

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

August 23, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
  - Marketing Services - Mike Barzacchini: WLIT Radio Spot
  - Corporate Services - Cathy Chappell: Greg Smith, Keller Williams Team Realty of Rolling Meadows
- V. Student Trustee Report
- VI. Approval of Consent Agenda\* (Roll Call Vote)

For Approval

1. Minutes – July 24, 2001 Special Board meeting and July 25, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for July 26, 2001 and August 9, 2001; Estimated payrolls for August 25, 2001 through October 5, 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: Budget Hearing and Adoption of Budget Resolution Exhibit VII-A
  - B. RECOMMENDATION: Additional RAMP Submission Exhibit VII-B
  - C. RECOMMENDATION: ACCT Voting Delegate Exhibit VII-C
  - D. RECOMMENDATION: Affiliation Agreements Between William Rainey Harper College and:
    - Medical Practice of Dr. Mohamed Jabri Exhibit VII-D
  - E. RECOMMENDATION: Renewal Lease of Office Space for Illinois Century Network Grant Exhibit VII-E

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

On-Campus Events

- |   |   |
|---|---|
| August 27, 2001                         | Classes begin - Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule. |
| August 29, 2001                         | 12:00 p.m. - Concert in the Quad - <i>seven day run</i>   |
| September 5, 2001                       | 12:00 p.m. - Concert in the Quad - <i>Life in General</i>   |
| September 18, 2001                      | 12:30 p.m. - Concert in the Quad - <i>Echoes of Earth and Sky</i>   |
| October 2, 2001                         | 12:30 p.m. - Concert in the Quad - <i>Ana Fermin and Trigger Gospel</i>   |
| *September 27, 2001                     | 7:00 p.m. - Regular Board Meeting - Room A242   |
| *October 25, 2001                       | 7:00 p.m. - Regular Board Meeting - Room A242   |
| November 8, 9, 10<br>11, 15, 16, 17, 18 | Play - Steel Magnolias - Wednesday, Thursday, Friday performances at 8:00 p.m. - Sunday performances at 2:00 p.m. - Drama Lab L109            |

Off-Campus Events

- |                  |  |
|------------------|--|
| August 29, 2001  | 11:30 a.m. - 650 Higgins TECH Center Grand Opening<br>(NOTE: By invitation only) |
| November 2, 2001 | 7:00 p.m. - Harvest Ball 2001 - Woodfield Hyatt, Schaumburg, IL                  |

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

XII. Adjournment

## Minutes of the Regular Board Meeting of Thursday, July 25, 2001

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

Minutes of the Special Board Meeting of Tuesday, July 24, 2001

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Tuesday, July 24, 2001 at 5:05 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard, Kolze and Shure; Student Member Passarini  
Absent: None

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Judy Thorson, V.P. Administrative Services; David McShane, V.P. Information Technology; Linda Kolbusz, Special Assistant to the President; M. B. Alsop; Larry Bielawa; Steve Catlin; Dave Dluger; Sheila Quirk.

Chair Kolze noted that this evening is set aside for policy review. Over the past year, the intent of the administration was to update the Policy Manual in a technical and legal sense so that future changes could be adopted and incorporated more easily. It has been a project of Vice President Ed Dolan to work on the policy development.

He noted that policy review can be a very tedious task. Each of the chapters before the Board this evening has been through a first reading, and suggestions made after the first reading have been incorporated into the document. It is anticipated that the second and final reading will take place at the regularly scheduled Board meeting tomorrow night. He emphasized that the Policy Manual is considered to be a dynamic document that changes to meet both legal and other requirements. Additional policies will most likely be brought before the Board to be added throughout the year. He suggested that this evening, the Board review each chapter as a whole, rather than going page-by-page. If there are no questions about a chapter, they will move on to the next chapter. He asked that all remarks be addressed to the Chair. They discussed the chapters in detail. Suggested changes were directed to the President, who was asked to incorporate them in the final draft of the Policy

Manual for adoption at the July 25 Board of Trustees meeting.

In response to Member Shure, Dr. Breuder stated that they will make every effort to make the adjustments to the Board Policy Manual in time for approval tomorrow evening. If something will not be able to make the deadline, he would separate it out of the action. There are only three or four items that need to be researched.

Chair Kolze distributed information that will be added to the Regular meeting tomorrow evening. He asked that Board members read the information prior to the meeting. If they feel comfortable with it and the recommendation, it will be voted on during the regular meeting.

ADJOURNMENT

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

In voice vote, the motion carried at 7:00 p.m.

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Chair

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Secretary

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, July 25, 2001

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Wednesday, July 25, 2001 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard, Kolze and Shure; Student Member Passarini  
Absent: None

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Elizabeth McKay, Acting V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Mike Barzacchini; Jon Barzacchini; Larry Bielawa; Carol Blotteaux; Bruce Bohrer; Frances Brantley; Catherine Brod; Lori Danaher; Jon DeJonker; Jim Edstrom; Robert Fabbrini; Julie Fleenor; Robert Getz; Jerry Gotham; Julie Hennig; Bill Howard; Leon Hussissian; Graham Johnson; Thea Keshavarzi; Cheryl Kisunzu; Matt McLaughlin; Russ Mills; Maria Moten; Elena Pokot; Sheila Quirk; Fred Skorude; Karina Srugys, Chris Staub and Matthew Tomaszewski.

Guests: Lorence Slutzky, Robbins-Schwartz; Brian Davis and Sheldon Holzman, KGN; Tim Kane, Chicago Tribune; Bill Huley, Northwest Tax Watch; Michael Lundeen, Legat Architects; Michael O'Toole, citizen; Charlie Keppel, Hendricksen-The Care of Trees; Megan Fincher, Harper graduate.

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 noted that there was a change to Exhibit VI-5, Personnel Actions--Genella Taylor has withdrawn her commitment to serve at Harper. He asked that her name be removed and the change reflected in the motion for the Consent Agenda. Additionally, Exhibit VII-E will be added

under New Business, with possible action taking place following the executive session.

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

## EDUCATIONAL PRESENTATIONS

FY01 Enrollment Report: Dr. Breuder introduced Colleen Murphy, Vice President for Marketing, who would be presenting enrollment results of the previous year.

Vice President Murphy explained that enrollment management takes the cooperation of many areas within the College—Marketing, Admissions, Scholarships, Financial Assistance and Registration. Marketing is the first step in creating leads and generating inquiries, getting the word out about the programs Harper offers and beginning to build relationships with prospective students. The role of Admissions is to follow-up on the leads that are generated and to continue to help build relationships. Scholarships and Financial Assistance help those with financial need where they can. The Registrar's Office tries to remove barriers and make the process more convenient for students to enroll.

### Marketing Division Highlights

- Admissions applications for First Time in College (FTIC or traditional age) market increased by 16.5 percent; Young Adult (or under 24 years) market increased by 7.5 percent; and Adult market (24+ years) increased by 6.5 percent.
- With regard to actual enrollment numbers, Credit Headcount increased by 4.4 percent; Credit FTE increased by 2.1 percent. Vice President Murphy explained that Headcount actually counts the number of people attending; the FTE is the number of hours those people take. When the FTE is lower than the Headcount, it shows that more students are taking part-time courses.
- The number of new students recruited this past year increased 7.87 percent.

- There were 59 Distinguished Scholars enrolled at Harper College for the past academic year, representing a 55 percent increase over the prior year.
- The number of Website Page Views (when an individual downloads a page and spends time looking at it) increased from 218,000 per month to approximately 500,000 per month.
- FTE was greater than 17,000 this past year; Credit Headcount Unduplicated (if a person attended Harper all three semesters, they would be counted once as one person) was over 25,000; Duplicated Headcount (a person attending all three semesters would be counted three times) was over 39,000 this past year. Vice President Murphy explained that Duplicated Headcount is used for planning purposes to determine how much staff they need to address the needs of each student every semester.

She explained that in 1998-99, New Student Enrollment had a slight decrease, and in 1999-00, they began to do some outreach to people who had inquired but had not applied, to those who applied but had not enrolled and to those who might have applied a year before. The Marketing Department had never had the staff or the resources to follow-up on these individuals in the past. Since that type of outreach, they saw a positive impact during the first year, 1999-00, and an almost eight percent increase this year.

#### Marketing Strategies

- Increase brand equity through a consistent positioning – “Go Forward.” After a great deal of research, they have found that high school students, parents, counselors and prospective adult students see Harper College as close and convenient, but they do not have a clear image of who Harper is and what Harper offers. They specifically did not recognize the accomplishments of Harper students, faculty and alumni.
- Develop an audience focus on all materials, especially focusing on access and usability.
- Move more toward relationship marketing.

Vice President Murphy introduced Bruce Bohrer, Director of Admissions. Mr. Bohrer explained that the growth can be attributed, in part, to Harper’s Enrollment Management Access System (EMAS). The very powerful customer relationship database system was installed in the Admissions Office in October. He discussed the three major components of EMAS.



- Data Storage – EMAS offers state-of-the-art critical data gathering and storing capabilities. As a result, the Admissions Office can now enter more student data than ever before, including information about a student's extracurricular plans, their planned major, interest level (is Harper the only college they are considering), marketing segment (FTIC, Young Adult and Adult), entry term (when student is planning on enrolling) and student stage (where is this student in the matriculation process—prospect, inquiry, applicant and enrollee). All of this information is used for relationship building and all aspects of marketing.
- Relationship Building – EMAS has improved written communication flows. A series of letters are sent out to students in the database on a continuous basis, in an effort for Harper College to be in the thoughts of students constantly. The competition is intense; students are receiving letters, emails and phone calls from a variety of colleges all the time. Starting last January, the Admissions Office implemented the telephoning component of EMAS. Six Student Admission Representatives (STARs) were hired to contact all the individuals in the database. The STARs use a series of phone scripts that have been developed to help them talk to the Prospects and the Inquiries about the next step in the matriculation process. They give information, answer questions, gather information, encourage and move the student to the next step in the process.
- Tracking - EMAS makes it very easy to track students. They can import data, such as students who are in the College Regent database. The College can purchase and receive information from ACT, which can then be put into the database. Appropriate information can then be sent to those students based on their particular interests. Tracking reports can be created to show student enrollment patterns. Mr. Bohrer noted that at the end of the presentation, Board members will receive a packet of sample reports.

Vice President Murphy introduced Maria Moten, Registrar. Ms. Moten explained that various strategies have contributed to the overall increase in Credit Enrollment, and they have been developed in collaboration with Academic Affairs, Student Development, Administrative Services and Information Technology.

### Web Initiatives

They have improved the functionality of the online course search; students can search a listing of courses, or they can search by subject or by section. Students can navigate through the system much more easily now. Course prerequisite information and course requirement information have been added so that students can make more informed selections when registering.

### Email Registration System

Functionality of this system has been improved. Students submit email requests to the Registrar's Office, and the Registrar's Office processes the requests manually. They have processed approximately 13,000 requests this past year. They are currently in the process of piloting (this fall semester) the Web Registration Application which will allow students to register online. Once it is live, they will move away from the email registration process. There was a 40 percent increase in email registrations from last year, which indicates where Harper students want to go with different internet applications.

Ms. Moten stated that, in collaboration with the Foundation Office, Academic Affairs, Student Development and Administrative Services, they have developed a new structure for awarding Foundation Scholarships. This past year, they have awarded \$109,000 in Foundation Scholarships, which is a 47 percent increase. They are very appreciative of the Foundation's efforts in seeking funding to award Harper students.

After much research, they have developed strategies to remove obstacles for students, for instance, expanding the hours of operation for touchtone and email registration, expanding the registration cycle, offering expanded payment options and improving awareness of tuition payment policies.

Vice President Murphy introduced Mike Barzacchini, Director of Marketing Services. Mr. Barzacchini explained that, after doing a great deal of listening, the Marketing Department heard that while there is a positive perception of Harper College, there is not a cohesive image and an understanding of its relevance to the lives of many of the people the College could be serving. In response, they developed a positioning statement to guide all of the marketing communications: "Harper College conveniently and effectively delivers innovative opportunities to launch your college education, advance your career and enrich your life."

This positioning statement has been articulated through the language or concept of “Go Forward,” meaning that when you come to Harper College, whatever you are looking for, you will go forward in your life and achieve your goals. “Go Forward” has been used throughout the past year, especially on enrollment campaigns for fall, spring and summer enrollment. They will be taking the “Go Forward” advertisements up a notch, believing that one way to build awareness and image of Harper College is to strategically tell the stories of student, faculty and alumni accomplishments. He shared various print, radio and outdoor ads.

In response to Member Barton, Mr. Barzacchini stated that for the fall campaign, the radio ads are on two different FM stations—*The Loop 97.9 FM* and *The Mix 101.9 FM*. He did not have a final schedule, but he would provide one to the Board when he receives it. Mr. Barzacchini emphasized that this campaign will be a multi-year campaign in advertising, web opportunities, *The View*, and other different venues, to celebrate Harper student, faculty and alumni excellence.

Member Barton stated that she is very pleased because she has been talking about marketing and getting the word out about Harper.

Vice President Murphy closed by thanking Dr. Breuder and the Board for all of their support. She noted that it has been a tough mountain to climb in the last two years, but she feels it is finally beginning to pay off.

In response to Member Howard, Vice President Murphy stated that they will be selecting students, faculty and alumni from different areas of the college; they will not be concentrated in one area.

In response to Chair Kolze, Vice President Murphy stated the Marketing Department has been trying to assist the Foundation with the Alumni Association. They know that alumni account for many enrollees, especially in Continuing Education courses.

Chair Kolze thanked everyone for their presentation. Dr. Breuder noted that it is obvious that all of their efforts are bearing fruit for the College. Like any initiative, it takes a while to get rooted, and all the hard work that people put forth does not always get exhibited until later in the process.

Corporate Services: Lori Danaher, Director of Corporate Services, introduced Charlie Keppel, Operating Officer for Hendricksen, The Care of Trees (Hendricksen). Ms. Danaher explained that Marti Rizman has done an outstanding job of cultivating the relationship and managing the projects between Harper College and Hendricksen. Unfortunately, Ms. Rizman could not be at the presentation this evening. Ms. Danaher explained that for over 50 years, Hendricksen, The Care of Trees has been caring for trees and the environment. The company has been one of the premier full service tree care firms with offices in Chicago, Connecticut, New York, New Jersey and Washington, DC. They serve residential, commercial and municipal clients providing all facets of tree care services including pruning, pest management, tree preservation, fertilization, removal and consulting. Hendricksen employs 245 people in the state of Illinois with its headquarters in Wheeling. She noted that Hendricksen, The Care of Trees was the recipient of the 1999 Arthur Andersen Best Practices Award for retaining and motivating employees.

Ms. Danaher continued to explain the partnership between Hendricksen and Harper College that began in 1997 when Hendricksen approached Corporate Services to assist them with helping their limited English speakers improve their English language skills. Hendricksen's most immediate concern at that time was the safety of its arborists; its secondary attention was the communication of its employees with their clients at each client's home or workplace. The managers at Hendricksen wanted their employees to communicate comfortably and confidently as they knocked on their clients' doors to explain procedures and to attend to their customers' tree care questions and concerns. Since the beginning of the partnership, Hendricksen has offered 24 customized workforce specific ESL classes onsite through Corporate Services. They have also recently augmented company-wide communication by offering a new program, Command Spanish (or Occupational Spanish) for twenty supervisors, managers and office staff. In addition, modules such as the correct pronunciation of Hispanic names, understanding the Spanish surname system and complimenting employees are included to increase rapport and strengthen positive feelings between the employees and the management team. The final area of training has included specific modules in cultural awareness.

Ms. Danaher added that this organization has done a commendable job at trying to close the cultural divide, and

Corporate Services is particularly proud of the partnership and the work they have been able to do together. From the moment this alliance began, Hendricksen managers have been the key to the design, development and evaluation of all the training. Their input and support have been critical. Charlie Keppel has been one of the key sponsors of this program. Corporate Services has appreciated his vision and guidance.

Mr. Keppel addressed the Board to describe some of the ways in which Harper College has enhanced their company and enriched the lives of their employees. When he began working for Hendricksen in 1977, he did not understand Spanish and most of his workers did not understand English. There were many safety hazards. Between 1977 and 1997, they tried many different approaches to teach their employees English. Unfortunately, most of what they were learning was grammar and how to speak proper English, but they were not learning the basics. They could not find a good fit. Marti Rizman approached them to discuss a program Corporate Services was developing that would work around Hendricksen's schedule and needs. Hendricksen brought in their bilingual Hispanic workers, managers, Mr. Keppel and another Vice President to help design the program around Hendricksen's specific needs.

Mr. Keppel described the care Harper College took to make Hendricksen employees feel comfortable during the assessment process. Since that first class, the program has been a success. They offer these classes in six locations within their company and are currently looking at two more locations. Hendricksen feels that this helped the company receive the Arthur Andersen award, and it has helped them to retain their employees. He added that Marti Rizman has found excellent teachers for them who love what they are doing.

Harper College met with him to custom design a Cultural Awareness class for Hendricksen managers. This has broken down a lot of the barriers that had been (and still are in place at some companies) in the green industry. Mr. Keppel noted that one of his goals is to expand this program, not only within Hendricksen, but with other landscapers and tree companies. The same tree program Corporate Services has for Hendricksen can help other people.

Mr. Keppel added that he has some hard workers and dedicated employees. In their New York offices, they have

Hispanic employees who have been with Hendricksen for 45 years. They are starting to offer these programs in New York now. The employees take the classes, are very proud of their achievements and greatly improve their quality of life.

When designing the program, their first goal was to improve safety; another goal was to help their employees improve the quality of their lives. Mr. Keppel had seen Hispanic workers taken advantage of in other companies, and in other environments, because they could not speak the language. After learning to speak and understand English, these employees have much more confidence in dealing with people. They purchase cars and houses with confidence. They visit their children's schools and speak to the teachers. Each generation is doing better than the last.

Another area that has improved in the Hendricksen organization is the number of Hispanic workers with a commercial driver's license. It has been difficult, because in order to get a driver's license, one must be able to read English. In 1997, approximately 20-30 percent had a truck driver's license; approximately 60 percent have their license today. Mr. Keppel added that their clients have always liked Hendricksen's work, they like the quality, the politeness, the cleanup, but they are now so pleased that the Hendricksen employees are talking to them. The clients have been very impressed with the confidence shown by their employees.

Chair Kolze thanked Mr. Keppel. Member Howard added that it is wonderful to hear such customer satisfaction for Harper's educational services. She thanked him for sharing his story. Mr. Keppel displayed the award they received at the Illinois Community College Trustees Association. Lori Danaher explained that this partnership was nominated for an Illinois Community College System Award. Charlie Keppel, Linda Kolbusz, Kris Howard and Student Trustee Raul Passarini went to the award ceremony downtown. She distributed materials to Board members so they could read further about the partnership. She thanked Mr. Keppel for coming to Harper to share this information with the Board.

Ms. Danaher concluded by sharing additional benefits of the partnership between Hendricksen and Harper College. They have been kind enough to refer Corporate Services to other organizations, particularly in the landscaping, nursery and construction industries. Additionally, they have offered to co-host marketing events, offering their location by way of testimonials. They regularly promote Harper's credit courses

and continuing education offerings. It is a well-rounded partnership.

Dr. Breuder thanked Mr. Keppel for sharing his kind thoughts this evening. He is delighted that Harper is responding to his needs and interests through Corporate Services. It demonstrates the vast array of services that the College provides through Corporate Services. He thanked Lori Danaher and her staff.

#### Student Development

Dr. Breuder introduced Chris Staub, Dean of Student Development. Ms. Staub explained that the role of Student Development on campus is to assist students to be successful, whatever their goals may be and however they come to us. They believe learning occurs everywhere on campus, within and outside the classroom. Last month, the Board heard about Orientation Leaders and their role in helping a wide variety of students get the best start possible at Harper. Other efforts of Student Development are geared toward special groups of students, such as at risk students or those with academic difficulty. Additionally, they help high achieving students who attend Harper. The presentation tonight highlights one Student Development program—Distinguished Scholars.

Distinguished Scholars is a collaborative effort with the Admissions Office that offers certain students an opportunity for growth through academic challenge, diverse social interaction and the enrichment of new endeavors. Ms. Staub introduced Student Development Professor Frances Brantley who began this program 14 years ago.

Ms. Brantley explained that the idea for this merit scholarship came from Steve Catlin and Bruce Bohrer; they received some input from Jeanne Pankanin, and then called her from Student Development to help implement the program. The primary objective was to attract high achieving students to Harper; another objective was to reward outstanding performance in high school with a substantive merit scholarship. The award would cover a full tuition for 60 credits, as long as certain conditions were met. The conditions were created to add value and enrichment to the students' college experience. A total of 14 students accepted the invitation for the scholarship in the fall of 1987. There are approximately 40 Distinguished Scholars incoming this fall.

Goals of the scholarship include:

- to challenge and yet support students academically
- to help students quickly learn about all the services and programs at Harper so that they could get into the culture and climate soon
- to help students as they planned their futures
- to help stretch students culturally
- to offer them opportunities for social interaction, leadership and fun

Ms. Brantley explained that conditions are outlined in the contract that they ask students to sign. She distributed a copy of the contract to Board members.

Requirements of the scholarship include:

- the student must have graduated from Harper district high schools at the top of their class.
- they must be a full-time student.
- they must maintain a B average (the average GPA of 40 Distinguished Scholars is 3.4; seven of them have a 4.0 GPA).
- they must see a counselor every semester.
- they must attend weekly meetings during their first semester (some meetings are social, some are designed to foster personal growth, some are for informational purposes).
- they must attend four cultural events during each academic year (after that very important first semester, they want the students to affiliate with Harper in some way, to get involved on campus beyond attending classes). Ms. Brantley described some of the presentations she has organized for the Distinguished Scholars.
- during their second year, students are now required to give something back to Harper. They are asked to volunteer 15 hours of their time each semester. This helps them recognize the importance of developing a commitment to community service. Distinguished Scholars have helped the College with assisting late coming students in the registration period; they have helped with the Orientation 101 class; some have mentored foreign students; and some have tutored in math and computer science.

Ms. Brantley added that, as a group, they have enriched Harper's community. She introduced two Distinguished Scholars, Matt McLaughlin and Megan Fincher. Matt was a scholar from 1992-94. He then attended Concordia



University and was hired by Harper College shortly after graduation. He is currently the Transfer Information Specialist.

Matt McLaughlin explained that he is a Harper student again. He has come back to take both credit and non-credit classes since graduating. He thanked them for the opportunity to share his Distinguished Scholarship experience with the Board. It is something that affected his life in profound ways. Until the day he received the envelope from Harper College inviting him to accept the scholarship, he had not been excited about his college choices. He was surprised when he read the contents of the envelope, because he had not applied for the scholarship and had not even applied to Harper College! If he accepted this scholarship, he would not have to make a quick decision about what four-year school he would attend, he could spend more time thinking about what he wanted to major in, and he and his parents would have two more years to save money for the four-year school down the road. The choice became very clear to him—the College that was just around the corner from his high school, the College he had never even considered, ended up being the perfect choice for him.

He described the nurturing he received as “one of Frances’ students.” He shared the benefits of volunteering in a program through Student Activities where he visited a third-grader once a week to help with homework and in Harper’s Tutoring Center helping current Harper students. In the summer of 1994, he became an Orientation Leader. He described this as the best summer job he ever had; he even returned to be an Orientation Leader after he graduated from Harper and transferred to Concordia. All of the experiences were very beneficial to him; they further developed his skills and his personality, and strengthened his ties to the institution.

One month after Mr. McLaughlin graduated from Concordia, Chris Staub notified him about a position open in her area. He is very happy to be back working in the community college environment. He is able to talk to prospective students about the transfer process and share with them firsthand about Harper being a great place to start for their first two years of college.

Mr. McLaughlin noted that another significant way the scholarship impacted his life was that he met his future wife while working at Harper. He added that one of the proudest

moments of his life was when he graduated with his Associates Degree from Harper, because it represented everything he had done on his own. It was his hard work in high school that earned him the Distinguished Scholarship which paid for his tuition, and subsequently brought him to Harper where he earned that degree. Harper has had a great impact and influence in his life, and it would not have happened if he had not received that envelope when he was a confused 17-year-old high school senior.

Megan Fincher, recent Harper graduate, shared her experience as a Distinguished Scholar. She explained that she has always loved going to school. During her sophomore year in high school, she decided that she was going to complete high school a full year early. She had big plans to go to an Ivy League school, but had not shared those plans with her parents. Since she was only 16 when she graduated, they would not let her go away to school. After doing some research, she found out about the Distinguished Scholars program and realized that Harper was offering her an opportunity that would be foolish to pass up. She found out that Harper has wonderful programs, intelligent teachers, amazing classes with a campus close to home, and they offer high school students in the top 10 percent of their class a full two-year scholarship. She decided to accept this amazing opportunity.

As a Distinguished Scholar, she was given opportunities other students were not. She described the beneficial programs she attended as a part of the scholarship commitment. She knows that she would not have normally attended some of the events; and she benefited immensely from them. Harper's "Culture Shock" taught her more about diversity than she had ever known before. Through the volunteering requirements, she helped with Habitat for Humanity and felt the satisfaction of helping build a family's home. The Distinguished Scholar program also brought her to Speech Team, Drama, Phi Theta Kappa and Honor Society. She worked in the Liberal Arts Office and the Center for New Students.

The Distinguished Scholar program brought her to Harper, and it has truly changed her life. It gave her a place where it was okay to share her passions and her desire for knowledge. Frances Brantley, her counselor, was available when she needed to sit and talk with someone. Ms. Fincher graduated in May as an Honors Program graduate with a 4.0 GPA and will be attending the University of Illinois next

month as an English major. She plans to go to graduate school and eventually come back to Harper as a professor.

Chair Kolze complimented the two wonderful students on their fine presentation. Member Howard noted that they are clearly a source of people for Harper's advertising. Dr. Breuder thanked Ms. Brantley for her vision 14 years ago and for executing it. Additionally, he thanked all the people in Student Affairs who helped make this program as viable as it is. He noted that Harper is delighted to have Matt McLaughlin back here. He wished Megan Fincher would skip the University of Illinois and come to work for Harper in September.

Dr. Breuder noted that after hearing these presentations, the Board cannot help but be impressed by the quality of the presentations, and more importantly, by the quality of the people who made the presentations. It certainly reflects well on this institution. He thanked all of the presenters.

#### STUDENT TRUSTEE REPORT

Student Member Passarini gave a brief report. He noted that it is the last week of summer school and time for finals. He noted that the Taste and Touch of Palatine was held on campus the weekend of July 20<sup>th</sup>. Unfortunately, much of the event had to be cancelled due to the weather.

Student Member Passarini noted that the Career Forward Adult Learning Opportunities Expo will be held on August 9. This is designed for adult students to have an opportunity to learn about Harper's classes and what Harper can offer them. They also have an opportunity to meet with a counselor and receive career advice. August 27 will be the start of the new semester.

Chair Kolze thanked Student Member Passarini for his oral and written report.

#### CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes for the June 27, 2001 regular Board meeting and executive session; bills payable; payroll for June 28, 2001 and July 12, 2001; estimated payrolls for July 13, 2001 through August 24, 2001; bid awards; purchase orders; modified personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$5,567,137.15
Tuition Refunds	158,126.31

The payrolls of June 28, 2001 in the amount of \$1,939,050.59; July 12, 2001 in the amount of \$1,911,761.81; and estimated payroll of July 13, 2001 through August 24, 2001 in the amount of \$5,833,980.70.

Bid Award	Ex. VI-3a	Award bid 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.
Purchase Orders	Ex. VI-4a	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.
	Ex. VI-4b	Approve 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.
	Ex. VI-4c	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.
Personnel Actions	<u>Professional/Technical Appointments</u> Dave Dluger, Desktop Integration Analyst, IT/CS, 07/16/01, \$41,500/year Douglas Grier, Personal & Cultural Coordinator for CE, CE, 07/30/01, \$45,000/year Tushar Patel, Desktop Integration Analyst, IT/CS, 07/02/01, \$48,750/year  <u>Supervisory/Confidential Appointments</u> Mark Mrozinski, CE Operations Manager, CE, 08/06/01, \$60,000/year	

Douglas Peterson, Theatre Technical Director, Theatre/BOX  
OFF, 08/01/01, \$34,242/year

Classified Staff Appointments

Sara Borcz, Financial Aid Assistant, OSFA, 07/09/01,  
\$29,000/year

Naomi Brandner, Administrative Assistant, Illinois Century  
Network, 07/16/01, \$25,000/year

Margaret Kukula, Telephone Operator, IT/TS, 07/01/01,  
\$28,880/year

Marichris Soriano, Administrative Secretary, AE/LS –  
Tutoring Center, 07/16/01, \$30,000/year

Patti Stricker, Library Assistant I, LIB SER, 08/06/01,  
\$24,000/year

Harper #512 IEA-NEA Appointment

Guillermo Sanchez, Custodian, PHY PLT, 07/02/01,  
\$19,989/year

Administrator Reclassification

Lori Danaher, Managing Director, CORP SRV, 07/01/00,  
\$74,292/year

Professional/Technical Reclassifications

Laura Boltz, Desktop Integration Analyst, IT/CS, 07/01/01,  
\$54,905/year

Jeanne Upreti, Desktop Integration Analyst, IT/CS, 07/01/01,  
\$42,500/year

Marina Wray, Desktop Integration Analyst, p/t, IT/CS,  
07/01/01, \$29,891/year

Classified Staff Retirement

Adella Muncey, Administrative Assistant, Registrar's Office,  
12/01/01, 24 years

Harper #512 IEA-NEA Retirement

Heinz Herzmann, Custodian, PHY PLT, 08/31/01, 11 years

Faculty Resignation

Marjorie Brickley, Instructor-Child Care, LS/HS, 05/31/02, 3  
years 9 months

Supervisory/Confidential Resignation

Diane Kinsler, Business Manager, p/t, DEV OFF, 07/25/01, 1  
year 2 months

Classified Staff Resignations

Christine Greten, Food Service Assistant, FD SER,  
07/19/01, 5 years 10 months  
Jackie Shue, Receptionist, p/t, REG OFF, 07/12/01, 2 years  
10 months

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

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

Motion carried. Student Member Passarini voted aye.

NEW BUSINESS:

Affiliation Agreement:  
Centegra Health System

Member Botterman moved, Member Hess seconded, approval of the Affiliation Agreement between William Rainey Harper College and Centegra Health System for use of clinical facilities for students in the Nursing Program, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Purchase Order for  
Media Buys

Member Botterman moved, Member Howard seconded, to 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, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that Member Gillette wrote an article that will be published soon about partnering with other community colleges on advertising.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Second Reading of the  
Board Policy Manual

Member Howard moved, Member Hess seconded, approval of the Board of Trustees Policy Manual (including the changes suggested by Board members on Tuesday, July 24), as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that a handout was distributed to Board members regarding the cleanup items discussed at the Special Board Meeting the previous night. Dr. Breuder and staff worked on the cleanup items and brought them to the meeting tonight. Dr. Breuder stated that everything Board members asked for is included. Member Howard noted that the wording was done very well.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Second Reading of the  
Americans with  
Disabilities Act Policy

Member Hess moved, Member Botterman seconded, approval of the addition of Policy 13.47.00 to the Board of Trustees Policy Manual, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Chair Kolze noted that Exhibit VII-E would be voted on following executive session.

CITIZEN  
PARTICIPATION

There was no citizen participation.

PRESIDENT'S  
REPORT

Dr. Breuder noted that Bill Howard distributed to Board members the published Strategic Long-Range Plan (SLRP) for the period 2001 through 2004. Board members had an opportunity to review the SLRP and approve it; this is now the published document. Dr. Breuder thanked Bill Howard for providing leadership, the Institutional Planning Review Committee for their diligent work on the SLRP and members of President's Council for their many hours of work. It is an impressive, functional document.

Dr. Breuder distributed a document regarding "Way-Finding" at Harper College and asked Board members to read it at their leisure. He noted that a copy will be given to Student Member Passarini within the next day or two. He explained that "way-finding" is a new 21<sup>st</sup> century term for signage. A consultant has provided a very comprehensive report making significant observations about way-finding on the Harper campus. Dr. Breuder noted that he will be bringing to the Board a recommendation to employ an organization to develop a comprehensive plan to make Harper easier to access than it currently is. Timing is important because there are two new buildings coming online next year and a third one currently being planned. The three buildings could be used as templates if steps were taken now to begin the process of adjusting the signage or way-finding at Harper. It was noted that they might see the re-emergence of letters, but not at the expense of the generic names on the buildings.

Member Howard added that the College can be very intimidating to people visiting from the community for the first time. Some have told her that they hesitate coming to the College because they do not know where they are going and the campus looks so big. Anything the College can do to make it easier for people to find their way around is beneficial.

Dr. Breuder added that Harper is such an incredible institution with a tremendous resource in terms of people, programs and services. The better job we can do at getting that out in front of people, attracting them here, and then making it easier for them to access all these resources that we have, the better off we are. That also will help with enrollment.

ANNOUNCEMENTS BY



CHAIR

## Communications

Chair Kolze read a letter from Carrie Ficka which thanked the Harper Board of Trustees for selecting her as a 2001/02 recipient of the Trustee Scholarship for high school students.

Member Hess noted she was at the Taste and Touch of Palatine on Friday welcoming the community on behalf of the Board of Trustees, Dr. Breuder and all the employees of Harper. They received a plaque from the Chamber of Commerce, who were so grateful to Harper for hosting the event. In spite of the disappointments on Saturday afternoon and Sunday because of the storm, she heard many positive comments about Harper hosting the Taste and Touch. She hopes it will happen again next year. Chair Kolze thanked Member Hess for representing the Board.

## Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze noted that the Board needed to set a date for a Special Board meeting to discuss the President's performance review in mid-August. They discussed several dates. He asked for a motion to approve the Special Board meeting.

Special Board Meeting  
Scheduled

Member Howard moved, Member Barton seconded, to schedule a Special Meeting on August 22 at 5:00, location to be determined, for the President's Performance Review.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

## Other Business

In response to Member Gillette, Chair Kolze stated that the Board could hear a report, at the next meeting, on the status of the IBAG budget and whether we have changed our position.

Member Gillette noted that when anybody comes into Harper since Dr. Breuder has been here, there are documents like the Strategic Long-Range Plan that are absolutely top quality and well thought out. He thanked Dr. Breuder for his leadership. Dr. Breuder thanked Member Gillette.

EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 8:17 p.m. Student Member Passarini voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:30 p.m.

Award of Request for  
Proposed Q00151

Member Howard moved, Member Barton seconded, approval of Request for Proposal Q0051 for computer equipment and peripheral equipment to Omni Tech, as outlined in Exhibit VII-E(1) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: Members Gillette and Shure

Motion carried. Student Member Passarini voted aye.

Member Barton moved, Member Howard seconded, approval of Request for Proposal Q0051 for computer equipment and peripheral equipment to Dell Computer Corporation, as outlined in Exhibit VII-E(2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Member Gillette moved, Member Howard seconded, approval of Request for Proposal Q0051 for computer equipment and peripheral equipment to Ace Computers, as outlined in Exhibit VII-E(3) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Member Gillette moved, Member Howard seconded, approval of Request for Proposal Q0051 for computer equipment and peripheral equipment contingency of \$91,050, as outlined in Exhibit VII-E(4) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:35 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### JULY 25, 2001 REGULAR BOARD MEETING

1. In response to Member Barton, Mr. Barzacchini stated that for the fall campaign, the radio ads are on two different FM stations—*The Loop 97.9 FM* and *The Mix 101.9 FM*. He did not have a final schedule, but he would provide one to the Board when he receives it.
2. In response to Member Gillette, Chair Kolze stated that the Board could hear a report, at the next meeting, on the status of the IBAG budget and whether we have changed our position.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 23, 2001

SUMMARY OF BIDS

Exhibit VI – 3a

The administration recommends that the Board authorize the President to award Q00166 for resurfacing the tennis courts and outdoor track to Chicagoland Paving Contractors, Inc., the low bidder, when the final direction for this resurfacing is determined, up to the amount of \$310,000, and for approval of architects fees of \$23,250, reimbursables in the amount of \$12,600, and a contingency in the amount of \$31,000 for a total of \$376,850 depending on alternates selected.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00166 for resurfacing the tennis courts and outdoor track as requested by Physical Plant for the Wellness and Human Performance Division.

II. BUDGET STATUS

Funds in the amount of \$366,350 will be provided in the 2001/2002 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9233, 0292-039-582.00-9233, 0292-039-533.00-9234, and 0292-039-582.00-9234.

III. INFORMATION

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

Dekaf Construction, Inc.	\$197,100
Chicagoland Paving Contractors, Inc.	310,000
Johnson Blacktop, Inc.	370,040

Dekaf Construction, Inc. only bid on resurfacing the tennis courts, and was not the low bidder for that part of the project.

The outdoor track and tennis courts were resurfaced about 15 years ago. Because of age, drainage problems and weathering, the surface of the track has broken down and poses a safety hazard for anyone using it. Efforts to repair the surface have proven costly and ineffective. The track is a vital component of the College academic, athletic and recreational programming.

The useful life of tennis courts is about 10 years. Because of age and weathering, the tennis courts have started to crack and the surface material has begun to break down. Repairing the courts would be both costly and ineffective. The tennis courts are a vital component of the College academic, athletic and recreational programming.

IV. RECOMMENDATION

The administration recommends that the Board authorize the President to award Q00166 for resurfacing the tennis courts and outdoor track to Chicagoland Paving Contractors, Inc., the low bidder, when the final direction for this resurfacing is determined, up to the amount of \$310,000, and for approval of architects fees of \$23,250, reimbursables in the amount of \$12,600, and a contingency in the amount of \$31,000 for a total of \$376,850 depending on alternates selected.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 23, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a      The administration recommends that the Board approve issuance of a purchase order to Landmark Ford, Inc. for a 2002 Ford Crown Victoria police vehicle for use by Public Safety, in the amount of \$21,423.
- Exhibit VI – 4b      The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for the A+ lab at the TECH Schaumburg location, in the amount of \$20,285.08.
- Exhibit VI – 4c      The administration recommends that the Board approve issuance of a purchase order to The Gale Group for Periodical Index Subscription Service for World Wide Web access through Expanded Academic ASAP in the amount of \$25,052.04.
- Exhibit VI – 4d      The administration recommends that the Board approve issuance of a purchase order to Office Equipment Company of Chicago, for Steelcase office furniture for use by the Continuing Education Division after relocating to the Music Instruction Center, in the amount of \$30,346.51.
- Exhibit VI – 4e      The administration recommends that the Board approve issuance of a purchase order to Office Equipment Company of Chicago, for Steelcase office furniture to be used in the general office at the Northeast Center, in the amount of \$12,498.72.



- Exhibit VI – 4f      The administration recommends that the Board approve issuance of a purchase order to Leader Advertising for classified advertising services for the Human Resources department, in an amount not to exceed \$200,000 per year for three years ending June 30, 2004 with an option to renew for an additional two years ending June 30, 2006.
- Exhibit VI – 4g      The administration recommends that the Board approve issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for the Northeast Center for CIS classes, in the amount of \$20,219.76.
- Exhibit VI – 4h      The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software, in the amount of \$28,484.60.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Landmark Ford, Inc. for a 2002 Ford Crown Victoria police vehicle as requested by Administrative Services for Public Safety.

II. BUDGET STATUS

Funds in the amount of \$21,423 will be provided in the 2001/02 Operations and Maintenance Funds budget, under account number 0292-039-587.

III. INFORMATION

This police vehicle will be added to the Public Safety Fleet. It is replacing a 1993 Chevrolet S10 Blazer with 100,000 plus miles. The 1993 Blazer failed to pass emissions testing and has had its license plates suspended. It has not been driven since December 2000, and the cost of repair far exceeds the present value of the vehicle.

The purchase of the new police car will bring the Public Safety fleet back to its authorized strength, thereby helping to ensure the safety and security of the college community.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number 4008074.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Landmark Ford, Inc. for a 2002 Ford Crown Victoria police vehicle for use by Public Safety, in the amount of \$21,423.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture as requested by Technical Education and Consulting @ Harper (TECH) for the A+ Lab at the TECH Schaumburg location.

II. BUDGET STATUS

Funds in the amount of \$20,285.08 will be provided in the 2001/2002 Auxiliary Enterprise Fund budget, under account number 0548-528-585.10.

III. INFORMATION

This request is for furniture to be used in the A+ Training Lab at 650 E. Higgins, Schaumburg. The lab will contain 20 workstations plus a teacher's station and a printer stand. This is standard for the A+ training classrooms.

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

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for the A+ lab at the TECH Schaumburg location, in the amount of \$20,285.08.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to The Gale Group for Periodical Index Subscription Service for World Wide Web access through Expanded Academic ASAP, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$25,025.04 will be provided in the 2001/2002 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

Periodicals provide the basis for a substantial portion of student and faculty research, and thus form a very important part of the Library collections. Library Services has long made it a priority to provide the most detailed access to its periodical holdings. To this end, the Library subscribes to online databases that provide periodical indexing via the World Wide Web. Library Services faculty considers the following criteria in selecting such databases:

1. Ease of use for students, faculty, and staff.
2. Extensive coverage of periodical titles held in Library collections across all disciplines.
3. Capacity for networking on the Harper server.

Expanded Academic ASAP, which indexes periodicals over a time period spanning 1980 to the present, provides access to information in a wide variety of disciplines including astronomy, religion, law, history, psychology, humanities, current events, sociology, communications and the general sciences. Users can

search by subject, author, title, keyword, date, journal title and a variety of other access points. Expanded Academic ASAP also allows the user to limit searching to full-text articles and to "peer-reviewed" publications.

The Gale Group is the only vendor that provides its Expanded Academic ASAP Periodical Index. The amount, \$25,025.04, is \$1,391.04 more than last fiscal year's amount of \$23,634.00.

Because Harper students and faculty have found the access provided to be useful and appropriate, this recommendation is for renewal of Expanded Academic ASAP Periodical Index Subscription Service for the period of July 1, 2001 through June 30, 2002.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group for Periodical Index Subscription Service for World Wide Web access through Expanded Academic ASAP in the amount of \$25,052.04.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance for a purchase order to Office Equipment Company of Chicago for Steelcase office furniture as requested by Academic Affairs for the Continuing Education Division.

II. BUDGET STATUS

Funds in the amount of \$30,346.51 will be provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

After a competitive bidding and selection process, Steelcase, Inc. has entered into agreement No. RQ01-411313-16E with Fairfax County, Virginia to provide systems furniture, freestanding furniture, seating, filing equipment and related support services. The Master Agreement, through the U.S. Communities Government Purchasing Alliance, provides that other public agencies may purchase products on the same terms, conditions and pricing as Fairfax County, Virginia, subject to any applicable local purchasing ordinances and laws of the State of Illinois. This contract is valid for three years beginning in April 2001 through March 2004.

Discounting on this contract varies from 54% to 57% depending on the product-line and the delivery date requested. Previously the standard discount from Steelcase has been 51%. All products on this request qualify for the 57% discount. Office Equipment Company of Chicago was selected as the distributor of choice for this project as they will provide receiving and installation of the product at no additional cost to the College.

As of July 1, 2001, Continuing Education became centralized. As a result, all CE staff will be relocated to either the Music Instruction Center or to the New Student and Art Center. The furniture requested is for Continuing Education staff that are being relocated to the first floor of the Music Instruction Center.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Office Equipment Company of Chicago, for Steelcase office furniture for use by the Continuing Education Division after relocating to the Music Instruction Center, in the amount of \$30,346.51.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance for a purchase order to Office Equipment Company of Chicago for Steelcase office furniture for use in the general office at the Northeast Center as requested by the Continuing Education Division.

II. BUDGET STATUS

Funds in the amount of \$16,000 will be provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

After a competitive bidding and selection process, Steelcase, Inc. has entered into agreement No. RQ01-411313-16E with Fairfax County, Virginia to provide systems furniture, freestanding furniture, seating, filing equipment and related support services. The Master Agreement, through the U.S. Communities Government Purchasing Alliance, provides that other public agencies may purchase products on the same terms, conditions and pricing as Fairfax County, Virginia, subject to any applicable local purchasing ordinances and laws of the State of Illinois. This contract is valid for three years beginning in April 2001 through March 2004.

Discounting on this contract varies from 54% to 57% depending on the product-line and the delivery date requested. Previously the standard discount from Steelcase has been 51%. All products on this request qualify for the 57% discount. Office Equipment Company of Chicago was selected as the distributor of choice for this project as they will provide receiving and installation of the product at no additional cost to the College.

The requested furniture will replace furniture in current use by the staff in the Northeast Center general office. The existing furniture, which is approximately 25 years old, is not appropriate for use with current technology. This request is for four workstations and appropriate filing and support furniture for the office.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Office Equipment Company of Chicago, for Steelcase office furniture to be used in the general office at the Northeast Center, in the amount of \$12,498.72.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Leader Advertising for classified advertising services as requested by Human Resources and Internal Affairs for the Human Resources department.

II. BUDGET STATUS

Funds in the amount of \$200,000 will be provided in the 2001/02, 2002/03 and 2003/04 Education Fund budgets, under account number 0184-041-547.50.

III. INFORMATION

The College places approximately \$200,000 worth of classified advertising a year for personnel ads. The Human Resources department recently contacted Esrock Partners, Shaker Advertising Agency and Leader Advertising Agency to discuss their services. In comparing their services, no material differences were identified. In all cases, the College only pays for the cost of the ads. The agency writes the ads in print format and receives its payment in the form of a discount directly from the media. The media is able to offer a discount to the advertising agency because it does not have to use copywriters or proofreaders to type and proof the ads. Leader Advertising, which has provided classified advertising services for the College since 1996, places ads with print media and on the Internet, does address/contact research, and offers placement suggestions when appropriate.

Since the College only pays the cost of the ads, which it will pay regardless of who places the ads, continuing with a company that

has a proven level of excellent service is in the best interest of the College. The College has a sound working relationship with Leader Advertising and has acquired a sense of confidence in the company's work and suggestions.

This recommendation is for an amount not to exceed \$200,000 per year for three years, August 2001 through June 30, 2004 with the option to renew for two additional years, July 1, 2004 through June 30, 2006.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Leader Advertising for classified advertising services for the Human Resources department, in an amount not to exceed \$200,000 per year for three years ending June 30, 2004 with an option to renew for an additional two years ending June 30, 2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance for a purchase order to Krueger International, Inc. for computer laboratory furniture for the Northeast Center, as requested by the Business and Social Science Division for the Computer Information Systems (CIS) department.

II. BUDGET STATUS

Funds in the amount of \$21,000 will be provided in the 2001/2002 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

After the completion of the Northeast Center renovation, the CIS classroom will move to the second floor and a second classroom will be added. This request is to furnish the new classroom with 17 student stations and a teacher's workstation.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008241.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for the Northeast Center for CIS classes, in the amount of \$20,219.76.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. BUDGET STATUS

Funds in the amount of \$26,484.60 will be provided in the 2001/2002 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This purchase order is for renewal of the maintenance agreement for EMC mass data storage devices for the period of July 1, 2001 through June 30, 2002. The storage devices house the administrative data used by the College's production Hewlett-Packard computing systems. EMC is the manufacturer of this equipment and is the sole source for maintenance.

The cost is \$26,484.60, which is \$12,784.60 more than last fiscal year's amount of \$13,700.00. Maintenance costs have risen for this equipment because it has been upgraded with additional cache memory, and more drives and controllers. By paying annually instead of monthly, the College receives a 7.5% discount on the maintenance costs.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software, in the amount of \$28,484.60.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

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



WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of July 31, 2001

Exhibit VI-6  
August 23, 2001

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 23,392,192	109,892	935,000
OPERATIONS, & MAINT. FUND	4,329,810	20,341	240,000
OPERATIONS, & MAINT. FUND (Restricted)	1,839,881	8,643	60,000
BOND & INTEREST	1,658,992	7,794	75,000
AUXILIARY ENTERPRISES	2,869,790	13,482	170,000
RESTRICTED FUNDS	636,569	2,990	155,080
WORKING CASH FUND	9,563,662	44,928	666,000
AUDIT FUND	134,707	633	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,543,736</u>	<u>11,950</u>	<u>150,000</u>
Total	<u>\$ 46,969,338</u>	<u>220,653</u>	<u>2,456,080</u>

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of July 31, 2001

Exhibit VI-6  
August 23, 2001

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 7/31/2001	Market Value
<b><u>Certificates of Deposits</u></b>							
PMA/Key Bank USA	09/01/99	08/31/01	730	6.42	371,848.50	3,000,000.00	
PMA/MBNA America NA	02/27/01	09/06/01	191	5.23	54,737.96	2,000,000.00	
PMA/Imperial Thrift & Loan	09/09/99	09/10/01	732	6.21	299,768.97	2,500,000.00	
Northern Trust	09/09/99	09/10/01	732	6.10	122,334.25	1,000,000.00	
PMA/MBNA America NA	02/27/01	09/20/01	205	5.23	58,748.71	2,000,000.00	
PMA/MBNA America NA	10/10/00	10/04/01	359	7.01	103,419.29	1,500,000.00	
PMA/MBNA America NA	10/10/00	10/18/01	373	7.01	107,347.55	1,500,000.00	
PMA/MBNA America NA	10/10/00	11/01/01	387	7.01	111,522.58	1,500,000.00	
PMA/MBNA America NA	02/27/01	11/15/01	261	5.36	95,825.23	2,500,000.00	
PMA/Ledger Bank	03/06/01	12/27/01	296	4.80	38,926.03	1,000,000.00	
PMA/MBNA America NA	12/11/00	03/07/02	451	6.80	126,564.30	1,500,000.00	
PMA/MBNA America NA	12/11/00	03/21/02	465	6.80	130,569.05	1,500,000.00	
PMA/Standard Federal Bank	10/16/00	04/04/02	535	6.72	149,505.23	1,500,000.00	
PMA/Standard Federal Bank	10/16/00	04/18/02	549	6.72	153,637.60	1,500,000.00	
PMA/Standard Federal Bank	10/16/00	05/02/02	563	6.72	157,768.92	1,500,000.00	
PMA/Standard Federal Bank	10/18/00	05/16/02	575	6.67	160,006.51	1,500,000.00	
PMA/Standard Federal Bank	10/18/00	05/30/02	589	6.67	164,098.98	1,500,000.00	
PMA/MBNA America NA	03/27/01	06/24/02	454	4.85	90,589.70	1,500,000.00	
PMA/MBNA America NA	03/27/01	06/27/02	457	4.85	91,205.99	1,500,000.00	
PMA/MBNA America NA	03/27/01	07/10/02	470	4.85	93,879.28	1,500,000.00	
PMA/MBNA America NA	03/27/01	07/24/02	484	4.85	96,763.18	1,500,000.00	
PMA/Standard Federal Bank	10/18/00	06/13/02	603	6.67	168,190.22	1,500,000.00	
	Weighted Average: 6.06					<b>36,500,000.00</b>	36,500,000.00 *
<b><u>Government Securities</u></b>							
US T-Note 5.625% Coupon (PMA)	10/10/00	09/30/01	355	6.30	273,523.35	4,968,526.25	5,006,250.00
Federal Home Loan Bank Bonds	06/30/99	12/28/01	912	6.01	176,447.01	1,175,000.00	1,185,340.00
	Weighted Average: 6.24					<b>6,143,526.25</b>	6,191,590.00 **
<b>Illinois Funds</b>		07/01 Monthly Average		3.92		<b>4,325,811.94</b>	4,325,811.94
<b>TOTALS AS OF:</b>	7/31/2001				\$	<b>46,969,338.19</b>	<b>47,017,401.94</b>

\*Market value not available

\*\* Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

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.

**(For Board Chair)**

**WILLIAM RAINEY HARPER COLLEGE**

**ANNUAL BUDGET HEARING**

The following steps should be taken by the Board of Trustees in order to complete the Budget hearing and to adopt the Budget resolution.

1. The Chair of the Board calls the regular meeting to order in the usual manner. Usually all business is processed up to New Business.
2. After completion of Agenda Item VI-8, the Chair declares the meeting recessed until after the public hearing for the Budget.
3. The Chair calls to order the public hearing on the Budget (copy of legal Budget attached).
4. The President, or his designee, should briefly review the legal Budget for the 2001-2002 fiscal year. All persons present should be offered an opportunity to comment on the provisions thereof. The Board's authority to adopt the legal Budget as presented is not abrogated by what may occur at the hearing. Objections and suggestions raised should be considered by the Board. If their suggestions are found to have merit, these can be taken into consideration in modifying the final Budget as approved.
5. Upon conclusion of the Budget hearing, the Chair declares the hearing closed.
6. The Chair reconvenes the Regular Board Meeting.
7. If the Board determines there are no objections or suggestions to be considered, the Board adopts the legal Budget for the funds identified in the Budget Resolution. (The resolution may be read in its entirety if the Board so desires).

ADOPTION OF BUDGET RESOLUTION

Member \_\_\_\_\_ moved, seconded by Member \_\_\_\_\_  
WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 2001 to June 30, 2002, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 23rd day of August, 2001, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

- Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 2001 and end on the 30th day of June, 2002.

Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

August 23, 2001

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Board Chairman

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Board Secretary

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on August 23, 2001 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 2001 and ending June 30, 2002, and an estimate of revenues, by source, anticipated to be received by the College in the 2001-02 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of August 23, 2001.

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Secretary, Board of Trustees

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Chief Fiscal Officer

Exhibit VII-A  
August 23, 2001

Illinois Community College Board

**FISCAL YEAR 2002 RESOLUTION**

The Board of Trustees of William Rainey Harper College formally adopted the Fiscal Year 2002 Budget with the following resolution:

**See Attached**

A copy of the adopted budget is enclosed.

ATTEST:

\_\_\_\_\_  
Secretary, Board of Trustees

\_\_\_\_\_  
Chairman, Board of Trustees



Exhibit VII-A  
August 23, 2001

**STATE OF ILLINOIS**  
**COMMUNITY COLLEGE DISTRICT #512**

**Annual Budget for Fiscal Year 2002**

**William Rainey Harper College**  
**1200 West Algonquin Road**  
**Palatine, IL 60067**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has prepared this document as a substitute for the Science Center.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

Under the tax cap laws, the College has available the required debt extension service base to enable the College to sell bonds to fund its portion of the match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board pledge the available bonding authority to provide for the College match if any or all of these projects are funded.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and the Medical Practice of Dr. Mohamed Jabri for use of clinical facilities for students in the Medical Office Administration Program.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at the Medical Practice of Dr. Mohamed Jabri, are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of the Medical Practice of Dr. Mohamed Jabri.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and the Medical Practice of Dr. Mohamed Jabri be approved as submitted.