

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

July 25, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
  - Marti Rizman, Corporate Services: Charlie Keppel, Hendricksen, the Care of Trees
  - Chris Staub, Student Development: Frances Brantley, Chair, Distinguished Scholars Program: Matthew McLaughlin, Megan Fincher, Justin Farmer, Brad Bernau
  - Colleen Murphy: FY01 Enrollment Report
- V. Student Trustee Report
- VI. Approval of Consent Agenda\* (Roll Call Vote)

For Approval

1. Minutes – June 27, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for June 28, 2001 and July 12, 2001; Estimated payrolls for July 13, 2001 through August 24, 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:  
- Centegra Health System

B. RECOMMENDATION: Purchase Order for Media Buys Exhibit VII-B

C. RECOMMENDATION: Second Reading of the Board Policy Manual Exhibit VII-C

D. RECOMMENDATION: Second Reading of the Americans with Disabilities Act Policy Exhibit VII-D

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

On-Campus Events

\*August 23, 2001 7:00 p.m. - Regular Board Meeting – Room A242

August 27, 2001 Classes begin - Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

\*September 27, 2001 7:00 p.m. - Regular Board Meeting - Room A242

\*October 25, 2001 7:00 p.m. - Regular Board Meeting - Room A242

Off-Campus Events

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

XII. Adjournment

## Minutes of the Regular Board Meeting of Thursday, June 27, 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 Wednesday, June 27, 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 Wednesday, June 27, 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 (late arrival), Gillette, Howard, Kolze and Shure; Student Member Passarini  
Absent: Members Botterman and Hess

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; Vicki Atkinson; Mary Azawi; Larry Bielawa; Chris Burkhardt; Harley Chapman; Marilyn Cook; Lori Danaher; Dave Dluger; Jim Edstrom; Julie Fleenor; Robert Getz; Mike Held; Julie Hennig; Bill Howard; Thea Keshavarzi; Cheryl Kisunzu; Dom Magno; Liz McKay; Russ Mills; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Fred Skorude; Karina Srugys, Sarah Stark; Chris Staub; Doug Van Nostran and John Warchal.

Guests: Janet Hansen and Larry Schmidt, Greater Palatine Chamber of Commerce; Tim Kane, Chicago Tribune; Bill & Helen Huley, Northwest Tax Watch; Laurie Stone, Trustee-Elect; Charles Burnidge and John Cinelli, Burnidge Cassell Associates; Michael O'Toole, citizen.

Chair Kolze noted that Member Howard would serve as Secretary Pro Tem until Member Barton arrives. He also noted that tonight, and in the future, Approval of Agenda will directly follow Roll Call so that it takes place prior to any Board action.

Chair Kolze noted that there would be an executive session following the Regular Board meeting for the purpose of discussing appointment, employment and dismissal of personnel.

He called attention to three minor corrections to the meeting minutes. The first paragraph on page 10—"Phi Beta Kappa" should be "Phi Theta Kappa." The second paragraph on Page 10—"Maria Klutz" should be "Maria Kuth". On page 25—"Faculty Promotion" should be "Administrator Promotion."

Regarding the agenda, it was noted that there is no item VII-Q, although there is a divider for VII-Q in the Board Book. Chair Kolze noted that the President's Report section will include a Technology Plan presentation by Vice President Dave McShane and an update on the Performing Arts Center and Conference Center by Charles Burnidge of Burnidge Cassell Associates.

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 Gillette, Howard, Kolze and Shure  
Nays: None

Motion carried. Student Member Passarini voted aye.

#### EDUCATIONAL PRESENTATIONS

##### Taste and Touch Of Palatine

Dr. Breuder explained that several years ago, Harper College was asked to serve as the host site for the annual Taste and Touch of Palatine event. Janet Hansen, Palatine Chamber of Commerce, will be addressing the Board regarding this event.

Ms. Hansen introduced Larry Schmidt, Chairman of Taste and Touch of Palatine. She noted that the Chamber established a goal of creating more partnerships within the community, enabling organizations to work together on mutually beneficial events and programs. An opportunity arose several years ago when the Taste and Touch was losing their location in the downtown area. Harper came to their rescue by allowing them to hold the Taste and Touch on the campus. They have held it at Harper for two years, and they look forward to their third year.

Ms. Hansen explained that the three-day event attracts 100,000 visitors to Harper's campus, and it takes approximately 400 volunteers. The Taste and Touch of Palatine team includes representatives from the Chamber,

Harper College and the Village. The event features terrific entertainment, restaurant and concession "Taste" vendors, business and community organizations participating as "Touch" vendors, children's games, climbing walls and obstacle courses. Last year they provided safer electrical connections; this year they will be installing a water line to provide water access to the vendors. As the team works together, they continue to find ways to improve it. Safety is a major priority to them, with Police and Fire Departments on site.

Ms. Hansen noted that Harper College is a perfect spot for the event, with plenty of space to spread out. This is the eighteenth year the Chamber is sponsoring the event; they sincerely appreciate the opportunity to work with Harper College and look forward to ongoing partnerships with Harper.

Chair Kolze noted that the Taste and Touch of Palatine has been a significant event in the community for a number of years, and the Board is glad Harper can be a part of it.

#### Student Orientation Leaders

Vice President Joan Kindle noted that Harper College has long understood the importance of helping students make that first important transition to the College. They have done a lot over the last few years to expand the Orientation Program. For the last ten years, Harper College has been recognized as a leader in offering new students a personalized approach to orientation. They have been recognized as a model in the Official Orientation Guide for Colleges and Universities. Additionally, colleges and universities come to Harper every year to look at the program as a model.

Vice President Kindle introduced Vicki Atkinson, faculty member and Coordinator of the Center for New Students and Orientation. Ms. Atkinson explained that each summer, nearly 2,000 new students go through the Orientation Program. Harper is fortunate to have Student Orientation Leaders whose dedication and commitment play a vital role in the success of the program. Student Orientation Leaders provide peer education in many ways. They act as test proctors, reassuring and comforting students about their anxiety with regard to the required assessment they must go through. The Student Orientation Leaders are featured in a PowerPoint presentation given to new students following their advising and registration appointments. The leaders give tips on time management and getting involved on

campus to promote academic success and help ease the transition into college. Each day of Orientation, the leaders have an opportunity to spend 30 minutes with a small group of students reviewing degree requirements and other essential things students need to know as they move toward college.

Ms. Atkinson explained that in the last three years, the satisfaction results from students have shown that 99 percent of the students who go through the Orientation Program have felt warmly welcomed to this institution as a result of their participation in the program. Additionally, 90 percent of those students explained that, as a result of attending orientation, they themselves feel more confident about making the transition to college. She added that they received two profound and fabulous unsolicited compliments from parents who felt that the printed material and the cohesiveness of the program were very comforting to both parents and students.

Ms. Atkinson showed a brief portion of the PowerPoint presentation which featured Student Orientation Leaders sharing their ideas and suggestions. Ms. Atkinson introduced five of the ten-member Student Orientation Leader team, Mercedes Gallegos, Christina Bivian, Angelica Camacho, Maria Torres, and Megan Fincher. They each shared their experiences with being an Orientation Leader, stating that they liked making new students feel comfortable and welcome at Harper. They respond to email questions from some of the new students, ease their fears, offer helpful tips and make new friends.

Ms. Atkinson added that individuals working with the Orientation Program have felt great support from their direct administration and from Dr. Breuder. The group feels that Orientation is well recognized and well respected. They appreciate the support they have received on all levels.

Chair Kolze observed that they did a great job selecting these young people as Orientation Leaders. They appear to be easy to approach and they have big smiles on their faces.

Dr. Breuder explained that it has been known for years that students are, by far, the single best recruiters in terms of any college and university environment. They supercede any advertisement the College puts in the newspaper, any brochure they might send out or anything they write on the web page. All college and university presidents in the

country recognize the fact that the students are the single greatest asset at the College with regard to retention, as well. An institution suffers the largest attrition in college level enrollment within the first three to six weeks of college experience. He thanked all the students for sharing their experiences and thanked Vicki for her leadership. Their efforts are very much appreciated.

Member Gillette observed that these students are receiving valuable life experiences by taking part in these activities. He thanked them for their dedication.

### STUDENT TRUSTEE REPORT

Student Member Passarini gave a brief report. He noted that students are in their fourth week of the summer semester. The Student Senate has been meeting; they plan to distribute flyers to encourage students to join the Senate. He noted that registration for the fall semester opened last week.

On Friday, Student Member Passarini attended an Illinois Community College Trustees Association (ICCTA) awards banquet with Linda Kolbusz and Member Howard. Several professors, outstanding students and members of the community from community colleges throughout the state were congratulated and awarded several awards for their outstanding achievement and contributions to the community.

(Member Barton entered the meeting.)

Member Howard added that a representative of Hendrickson, the Care of Trees will be at the next Board meeting. Their organization received recognition, not only because of the English as a Second Language (ESL) courses they offer onsite for their employees, but for their training in cultural diversity and command Spanish that they give to their managers and supervisors in order to learn how to better work with a diverse workforce.

Chair Kolze thanked Member Howard for attending the banquet, since Member Shure had an illness in the family and was unable to attend.

### CONSENT AGENDA

In response to Chair Kolze, Member Gillette requested that Exhibit VI-4d be removed from the Consent Agenda for further discussion.

Member Howard moved, Member Gillette seconded, approval of the minutes for the May 24, 2001 regular Board meeting and executive session; bills payable; payroll for May 18, 2001, June 1, 2001 and June 14, 2001; estimated payrolls for June 15, 2001 through July 26, 2001; bid awards; purchase orders (excluding Exh. VI-4d); personnel action sheets; student service awards; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,403,064.24
Tuition Refunds	50,940.48

The payrolls of May 18, 2001 in the amount of \$1,927,807.66; June 1, 2001 in the amount of \$1,487,905.58; June 14, 2001 in the amount of \$1,863,086.95; and estimated payroll of June 15, 2001 through July 26, 2001 in the amount of \$5,076,753.69.

#### Bid Awards

- |           |  |
|-----------|--|
| Ex. VI-3a | Award bid Q00160 to Barak Business Services, Inc., the low bidder for Laser Toner Cartridges, in the amount of \$39,160.00.  |
| Ex. VI-3b | Award bid Q00163 for a MediaStation and an Editing Station to Ram Broadcasting Supply, Inc., the low bidder, in the amount of \$19,512.  |
| Ex. VI-3c | Award bid Q00158 to MCSi, the lowest responsible bidder meeting specifications for six ceiling mounted projectors, in the amount of \$36,600, and to United Visual, Inc., the lowest responsible bidder meeting specifications for 18 portable projectors, in the amount of \$61,938, for a total award of \$98,538. |
| Ex. VI-3d | Award bid Q00152 to Northwest Electrical Supply, the low bidder for light bulbs and emergency light fixtures, in the amount of \$48,122.05.  |
| Ex. VI-3e | Award bid Q00161 to Warner Offset, Inc., the low bidder for printing of the  |

		Harbinger (student newspaper), in the amount of \$15,008.
	Ex. VI-3f	Award bid Q00154 to College Class Schedule Specialists, the low bidder for printing of the Fall 2001, and Spring and Summer 2002 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$70,434.60.
	Ex. VI-3g	Award bid Q00162 to College Class Schedule Specialists, the low bidder for printing of the Fall 2001 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$38,757.50.
Purchase Orders	Ex. VI-4a	Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$86,446.48.
	Ex. VI-4b	Approve issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software, to be used by the Technology, Mathematics and Physical Sciences; Information Technology; Liberal Arts; Life Science and Human Services; Student Affairs; and Physical Plant Divisions, in the amount of \$15,000.
	Ex. VI-4c	Approve issuance of a purchase order to Sun Microsystems, Inc., for renewal of an annual maintenance agreement for computing hardware and operating system software, in the amount of \$10,418.
	Ex. VI-4e	Approve issuance of a purchase order to Blackboard, Inc., for the purchase of Blackboard 5 course management software site license, support and consulting services necessary to implement Blackboard campus-wide, in the amount of \$37,800.

- Ex. VI-4f Approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$29,340.
- Ex. VI-4g Approve issuance of a purchase order to Cisco Systems, Inc., for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$44,220.
- Ex. VI-4h Approve issuance of a purchase order to the College of Lake County for support of Interactive Video Network Operations in the amount of \$12,500.
- Ex. VI-4i Approve issuance of a purchase order to Office Equipment Company of Chicago for Steelcase office furniture for use at the TECH Center in Schaumburg in the amount of \$42,302.98.
- Ex. VI-4j Approve issuance of a Change Order in the amount of \$6,849 to Chemtreat, Inc., for Purchase Order #R74158 for water treatment chemicals, for a new total of \$20,289.

#### Personnel Actions

##### Administrator Appointment

Elizabeth McKay, Acting Vice President of Academic Affairs, ACA AFF, 07/05/01-12/31/01, \$54,482 (pro-rated)

##### Faculty Appointments

Dawn Grimm, Instructor-Accounting, BUS/SS, 08/21/01, \$38,212/year

Karin Lacour-Rivers, Assistant Professor-Counselor, STU DEV, 08/21/01, \$50,094/year

Diane Martling, Instructor-Mathematics Lab, TM/PS, 08/21/01, \$40,697/year

##### Professional/Technical Appointment

Linda Frank, Program Specialist, Community/Outreach Emphasis (Grant Funded), STU DEV-Women's Program, 07/01/01, \$38,130/year

##### Supervisory/Confidential Appointment

Kathleen Canfield, Coordinator, Career Center & Women's Program, STU DEV, 07/01/01, \$49,050/year

Classified Staff Appointments

Yoomi An, Program Assistant, TECH, 05/21/01,  
\$26,500/year

Rita Ghiselli, Program Assistant, STU DEV-Women's Program, 06/18/01, \$26,696/year

James Hojnacki, Cashier/Receptionist, BKST, 06/04/01,  
\$21,000/year

Alice Paul, Operations Assistant, BKST, 07/09/01,  
\$36,000/year

Linda Regan, Program Assistant, TECH, 06/19/01,  
\$29,000/year

ICOPS

Mark Neubecker, Security Guard, PUB SAF, 06/04/01,  
\$23,400/year

Professional/Technical Reclassifications

Jerilyn Gadberry, ESL Student Advisor (Grant Funded),  
AE/LS-ESL, 07/01/01, \$38,184/year

Michael Held, Information Technology Analyst, IT/AS,  
07/01/01, \$49,993/year

Supervisory/Confidential Reclassifications

Heather Engel, Director of Annual Fund, DEV OFF,  
07/01/01, \$37,211/year

Donald Malzahn, Information Technology-Manager  
Database Resource, IT/AS, 07/01/01, \$65,550/year

Classified Staff Reclassifications

Susan Borchek-Smith, Events/Activities Assistant, STU ACT,  
07/01/01, \$21,512/year

Christine Burkhart, Executive Assistant, STR ALL, 07/01/01,  
\$37,352/year

Sylvia Gurney, Administrative Secretary, TM/PS, 07/01/01,  
\$31,719/year

Violet Leibinger, Human Resources Assistant, HUM RES,  
07/01/01, \$29,018/year

Jodie Olsen, Human Resources Assistant, HUM RES,  
07/01/01, \$28,340/year

Laura Spagnolo, Human Resources Assistant, HUM RES,  
07/01/01, \$33,689/year

Lori Turinsky, Administrative Assistant, CAR PRO, 07/01/01,  
\$27,738/year

Victoria Schramm, Buyer/Analyst, PURCH, 07/01/01,  
\$41,289/year

Administrator Resignation

Thomas Choice, Vice President Academic Affairs, ACA AFF,  
07/03/01, 15 years 8 months

Supervisory/Confidential Resignations

Cynthia Lempa, Supervisor, Interpreting Services, ADS,  
05/25/01, 11 months  
Jennifer Sheehan, Interim Coordinator for the Women's  
Program, STU DEV-WOM PRG, 06/30/01, 1 year

Classified Staff Resignations

Parag Dave, Administrative Secretary, AE/LS-Tutoring  
Center, 06/11/01, 1 year 9 months  
Megan Fincher, Information Receptionist, p/t, STU DEV-  
Center for New Students, 08/15/01, 1 year  
Sherry Glasscock, Program Assistant, STU DEV-WOM  
PRG, 06/08/01, 1 year 6 months  
Shelly Hoffman, Interpreter III, p/t, ADS, 05/18/01, 3 years 9  
months  
Summer Kenny, Financial Aid Assistant, OSFA, 06/29/01, 1  
year 4 months  
Yomikaben Patel, Program Assistant, TECH, 06/06/01, 3  
months

Harper #512 IEA-NEA Resignation

Elena Martinez, Custodian, PHY PLT, 06/12/01, 9 months

Approval of the Spring 2001 Student Service Awards in the  
amount of \$8,324.44 from Account No. 0538-858-59900-  
0000 and \$7,243.33 from Account No. 0134-125-592.4.

In response to Member Gillette's question regarding Exhibit  
VI-3c, Thea Keshavarzi responded that the large projector is  
an NEC brand and the small projector is a Sharp brand.  
Member Gillette commented that he would have thought the  
College would have received more than two bids for NEC  
and Sharp products.

In response to Member Gillette's question regarding Exhibit  
VI-4c, it was noted that, although the library building on  
campus is not open 24 hours per day, electronic access to  
the library is available 24 hours per day.

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

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

Motion carried. Student Member Passarini voted aye.

#### Purchase Order

Member Barton moved, Member Howard seconded, approval of the following purchase order, as outlined in Exhibit VI-4d (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-4d                      Approve issuance of a purchase order to WorldCom, Inc., to provide Internet access service to the College for fiscal years 2001/02, 2002/03 and 2003/04, in the amount of \$77,124 per year for a total of \$231,372.

Member Gillette commented that he has no comparative pricing for this exhibit. He does not feel he can approve this item since there is so much price-cutting in the industry. Vice President Dave McShane stated that these prices are competitive. He added that they experienced a number of difficulties the last time they dropped their high speed provider, losing two solid days with downtime. They have two service lines which take a great deal of time to repopulate.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

#### NEW BUSINESS:

Affiliation Agreements:  
 Our Lady of the  
 Resurrection Medical  
 Center and SSM  
 Regional Health Services

Member Barton moved, Member Gillette seconded, approval of the following Affiliation Agreements: between William Rainey Harper College and Our Lady of the Resurrection Medical Center for use of clinical facilities for students in the Cardiac Technology Program; and between William Rainey Harper College and SSM Regional Health Services for use of clinical facilities for students in the Cardiac Technology 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, Gillette, Howard, Kolze and Shure  
 Nays: None

Motion carried. Student Member Passarini voted aye.

Consulting Service -  
 Larry Levin

Member Shure moved, Member Gillette seconded, approval to engage, at a cost not to exceed \$60,000 through June 30, 2002, the services of Lawrence R. Levin to assist the College employees and Trustees with the implementation of Core Values, as the College moves forward to a more collaborative workplace and authorization to the Chair to execute the appropriate contracts, upon review by the College's legal counsel. The Board authorizes the officers of the Board to exceed the approved amount, if they deem appropriate, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Consulting Service -  
 Jasculca/Terman

Member Barton moved, Member Howard seconded, approval to engage, at a cost not to exceed \$48,000 through June 30, 2002, the services of Jasculca/Terman and Associates to assist the College officials with their community relations and strategic communication initiatives, and authorization to the Chair to execute the appropriate contracts, upon review by the College's legal counsel. The Board authorizes the officers of the Board to exceed the approved amount, if they deem appropriate, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Shure reiterated his concern that this was wasting money in trying to improve Dr. Breuder's image, especially since the College was already spending approximately \$150,000 on Public Relations. He asked specifically what these consultants have done to earn their money and what they will be doing for the College in the future. Member Barton responded that they provide the Board with guidance on what they can respond to legally. They help the College and the Trustees with how to approach the public and the press. Member Shure responded that he, personally, has

not heard one word from them and has seen nothing from their organization.

Chair Kolze noted that during the referendum, they discovered that the public does not know enough about what Harper College does and how well they do it. One of the largest criticisms was that Harper does not get their message across. The Board took that to heart and is trying to communicate more closely with the public.

Member Shure asked if the purpose of this action was to get a large, expensive, politically connected public relations firm to call up editors and suppress negative articles for the local papers. There was a great deal of discussion.

Dr. Breuder stated that Jasculca/Terman was hired by Harper to help the College communicate, external to the institution, on issues that would be of paramount concern to the community. They had worked with the College, primarily with Linda Kolbusz and staff people, to be able to generate responses and provide information to the public at large, in response to a number of issues this past spring. This was an effort to enhance communication, which was a concern expressed by the Community Response Team during the last referendum process. His staff has reported that Jasculca/Terman has done their job well.

Member Shure reiterated that he still does not have any idea what the organization is doing for the College; therefore, he cannot support it.

Chair Kolze explained that at the time they hired Jasculca/Terman, the College was faced with a number of issues in the community: elections, faculty union concerns, various policies and initiatives of the School, end-of-year activities, etc. It was important that the Board have some professional help. Although Harper has a very competent person in Linda Kolbusz, they thought it was important that these things are handled professionally, and that the decisions of the Board and issues surrounding the College were communicated to the public in the correct way. The College has used the talents of these professional partners to help them communicate with media and internal community audiences about policies and positions. He feels they have done well.

Student Member Passarini suggested that perhaps Jasculca/Terman could make a presentation to the Board

explaining their plan and showing everything they intend to do for the College. Member Kolze stated that could be considered. Member Shure stated he would like to see a monthly report.

Member Howard stated that Jасulca/Terman has been consulting with the appropriate people on the staff. It is fine to have a report; however, it is not necessary to report every action to the Board

Member Shure felt that it would be cheaper to send Linda to a class on how to present oneself to the media than hiring this firm. However, he does not really believe that is the purpose for hiring them.

Dr. Breuder noted that in an institution the size of Harper College, this is one portion of one person's responsibility. For example, Linda Kolbusz, Special Assistant to the President, is responsible for media relations, community relations and legislative relations, among other things. Most public relations houses and most colleges and universities have a much larger staff in this area. The consulting firm works with staff people internally to craft communications and bring forth processes and exercises that are in the best interests of this institution. The Jасulca/Terman organization has done a very fine job in helping to address some of the issues that have confronted the College in the spring. It is appropriate to provide the Board with a summation periodically.

Member Shure pointed out that this \$48,000 brings up the public relations cost to greater than \$200,000. Member Howard added that this is minimal for a college this size.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Howard, Kolze  
Nays: Member Shure

Motion carried. Student Member Passarini voted aye.

Memorandum of Understanding to Establish One-Stop System for Northern Cook County

Member Gillette moved, Member Howard seconded, adoption of the Memorandum of Understanding between the Workforce Board of Northern Cook County and One-Stop System Partners, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that a handout regarding this item was distributed to Board members at the meeting. In response to Member Gillette, Julie Hennig stated that the money comes from federal and state grants, and the Workforce Investment Act mandates that the College does spend the grant money in support of this.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

#### Prevailing Wage Act

Member Howard moved, Member Shure seconded, adoption of the Prevailing Wage Act resolution and authorization of the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this is an action taken every year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

#### Preliminary Budget

Member Howard moved, Member Barton seconded, acceptance of the preliminary budget for the year 2001-02 as presented and authorization for the administration to begin capital spending from the budget as presented, as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder called attention to the 12-15 page document written in a manner such that a lay person would be able to read it and understand it. The highlights of the budget are in the Board members' brown folders, and they may be read between now and the time of budget adoption in August. He noted that in September, they will begin the budget process for 2003. The budget currently in front of Board members began with a process last September, with President's

Council working in concert with many elements of the institution.

President's Council has the difficult task of trying to figure ways of being able to pay for all the things that the College would like to do in a given year as reflected in the Strategic Long-Range Plan, while also having to commit so much of the money to basic costs on a regular basis. Dr. Breuder explained that approximately 80 percent of the budget must go to salaries and benefits. When they add the expense of utilities and insurances, the vast majority of the budget every year is committed to line item expenses, leaving President's Council and others with the formidable task of having to assign the remaining limited dollars to the priorities of the institution. He complimented President's Council for six months of challenging work.

Member Howard added that this is a clear illustration of the importance of the Educational Foundation. She feels that a wish list of items the College would really like to have but cannot afford would be helpful to the Foundation as they communicate with the community.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

#### Resource Allocation And Management Plan (RAMP)

Member Gillette moved, Member Howard seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board, and pledge the available bonding authority to provide for the College match, if any or all of these projects are funded, as outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this is for renovations in the Engineering and Applied Technology Center (Buildings G and H) and the Science Center. Member Gillette clarified that this is an official request to the State of Illinois to fund some of the things that Harper needs to have done.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Educational Service  
Providers for Fiscal  
Year 2001-02

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

Member Gillette asked whether the College was raising the tuition on any of the courses. Sheila Quirk responded that it was not to her knowledge; however, she would double check. Member Gillette's concern stems from the fact that the Board approved an educational service provider last year that caused a one-third increase in tuition. He just wanted to know about it ahead of time. Chair Kolze asked if the Board could have the follow-up information.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Strategic Long-Range  
Plan

Member Gillette moved, Member Howard seconded, approval of the Strategic Long-Range Plan: 2001-2004, as outlined in Exhibit VII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that Board members have had a month to review this. In response to Chair Kolze, Dr. Breuder stated that he had not received any calls about the Strategic Long-Range Plan (SLRP). Member Howard stated that it is a tremendous piece of work.

Member Gillette stated that he had spoken to Bill Howard about whether the SLRP item 1 "Foster teaching and learning issues and philosophies and support resulting initiatives" includes benchmarking. Mr. Howard suggested that if Member Gillette brought it up and the rest of the Board concurred, benchmarking would be worked into next year's plan.

Member Howard stated that benchmarking is a very good process to go through. She assumed the College does this.

Bill Howard explained that the priorities listed are not exclusive, meaning that they are not designed to represent only what the College will be doing next year. It is a priority list. Neither is it inclusive, meaning that it is not an umbrella for everything. It is a target list. He feels that the suggestion of benchmarking is one of those that should get thorough discussion from the Institutional Planning Review Committee and should result in some initiatives if it is the will of that group.

Chair Kolze asked Board members if they supported Member Gillette's suggestion. Member Howard stated she did. Member Barton asked what this would involve time wise or dollar wise. Bill Howard explained that there has been a history of pulling together representation around the campus to discuss major issues, and they have faced crossroads on the campus. He noted that there can be forums/discussion groups that meet together to interact on the various approaches to teaching and learning methods. It will be up to the governance structure and program committees to design that forum during the year. Member Howard added that, in terms of benchmarking, the College can look at what other community colleges and institutions are doing as examples for discussion in these groups.

In response to Member Barton, Mr. Howard explained that Academic Affairs might want to speak toward this more directly. However, he feels they might want to compare Harper's initiatives and programs with other community colleges that are bracketed in Harper's category of community colleges. They would make comparisons in terms of comprehensiveness, ability to relate to the students and to the current needs of the community.

Chair Kolze noticed that under weaknesses there are several entries about lack of professional development programs for staff. He feels that this should become a real priority and hopes it is being addressed sufficiently with the number of new employees the College assimilates into the staff.

In response, Mr. Howard explained that the Board will receive a report in September that will give them an update on the progress of this year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Installment Purchase  
 Of SURS Service  
 Credit Program

Member Howard moved, Member Gillette seconded, approval of the resolution for participation in the service credit purchase program, as outlined in Exhibit VII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze clarified that this does not have any cost to the Board; it all comes from the individual. Vice President Judy Thorson explained that it is just enabling legislation to make it happen.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Resolution to Establish  
 The 2001-02 Budget  
 Hearing Date

Member Barton moved, Member Howard seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, as outlined in Exhibit VII-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze clarified that August 23 at 7:00 p.m. is the date set forth.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Dr. Breuder read a letter from the Government Finance Officers Association (GFOA), addressed to him on May 11, 2001. "I am pleased to notify you that William Rainey Harper College has received the Distinguished Budget Presentation Award for the current year from the Government Finance Officers Association. This award is the highest form of recognition in governmental budgeting and represents a

significant achievement by your organization. A Distinguished Budget Presentation Award is granted to an entity. A certificate of recognition for budget presentation is also presented to the individual or department designated as being primarily responsible for its having achieved the award. This has been presented to Administrative Services. We appreciate your participation in GFOA's Budget Awards Program. Through your example, we hope that other entities will be encouraged to achieve excellence in budgeting."

He added that this is an accolade from the past year and reflects good work on the part of Judy Thorson, Roberta Lindenthaler and their entire team who were able to put together a very difficult document. Chair Kolze congratulated them. Member Howard stated that she hopes a press release will go out in regard to this.

First Reading: Chapters 6 and 7 of the Board of Trustees Policy Manual

Chair Kolze noted that Exhibit L is a First Reading and no action would be taken this evening. He added that because some of the changes to the Board Policy Manual are quite significant, he feels that the Board needs to spend some concentrated time discussing the changes before adopting them. In response to Chair Kolze, Board members agreed that they would like some additional time for discussion. It was agreed that there needs to be a Special Board meeting scheduled for this purpose. In response to Student Member Passarini, Chair Kolze stated the meeting could possibly take three hours.

Special Board Meeting Scheduled

Member Howard moved, Member Gillette seconded, to hold a Special meeting of the Board of Trustees at 5:00 p.m. on Wednesday, July 11, 2001 for the purpose of discussing revisions in the Board Policy Manual. The location will be determined.

Dr. Breuder reminded Board members that they received, via email, some additional suggestions to this particular policy manual that relates to the recommendation made by the task force. He distributed a hard copy to them. This should be factored into the sections received in this first reading. Board members will have the chance to approve them at the Special Board meeting in July. Board members will receive all of the policies to date so they will be altogether.

Chair Kolze suggested that Board members send to Dr. Breuder any concerns about the policies between now and

the Special Board meeting, so they would be aware of them and prepare for discussion.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

First Reading: Addition To the Board of Trustees Policy Manual For the Americans with Disabilities Act Policy

Chair Kolze noted that this is a first reading of an addition to the Board of Trustees Policy Manual for Americans with Disabilities Act. This can also be discussed at the Special Board meeting.

Adjunct Faculty Compensation Schedule For 2001-2002

Member Howard moved, Member Barton seconded, adoption of the salary schedule for adjunct faculty for fall 2001, spring 2002 and summer 2002, as outlined in Exhibit VII-N (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze explained that past practice has been that the adjunct faculty salary schedule is the same schedule used for overload pay for full-time faculty.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Taste and Touch of Palatine

Member Barton moved, Member Howard seconded, approval of the agreement with the Palatine Chamber of Commerce regarding the Taste and Touch of Palatine event and authorization of the Chair to execute the agreement when finalized by the attorneys, as outlined in Exhibit VII-O (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton commented that she received so much positive feedback from those who visited Harper during the event last year and the year before. Some of these individuals had never been on Harper's campus and were amazed by it. She feels this is the greatest public relations

thing the College ever did. Chair Kolze added that it is good for Harper College and good for the Taste and Touch of Palatine.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

#### ADA Capital Project

Member Barton moved, Member Howard seconded, approval of the upgrading of washrooms in the Student and Administration Center as a project which qualifies for ADA grant funding and as a life safety project; additionally, retaining Legat Architects as the architect on this project, as outlined in Exhibit VII-P (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton explained that Legat Architects knows Harper College well. She added that anything the College can do to help students with disabilities, or ones who have difficulties, is great. Member Howard added that this is a special grant from the State.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

In response to Member Gillette's comment regarding Exhibit Q (which will come before the Board in the future), Dr. Breuder stated that they will be choosing to install carpet squares in the Conference Center and Performing Arts Center.

#### CITIZEN PARTICIPATION

There was no citizen participation.

#### PRESIDENT'S REPORT

Presentation:  
Update on Conference Center and Performing

At the request of Chair Kolze, Dr. Breuder invited Charles Burnidge, of Burnidge Cassell Associates, to provide the Board with another update on the progress related to the

## Arts Center

construction of the Performing Arts Center (PAC) and the Conference Center (CC).

Charles Burnidge stated that the buildings are making good progress. He noted that John Cinelli will be giving the detailed update, since he is on the grounds all week, every week.

John Cinelli reported that the CC is scheduled for final acceptance and turnover to Harper College on April 1, 2002, which is two months earlier than previously reported. The PAC remains on schedule for final acceptance on June 1, 2002. The momentum on both sites has accelerated greatly since they were at the February Board meeting. He feels that is due to the improved communications between Harper College, Burnidge Cassell and all contractors onsite.

### Conference Center Update

Exterior masonry continues on the south and north sides of the building, with completion expected July 15, 2001. The roof over the main building has been installed with the dining room roof to be completed within the next few weeks. This would place that item ahead of schedule. The windows and the doors are being measured at present with the delivery date of late July, which is also ahead of schedule. The pre-cast concrete planks over the main auditorium will be delivered the early part of July and installed by the end of July; this will isolate the sound from the airplanes overhead. The electrical, plumbing, ventilation, fire protection piping and ductwork installation continue on all three floors of the building, with that expected completion date of October 1, 2001. The overall schedule for the building right now is for the building to be watertight by early August. As the main power gets connected to the building, the main systems can be turned on and the building can start to dry out in preparation for putting up drywall and starting some of the interior finishes in late fall.

### Performing Arts Center

The big pre-cast panels are going up on the high portion of the fly tower. The structural steel erection continues at the roof of the lobby, as well as the east and west sides of the building. In the next weeks, the pre-cast crane will be moving from the north side to the south side. The steel crane will be flipping to the other side so that they can start putting that steel up on the north side of the building.

During this same time period, they are going to lift the main mechanical units, which are now stored off in the parking lot,

to drop those into the back corner of the building before they put the whole roof on. Following this activity, there will be a major mobilization of the masonry contractor. They will start at the north end of the building and work their way around the perimeter. The overall project schedule for the building is to get the pre-cast panels for the fly tower and structural steel in place by August 1, 2001. From that point, the next major milestone is to get the entire building enclosed prior to winter setting in.

#### Project Budget

The project remains on budget; however, 70 percent of the contingency money on the project has been obligated. Mr. Cinelli noted that Bob Getz at Harper College receives an update regarding the change orders on a monthly basis. It is his understanding that Dr. Breuder, in turn, reviews this with Mr. Getz and is aware of the change order status of both buildings. Burnidge Cassell and the entire engineering team are keeping a keen eye on the project budget. This can be evidenced by the fact that over the course of the project, the AE team has reduced the initial contractor change order dollar amounts submitted by over \$140,000. It is their experience that at this juncture in the project, it would be unlikely that the contingency amount would be exceeded, unless some unforeseen conditions arise. As mentioned before, Dr. Breuder and Bob Getz would become aware of any significant changes very quickly.

In response to Member Gillette, Mr. Cinelli estimated that the project construction was 55 percent complete. In response to Chair Kolze, Mr. Cinelli stated they are still confident that they can stay within the contingency amount – with 55 percent of construction complete and 70 percent of contingency used. They have reviewed 95 percent of the shop drawings at this point, and all the major interior finishes have been coordinated with Harper.

Member Gillette suggested they look into leasing some antenna space from the fly tower—a cellular lease is worth \$100,000 per year. There was discussion regarding whether this would detract from the beauty of the building; additionally, there was a concern for safety, putting someone from Physical Plant up on the building.

In response to an earlier comment, Dr. Breuder reiterated that Bob Getz does see the change orders and he sees them, as well. However, they have no authority to either accept or reject the change orders—that is done by the

Capital Development Board (CDB). He does have some concern that they are at the 55 percent stage of completion with 70 percent of the contingency money expended. He added that if Mr. Cinelli feels confident, it makes him feel comfortable, because he does not want to have to come up with additional dollars for this project.

Chair Kolze thanked them for their presentation. The Board is pleased with what has happened since they visited the Board meeting in February.

Presentation:  
Technology Plan

Vice President McShane gave a brief history of the original Technology Plan he brought to the Board in March 1995. That Technology Plan covered 56 objectives, had a gestation period of 24 months and involved all areas of the College. The major focus of the plan was to develop and build an infrastructure required to support the daily needs for instruction and for administrative areas, such things as: getting a network, putting in a phone system, video delivery systems, desktop computing devices and an ARP system for the College. Once completed, the plan was submitted with the intent to move aggressively and accomplish these goals in four years, 1995 to 1999, with a cost of \$11M-14M at the time. Everyone at the Special Board meeting struggled with how the College was going to fund this particular Technology Plan without impacting the operational budget and having the least impact on the reserves.

A proposal was submitted that included a combination of technology fees, State of Illinois Advanced Technology Grants and an alternative revenue bond. Although it was not all that was requested, it was sufficient enough to begin the initiatives on this plan. The Board struggled with this decision, concerned about the impact to the student tuition and the many priorities that were needed for funding at the time. Vice President McShane stated that he believes today that the Board's decision was very insightful and they should be congratulated—the College has come a long way. They achieved much. Over the last two years, they have worked toward creating a new generation technology plan.

He introduced Dominic Magno, Professor and Chair of the Mathematics Department and Elena Pokot, Director of Administrative Systems, who would be giving different portions of the presentation this evening.

Ms. Pokot explained that she is part of the Technology Planning Committee which is part of the shared governance

system and consists of all employee groups including faculty, administration, professional/technical and supervisory/ confidential employees. Six years ago, Harper was so far behind in many different ways: they needed networks, computers and a robust system that would allow them to respond to the needs of higher education. They have accomplished a lot of it. Harper currently has 60+ computing labs, there is a computer on every desk, email is everyday business, there is internet access, a Harper College website, a new administrative system, a library automation system, desktop tools, training and HelpDesk. In addition, they established the funding that allowed them to bridge the technological divide and bring progress 10 years forward.

In the last year of the plan, the Technology Planning Committee got together and began talking about what kind of technology Harper will need five years from now. It was determined that the main focus would be on access—accessing the computing power from faculty offices, computer labs or from our homes—and skill sets that will be required to access and use new technology. They discussed expected skill level of students, faculty and staff and how technology alters the expectations of the community; and how Harper students may expect more from the College because of those technological advancements. They also discussed the need for innovation, and an environment for faculty and staff to experiment with the new approaches, learn, share their experiences and, of course, teach.

Dom Magno explained that, under the new shared governance structure beginning in 1998, two committees were formed to deal with technology planning. One was the Instructional Technology Committee (ITC) and the other was the Technology Planning Committee (TPC). Both Elena and he represent the TPC, which reports their recommendations to the College Assembly. A joint meeting of the two committees took place in February 2000 to begin to construct a new Technology Plan. At that joint meeting, it was decided that the Instructional Technology Plan should take precedence; it was developed and approved during the spring 2000, with implementation beginning this past year. The Instructional Technology Plan included organizational, physical and professional development components, as well as additional technology. The biggest focus of that time was the creation of the Department of Instructional Technology (DOIT).

The ITC took care of the instructional technology issues, while the TPC was to take care of all the other concerns on campus with respect to technology planning. Beginning in Fall 1999, the TPC solicited visions from all of the functional areas on campus, asking each area about their expected needs over the next four to five years. After all the input had been received, the TPC reviewed all of the needs and divided them into goals of four areas.

The following four goals were recognized:

- Necessary support (the enhancement of the HelpDesk, for example);
- Harper student relationship (involve technology planning issues that would directly affect students, i.e., the creation of a universal student ID system that could be used in many different areas by students);
- Harper community relationship (outside community needs of technology);
- Harper employee relationship (staff and employee needs of technology).

After identifying the goals, the TPC met with a subcommittee of the ITC to make sure that it was not conflicting at all with the Instructional Technology Plan. They identified common goals, made sure that the goals were in harmony and agreed that the Instructional Technology Plan did receive higher precedence.

Once the plan was put together, they then solicited additional feedback from the rest of the Harper community. The plan was presented to the College Assembly for the shared governance process. It was approved by the Assembly on May 3, 2001 and subsequently approved by President's Council on May 15.

#### Philosophy of the Plan

Elena Pokot gave a visual presentation on the philosophy of the plan, which is very different from just the projects that are listed in the plan.

The look of campus buildings has changed over the years; the needs of Harper students have changed, as well. Students expect Harper College to help them attain their goals, whatever those goals may be. Some students transfer to four-year institutions; others receive a valuable career skill or language skill that may be needed for employment; others take courses for life enrichment experiences—art, literature, theater, travel or athletics. A

Harper student may be a high school dropout, a PhD, or a proud parent who is enrolling his first child in the Kindermusik program. The students expect Harper College to know about them, to understand them and to tailor messages and services to their particular needs. Technology can help the College capture this information and provide appropriate services and appropriate methods. Ms. Pokot explained that the same is true for employees and the Harper Community at large.

This plan is about building relationships and enriching relationships. Relationship building does not just mean for Harper to reach out to its constituencies; it also means enabling its constituencies to reach back in. Harper must provide service and access to its constituencies, enabling them to access information on campus. We must create an environment with appropriate and timely information so the right decisions can be made at the right time. This will enhance communication between Harper and the constituencies.

Finally, self-sufficient access to technological resources will facilitate innovation and instruction, whether it means experimenting with incorporating different websites into the curriculum or trying out different software. The underlying vision of the plan is access to technology and information. The challenge comes in transferring the information into a place where all of us can find it and all of us can understand it.

Mr. Magno explained some of the challenges they are faced with right now. The Mathematics Department is in the process of a multiple-year curriculum project. Next year they will create new courses that will be implemented in the fall of 2002. They would like to get some baseline data now so they can later make comparisons on how effective the new curriculum changes are. It is not easy to get at some of the data right now; the data exists, but it is not easily accessible. The Office of Research and Planning is inundated with requests for these types of reports, and they have difficulty keeping up. It would be great if the Mathematics Department could sit down and generate that type of information in their own department workstations.

Ms. Pokot described the steps involved with accessing information. Information retrieval consists of three components:

- a requestor (the person who needs the critical information);
- an information retriever (the person in the department or entity that knows how to get to that information);
- an information repository (where that information is stored, whether it is somebody's personal memory, on a piece of paper in someone's file cabinet or in the computer system).

If all three components come together (requestor puts in the request, retriever pulls the data and the data exists), then success happens. Most often, some time passes by between the time the requestor requests the information and the retriever retrieves the information (while a phone call is made and information is clarified). Time would be saved if the requestor had the information himself. Some have wondered if this would eliminate the role of the retriever, possibly the role of the Research Department or another department on campus. The middlemen, the people who really understand the information, would be responsible for putting this information into a cohesive format so that it could be retrieved easily by those who need the information.

Ms. Pokot explained that this will only be successful if technology is easy enough to understand and manipulate, where students, community members, partners, members of the Board and employees can retrieve the information they need at the time they need it. It will make everyone more effective, especially if access is provided anytime anywhere. The retrieval of information could be available at 2:00 a.m. when a student wants to register for a course. This is rather an aggressive vision.

Mr. Magno addressed some of the challenges they are faced with while pursuing this vision.

- Addressing the skills gap—the gap between the set of needed skills and the set of actual skills. Easy tools are needed for online access.
- Creating innovative management—reviewing management practices in light of current demands as a result of technology.
- Having effective hiring practices—to ensure that new staff members come in with skills necessary to do what they need to do immediately. They need people who are problem-solvers and independent thinkers who can make decisions.
- Establishing a single source of data and delivery of the system.

- Supplying correct and coherent information—they want to make sure that when people access answers, they find the correct answer and not different answers from different sources. There should be one source and the answer should be the same answer across the campus.
- Offering secure yet convenient access—for example, if an employee wanted to access information about their individual sick days, they might not necessarily want other people to be able to access their personal sick day information. They need to delineate between public and private information.
- Balancing priorities—this is a fairly aggressive plan as is the Instructional Technology Plan. A project list already exists with many projects on it that need to be completed. In addition to that, the Information Technology Department has its normal day-to-day operation of keeping the computer equipment up and running, and within the next four or five years, the campus will have the equivalent of five new buildings on campus which must have technology installed and ready to go. Balancing all those priorities is going to be a difficult task.

Those are all decisions that need to be made as a part of this Technology Planning process and which will be addressed in the future.

#### Funding

The Board has been very creative in the past in terms of developing new funding for some of the technology requirements. The committees have identified the first year goals; they will prioritize them in terms of the number of dollars available this year. During the fall 2001, they will continue the planning process and establish regular updates to the community so they can be aware of what is being done with respect to technology. During the spring 2002, they will review and modify the plan as new technologies come.

Mr. Magno showed a list of the names of the people who have been working on this Technology Plan. He added that it has been a great group to work with, and they all deserve recognition for the time and effort they have put into this planning process.

Board members commented on the awesome undertaking of this Technology Plan.

Dr. Breuder commented that this is another example of the commitment to planning at Harper College. Planning is taken very seriously. When this plan came to him, it was comprehensive, practical, understandable and easy for him to sign off on. It is also a document that they can make good use of. Both the Strategic Long-Range Plan and the Technology Plan are created by the people who work here, and they both found their way through the shared governance system. They are two very important documents. Dr. Breuder expressed appreciation to Vice President McShane, Ms. Pokot and Mr. Magno and everyone else involved in the Technology Plan. It is a monumental undertaking.

Vice President McShane added that the Technology Planning Committee has been very busy, meeting long hours, sometimes late into the evening. They have accomplished a great deal. Mr. Magno and Ms. Pokot have kept the consistency and continuity between the last plan and this plan. They deserve recognition. This plan makes everyone's work easier in the IT organization.

Dr. Breuder reiterated that the College is adding 300,000+ square feet to the campus over the next three or four years. One can only begin to imagine the challenges and opportunities that these buildings offer the IT Department.

Dr. Breuder called attention to a lapel pin that says "100" in recognition of the 100<sup>th</sup> anniversary of community colleges in the United States. The pins are available to the Board as well as guests present at the meeting. The first community college was Joliet Junior College. A gentleman by the name of Harper was involved in the creation of the community college concept in this country. This is a celebration year for those of us who have committed our lives professionally and otherwise to community colleges.

Dr. Breuder noted that earlier this month, he attended a Unity Dinner in Arlington Heights, which was sponsored by four villages. It was an opportunity for everyone in the Northwest Suburbs to appreciate the rich diversity that exists within the multiple communities. Approximately 700 community leaders were present, and Cardinal Francis George, the Archbishop of Chicago, made the presentation. Harper owes a great deal of gratitude to the four communities which sponsored this impressive event.

On a sad note, Dr. Breuder announced that this is Vice President Tom Choice's last Board meeting. He will be leaving Harper College next month and assuming new duties at Kishwaukee. The College is grateful for his 16 years of tremendous service. In the past 18 months, he has done a great job as Vice President for Academic Affairs. Dr. Breuder added that he has met the challenge and accomplished much. He wished him the best, both personally and professionally. On behalf of the Board, Chair Kolze thanked him, as well.

#### ANNOUNCEMENTS BY CHAIR

Member Gillette noted that last weekend was the Amateur Field Day held on the northwest corner of Harper's campus. Participating were members of the student body of Harper, faculty and members of the Northrop Grumman Amateur Radio Club. He explained that Field Day is an exercise where they set up two-way radios without using commercial power or existing antenna towers, as you would do in the case of an emergency (hurricane or tornado) and communications were needed. Trustee Greg Saulberg from the Village of Palatine visited Field Day. Pictures were taken and will be given to Linda.

Member Barton gave a brief update on the Educational Foundation activities. The Golf Open was held at Boulder Ridge and raised approximately \$64,000 to benefit the Conference Center. The Foundation launched a theater seat campaign with three levels of seats for naming opportunities: \$1,000; \$750 and \$500. The Harvest Ball 2001 is a Black Tie event being held on November 2 at the Hyatt Regency Woodfield, with the beneficiary being the Performing Arts Center.

Ms. Barton noted that the Motorola Award for Excellence recipient, Marie Regan, was introduced; she is a very talented and smart woman. It was noted that Fred Barr resigned from the Foundation after being very active for many years. The Motorola Distinguished Faculty Award went to George Evans who teaches Criminal Justice. There was a Small Works Exhibition held on campus last month. Martha Bell purchased and donated pieces to the Harper Art Collection. The McGrath Award winner is Rob Brumbaugh.

Ms. Barton noted that the Foundation Board has increased tremendously in number and in activity. Their main goal, in addition to scholarships, is to help raise money to



## BOARD REQUESTS

### JUNE 27, 2001 REGULAR BOARD MEETING

1. Student Member Passarini suggested that perhaps Jasculca/Terman could make a presentation to the Board explaining their plan and showing everything they intend to do for the College. Member Kolze said that it could be considered. Member Shure stated he would like to see a monthly report.
2. With regard to the preliminary budget, Member Howard added that this is a clear illustration of the importance of the Educational Foundation. She feels that a wish list of items the College would really like to have but cannot afford, would be helpful to the Foundation as they communicate with the community.
3. With regard to the Educational Service Providers, Member Gillette asked whether the College was raising the tuition on any of the courses. Sheila Quirk responded that it was not to her knowledge; however, she would double check. Chair Kolze asked if the Board could have the follow-up information.
4. Chair Kolze suggested that Board members send to Dr. Breuder any concerns about the policies between now and the Special Board meeting, so they would be aware of them and prepare for discussion.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 25, 2001

SUMMARY OF BIDS

Exhibit VI – 3a

The administration recommends that the Board award bid request Q00165 for resurfacing of the gym floor in the Wellness and Sports Center to Floors, Inc., the lowest responsible bidder, in the amount of \$274,900, architects fees of \$20,618, reimbursables of \$5,000, and a contingency of \$27,490 for a total award of \$328,008.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00165 for resurfacing of the gym floor in the Wellness and Sports Center as requested by Physical Plant for the Wellness and Human Performance Division.

II. BUDGET STATUS

Funds in the amount of \$328,008 will be provided in the 2001/02 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9232 and 0292-039-584.00-9232.

III. INFORMATION

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

Kiefer Specialty Flooring, Inc.	\$252,377
Floors, Inc.	274,900
Specialty Floors, Inc.	330,000
Swanson Gentleman Hart, Inc.	358,212
Southwest Recreational Industries, Inc.	390,000

Kiefer Specialty Flooring, Inc. bid an alternate product that does not meet specifications. A monolithic fluid applied polyurethane based flooring system was specified. Kiefer Specialty bid a sheet goods system consisting of six-foot sheets that are butted up to one another. This system is also less thick than the three-quarter inch specified.

The floor in the gym of the Wellness and Human Performance Center has not been resurfaced in 14 years. The life expectancy of this type of floor is eight to ten years. To repair and maintain this floor, in its present condition, is not cost effective. This recommendation is to resurface the floor before the fall semester begins.

Included in the recommendation are architects fees of \$20,618, reimbursables of \$5,000, and a 10 percent contingency of \$27,490 for a total award of \$328,008.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00165 for resurfacing of the gym floor in the Wellness and Sports Center to Floors, Inc., the lowest responsible bidder, in the amount of \$274,900, architects fees of \$20,618, reimbursables of \$5,000, and a contingency of \$27,490 for a total award of \$328,008.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

July 25, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a      The administration recommends that the Board approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.
- Exhibit VI – 4b      The administration recommends that the Board approve the issuance of a change order to purchase order 016090A issued to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$14,492 for a new total of \$90,185.84.
- Exhibit VI – 4c      The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, Inc., for purchase of upgraded software and for renewal of a software maintenance agreement, in the amount of \$86,878.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Danka Office Imaging for renewal of a maintenance agreement for two Kodak copiers as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$31,000 will be provided in the 2001/02 Education Fund budget, under account number 0193-127-534.

III. INFORMATION

This request is for renewal of the maintenance contract for the Kodak 235 and 3100 copiers. The 235 is a walkup machine used by faculty and staff, and the 3100 is a production machine located in the Harper Print Shop.

Danka (Kodak) has been maintaining this equipment since it was purchased. Danka gives excellent service which includes an average of two-hour response time, having most of the necessary parts on their truck and an automatic check of the entire machine regardless of the reason for the call. In addition, all upgrades/enhancements are provided automatically at no additional cost.

This agreement is for the period of July 1, 2001 through June 30, 2002. The price per copy will remain .0047 cents, the same as last year. The total amount of the purchase order, \$31,000, is \$5,000 over last year's amount of \$26,000. The increase is based on last year's usage and an estimate of the usage for the coming year.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order 016090A issued to IKON Office Solutions for lease and maintenance of campus copiers as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$15,000 will be provided in the 2001/02 Education Fund budget, under account number 0193-127-562.

III. INFORMATION

The lease for campus copiers, in the amount of \$75,693.84 per year, was approved by Board action September 28, 2000. Because the new machines have features and capabilities that far exceed the old machines and have less downtime, the number of actual copies made has exceeded the original estimate. In addition, two of the machines were upgraded after the bid was approved. For these reasons a change order in the amount of \$14,492 is needed to cover the additional copies and maintenance.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to purchase order 016090A issued to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$14,492 for a new total of \$90,185.84.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Peregrine Systems, Inc. (formerly Tivoli Systems, Inc.), for purchase of upgraded software and for renewal of a software 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 \$86,878 will be provided in the 2001/02 Education Fund budget, under account number 0195-245-539.

III. INFORMATION

The upgrade of the software, and the maintenance agreement, are for the Help Desk Service Center and entitle the College to receive upgraded software and continued support. The College has been using an old software version for the past three years using only general support from the supplier.

In the past three months Tivoli Systems, Inc. was sold to Peregrine Systems, Inc., one of their major competitors. The College will receive an equal-to-equal conversion to Peregrine software plus a major upgrade that will enable the Help Desk to offer additional services. Users will now be able to check the status of their requests through the WEB, thus cutting down on the number of calls initiated to the HELP Desk. In addition, this software will allow the use of palms anywhere on campus to open and close HELP Desk tickets, report problems, and automate an email message to the client upon ticket closure.

The purchase order to Tivoli Systems, Inc. approved by Board action June 28, 2000 for software maintenance was for \$19,153. This request is for a major software upgrade plus a yearly maintenance contract. The software upgrade is \$49,814 and the yearly maintenance is \$37,064.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Peregrine Systems, Inc., for purchase of upgraded software and for renewal of a software maintenance agreement, in the amount of \$86,878.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

**HARPER COLLEGE  
LISTING OF  
GRANT PROGRAMS  
July 1, 2001 – June 30, 2002**

**Reported: July 10, 2001**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
Special Populations Academic Enrichment L. McKay	State Allocation Grant To provide support to disadvantaged students	ICCB \$351,553	07/01/01 06/30/02
Business/Industry Workforce Preparation Corporate Services L.. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$178,873	07/01/01 06/30/02
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$121,191	07/01/01 06/30/02
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$62,072	07/01/01 06/30/02
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$352,447	07/01/01 06/30/02
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$378,017	07/01/01 06/30/02
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. Students taking college credit	ICCB \$88,798	07/01/01 06/30/02
Online Grants Distance Learning S. Catlin	State Allocation Grant To support student services for online students	ICCB \$14,103	07/01/01 06/30/02
Health & Safety Physical Plant R. Getz	Installation of ADA accessible Elevator in Building "D"	ICCB \$235,808	01/01/01 12/31/01

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS – ENDS
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY 2000 Supports Adult Educational Development Programs	ISBE \$478,311	07/01/01 06/30/02
Perkins III  J. Hennig	Continuation of FY 01 Award. Career and Technical Education	ISBE \$238,805	07/01/01 06/30/02
Program Improvement  J. Hennig	Continuation of FY 01	ISBE \$30,649	07/01/01 06/30/02
Federal Tech Prep Education to Careers S. Griffith/J.Hennig	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE \$261,957 { \$148,228 [F] & \$113,729 [S] }	07/01/01 06/30/02
Scholar-in-Residence International Studies M.Simonsen	Professor Dumisani Moyo of Zimbabwe  Matching funds required**	CIES Expenses for Scholar \$7,150 *	08/01/01 12/15/01
Total as of July 10, 2001		\$2,815,234	

## 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
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

\*\$14,300 grant shared with College of Lake County

\*\*\$7,000 cash and \$14,200 in-kind (shared by College of Lake County)

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**Year-to-Date Fundraising FY01**

<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks, Pledges</b>	<b>Gifts-In-Kind</b>	<b>Planned Gifts</b>	<b>Total</b>
ADS Scholarship - Alumni	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
ADS Alumni Scholarship -- Student	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
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
Tradition of Excellence Campaign 2000	28	\$231.94	\$100.00	\$0.00	\$0.00	\$331.94
Employee Campaign 1999	1	\$0.50	\$0.00	\$0.00	\$0.00	\$0.50
Evans Scholarship	18	\$180.00	\$0.00	\$0.00	\$0.00	\$180.00
Golf 2001 - Event Day	39	\$13,375.00	\$350.00	\$0.00	\$0.00	\$13,725.00
Golf 2001 - Invitation	11	\$4,510.00	\$0.00	\$25.00	\$0.00	\$4,535.00
Golf Open 2001 - Underwriting Appeal	63	\$69,045.00	\$9,250.00	\$550.00	\$0.00	\$78,845.00
2000 Foundation Golf Outing	17	\$15,675.00	\$0.00	\$3,551.50	\$0.00	\$19,226.50
Harper 2001 - Underwriting	1	\$0.00	\$0.00	\$40.00	\$0.00	\$40.00
Sign Language Interpreting Program	6	\$1,525.00	\$0.00	\$0.00	\$0.00	\$1,525.00
Memorial	10	\$355.00	\$0.00	\$0.00	\$0.00	\$355.00
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	4	\$0.00	\$0.00	\$0.00	\$842,000.00	\$842,000.00
Proposal	8	\$69,100.00	\$0.00	\$0.00	\$0.00	\$69,100.00
Student Scholarships	2	\$2,750.00	\$0.00	\$0.00	\$0.00	\$2,750.00
Anne Rodgers Scott Endowment for Student Success	14	\$660.00	\$0.00	\$0.00	\$0.00	\$660.00
Special Initiatives	49	\$4,436.66	\$0.00	\$0.00	\$0.00	\$4,436.66
Stewardship	22	\$36,028.14	\$11,662.75	\$0.00	\$0.00	\$47,690.89

Tradition of Excellence 2001	205	\$3,936.00	\$13,558.50	\$0.00	\$0.00	\$17,494.50
Theatre Seat Campaign	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	39	\$22,044.67	\$0.00	\$13,172.46	\$0.00	\$35,217.13
Young Artists' Competition	15	\$340.00	\$0.00	\$0.00	\$0.00	\$340.00
	1,223	\$386,123.29	\$65,966.95	\$43,817.96	\$842,000.00	\$1,337,908.20

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**Donations -- June 2001**

<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks, Pledges</b>	<b>Gifts-In-Kind</b>	<b>Planned Gifts</b>	<b>Total</b>
Tradition of Excellence Campaign 2000	11	\$33.14	\$0.00	\$0.00	\$0.00	\$33.14
Employee Campaign 1999	1	\$0.50	\$0.00	\$0.00	\$0.00	\$0.50
Golf 2001 - Event Day	39	\$13,375.00	\$350.00	\$0.00	\$0.00	\$13,725.00
Golf 2001 - Invitation	5	\$2,025.00	\$0.00	\$25.00	\$0.00	\$2,050.00
Golf Open 2001 - Underwriting Appeal	17	\$19,800.00	\$9,250.00	\$90.00	\$0.00	\$29,100.00
Memorial	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Special Intiatives	3	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
Theatre Seat Campaign	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	1	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
	<b>80</b>	<b>\$36,858.64</b>	<b>\$9,600.00</b>	<b>\$115.00</b>	<b>\$0.00</b>	<b>\$46,573.64</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Centegra Health System 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 Centegra Health System are consistent with the clinical objectives of the Harper College Nursing Program.

This agreement has been approved by appropriate officers of Centegra Health System.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Centegra Health System be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to bvk for strategic media buying, advertising consultation services, and public relations services directly related to enrollment services as requested by Marketing Services and Harper College TECH.

II. BUDGET STATUS

Funds in the amount of \$224,000 will be provided in the 2001/02 Education Fund budget, under account number 0181-060-547.00 and funds in the amount of \$250,000 will be provided in the Auxiliary Enterprises Fund budget, under account number 0548-528-547.

III. INFORMATION

In December 2000 the College began a search for a qualified agency that could provide strategic media buying and advertising services for the College in order to increase awareness and preference, build brand, and support enrollment outreach initiatives. The consultant's primary charge will be strategic media planning and buying for the College, including print, broadcast, Internet, and direct response media.

Chicago is the second most expensive media market in the country. Prices are high and placement opportunities are competitive. There is also a wide variety of print and broadcast media to choose from. With limited resources, it is important that a media plan be constructed that will allow Harper's message to reach key audiences.

Using a strategic media buying resource provides the College with the following advantages:

- Ability to select the best media mix among print, broadcast, Internet and direct response, given strategic priorities and available resources;
- Ability to negotiate with selected media to ensure best strategic placement; and the
- Ability to negotiate with selected media to maximize opportunities for value added placements and other considerations.

By working with a strategic media-buying partner, the College benefits from the consultant's knowledge of the Chicago media market and its buying power when negotiating placements and value added considerations. Harper goes to the market as a buyer of a few thousand dollars of media each year. When negotiating on behalf of the College, the media consultant represents millions or tens of millions of dollars each year.

The industry standard agency commission schedule includes a method of compensating advertising agencies whereby the agency receives a specified commission, traditionally 15 percent of the cost of the media on any advertising time or space it purchases. The agencies interviewed as potential expert resources all bill according to this industry standard.

The selection process began with a review of marketing and communication agency listings. The lists were reviewed and 10 agencies were contacted to review their capabilities and their interest in working with the College.

An invitation was issued for six of these agencies to visit the College to meet with Marketing Services representatives. Included in the interview process were the Director of Marketing Services, Marketing Specialists, the Creative Manager, and the Web Content Specialist. The interviews also included the Vice President of Marketing and Advancement, and a representative from the Purchasing department.

Agencies invited to the campus for an interview included:

- Tucker Knapp, Schaumburg, IL
- Michael Walters Advertising, Chicago, IL
- PCG Communications Group, Chicago, IL
- Richard Harrison Bailey, South Bend, IN
- Lipman Hearne, Inc., Chicago, IL
- bvk, Milwaukee, WI and Westmont, IL

During these interviews each agency introduced key personnel, presented capabilities, shared work samples, and answered a series of questions from Harper Marketing personnel. Each consultant was asked the same questions.

Following these interviews, agencies were rated on the following criteria:

- Ability to articulate an understanding of the community college, in general, and Harper College specifically;
- Experience with higher education and not-for-profit organizations;
- Experience with and knowledge of media planning and buying in the Chicago media market;
- Ability and willingness to work with internal marketing and creative teams;
- Compensation charged for media placement; and
- Depth and breadth of the account team that would be assigned to Harper, to include strategic, media, creative, and account services professionals.

The six agencies were narrowed down to four agencies, PCG Communications Group, Richard Harrison Bailey, Lipman Hearne, Inc., and bvk. After further discussion, two finalists were chosen.

Each of the two finalists, PCG Communications Group and bvk, were given a trial project. They were then evaluated on their performance of the projects.

While PCG Communications Group's performance was adequate in regards to its project, a tactical fall continuing education publication and promotion plan, the agency provided more broad-based strategic direction. Their project submission lacked detail and concrete steps.

bvk delivered outstanding performance on its trial project, development of a tactical fall enrollment plan. The agency provided a detailed, step-by-step media plan to promote fall credit and noncredit enrollment, including recommendation of media outlets, creative recommendations, and public relations and promotional opportunities.

Of the \$224,000 requested by Marketing Services, approximately 80 percent of \$200,000 of the request, \$160,000, will be spent with media outlets for airtime and print space. These include local broadcast and print media. Like all of the other agencies interviewed, bvk charges an agency fee of 15 percent, which is the industry standard for media buying. Accordingly, bvk's agency fee will be approximately \$24,000.

Additionally, approximately \$24,000 will be spent on public relations services directly related to enrollment initiatives. The hourly rate for the public relations services is \$50 to \$120. The remaining amount of the purchase order, approximately \$16,000, will be spent on strategic media and direct response planning, and other selected initiatives such as radio production. The hourly rate for these services is \$50 to \$120. .

Of the \$250,000 requested by Harper College TECH, approximately 75-80 percent of \$200,000 of the request, \$150,000 to \$160,000, will be spent with media outlets for airtime and print space. These include local broadcast and print media. The agency fee of 15 percent will be approximately \$22,550 to \$24,000.

Additional monies will be spent on strategic media and direct response planning, and other selected initiatives such as radio production. The hourly rate for these services is \$50 - \$120.

In addition, a contingency of \$50,000 is recommended for the Harper College TECH portion to be used for media placements that cannot be foreseen at this time.

Even though the College will issue a purchase order for the total amount approved by the Board of Trustees, bvk will be required to submit an estimate of their costs for each separate project and will not proceed with any work until they have authorization from Marketing Services

This contract is for three years, August 1, 2001 through June 30, 2004 with an option to renew for an additional two years, July 1, 2004 through June 30, 2006. The actual dollars to be spent with this agency in the fiscal years 2003 and beyond will be determined at the beginning of each fiscal year and will be determined by the marketing needs for that fiscal year.

This purchase complies with State Statute and Board policy, which does not require that a service such as this be bid.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to bvk, for strategic media buying, advertising consultation services, and public relations services directly related to enrollment initiatives in the amount of \$474,000 for fiscal year 2001/02. The contract will run August 1, 2001 through June 30, 2004 with an option to renew for an additional two years, July 1, 2004 through June 30, 2006. Actual amount of contract will be presented to the Board for approval each fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading and Adoption of the Board of Trustees Policy Manual.

II. REASON FOR CONSIDERATION

Changes to Board Policy require two readings prior to adoption. The first reading took place at the Board meetings of April 26, May 24, and June 27, 2001.

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Second Reading and Adoption of an addition to the Board of Trustees Policy Manual for the Americans with Disabilities Act (ADA) Policy

II. REASON FOR CONSIDERATION

Amendments to Board of Trustees policy require approval of the Board of Trustees. Changes to Board Policy require two readings prior to adoption. The first reading took place at the Board meeting of June 27, 2001.

III. BACKGROUND INFORMATION

The policy was recommended to the President by the Human Resources Committee to demonstrate the College's commitment to comply with the Americans with Disabilities Act in all employment practices. The policy has been reviewed by the College's attorney. Administrative procedures are attached for review.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the attached addition Policy 13.47.00 to the Board of Trustees Policy Manual.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Americans with Disabilities

No. 13.47.00

Approved:

Revised:

It is the policy of Harper College to comply with the Americans With Disabilities Act (ADA) in all employment practices. In accordance with the ADA, an individual with a disability as defined under the Act and who is qualified to perform the essential functions of his/her job, is provided protection from discrimination on the basis of his/her disability.

The ADA defines disability as a physical or mental impairment that substantially limits a major life activity. The ADA also applies to an individual who has a history of a disability as defined under the Act or if the employer believes the individual to have a disability as defined under the Act. The ADA does not provide protection for all physical and mental impairments, but rather only those which constitute a substantial impairment with respect to a major life activity. Major life activities include hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for one's self, learning, or working.

An individual with a disability must also be qualified to perform the essential functions of the job with or without reasonable accommodation in order to be protected from job discrimination by the ADA. This means that the individual must first satisfy the employer's requirements for the job such as education, employment experience, skills, or licenses, and perform the essential functions of the job with or without reasonable accommodation.

A Harper employee or applicant who believes that he/she is a qualified individual with a disability, as defined under the ADA, and who believes that an accommodation is needed to perform a job, should discuss his/her situation with his/her supervisor or the Director of Human Resources.

## HUMAN RESOURCES PROCEDURE MANUAL

Procedure: ADA Job Accommodation

Effective Date:

### I. Purpose

To provide a procedure for an employee or applicant to request a job accommodation in accordance with the Americans With Disabilities Act.

### II. Persons Protected By The ADA

The Americans With Disabilities Act (ADA) protects employees and applicants who have a physical or mental impairment that substantially limits a major life activity. The ADA also protects an individual who has a history of such disability or if an employer believes that the individual has such a disability. A substantial impairment is defined under the Act as one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for one's self, learning, or working.

An employee or applicant is a qualified individual with a disability under the ADA if he/she has such a disability and is qualified to perform the job in question with or without reasonable accommodation. This means two things: 1) the individual must be able to satisfy the employer's requirements for the job such as education, employment experience, skills, or licenses; and 2) the individual must be able to perform the essential functions of the job with or without reasonable accommodation. Essential functions are the fundamental job duties which are generally set forth in the subject job description. An employer cannot refuse to hire an individual because a disability prevents that individual from performing duties that are not essential to the job.

### III. Reasonable Accommodation

As stated above, a qualified individual with a disability is one who can perform the essential functions of the job with or without reasonable accommodation. If an employee or applicant can establish through medical documentation that he or she has an impairment which constitutes a disability under the ADA, the issue of reasonable accommodation can be addressed. The medical documentation is a necessary first step in the process as it will guide the consideration of a reasonable accommodation. The College may require an employee to undergo a physical examination by an independent health care professional, at College expense, to obtain a second opinion concerning an impairment.

Under the ADA, reasonable accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or employee with a

disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits or privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include the following:

- Provide or modify equipment or devices needed in the working environment
- Job restructuring
- Modifying work schedules
- Reassignment to a vacant position
- Adjusting or modifying examinations, training materials or policies
- Providing qualified readers and interpreters
- Making the workplace readily accessible to and usable by people with disabilities

Employers are required to provide a reasonable accommodation to a qualified employee or applicant with a disability unless the employer can show that the accommodation would be an undue hardship. Also, accommodations are subject to ongoing review and modification if the employee's condition and/or the job responsibilities change.

#### IV. Employment Practices Covered

The ADA makes it unlawful to discriminate in all employment practices such as:

Recruitment, Hiring, Job Assignments, Pay, Layoff, Termination, Training, Promotions, Benefits, Leaves, and other employment related activities.

It is not permissible for an interviewer to make medical inquiries of an applicant beyond asking if there is any reason why he or she could not perform the job duties of the subject position. However, if an applicant volunteers information indicating the physical or mental impairment, the interviewer may respond by discussing the College's compliance with the ADA.

#### V. Procedures For Addressing A Request For Reasonable Job Accommodation

The specific steps a qualified employee or applicant with a disability should follow to obtain a reasonable accommodation related to work duties and/or the workplace are as follows:

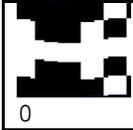
1. A qualified employee or applicant with a disability should discuss with his/her supervisor (or interviewer, if individual is an applicant) the need for accommodation, i.e. an interpreter, materials in alternate media (Braille, large print), accessible work site, assistive technology, modifications in work duties, etc. An employee or applicant is not required to use specific words in order to advise the employer that he or she may have a disability and that he or she may

need an accommodation. An employer's obligations under the ADA may arise where the employee or applicant appraises the employer of a health condition and/or appraises the employer that he or she is having difficulty performing the essential functions of the job because of a qualifying disability. If an employee or applicant identifies a qualifying physical or mental disability which may affect the performance of the essential job duties, the supervisor or interviewer should discuss Harper College's compliance with the ADA.

2. An individual requesting a reasonable accommodation will be asked to provide medical documentation to establish that he/she is a qualified individual with a disability and to support their request for accommodation. An Evaluation Team that shall normally consist of representatives from Human Resources, Access and Disability Services, and the Health and Psychological Services departments will review the medical documentation. The medical documentation will be kept confidential and maintained in a secured file and physically separated from Personnel records. The College may require an employee to undergo a physical examination by an independent health care professional, at College expense, to obtain a second opinion concerning an impairment.
3. The individual should next complete the Request for Reasonable Accommodations form (available in the Human Resources Office). The individual should suggest accommodations that have been effective in the past, if appropriate.
4. The Evaluation Team will meet with the employee or applicant, appropriate supervisor and other qualified personnel (as appropriate) to discuss the disability and any suggested accommodation. Any accommodation provided is to assist the employee in performing the essential functions of the job. An accommodation may need to be reviewed and modified if the disability and/or the job responsibilities change.
5. If the accommodation an individual has requested is not approved, the individual may be offered other accommodations in accordance with the medical documentation provided.
6. If an individual finds the reasonable accommodation(s) provided to be unacceptable, he/she may file a written appeal of the accommodation(s) to the Vice President of Human Resources and Internal Affairs for further consideration.

Questions or concerns about these procedures should be directed to the Director of Human Resources.

A copy of the Reasonable Accommodation Request form is attached to this procedure.



**William Rainey Harper College**  
 Human Resources Department  
 Phone: (847) 925-6373 Fax: (847) 925-6051

**JOB ACCOMMODATION REQUEST**

**Name:** \_\_\_\_\_ **Social Security No:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**TYPE OF ACCOMMODATION:** \_\_\_Worksite \_\_\_Work Assignment/Duties \_\_\_ Other

**LENGTH OF ACCOMMODATION (estimate duration if possible):** \_\_\_\_\_

Is this accommodation related to an on-the-job injury? \_\_\_Yes \_\_\_No

Indicate the physical or psychological disability you have that affects your ability to perform assigned duties:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is your disability permanent, or does it fluctuate? (i.e. total blindness is permanent, but some types of visual disabilities fluctuate)\_\_\_\_\_

**AUTHORIZATION TO RELEASE REQUESTED INFORMATION:**

I hereby authorize the release of any requested information to the Harper College Director of Human Resources regarding the above-listed mental and/or physical limitation(s) and any requested accommodation set forth herein.\*

Your health care provider should submit complete documentation of your disability and of its impact on your functioning at work. This information will help the College decide how to best accommodate your request.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Please be advised that in determining what, if any accommodations are appropriate, it may require that you undergo an examination by a health care provider chosen by Harper College. You must be able to supply the college with documentation of the nature and extent of your disability and how this impacts the performance of your duties.

**JOB ACCOMMODATION PROPOSAL:**

Describe type of accommodation requested (include estimated cost, if known):

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Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Medical documentation received on: \_\_\_\_\_

Documentation review took place on: \_\_\_\_\_

Comments \_\_\_\_\_

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Met with employee and \_\_\_\_\_

on \_\_\_\_\_ to discuss accommodations.

**OUTCOME**

\_\_\_\_\_ **Accommodation Approved**

\_\_\_\_\_ **Accommodation Denied**

Accommodations Provided  
on \_\_\_\_\_

Feedback from  
employee \_\_\_\_\_

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