November, February and April. Hundreds of community colleges throughout the country participate. Mr. Magno distributed a sample exam to Board members.

He introduced the members of the Math Team: Ellick Chan, Johanna Metzler, Corey Olney, Rick Sollo and DJ Kim. He explained that the Math Club was instituted two years ago as a training place for this particular competition. In the first round, the team was first place in the region (which includes Illinois, Michigan, Ohio and Wisconsin), and it was ranked eighth nationally within two years. Much of that is due to the efforts of others who work in the department. The exam coordinator is Derek Collis, a full-time Math faculty member. He works in administering the exam, scoring the exam and reporting the results nationally. The Math Club Coordinator (or Coach) is Dr. Krish Revuluri. He was very instrumental in getting it started. Dr. Revuluri works very closely with team members to try to teach problem solving techniques. He is also a volunteer coach at Plum Grove Junior High, has taken them to the Nationals for three years and reached first place nationally one year. He is currently working with Fremd High School and has gotten them to the State level in the high school competition.

Dr. Revuluri came forward to speak about his commitment to the program. He noted that the community has done a great service for his family, and he wanted to give back to the community. The exam is a test to connect everything the student has already learned. He teaches problem-solving skills to bring out the skills already known. Dr. Revuluri encourages his students to teach other students, so they are also doing community work. They offer free tutoring at the Tutoring Center or off-campus in the community. He expressed his appreciation for that service.

Dr. Revuluri introduced Math Club members: Johanna Metzler; DJ Kim (President); Rick Sollo; Ellick Chan and Corey Olney. He explained that the success of this program is not dependent on one person; it is teamwork. He trained

them as a team, so they will share among themselves and solve problems.

DJ Kim thanked Professors Magno and Revuluri for giving him the opportunity to join the Math Club and meet other students interested in Math. Those students are helping other students who have a difficult time in Math class. During his vacation, he spent much of his time with those students, helping them with math problems.

Rick Sollo shared his experience taking the exam. One of the reasons why he joined the Math Club was to improve his abilities in Math. He is very sympathetic to those who struggle in Math. Through Professors Magno and Revuluri, he was able to be in the top 20 percent, which is quite a jump from where he started. Having good math skills is important in many careers.

Chair Kolze thanked everyone for their time and effort. He congratulated them and expressed appreciation for the things they do.

Member Howard noted that quite often she is asked why she volunteers so much time for Harper College. She explained that the answer is right here—these students and their success make it all worthwhile.

STUDENT TRUSTEE REPORT

Student Member Fisher noted that they are nearing the end of the semester. Finals are May 14 through May 18, with graduation on May 20. She explained that being a Student Trustee has been one of the greatest experiences of her life. Each person has taught her a great deal, and she will take a part of them with her as she moves on to the University of Illinois at Chicago (UIC).

On behalf of the Board, Chair Kolze expressed appreciation for Tracy Fisher's efforts as a Trustee. He noted that she served with enthusiasm and dedication. He read a Resolution outlining her accomplishments, her campus involvement, exemplary manner, leadership skills and volunteer work.

Member Barton moved, Member Howard seconded, approval of the Resolution expressing appreciation for the dedication, loyalty and service given by Tracy Fisher during her term as Student Trustee.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Kolze presented Ms. Fisher with a plaque of the Resolution and wished her the best.

Tracy Fisher introduced new Student Trustee Raul Passarini. Vice President Joan Kindle read a brief introduction about Mr. Passarini, a second semester student at Harper College. He is a former graduate of Conant High School in Hoffman Estates, a current resident of Roselle, Illinois, and a native of Venezuela. He feels that his experiences in co-curricular activities will help him be a better student representative. His current activities at Harper College include intramural soccer and Latinos Unidos. He plans to transfer to the University of Illinois in Champaign and major in mechanical engineering.

On behalf of the Board, Chair Kolze welcomed Student Member Passarini and suggested he contact Dr. Breuder's office or any of the Board members if he has any questions. In response to Chair Kolze, Student Member Passarini stated he will make sure he has received the information packet regarding the role of Student Trustee.

CONSENT AGENDA

Chair Kolze called attention to Exhibit VI-6. He suggested that the following executive session minutes be released for public record: October 26, 2000; November 21, 2000; December 1, 2000; December 20, 2000; January 25, 2001; February 22, 2001; March 8, 2001. Board members concurred.

Member Howard moved, Member Barton seconded, approval of the minutes for the March 8, 2001 special Board meeting and executive session; March 22, 2001 regular Board meeting and executive session; bills payable; payroll for March 22, 2001 and April 6, 2001; estimated payrolls for April 7, 2001 through June 1, 2001; bid awards; purchase orders; personnel action sheets; review of executive session minutes as listed; employee assistance program; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-10 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,539,685.40
Tuition Refunds	118,690.54

The payrolls of March 23, 2001 in the amount of \$1,856,962.01; April 6, 2001 in the amount of \$1,894,539.90; and estimated payroll of April 7, 2001 through June 1, 2001 in the amount of \$7,559,276.35.

Bid Awards

- Ex. VI-3a Award bid 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.
- Ex. VI-3b Award bid Q00145 for reupholstering furniture located in public spaces throughout the College to Environetx, the low bidder, in the amount of \$29,356.00.
- Ex. VI-3c Award bid 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.
- Ex. VI-3d Award bid 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.

- Ex. VI-3e Award bid Q00142 to Buy-Rite Wholesale, the low bidder for Toilet Tissue, in the amount of \$14,784.
- Ex. VI-3f Award bid 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.
- Ex. VI-3g Award bid 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.

Purchase Orders There are no purchase orders this month.

Personnel Actions

Professional/Technical Appointments

David Dwyer, Desktop Integration Analyst, IT/CS, 06/04/01,
\$46,500/year

Richard Kellerman, Desktop Integration Analyst, IT/CS,
04/23/01, \$52,777/year

Classified Staff Appointments

Mary Hungsberg, Receptionist, p/t, REG OFF, 03/26/01,
\$13,416/year

Catherine Lindstrom, Customer Support Representative,
CORP SERV, 04/09/01, \$29,710/year

Deyi Sawers, Clerk/Receptionist, p/t, AE/LS-Tutoring Center,
04/05/01, \$14,674/year

Andrea Smela, Receptionist, p/t, Admissions, 03/26/01,
\$19,305/year

ICOPS Appointment

Ashley Fleck, Security Guard, PUB SAF, 04/09/01,
\$25,480/year

Professional/Technical Resignation

Charlene Padovani, Wellness Coordinator, p/t, HLTH SER,
04/04/01, 7 years 8 months

Classified Staff Resignation

Marlene Foley, Customer Service Representative, CORP
SRV, 03/30/01, 5 years 6 months

ICOPS Resignation

Robert Phillips, Security Guard, PUB SAF, 03/20/01, 1 year
3 months

Approval for public record the executive session minutes dated October 26, 2000; November 21, 2000; December 1, 2000; December 20, 2000; January 25, 2001; February 22, 2001 and March 8, 2001.

Approval of the Employee Assistance Program renewal agreement between William Rainey Harper College and Workplace Solutions, L.L.C., as proposed with the addition of the Work/Family Solutions and Legal/ Financial Solutions.

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

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

Motion carried. Student Member Passarini voted aye.

NEW BUSINESS:

Affiliation Agreements:
Advanced Surgical
Associates; The
Bureau of Office
Services; The Medical
Transcription Practice
of Lauri Kovalenko

Chair Kolze noted that affiliation agreements are cooperative arrangements the College has with private sources to provide some of the services we need.

Member Howard moved, Member Gillette seconded, approval of the following Affiliation Agreements: between William Rainey Harper College and Advanced Surgical Associates; between William Rainey Harper College and The Bureau of Office Services; and between William Rainey Harper College and The Medical Transcription Practice of Lauri Kovalenko; all to provide for the clinical education of students in the Medical Office Administration Program, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Faculty Promotions

Member Gillette moved, Member Howard seconded, that the following promotion be granted for the 2001-2002 academic year, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor
Helen Burroughs - BUS/SS

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

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

Member Barton moved, Member Howard seconded, approval of the Smith Group JJR, Inc. as the William Rainey Harper College Landscape Architect and authorization for the Chair of the Board to sign the contract upon completion of legal review by the College Attorney, as outlined in Revised Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that he had previously asked the administration to include the fees being charged. Vice President Judy Thorson had responded by supplying fee information to the Board members.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

First Reading: Chapters 1, 2, 3 of the Board Policy

Chair Kolze noted that Exhibit VII-D was a first reading with no action to take place. Dr. Breuder explained to Board members that the three chapters are to be inserted into a

Manual

three-ring binder which will be supplied to them at the end of the meeting. He suggested they pull these chapters out of their Board Book and insert them into the three-ring binder.

Vice President Ed Dolan explained that, at the request of the Board, they are submitting several chapters of the Board Policy Manual for review each month. They received the first three chapters in their April Board packet; they will receive an additional two chapters in the May Board packet and another two chapters in the June Board packet. The second reading of all the chapters is scheduled for July. The Board has the opportunity to review any of these chapters, suggest any changes and ask any questions prior to the July meeting.

Vice President Dolan explained that they are in the process of changing the numbering system from a pagination system to an electronic file binary numbering system. The overall goal is to move the Board Policy manual from a paper system to an electronic system.

Dr. Dolan explained that there are a total of 16 changes made throughout the first three chapters, 13 of which occur in Chapter 1. Changes in the statute or law in the State of Illinois resulted in 12 of the 16 changes. Legal counsel reviewed those and provided the wording as appropriate. Throughout the document, new language is in bold type, deleted language is in strike-through type.

There was discussion regarding the wording of the election information, whether it should state November or April. Dr. Dolan explained that the language is a bit awkward because they are currently in a transition period. He had addressed this issue with legal counsel in March, and they explained that the wording must be stated this way at this time. Legal counsel will replace the wording after the transition period.

Chair Kolze suggested that Board members contact Dr. Dolan directly with questions or comments regarding the Board Policy Manual. Dr. Dolan agreed to spend an hour with Chair Kolze to discuss the details. In response to Chair Kolze, Dr. Dolan stated that, in July, the Board will receive a full manual which will include all of these chapters with any modifications they have made as a result of the Board review of the first readings.

Member Shure suggested they use consistent language throughout the manual with reference to the role of "Chair."

Presentation and
Adoption of
Institutional Core
Values

Board members concurred that the wording of "Chairman" or "Chairperson" should be changed to "Chair" throughout the document.

Chair Kolze asked for a motion and a second before the presentation.

Dr. Breuder noted that two words were inadvertently left out of the third paragraph under Background Information in Exhibit VII-E. He asked Board members to insert the words "consistent with" in the second sentence of the third paragraph. The second sentence should be rewritten as follows: "He asked that, consistent with the shared governance system, . . ."

Member Botterman moved, Member Barton seconded, adoption of the Institutional Core Values, as outlined in revised Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Dr. Breuder introduced Cheryl Kisunzu, Chair of the Human Resources Committee. Ms. Kisunzu gave a presentation outlining the Institutional Core Values, giving background information, update of current efforts and future goals.

Background Information

In August 1999, consistent with the President's request and the Institution's system of shared governance, the Human Resource (HR) Committee was asked to assume responsibility for developing a process which would result in the identification and the implementation of Institutional Core Values, by way of review. Ms. Kisunzu noted that the HR Committee consists of the following individuals: four faculty members, one HR administrator, two pro/tech representatives, one IEA/NEA representative, two classified/technical representatives, one physical plant representative, one administrator (herself), one staff development training specialist and one campus psychologist. She has been asked to give an update on Year 2 of the initiative, and she is recommending that this

type of annual status report be a standing Board agenda item.

Ms. Kisunzu talked about the devastating effects of an educational system that lacks a consensus on values. After experiencing many years of an academic setting that struggles to exist, Ms. Kisunzu's nephew in the Democratic Republic of Congo said the ability to return to school has reinforced his hope for a productive life. This hope is the direct result of "harambee," which means pulling together in one direction. She stated that access to excellence and learning at William Rainey Harper College could also be seriously jeopardized unless everyone makes a commitment to "pull together in one direction" by embracing the Institutional Core Values.

The power of this initiative has been well established; institutions of higher learning whose mission, vision and goals are filtered through a set of Core Values are positioned to provide and create legendary service. The power of this initiative is further seen through the enhanced quality of learning which occurs within a values-driven institution.

Update

During the second year of Harper's Core Values initiative, emphasis continued to be placed on communicating with all employee groups the value of this process, while identifying and implementing strategies and initiatives for all employee groups. To help facilitate the process, the HR Committee felt the need to secure the services of external consultant, Dr. Michael O'Conner. Dr. O'Conner is the co-author of "Management by Values." Ms. Kisunzu noted that Board members will be provided with a copy of this reference material. She added that the consulting services were made available through grant funds received from the Illinois Community College Board (ICCB) as part of the State's ongoing commitment to provide support for the Institutional Core Values initiative at various community colleges in Illinois.

Ms. Kisunzu noted that the values presented last year have not been changed, but simply refined, consistent with this input. She highlighted some principles learned by the HR Committee:

- Values-driven institutions are those institutions whose mission, day-to-day practices and results are consistently filtered through the dynamic parameters of one's institutional core values. If these practices are consistent

- with the values, they are reinforced; if not, realignment is immediately initiated.
- Implementing an Institutional Core Value initiative is divided into three phases which overlap:
 - ⇒ Phase I is characterized as defining or clarifying the values (Years 1 and 2).
 - ⇒ Phase II is the communication of the values (which included additional employee workshops for refining values; November 2000 Employee Day— Celebration of Harper, Living the Values; November Administrative Workshop with Dr. O'Conner; February 2001 Leadership and Core Values Workshop).
 - ⇒ Phase III is aligning the values with the College practices.
 - This process is one which never ends.

Ms. Kisunzu explained that employee feedback has been predominantly positive throughout each of the primary aspects of the initiative. Participants have consistently expressed how good it felt to have all employee groups working together for the well-being of the institution, and to know that the thoughts of each individual are valued.

Additionally, Ms. Kisunzu has heard negative concerns. Some individuals felt that this initiative would simply be another posting of useless sayings on walls across the campus. Some were insulted by what they perceived as the inference that the existence of this initiative meant that they did not have values. Others have asked why a set of core values is needed, because the institution has done just fine for over thirty years without this type of consensus. Ms. Kisunzu has asked individuals if the service rendered to Harper students is consistent with their highest potential. Additionally, she asked if the College is positioning itself to excel even higher. Ms. Kisunzu noted that, without a doubt, excellence in learning has been provided and continues to be provided by William Rainey Harper College. However, she feels that they have not yet experienced the essence of harambee. Growth is required by each individual at Harper.

Proposed Institutional Core Values

In order of priority, the following are proposed Institutional Core Values for William Rainey Harper College:

1. Integrity
2. Respect

3. Excellence
4. Collaboration

Impact of Not "Pulling Together in One Direction"

Ms. Kisunzu described the impact of choosing against the Core Values:

- If we choose not to agree to pull together toward the value of **integrity**, by default we consciously choose to serve our students by creating an environment that would be ravaged by dishonesty, irresponsibility and unethical practices.
- If we choose not to agree to pull together toward the value of **respect**, conversely, we would consciously choose to abuse the resources of our students by creating an academic environment made impotent by disrespect.
- If we choose not to agree to pull together toward the value of **excellence**, by default we choose to harm ourselves and our students by creating a climate which affirms mediocrity.
- If we choose not to agree to pull together toward the value of **collaboration**, by default we choose to weaken the learning experience of our students by creating an egregious climate characterized by our own internal civil war.

The projected end result would be self-destruction of this center of learning. Ms. Kisunzu stated that the decision is everyone's to make tonight and on a daily basis. Consistently, they must choose to filter their goals, objectives, plans and daily interactions through the dynamic filter of integrity, respect, excellence and collaboration—to affirm that which meets this rigor and to refine that which does not. Ms. Kisunzu admitted that this initiative will challenge the institution, and it will require thoughtful and insightful planning. However, the students trust that together everyone will collectively embrace these standards. Only then will the College experience what harambee really means.

Ms. Kisunzu thanked the Board and asked if they had questions.

Chair Kolze complimented Ms. Kisunzu on her eloquence and passion for this initiative. He congratulated her on her leadership and fine effort put forth. He is proud of the HR Committee for what they have accomplished by bringing all

parts of the College together to create the Institutional Core Values. The effort is a model and an inspiration. Chair Kolze suggested that these Core Values guide all of their behaviors as they move forward at Harper College. As a Board, they should insist that all individuals involved with Harper College follow these standards. They are good, basic, decent characteristics by which everyone should want to live. He thanked everyone for their efforts.

Member Barton noted that involving all areas of the College in this initiative was an outstanding example of shared governance at work. These Core Values should be used in our personal lives as well as in our professional lives. Living by these Core Values will make Harper a better place.

Member Howard stated that she is very supportive of these Core Values. Implementing them will be a challenge; we are all going to have to walk the walk, not just talk the talk. However, by doing so, we will set an example for our students in the way to treat each other and in the way to work together. She urged all employees, and even those who are not employees, to live by the Core Values.

Member Gillette suggested that, after tonight's presentation, perhaps he knows where the word "harmony" comes from.

Member Hess applauded Harper College for developing the Core Values initiative and urged fellow Board members to approve them. Embracing these values is vital to the health of Harper College. The Board's goal is to ensure that Harper remains a positive and productive workplace for all.

Member Botterman asked Ms. Kisunzu to extend to the HR Committee members his appreciation and the appreciation of the Board for their time and effort on this initiative. He added that it is important for those employees who were concerned whether or not this was just another slogan to know that nobody is attempting to stifle reasonable discussion.

Chair Kolze noted that the Board approved the Institutional Core Values prior to the discussion, which indicates their faith in the Human Resource Committee. The Board had also reviewed the Core Values for several days prior to the Board meeting. The Board is very appreciative of the effort that went into this initiative.

Model Lease
Agreement for

Member Gillette moved, Member Howard seconded,
approval of the Model Lease Agreement documents for

650 Higgins

650 Higgins which have been prepared by the College legal counsel, as outlined in Revised Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes). Chair Kolze noted that Member Gillette raised some of the issues reflected in the revision. In response to Chair Kolze, Member Gillette stated he was satisfied with the revision. Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Resolution Appointing
Board of Directors for
Hilltop Professional
Plaza Condominium
Association (650 Higgins)

In reference to Exhibit VII-G, Dr. Breuder noted that the word "appointing" should be changed to "approving." In addition, the word "elected" should be changed to "nominated" in Section 2 of the resolution.

Member Howard moved, Member Botterman seconded, approval of the resolution Approving Board of Directors for Hilltop Professional Plaza Condominium Association (650 Higgins), as modified and outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Howard, Dr. Breuder confirmed that these individuals are nominated as directors and then will be elected by that organization as a process.

Member Gillette noted that he will vote to approve this exhibit; however, he feels legal counsel should write a set of operating instructions or guidelines for these individuals. They are a separate legal entity, and, as such, they could obligate a half million dollars to repair the roof. Member Gillette does not understand if that would fall under the condo law or the Illinois Community College law.

Board members also recommended that the guidelines include reporting responsibilities and the stipulation that the College auditor should be their auditor as well.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Administrative
Promotion

Member Gillette stated that, while preparing a message for Dr. Elizabeth McKay's retirement, he came to the conclusion that Dr. McKay meets all the requirements of the pinnacle of an educator. It is his recommendation that the Board vote to promote her to Professor. He stated that promoting an administrator to an academic rank requires only Board approval, not the approval of the Faculty Committee. Vice President Tom Choice confirmed the requirement.

Member Gillette moved, Member Howard seconded, that Dr. Elizabeth McKay be promoted to the academic rank of Professor.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Member Howard suggested that Dr. McKay come to the next Board meeting where she will be presented with a formal resolution.

CITIZENS'
PARTICIPATION

Harper College employees Barbara Bednarz, Steve Hill, Eva Groft, Marianne Gasparaitis and Kay Turner came forward with a card and a message for Dr. Breuder. On behalf of the many employees of Harper College, Ms. Bednarz thanked Dr. Breuder for all of his efforts in continuing the growth and excellence of Harper College. They want Dr. Breuder to know how much they appreciate him.

Dr. Breuder thanked everyone for their kindness. He explained that, earlier in the day, approximately twenty employees surprised him in his office with this card and a bunch of balloons. They invited him into the hallway where approximately 150 people applauded him and shared some kind words. He expressed how much he greatly appreciated that gesture.

Chair Kolze noted that he was on the campus when these individuals expressed their appreciation for Dr. Breuder in this unique way. It is something that he had never seen

before. It was a genuine expression of loyalty, affection and appreciation for what Dr. Breuder is trying to do for the College. Chair Kolze thanked everyone for making the presentation today and this evening.

PRESIDENT'S REPORT

Dr. Breuder shared an experience he had over twenty years ago when he had the privilege of being invited by the Ministry of Education to the Republic of Kenya. He spent a week traveling and meeting with people in various areas and learned about what people referred to as the Harambee Technical Colleges. He very much remembers that term. The small communities had created their college; they were very proud of it and placed a great deal of their future in it. They created something that was very special; they were "pulling in one direction," because they knew their quality of life depended on it.

It is his hope that, by the Board embracing these Institutional Core Values, they will become an integral part of this institution. If everyone pulls together in the spirit of collaboration, great things can be done for Harper College. The potential is unbelievable. He added that everyone must remember that, first and foremost, are the students who attend William Rainey Harper College.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze highlighted several May events.

Member Gillette noted that two Harper-related events occur on May 9, 2001—the Convocation at Harper College and Illinois Community College Trustees Lobby Day in Springfield. Members Botterman and Gillette will be down in Springfield making sure they get more money for Harper College. Member Gillette asked that this be communicated at the Convocation, so that people will know they are missing the Convocation for the benefit of Harper College.

Chair Comments

Chair Kolze concluded the meeting by addressing some of the recent issues surrounding the College. The Board continues to hear the Faculty Union; they know there are issues that exist. Chair Kolze firmly believes there is a process for resolving issues, and that process is not served by personal attacks against each other and using the media as a mouthpiece. Everyone cares very deeply about Harper

College. Some of the really great things the Board heard about Harper this evening are the norm; they are not the exceptions.

Constructive dialogue needs to be reestablished. The Board has put strong steps in place and holds all parties accountable for coming to the table in a productive way to discuss and resolve issues. Dr. Breuder will be cooperating in this process. A goal has been established for him to continue with this effort. Unfortunately, the Faculty Union continues to reject meetings with Dr. Breuder to resolve the issues that exist. Chair Kolze suggested that it is time to move on.

If everyone lives by the Institutional Core Values, it will be a significant step in the right direction. The Board members were all elected by taxpayers to set the policies that govern this College. He stated that the Board strongly supports Dr. Breuder in his efforts to restart constructive dialogue with the Faculty Union. The Union must understand that continuing the personal attacks in the press will not change the strong support that this Board has for Dr. Breuder. He suggested they build a cohesive atmosphere where people work together for the good of Harper. The Board expects everyone who works at the College to rededicate themselves to the core mission of the College of top-quality education for the students and the communities it serves.

Member Barton stated that Board members have been outraged by the tactics and actions taken by the Faculty Union. The vote showed a blatant disregard for what is best for the College and a complete disrespect for the appropriate way to resolve issues. She added that it is time to stop attacking the character of individuals and making power grabs and to start working on issues. These types of issues only hurt Harper College. The Board is elected by the taxpayers of the community to serve and to set policy that governs the institution. Taxpayers expect the teachers to teach; when they have issues, taxpayers expect teachers to raise those issues in a professional and respectful manner.

Member Barton added that there was a guest editorial in the Pioneer Press that asked Board members to make an important decision about leadership at Harper College. The editorial suggested that the Board decide whether the Faculty Union is making a grab for power or Dr. Breuder is really the tyrant that the Faculty claims he is. The Board has made its decision. The Faculty Union is trying to grab power

through outright character assassination. The Board stands behind President Breuder and his accomplishments on behalf of Harper College. The Board hopes that the Union will agree to work with Dr. Breuder in a productive manner and work toward the future of Harper College.

Member Howard noted that attacking people is never a constructive way to proceed in any organization. It is verbal bullying, and it is particularly distressing when some of the charges are unfair and inaccurate. She added that everyone must be careful to live up to the Core Values and to treat each other with respect. The Board values all of the Harper employees. Member Howard, personally, intends to treat all of them with respect and to listen to them very carefully. She expects the same from them.

Member Gillette stated that it is reasonable for people to have differences, and it is reasonable to sit around the table and discuss those differences and come to a compromise. However, to raise voices and try to yell louder than the other person does not make one position any better than the other. He is pleased that Dr. Breuder is continuing to offer to sit down and work out problems and agree to productive solutions. Member Gillette hopes the Faculty Union does the same.

Member Hess stated that the recent acts by the Faculty Union do not support the College goals of providing the best education for the students in a positive atmosphere. She is devastated by what has been going on the last six months. Member Hess explained that she is a Harper graduate, and her children and husband attended Harper College. She is very grateful for the wonderful faculty and other employees at Harper College. She knows firsthand how important these individuals are in the education process.

Member Hess added that Harper is a community college, serving the needs of many in the community. The negative press does not help anybody. It affects the College; it affects the community; it affects business partnerships; it even goes outside the community. Member Hess reiterated that she is very supportive of the faculty and has held them in the highest regard. She encouraged them to come to the table to work with Dr. Breuder and to move forward. It is time to set differences aside and look toward the future of Harper College.

Member Botterman noted that he is very supportive of the union movement. Although he is very active in the Democratic Party, he has tried to keep his party affiliation out of Board affairs. One of the things he is drawn to within the labor movement is the request for fairness in the workplace. He was first disturbed several months ago when an alleged evaluation of Dr. Breuder was leaked to the media. He has shared his comments with many members of the faculty that in no way, shape or form would he ever tolerate an administrator doing the same. He feels that if unions want fairness in the workplace, they have to demonstrate that fairness, as well. Member Botterman added that Dr. Breuder is an employee of the College, and he would never think of releasing evaluations on him or any other employee. It does not represent the union movement in its best light. In the best interests of all working people, whether they are in a union or not, these tactics must stop.

Member Botterman complimented Member Gillette on his article in the *Trustee Quarterly* publication.

ADJOURNMENT

Member Barton moved, Member Hess seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:

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

The motion carried at 9:00 p.m. Student Member Passarini voted aye.

Chair

Secretary

BOARD REQUESTS

APRIL 26, 2001 REGULAR BOARD MEETING

1. Dr. Breuder explained to Board members that the three chapters of the Board Policy Manual are to be inserted into a three-ring binder (supplied at the end of the meeting). He suggested they pull these chapters out of their Board Book and insert them into the three-ring binder.
2. Chair Kolze suggested that Board members contact Dr. Dolan directly with questions or comments regarding the Board Policy Manual. Dr. Dolan agreed to spend an hour with Chair Kolze to discuss the details.
3. Member Shure suggested they use consistent language throughout the Board Policy Manual with reference to the role of "Chair." Board members concurred that the wording of "Chairman" or "Chairperson" should be changed to "Chair" throughout the document.
4. With regard to Institutional Core Values, Cheryl Kisunzu has been asked to give an update on Year 2 of the initiative, and she is recommending that this type of annual status report be a standing Board agenda item.
5. With regard to Exhibit VII-G, Member Gillette feels legal counsel should write a set of operating instructions or guidelines for these individuals. Board members also recommended that the guidelines include reporting responsibilities and the stipulation that the College auditor should be their auditor as well.
6. Member Howard suggested that Dr. McKay come to the next Board meeting where she will be presented with a formal resolution.
7. Member Gillette noted that two Harper-related events occur on May 9, 2001—the Convocation at Harper College and Illinois Community College Trustees Lobby Day in Springfield. Members Botterman and Gillette will be down in Springfield making sure they get more money for Harper College. Member Gillette asked that this be communicated at the Convocation, so that people will know they are missing the Convocation for the benefit of Harper College.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00143 for paper towels as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$12,853.66 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. Eight responses were received. The following is a recap of the bid tab sheet:

Kraft Paper Sales Co., Inc.	\$ 12,853.66
Buy-Rite Wholesale	13,969.10
Pyramid Supplies	14,396.43
All American Paper Co.	14,628.50
The Standard Companies	15,332.82
KMI Supplies, Inc.	15,748.14
Sani-Craft Co.	16,112.86
Runge Paper Co.	19,324.38

The paper towels are used in dispensers throughout the campus.

IV. RECOMMENDATION

The administration recommends that the Board award Q00143 to Kraft Paper Sales Co., Inc., the low bidder for paper towels, in the amount of \$12,853.66.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00149 for trash removal service for the main campus as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$25,000 will be provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0276-068-576.

III. INFORMATION

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

Onyx Waste Services, Inc.	\$ 16,753.44
BFI/Alliance Waste Services	17,292.00
Waste Management-Northwest	18,060.00
Arc Disposal & Recycling Co., Inc.	20,640.00
Disposal Management Systems	23,714.40

This request is for the removal of waste from the main campus, from July 1, 2001 through June 30, 2002 with an option to renew at the same or lower cost for an additional two years, July 1, 2002 through June 30, 2003 and July 1, 2003 through June 30, 2004.

The bid was based on the average number of pickups needed by the College. However, there are occasions when additional pickups are needed. A contingency of \$8,246.56 is requested, to accommodate the additional pickups.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00149 for trash removal service for the main campus, from July 1, 2002 through June 30, 2002 with an option to renew for an additional two years, July 1, 2002 through June 30, 2003 and July 1, 2003 through June 30, 2004, to Onyx Waste Services, Inc., the low bidder, in the amount of \$16,753.44 and a contingency for additional pickups as needed in the amount of \$8,246.56, for a total award not to exceed \$25,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00150 for the Student and Administrative Center drainage system and entrance brick paver work as requested by Physical Plant.

II. BUDGET STATUS

Funds will be provided in the 20001/02 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9114 and 0292-039-539.00-9114.

III. INFORMATION

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

Compass Concrete Maintenance, Inc.	\$330,800
A. Lamp Concrete Contractors, Inc.	342,500
J. Redding Asphalt	No Bid

In an attempt to solicit more bids, the bids were not opened on the original opening date. A five day extension was given so that other interested vendors could submit bids. Two other vendors that had indicated they may be interested, declined to bid even with the extension.

J. Redding Asphalt indicated that it could not meet our specifications and submitted a no bid.

The concrete at the main entrance to the Student and Administration Center has deteriorated to a point where water is leaking into the first floor Information Technology area. The only way to correct the leakage problem is to excavate the entire area and install a drainage system with membranes to prevent future leakage.

Once the leakage problem is resolved, brick pavers will be installed in place of concrete. The paver system will allow for easier maintenance in the event of settling or damage. Because of the unique soil conditions on the campus, the concrete cracks and heaves in cold weather. Repair will be less costly with the brick pavers.

The visual effect of the brick pavers and additional landscaping that will be planted in this area will enhance the image that will be created by the Performing Arts Center.

Included in the recommendation is the architects fee of \$24,810, reimburseables in the amount of \$500, and a contingency in the amount of \$28,842 for a total award of \$384,952.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00150 for the Student and Administration Center drainage system and entrance brick paver work to Compass Concrete Maintenance, Inc., the low bidder, in the amount of \$330,800, plus the architects fee of \$24,810, reimburseables in the amount of \$500, and a contingency in the amount of \$28,842, for a total award of \$384,952.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00155 for a Radio Frequency (RF) Network Analyzer and related peripheral equipment, and a Spectrum Analyzer and related peripheral equipment as requested by the Technology, Mathematics and Physical Sciences Division for the Electronics department.

II. BUDGET STATUS

Funds in the amount of \$33,912 will be provided in the 2001/02 Education Fund budget, under account number 0181-911-586.

III. INFORMATION

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

Agilent Technologies, Inc.	\$33,912.00
Tektronix, Inc.	42,800.09

The new Spectrum Analyzer will replace test equipment that has been used by Electronics classes since the late 1960's. This equipment is obsolete as well as inoperative and beyond economical repair.

This instrumentation will be used to facilitate the laboratory instruction of Alternating Current and RF Network, Analog Circuits, and FR/Microwave Wireless Communications courses. It is important that students be trained on the use of modern test equipment. The usable lifespan of this hardware is expected to be 10 to 15 years.

A third vendor, Instrument Flight Research Corporation, did not respond to the bid request, as it could not be competitive.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00155 for a Radio Frequency (RF) Network Analyzer and related peripheral equipment, and a Spectrum Analyzer and related peripheral equipment to Agilent Technologies, Inc., the low bidder, in the amount of \$33,912.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00136 for printing of the 2001/2002 Student Handbook/Datebook as requested by Marketing Services. This handbook informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages.

II. BUDGET STATUS

Funds in the amount of \$10,850.00 will be provided, \$4,000 in the Education Fund budget, under account number 0181-060-547, and \$6,850.00 in the 2001/2002 Auxiliary Enterprise Fund budget, under account number 0538-820-542.

III. INFORMATION

A legal bid notice was published and 26 bids solicited. Seven responses were received. The following is a recap of the bid tab sheet for 7,000 copies:

Hagg Press, Inc.	\$ 10,850
VCP Printing	12,398
Vis O Graphic	12,711
Vogue Printers	14,423
Platinum Graphics	14,567
Multiple Images Printing	14,826
Overly Publishing	16,100

This publication is complementary to the catalog, which includes policies and procedures governing academic life. Students use the datebook pages to note appointments and assignments. The

publication is distributed at student orientation and during the first two weeks of each semester.

IV. RECOMMENDATION

The administration recommends that the Board award Q00136 to Hagg Press, Inc., the low bidder for printing of the 2001/2002 Student Handbook/Datebook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$10,850.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 24, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$19,900.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Peters and Associates, Inc., for local area network consultant services in support of more than 50 Novell and NT file servers, in the amount of \$58,800.
- Exhibit VI – 4c The administration recommends that the Board approve issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$88,375.00.
- Exhibit VI – 4d The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$26,390.00.
- Exhibit VI – 4e The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$23,137.27.
- Exhibit VI – 4f The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc., for 40 Macintosh computers, in the amount of \$140,000.

- Exhibit VI – 4g The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for hardware and software, remote technical support, and the purchase of related Cisco Systems equipment, for fiscal year 2000/2001 in the amount of \$83,101, and fiscal year 2001/2002 in the amount of \$143,781, for a total of \$226,882.
- Exhibit VI – 4h The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$72,135.
- Exhibit VI – 4i The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$62,500.
- Exhibit VI – 4j The administration recommends that the Board approve issuance of a purchase order to Computer Associates for renewal of a maintenance agreement covering CA-Unicenter software, in the amount of \$20,838.25.
- Exhibit VI – 4k The administration recommends that the Board approve issuance of a purchase order to the Pauly Group, Incorporated, for academic search consulting services, in an amount not to exceed \$30,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, to cover the period of July 1, 2001 through June 30, 2002 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$19,900 will be provided in the 2001/2002 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Avaya (formerly Octel) provides regular service and maintenance of the voice messaging system hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement.

There is no other vendor that can offer maintenance of this voice messaging hardware and software. The price remains the same as it was for the 2000/2001 fiscal year.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$19,900.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Peters and Associates, Inc. for local area network consultant services in support of more than 50 Novell and NT file servers, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$58,800 will be provided in the 2001/2002 Operations and Maintenance Fund budget, under account number 0295-256-539.00.

III. INFORMATION

A significant amount of work must be done to integrate new servers within the Harper College Communication Network (HCCN). With the increased demand by the user community for network resources and consistent performance, many new servers have been and continue to be added. These servers are critical to the successful daily operation of the College.

Peters and Associates, Inc. has done considerable high-quality work for the College and is very familiar with the HCCN and the file servers supporting the end-user community. In previous years, Peters and Associates, Inc. has been awarded business due to the ability to meet time constraints and to provide assistance with evaluation, service, and installation of file server equipment. Peters and Associates will continue to provide support services for the existing Novell infrastructure and will provide assistance in select Business Continuity projects.

The College has also standardized on Compaq file servers. Compaq and Compaq Business Partners continue to recommend

Peters and Associates, Inc. as not only price-competitive, but also as the only entity willing to guarantee that the same consultant be available for every engagement at the College. As a price comparison, the College also utilizes the consulting services of RMS, Inc., which has similar rates and is of comparable size and capabilities, but in different technical areas.

The rate charged by Peters and Associates will be \$150.00 per hour, the same as during the 2000/2001 fiscal year. That rate is usually based upon a 40-hour week on a project basis. The consultant works at the College approximately one day per week, although it varies from week to week depending on need.

The total is a not to exceed amount; all of it will not necessarily be used. The increase of \$1,200 over the 2000/2001 amount of \$57,600 allows for one additional eight-hour day of work, still taking into consideration the possibility that the consultant may be on vacation for three weeks during the year.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Peters and Associates, Inc., for local area network consultant services in support of more than 50 Novell and NT file servers, in the amount of \$58,800.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software for the period of July 1, 2001 through June 30, 2002, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$88,375.00 will be provided in the 2001/2002 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The standard licensing and maintenance agreement entitles the College to receive regular software releases, as well as modifications for Regent Integrated Application System software to assure conformity with federal and state regulations. It also entitles the College to unlimited telephone consultation regarding product capabilities and use.

Computer Options is the only vendor that offers standard licensing and maintenance for Regent Integrated Application System software. The increase of \$8,350 over last fiscal year's amount of \$80,025 is due to an inflationary increase, additional maintenance that will be needed for the new Web Registration module, and costs for updates that will be needed, including for the Financial Aid module.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$88,375.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Endeavor Information Systems, Inc. for renewal of a standard licensing and maintenance agreement, as described in Appendix B-1 of the Voyager License agreement for the Voyager Library Series Computer Software, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$26,390.00 are provided in the 2000/2001 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Voyager Library Series Computer Software provides Library Services with an automated means of circulating library material.

This request for renewal of a standard licensing and maintenance agreement entitles the College to receive software upgrades and technical support. The renewal period is June 1, 2001 through May 31, 2002.

Only Endeavor can provide the standard licensing and maintenance agreement for the Voyager Library Series Computer Software. The cost has increased by \$2,022.50, which is 8% more than the 2000/2001 amount of \$24,367.50.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$26,390.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cognos Corporation for renewal of a software licensing and maintenance agreement for the period of July 1, 2001 through June 30, 2002 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$23,137.27 will be provided in the 2001/2002 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which insure that the software is up to date and consistent with technological and industry standards.

Cognos is the only vendor that offers licensing and maintenance for its software, and only Cognos software will be covered by the purchase order. Last year the amount was \$31,745.35. The decrease of \$8,608.08 is because Cognos no longer supports Interbase, a piece of non-Cognos software that is now supported by the IB-Phoenix Company.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$23,137.27.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Apple Computer, Inc., for 40 Macintosh computers to either replace or provide new computer equipment for various offices throughout the campus, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$140,000 will be provided in the 2001/2002 Restricted Purposes Fund budget, under account numbers 0624-245-586.10 (the Illinois Community College Board Technology Grant) and 0695-245-585 (Harper College Technology Plan).

III. INFORMATION

Apple Computer, Inc. does not license its operating system to third party manufacturers and is the only manufacturer of Macintosh hardware. As a result, Apple is the sole supplier of its product. Harper College is a participant in the Apple Computer, Inc. Collegiate Partnership Program. Under this plan the College is treated as a reseller and realizes pricing which is discounted at 30 percent.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Apple Computer, Inc., for 40 Macintosh computers, in the amount of \$140,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cisco Systems, Inc., for hardware and software, remote technical support, and the purchase of related Cisco Systems equipment, for the remainder of fiscal year 2000/2001 and fiscal year 2001/2002 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$83,101 are provided in the 2000/2001 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509 and funds in the amount of \$143,781 will be provided in the 2001/2002 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

The Cisco equipment is the primary component that supports the Harper College Communication Network (HCCN) connectivity for desktop, local area network (LAN) applications, web servers, and Internet access at the Northeast Center (NEC), the Northwest Suburban Employment and Training Center (NSET), the Harper Professional Center (HPC), and the main campus.

Desktop equipment is presently on a 4-year refresh cycle and every effort is being made to implement a similar refresh cycle for all HCCN equipment. The HCCN permits electronic access to campus resources for instructional delivery, administrative support functions, and computing and instructional labs.

This request is to upgrade, replace and acquire routers, hubs, and the associated equipment necessary to support the campus user

and the increased demand for “bandwidth” to the campus. In addition to upgrading aged equipment, some of this fiscal year’s equipment will provide the infrastructure to support the newly acquired Harper Professional Center. Fiscal year 2001/2002 projects include the NEC Renovation, implementation of a network re-design to improve instructional access to the Internet, Instructional Technology Committee recommendations, and Campus Technology Plan initiatives.

Harper College has standardized on Cisco Systems equipment. As a result of partnering directly with Cisco Systems, the College is able to purchase at discounted prices. The prices supplied include educational discounts, additional partnership discounts, and credit for trade-in of used equipment. The following table outlines the costs and savings being realized by the College:

<u>Fiscal Year</u>	<u>List Price</u>	<u>Educational Discount (30%)</u>	<u>Partner Discount (5%)</u>	<u>Trade-In</u>	<u>Net Cost</u>
2001	\$ 164,060	\$ 49,218	\$ 8,203	\$ 23,538	\$ 83,101
2002	\$ 252,850	\$ 75,855	\$ 12,642	\$ 20,572	\$ 143,781
Total	\$ 416,910	\$125,073	\$ 20,845	\$ 44,110	\$ 226,882

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc., for hardware and software, remote technical support, and the purchase of related Cisco Systems equipment, for fiscal year 2000/2001 in the amount of \$83,101, and fiscal year 2001/2002 in the amount of \$143,781, for a total of \$226,882.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement covering the digital phone switch system hardware and software during the 2001/2002 fiscal year, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$72,135 will be provided in the 2001/2002 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Intecom provides regular service and maintenance for the digital phone switch system's hardware and software, assuring uninterrupted voice communication for the College. All system components are covered under the maintenance agreement, including all system common control equipment and system peripheral equipment such as printers, terminals, and station devices.

Intecom is the only vendor that offers maintenance for this digital phone switch system hardware and software. Last year the amount was \$59,636. The increase of \$12,499 is largely because Software Upgrade Subscription Service, which was paid separately in the past, has been added to the agreement. Also, more equipment has been added.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$72,135.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract for the period of July 1, 2001 through June 30, 2002 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$62,500 will be provided in the 2001/2002 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for HP UNIX computing hardware hosts and operating system software. These systems support Instructional and Administrative systems.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$62,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computer Associates for renewal of a software maintenance agreement covering CA-Unicenter software, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$20,838.25 will be provided in the 2001/2002 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

CA-Unicenter is operating system software that allows the Computer Operations department to manage all of the administrative UNIX servers from one central console and provides integration of security, production job scheduling and tape library management.

This maintenance agreement covers the period from June 30, 2001 through June 29, 2002. It entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological and industry standards.

Only Computer Associates offers maintenance for CA-Unicenter software. The price will be the same as for the 2000/2001 fiscal year.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computer Associates for renewal of a maintenance agreement covering CA-Unicenter software, in the amount of \$20,838.25.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to the Pauly Group Incorporated, for academic search consulting services. Human Resources is requesting these services for the Vice President of Academic Affairs position search.

II. BUDGET STATUS

Funds in the amount of \$30,000 are provided in the 2001/02 Education Fund budget, under account number 0192-039-532.

III. INFORMATION

This request is to retain the services of an academic search consulting service company to assist in the recruitment for the Vice President of Academic Affairs position. A review of consulting organizations resulted in interviewing two organizations. One organization would perform the search on a retainer basis with professional fees equal to one-third of the successful candidate's first year compensation, plus all expenses. The other organization charges established fees on a project basis. As a result, because of the area of specialization and the established project fee structure, the Pauly Group, Incorporated is being recommended to assist in this search. The Pauly Group is comprised of former higher education professionals from community and technical colleges, and specializes in regional and national community and technical college recruitment services. They will assist in the development of print advertising, mass mailings, personal contact with a network of potential candidates and candidate reference checking.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to the Pauly Group, Incorporated, for academic search consulting services, in an amount not to exceed \$30,000.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

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: May 10, 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	ICCB \$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 May 10, 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
April 2001

Appeal	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Harvest Ball 2000	1	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00
Direct Mail 2000 - Alumni	3	\$175.00	\$0.00	\$0.00	\$0.00	\$175.00
Direct Mail 2000 - Donor	2	\$80.00	\$0.00	\$0.00	\$0.00	\$80.00
Golf Open 2001 - Underwriting Appeal	19	\$18,250.00	\$0.00	\$500.00	\$0.00	\$18,750.00
Memorial	6	\$210.00	\$0.00	\$0.00	\$0.00	\$210.00
Proposal	1	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Special Intiatives	13	\$610.00	\$0.00	\$0.00	\$0.00	\$610.00
Stewardship	2	\$3,908.14	\$0.00	\$0.00	\$0.00	\$3,908.14
Tradition of Excellence 2001	154	\$3,216.00	\$8,533.50	\$0.00	\$0.00	\$11,749.50
Unsolicited	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
TOTAL	202	\$62,074.14	\$8,533.50	\$500.00	\$0.00	\$71,107.64

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

Appeal	#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	375	\$118,790.00	\$0.00	\$26,479.00	\$0.00	\$145,269.00
Board Appeal	2	\$2,589.38	\$2,615.70	\$0.00	\$0.00	\$5,205.08
Retirement Fund	5	\$90.00	\$1,430.00	\$0.00	\$0.00	\$1,520.00
Direct Mail 2000 - Alumni	171	\$4,408.00	\$0.00	\$0.00	\$0.00	\$4,408.00
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	23	\$4,040.00	\$0.00	\$0.00	\$0.00	\$4,040.00
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
Evans Scholarship	18	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Golf Open 2001 - Underwriting Appeal	30	\$37,125.00	\$0.00	\$500.00	\$0.00	\$37,625.00
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	9	\$330.00	\$0.00	\$0.00	\$0.00	\$330.00
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	\$27,000.00	\$0.00	\$0.00	\$27,000.00
Planned Giving	3	\$0.00	\$0.00	\$0.00	\$342,000.00	\$342,000.00
Proposal	7	\$66,600.00	\$0.00	\$0.00	\$0.00	\$66,600.00
Anne Rodgers Scott Endowment for Student Success	14	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00
Special Intiatives	36	\$3,608.57	\$0.00	\$0.00	\$0.00	\$3,608.57
Stewardship	18	\$34,328.14	\$11,662.75	\$0.00	\$0.00	\$45,990.89
Tradition of Excellence 2001	154	\$3,216.00	\$8,533.50	\$0.00	\$0.00	\$11,749.50
Unsolicited	38	\$21,794.67	\$0.00	\$13,172.46	\$0.00	\$34,967.13
Young Artists' Competition	15	\$340.00	\$0.00	\$0.00	\$0.00	\$340.00
TOTAL	1,033	\$326,262.76	\$51,241.95	\$43,702.96	\$342,000.00	\$763,207.67

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Vencor Hospital for use of clinical facilities for students in the Nursing Program.

II. REASON FOR CONSIDERATION

An Affiliation Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Vencor Hospital are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Vencor Hospital.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First reading of chapter 4 and chapter 5 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

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07.01.00 FINANCE

07.01.01 Financial Plan of Operation

The Board of Trustees may make a determination within the operating budget for the distribution of State apportionment and certain other revenues among the operating funds.

For the purpose of carrying out the entire educational program of this district, the Board in accordance with the Illinois Community College Board, **as detailed in the ICCB Fiscal Management Manual**, has established the following funds for operation:

A. Educational Fund

~~This Education Fund is used to account for the revenues and expenditures of the academic and service programs of the college. It includes the cost of instructional, administrative and professional salaries; supplies and moveable equipment; library books and materials; maintenance of instructional and administrative equipment; and other costs pertaining to the educational program of the college.~~

B. Operations and Maintenance Fund

~~The Operations and Maintenance Fund is used to account for expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the cost of interior decorating and the installation, improvement, repair, replacement, and maintenance of building fixtures; rental of buildings and property for community college purposes; payment of all premiums for insurance upon buildings and building fixtures; salaries of janitors, engineers, or other custodial employees; all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment; and the cost of professional surveys of the condition of college buildings.~~

C. Operations, Building and Maintenance Fund (Restricted) (Site and Construction Fund)

~~The Operations and Maintenance Fund (Restricted) is used to account for monies restricted for building purposes and site acquisition.~~

D. Bond and Interest Fund

~~The Bond and Interest Fund is used to account for payment of principal, interest and related charges on any outstanding bonds.~~

E. Auxiliary Enterprises Fund

~~The Auxiliary Enterprises Fund is used to account for college services where a fee is charged and the activity is intended to be self-supporting. Examples of accounts in this fund include food services, student stores and intercollegiate athletics.~~

~~Only monies over which the institution has complete control should be included in this fund. Subsidies for auxiliary services by the Education Fund should be shown as transfers to the appropriate account.~~

F. Restricted Purposes Fund

~~The Restricted Purposes Fund is used for the purpose of accounting for monies that have external restrictions regarding their use. For example, ICCB grants such as the advanced technology equipment grant, special populations grant, workforce preparation grant, retirees health insurance grant and special initiative grants would be included. Student financial aid grants also would be included in this fund.~~

G. Working Cash Fund

~~This fund is used to account for the proceeds of working cash bonds.~~

H. General Fixed Assets Account Group

~~This group of accounts is to be used to record the value of plant assets.~~

I. Investment in Plant Fund

~~Plant is defined as the physical property owned by the College. This fund is established for the purpose of accounting for land, buildings and equipment.~~

J. **General Long-Term Liabilities Fund Debt Account Group**

~~This fund exists to provide for the recording of liabilities that exist beyond the current year's operation.~~

K. Imprest Fund

~~An Imprest Fund shall be maintained by the controller to take advantage of discounts and payment of bills, which must be paid prior to the regular meeting of the Board of Trustees.~~

L. Audit Fund

~~The Audit Fund is used to record the audit tax levy. Monies in this fund are used only for the payment of auditing expenses.~~

M. Liability, Protection and Settlement Fund

~~The tort liability, property insurance, Medicare insurance, FICA taxes, unemployment insurance, and workers compensation levies and expenditures should be recorded in this fund.~~

N. Trust and Agency Fund

~~The Trust and Agency Fund is used to receive and hold funds when the college serves as a custodian or fiscal agent for another body. The college has an agency rather than a beneficial interest in these monies. For example, college club monies would be accounted for in this fund.~~

O. Building Bond Proceeds Fund

~~Proceeds from construction bonds may be recorded in this fund. Expenditures from this fund are governed by the district's building bond indenture(s). Proceeds from construction bonds may be recorded in the Operations and Maintenance Fund (Restricted).~~

07.01.03 Fiscal Year

The fiscal year for Harper College shall begin on the first day of July of each year and end on June 30 of the following year.

07.01.05 Financial Reports

It is the function of the office of the Vice President Of Administrative Services to issue appropriate monthly and annual financial reports.

07.01.07 Annual Budget

An annual budget shall be developed in compliance with all applicable laws. The budget shall be considered as an estimate of revenue to be earned as well as a controlled spending plan for the ensuing year.

Participation in the budgeting process shall be encouraged at all times.

07.01.09 Accounting System (Modified accrual method)

The modified accrual method is a term assigned to the way in which Illinois Public School Districts record and report the collection of real estate taxes. Uncollected but determinable real estate taxes as of June 30 may be accrued as revenue to the extent collections are received during the 60 days subsequent to the close of the fiscal year.

07.01.11 Budget Transfers

Transfers may be approved from time to time between various funds **as permitted by law** ~~not to exceed in the aggregate ten percent of the total of such fund as set forth in the budget.~~

Appropriate budget transfers will be presented to the Board of Trustees for their approval as required during the fiscal year.

07.01.13 Vendor Payment

The treasurer of the College is authorized to make payments to vendors prior to approval by the Board of Trustees subject to the following conditions and limitations:

- A. At the Board of Trustees next meeting following such payment, a report of payments shall be presented for ratification by the Board of Trustees.
- B. Payments may be made only for items delineated in a category of the budget of the College or otherwise approved by the Board.
- C. No payment shall be made under the terms of this Policy unless there is documentation that the services and goods have been received and that the invoice is consistent with terms of the transaction.
- D. No payment shall be made under the terms of this Policy unless properly authorized by the appropriate administrator.

07.01.15 Investment of College Funds

This policy provides for direction to the College Treasurer on investment of College funds. All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), as may be amended from time to time (hereinafter referred to as the "Act"). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule."

Objectives

- A. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
- B. Liquidity - The College's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
- C. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
- D. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board of Trustees or the College Treasurer.

Investment Instruments

The College may invest in any type of security allowed by the Act, but the College Treasurer shall not invest in derivatives of authorized investments.

Diversification

The College shall diversify its investment portfolio to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities.

Diversification strategies shall be determined and revised periodically by the College Treasurer.

Collateralization

It is the policy of the College to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.

Eligible collateral instruments are any investment instruments acceptable under ~~30 ILCS 235~~ **Illinois Compiled Statutes, 110 (ILCS) 805/3-42.1**. The collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A. A Federal Reserve Bank or its branch office
- B. At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve
- C. By an escrow agent of the pledging institution
- D. By the trust department of the issuing bank

Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by the College Treasurer, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

Safekeeping of Securities

Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:

- A. A Federal Reserve Bank or its branch office
- B. At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
- C. In an insured account at a primary reporting dealer

Original certificates of deposits will be held by the originating bank.

Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.

The College will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the College will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.

2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

- a. Shall provide wire transfer and certificate of deposit safekeeping services.
- b. Shall be a member of FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
- c. Shall have met the financial criteria as established in the investment procedures of the College.

3. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements:

- a. Shall provide wire transfer and deposit safekeeping services.
- b. Shall be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National
- c. Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
- d. Shall provide an annual audit upon request.
- e. Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
- f. Shall be familiar with the College's investment policy and accept financial responsibility for any inappropriate investment.

Management of Program

The College Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure. These documents include, but are not limited to, wire transfer agreements, depository agreements, safekeeping

agreements and custody agreements.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions: check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy and the corresponding procedures.

The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed in accordance with the objectives established in this document. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds rate.

Ethics and Conflicts of Interest

Officers and employees of the College involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established, and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The Treasurer shall submit to the College's Board of Trustees and the President, a monthly investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies, including its effectiveness, meeting the College's need for safety, liquidity, return on investment, diversity and general performance.

07.01.17 Insurance

The Board of Trustees shall provide for a program of risk management for the College consistent with all of the legal requirements pertaining thereto and consistent with the financial ability of the district. The Board shall purchase with College funds the type and amount of insurance necessary or shall set aside adequate reserves to self-insure in order to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the College buildings while the above named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board.

Furthermore, within its program of risk management, the Board of Trustees will provide from College funds the type and amount of insurance coverage to insure and/or self-insure all real and personal property of the College, to insure and/or self-insure the College from losses due to employee dishonesty, injury or death, and to provide a program of health and welfare benefits for employees to the limits established from time to time by the Board.

Further, within its program of risk management the Board of Trustees shall purchase from College funds the type and amount of insurance coverage to insure Board members and College employees against financial loss, including attorney's fees and court costs, arising out of any demand, claim, suit or judgment by reason of an alleged wrongful act of the Board member or College employee, provided that the Board member or College employee, at the time of the alleged act or omission causing the damages, was acting in the discharge of his duties and within the scope of employment.

Within the scope of this policy, the president is directed to develop and maintain rules and regulations necessary for carrying out all aspects of this policy including the designation of the College employee responsible for administration and supervision of the risk management program, with the approval of the Board of Trustees.

07.01.19 Travel and Meeting Expense

Authorized travel and meeting expenses for College employees, Board members, and for other individuals when incurred specifically for College-related business, will be reimbursed by the College. Reimbursement for travel should be submitted monthly. The Board chair will consider and act upon reimbursement for other members of the Board and the College president. The Board will consider and act upon reimbursement for the Board Chair. The College president will consider and act upon reimbursement for administrators reporting directly to her/him. All other travel and meeting expense will be approved by the appropriate supervisor.

Reimbursement is subject to regulations established by the Board and delineated in the Administrative Services Procedure Manual.

07.03.00 PURCHASING

07.03.01 Purchasing Policy

Purchases of up to \$10,000 shall have the support of three verbal or written quotations when deemed appropriate by the Director of Purchasing. Exceptions are made for purchases such as new or used equipment, supplies or materials of less than \$10,000 made at a public auction.

Purchases in excess of \$10,000 shall have the support of formal sealed bids and be awarded to the lowest responsible bidder after due advertisement in a newspaper published in the district, or in a newspaper of general circulation in the area of the district, at least ten business days before the bid date. ~~Exceptions are made for contracts which by their nature are not adapted to award by competitive bidding.~~ Such Exceptions shall be in accordance with the requirements in **Illinois Compiled Statutes, Chapter 110, (ILCS) 805/3-27.1.**

7.03.03 Equal Employment Opportunity Provision

All suppliers of purchases or contracts, regardless of amount, shall conform with ~~the Equal Employment Opportunity Provision as promulgated by the Illinois Human Rights Commission~~ **all applicable laws regarding full opportunity.**

07.05.00 PHYSICAL PLANT AND FACILITIES

07.05.01 Use of College Facilities

Since the primary purpose of the College facilities is to accommodate the educational program, first priority for the use of all College facilities will be accorded to College classes and scheduled College activities. The function of College-recognized student and faculty organizations and other College-related activities shall also take precedence over outside use of College facilities.

As a public community college, however, Harper College shall make its facilities available for public use whenever such use would not interfere with the College's educational services to students and the community.

The procedures, rules and regulations governing the use of College facilities by external groups are contained in the Facilities Coordination Manual.

07.05.03 Security and Maintenance

Since buildings and equipment constitute one of the greatest investments of the College, the Board will seek to protect College facilities and equipment through adequate security provisions, including the appointment of security personnel in accordance with the requirements set forth in Illinois Revised Compiled Statutes, Ch. 122, ~~par. 103-4.24~~ **110 (ILCS) 805/3-42.1**.

In order to provide physical conditions most conducive to carrying out the educational program of the College, an adequate preventive maintenance program shall be carried out.

07.05.05 Inventories

An inventory of ~~all~~ **moveable furniture and** College equipment shall be maintained by the ~~business purchasing~~ office. **The Information Technology Division shall be responsible for the inventory of voice, video and data equipment.** Periodic ~~internal~~ audits shall be made of the inventory and a physical inventory shall be taken, if deemed necessary.

07.05.07 Disposition of Equipment

Equipment certified by the vice president of administrative services to be obsolete or worn out, and approved by the Board of Trustees, may be disposed of or sold using the following guidelines:

- A. Donations can be made to non-profit institutions unable to purchase equipment needed to carry out their mission.
- B. The public can be notified of the intent to dispose of property through a public notice in the newspaper. Sealed bids will be accepted from anyone who is interested in acquiring the property.
- C. All items not sold through the sealed bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction, whichever best fits the need of the College.
- D. Items not sold or disposed of in the bid process will be offered for sale to a scrap dealer.
- E. Items not purchased by the scrap dealer will be disposed of in the most appropriate manner.

07.05.09 Emergency

Emergency procedures shall be established to be followed in the event of an emergency condition on campus, which will adversely affect the safety and well-being of the College community. This procedure will be delineated in the Administrative Services Procedure Manual.

07.05.11 Traffic Control and Safety

For the general safety of the College community and the efficient operation of the campus, regulations governing traffic and parking shall be established. These regulations shall be controlled and carried out through the public safety department.

These regulations shall be defined in the Administrative Services Procedure Manual.

07.05.13 Bookstore

A bookstore shall be maintained as a College enterprise to handle textbooks, academic supplies and other services for students. It shall also be responsible for the provision of general office supplies used by faculty and staff. Financially the bookstore shall attempt to be profitable. A physical inventory of the bookstore supplies and materials shall be taken annually.

07.05.15 Food Service

The food service operation shall be maintained as a College enterprise to serve students and College personnel, and to provide assistance for the instructional program in food service. Financially the food service operations shall attempt to be profitable. A physical inventory of the food service supplies and materials shall be taken annually.

07.05.17 Facility Planning

Facility Planning for Harper College requires 'Board of Trustees' action in the following instances:

Authorize President to proceed with the planning and design for the expansion of and/or improvement to the physical plant and approve the selection of design professional in accordance with the Illinois Professional Services Selection Act, 50 ILCS 510/01 et.seq.. In connection with each project, approve President's proposed financial plan and recommendation for the contract terms for professional services.

Approve construction documents and specifications for bidding as recommended by the President and authorize President to proceed in bidding the project.

Approve President's recommendation to award construction contracts.

The President is authorized to approve any individual change order up to the lesser of either \$50,000 or ten percent (10%) of the approved contract price. For change orders totaling more than \$10,000 or which would extend the completion time by more than thirty (30) days, the President is authorized to make the written determinations that (1) the Circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the College. **Illinois Compiled Statutes, 110 (ILCS) 805/3-42.1 720-ILCS 5/33E-9.** The President will update the Board quarterly on all change orders associated with a major renovation/new construction project.

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09.00.01 Information ~~Systems~~ **Technology** Resources

09.01.00 INFORMATION TECHNOLOGY

09.01.01 Information **Technology** Resources

- A. Access to the College's information technology resources is granted to its students, employees and other authorized users.
- B. The College reserves the right, at its discretion and at any time, to extend, limit, restrict or deny **network and** computing privileges to and access of its information resources to any student, employee, department or division.
- C. Administrative policies, procedures, rules and regulations governing acceptable use of information technology shall be published in the Information Technology Procedure Manual, Student Handbook/Date book, Faculty Handbook and Employee Handbook, in order to address issues including but not limited to the enforcement of relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and derived education benefit.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list contains two additional providers for Fiscal Year 2001-02.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 2000-01 and 2001-02.

Educational Service Providers and Rental Facilities

Organization	Training Curriculum
Technology Dot Com (TDC)	Lotus Notes and Domino Applications Training
NETg (Internet Based)	Microsoft Visual Basic Oracle Cisco Network + A+ Certified Internet Webmaster Java Linux Novell E-Commerce

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to R. J. Galla Co., Inc. for the renewal of all of the College liability insurance coverage as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$553,993 will be provided in the 2001/02 Operations and Maintenance Fund and Liability, Protection, and Settlement Fund budgets, under account numbers 0292-039-565.10, 0292-039-565.030, 0292-039-565.70, 0292-039-567.10, 1292-039-523, 1292-039-565.10, 1292-039-565.21, 1292-039-565.50, 1292-039-565.91, and 1292-039-567.10.

III. INFORMATION

Following a legal request for proposal, the current College liability insurance policies, in the amount of \$407,586, were approved by Board action June 23, 1999. A policy renewal in the amount of \$496,857 was approved by Board action June 28, 2000. This request is for coverage July 1, 2001 through June 30, 2002.

Below is a table that compares the new costs of the insurance coverage with the costs of the expiring policies.

COVERAGE	EXPIRING COST	NEW COST
General Liability	\$ 99,396	\$ 110,496
Excess Liability (Umbrella)	31,207	40,008
Workers Compensation	177,100	183,010
Foreign Liability	2,125	2,125
School Board Liability	30,525	30,525
Media Liability	3,920	4,505

COVERAGE	EXPIRING COST	NEW COST
Liquor Liability	\$ 450	\$ 450
Special Accident	882	882
Travel Accident	1,183	1,183
Professional Liability	57,685	89,457
Pollution Liability	1,066	1,066
Sports Accident	42,710	43,092
Treasurer's Bond	23,973	23,973
Working Cash Fund Bond	8,092	8,500
Broker Fee	15,000	15,000
TOTAL	\$ 496,857	553,993

The insurance market has deteriorated significantly since the 2000/01 insurance renewal. Average rate increases are running between 10 and 20 percent. To protect the College, R. J. Galla, Inc., our current agent, began to work with the various carriers in February to try and gauge their renewal intentions. The strategy was to negotiate fair renewal commitments by March 1, 2001. Our target was 15%. If renewals had come in over that amount, the College was prepared to bid part or all of the insurance package.

The Worker's Compensation has increased nationally 20 to 30 percent. Our coverage was held at a 4 percent increase. Professional Liability represents the highest overall increase, partly due to an increase in the number of students and a 25% increase from Zurich on all of its professional liability plans.

The overall increase in the program costs is 12 percent. A portion of this increase is due to increases in exposures. The overall rate increase is approximately six percent. Compared to the national average, a six percent increase is extremely competitive.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R. J. Galla Co., Inc. for the renewal of all of the College liability insurance coverage, in the amount of \$553,993.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Several meetings were held between the administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include up to a 4.2% salary increase; salary range adjustment and movement of 2.8%; a \$500 increase in the life insurance and retirement fringe benefit; the ability to combine the \$500 medical exam benefit from two consecutive fiscal years; a stipend award program for exemplary job performance, not to exceed 1.5% of administrator salaries; and voluntary employee payroll premium deductions for participation in a Long Term Care insurance program.

The increased costs for salary adjustments and changes in the fringe benefit program are \$317,534.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$317,534 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2001-2002 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees for 2001/2002.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified and Supervisory/Confidential employees requesting changes in the salary and fringe benefit program.

As a result of these suggestions and studies conducted by the Administration, the recommended changes include up to a 4.2% salary increase; stipends for those employees at the top of the salary range who are in good standing; salary range movement of 2.8%; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; a \$25 increase in professional development allowance; and the ability to aggregate up to \$850 in professional development allowance in a fiscal year for travel to approved meetings and conferences.

The increase costs for salary adjustments and fringe benefit expenses is \$630,575.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$630,575 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees effective July 1, 2001.