

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

September 25, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
 - Legat/HOK and Gilbane: Design Development Presentation for Science, Emerging Technologies and Health Careers Center
 - Russ Mills: Youth Summer Programs
- V. Student Trustee Report
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

1. Minutes – August 22, 2001 Special Board meeting and executive session, August 23, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for August 24, 2001 and September 7, 2001; Estimated payrolls for September 8, 2001 through November 2, 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:
- Midwest Rheumatology Consultants Exhibit VII-A
- B. RECOMMENDATION: Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2002-2003 Exhibit VII-B
- C. RECOMMENDATION: Life Safety Projects Exhibit VII-C
- D. RECOMMENDATION: Educational Service Providers Exhibit VII-D

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

= Tentative)

On-Campus Events

September 27, 2001 7:30 p.m. - Concert - An Evening with Paris Combo - Theatre, J143 - Business and Social Science Center

October 9, 2001 7:30 p.m. - Lecture - Duff Brenna, Acclaimed Author of *Too Cool* - Theatre, J143 - Business and Social Science Center

October 13, 2001 7:30 p.m. - Concert - Nickel Creek - Theatre, J143 - Business and Social Science Center

October 20, 2001 7:30 p.m. - Concert - Duo Viardot - Theatre, J143 - Business and Social Science Center

October 21, 2001 3:00 p.m. - Orchestra Concert - J143, Business and Social Science Center

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

October 26, 2001 7:00 p.m. - Family Event - Dave Rudolf's Spook-tacular - Theatre, J143 - Business and Social Science Center

#November 20, 2001 7:00 p.m. - Tuesday - (Tentative) Regular Board Meeting - Room A242

December 7, 2001 5:00 p.m. - Tax Levy Meeting - Room A242

#December 19, 2001 7:00 p.m. - Wednesday - (Tentative) Regular Board Meeting - Room A242

Off-Campus Events

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, August 23, 2001

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

Minutes of the Regular Board Meeting of Thursday, August 23, 2001

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, August 23, 2001 at 7:02 p.m. in the Instructional Delivery Center (Room E-106), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman (8:08 p.m. arrival), Howard, Kolze and Shure; Student Member Passarini (7:11 p.m. arrival)
Absent: Members Gillette and Hess

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; Joe Accardi; Mike Alsup, Mike Barzacchini; Carol Blotteaux; Catherine Brod; Cathy Chappell; Marilyn Cook; Lori Danaher; Jon DeJonker; Laurie Dietz; Dave Dluger; Jim Edstrom; Patricia Ferguson; Robert Getz; Jerry Gotham; Julie Hennig; Adrienne McDay; Russ Mills; Maria Moten; Jeanne Pankanin; Sheila Quirk; Fred Skorude; Chris Staub; Doug Van Nostran and Denise Yurik. Harper students: Geri Patterson and Marie Regan.

Guests: Greg Smith and Bill Kabot, Keller Williams Team Realty; Tim Kane, Chicago Tribune; Shruti Datè, Daily Herald; Laurie Stone, Trustee-Elect; William and Helen Huley, Northwest Tax Watch; Michael Lundeen, Legat Architects; Michael O'Toole, citizen.

Chair Kolze noted that Member Gillette is recuperating and would not be present at the meeting; Member Hess is out of town due to a family illness and would not be present at the meeting. He added that Member Botterman would be arriving late.

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 Exhibit VII-E would be removed

from the agenda, because other arrangements had been made.

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

Upon roll call, the vote was as follows:

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

Motion carried.

EDUCATIONAL PRESENTATIONS

Marketing Services:

Mike Barzacchini, Director of Marketing, introduced Geri Patterson, a new student at Harper. Mr. Barzacchini explained that she recently became a student in an interesting way. She responded to a contest on a local radio station, and someone in Harper's Center for New Students heard about that. The Board heard a radio clip from WLIT Morning Drive Time which featured Ms. Patterson, Mr. Barzacchini and radio hosts Melissa and Bill. On the radio clip, Ms. Patterson explained that she has had a lifelong dream of going to college. Her daughter is a current Harper student, and Ms. Patterson was hoping to win the radio contest and use the money to enroll at Harper herself. Mr. Barzacchini announced to Ms. Patterson that Harper College is giving her a \$1,000 scholarship, money she had hoped to receive from the WLIT contest. He directed her to contact Matthew Tomaszewski, Director of Financial Assistance and Scholarships. Ms. Patterson gladly accepted the scholarship and thanked Mr. Barzacchini.

Mr. Barzacchini explained to the Board that this happened two weeks ago. Ms. Patterson attended the Career Forward event that evening at Harper College, where she was introduced as an example of an adult returning student who is going forward with her life. He added that he has a lot of admiration for Geri for having the dream to come back to school. Ms. Patterson thanked everyone and expressed appreciation for the opportunity to continue her education.

Corporate Services:

Lori Danaher, Director of Corporate Services, announced that they would be spotlighting another successful partnership—between Harper College Corporate Services and Keller Williams Team Realty. She explained that a year ago, Corporate Services shifted its business model to

become more consultative and serve the organizational development needs, in addition to the workforce development needs, of the businesses in the Harper community. Corporate Services provided comprehensive consulting solutions to 15 clients last year on a variety of topics. One of these partnerships consisted of Corporate Services helping a realty firm design and launch a website, which would be demonstrated later in the evening. She introduced Cathy Chappell, a Corporate Services consultant, who served as the Project Manager for this project. She also introduced Greg Smith and Bill Kabot of Keller Williams Team Realty of Rolling Meadows.

Cathy Chappell explained that this partnership began last spring when she met Bill Kabot as she was in the process of selling her home. Mr. Kabot noted that the realty needed to get a website and asked if Harper could help them with that. Ms. Chappell had first responded “yes,” and then looked into how Corporate Services would provide the help with website development; it would be a whole new area to be launched at Corporate Services. Corporate Services partnered with an expert creative marketing firm, Creative Associates, who provided programming, auxiliary services and creative concept and design. Ms. Chappell added that it was a pleasure to work with the people at Creative Associates and Keller Williams.

Greg Smith explained that after purchasing Keller Williams late last fall, he and Mr. Kabot wanted to get some strong technology into the company. They accessed other realty websites and soon discovered what they did not want for their website. They decided they wanted a site that allowed people to interact and gather the information they desired without having to enter a great deal of personal information first. Messrs. Smith and Kabot had ideas, but they lacked time, money and knowledge, so their dream was put on hold—that is, until they met Cathy Chappell. They applied for and received a grant that would enable them to step far beyond what they had imagined. They feel they now have a site that is almost second to none. They demonstrated several pages of the website and highlighted their “people-friendly” approach to accessing the information needed.

Ms. Chappell emphasized that their approach does not focus on the homes; instead it focuses on the people who are buying and selling the homes. It offers many resources for information, such as fair market value, appraisal, cost of living and other services. The website also represents

diversity, including different income levels, races, ages and genders. Additionally, the website features a link to the Harper College Corporate Services page, which exemplifies the partnership of Harper College Corporate Services and Keller Williams Team Realty. This exemplifies that Harper can spread its wings all across the country with this website. People will know that there is an excellent realtor here with resources, but also in the neighborhood is an outstanding community college.

Dr. Breuder thanked them for their presentation. He added that this kind of relationship has benefited Keller Williams, as well as Harper College. The College is very thankful for the opportunity to serve their organization.

STUDENT TRUSTEE REPORT

Student Member Passarini gave a brief report. He noted that classes begin the week of August 27. Welcome Week will feature several concerts, a show by the Harper College radio station, pizza, other food and giveaways.

The Student Senate is getting ready for recruiting new students for senators; they are hoping for an excellent turnout of applicants. Student Member Passarini is currently working on the schedule for the students from France with the Sister Cities program. He will be giving an update at the next meeting.

CONSENT AGENDA

Member Barton moved, Member Howard seconded, approval of the minutes for the July 24, 2001 special Board meeting; July 25, 2001 regular Board meeting and executive session; bills payable; payroll for July 26, 2001 and August 9, 2001; estimated payrolls for August 25, 2001 through October 5, 2001; bid awards; purchase orders; 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	\$3,023,828.94
Tuition Refunds	25,734.86

The payrolls of July 26, 2001 in the amount of \$1,953,464.30; August 9, 2001 in the amount of \$1,493,434.12; and estimated payroll of August 25, 2001 through October 5, 2001 in the amount of \$5,222,051.11.

Bid Award

Ex. VI-3a

Award bid 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.

Purchase Orders	Ex. VI-4a	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.
	Ex. VI-4b	Approve 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.
	Ex. VI-4c	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.
	Ex. VI-4d	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.
	Ex. VI-4e	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.
	Ex. VI-4f	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.

- Ex. VI-4g 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.
- Ex. VI-4h Approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software, in the amount of \$28,484.60.

Personnel Actions

Faculty Appointments

Deborah Nance, Instructor-Art, LIB ARTS, 08/21/01,
\$39,435/year

Christopher Padgett, Instructor-English, LIB ARTS, 08/21/01,
\$35,879/year

Professional/Technical Appointments

Deborah Diaz, AED Assessment & Resource Specialist/Non-native Literacy, p/t, AE/LS-AED, 08/13/01,
\$16,734/year

Christina Haun, Laboratory Assistant-Biology, LS/HS,
08/16/01, \$31,000/year

Supervisory/Confidential Appointment

Thomas Schultz, Student Admissions Representative
Supervisor, p/t, ADM, 07/24/01, \$13,520/year

Classified Staff Appointments

Karen Keniston, Information Receptionist, p/t, STU DEV,
08/06/01, \$15,457/year

Michele Munce, Information Receptionist, p/t, CNS,
08/20/01, \$7,348/year

Maritza Rivera, Administrative Secretary, BUS/SS, 08/06/01,
\$30,900/year

Gayle Weyland, Information Receptionist, p/t, STU DEV,
08/06/01, \$6,396/year

Melissa Williams, Administrative Secretary, IT/AS, 08/06/01,
\$31,000/year

Eulonda Wright, Testing Receptionist, p/t, Assessment
Center, 08/20/01, \$11,128/year

Incentive Compensation

Cathy Chappell, Sales Consultant, Corporate Services,
\$2,222

Faculty Resignation

Beata Kania, Instructor-Fashion, LIB ARTS, 08/21/01, 2
years

Professional/Technical Resignations

Lynne Morrow, Sales Consultant, Corporate Services,
05/31/01, 1 year

Mary Schultz, Assessment Coordinator/Exercise
Physiologist, WHP, 08/08/01, 5 years 10 months

Classified Staff Resignations

Kevin Berry, Food Service Worker III/Vending Machines, FD
SER, 08/02/01, 1 year 10 months

Stephanie Marlow, Clerk Typist II, p/t, BUS/SS-CE,
06/25/01, 1 year 4 months

Ari-Ben Perez, Mail Clerk, Mail Center, 07/27/01, 1 year

Amar Singh, Receptionist, p/t, STU DEV, 08/08/01, 10
months

Harper #512 IEA-NEA Resignation (deceased)

Sergio Lamar, Custodian, PHY PLT, 07/19/01, 5 years 9
months

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

Ayes: Members Barton, Howard, Kolze and Shure

Nays: None

Motion carried. Student Member Passarini voted aye.

NEW BUSINESS:

Budget Hearing

At 7:25 p.m., Chair Kolze recessed the regular meeting and
called to order the public hearing on the FY 2001-2002
budget.

Vice President Judy Thorson explained that the budget
contains a number of goals and priorities set for the
Executive Council by both the President and by the Board.
She noted that if they could magically remove all the capital
projects currently in this budget, it would be a balanced
budget. Unfortunately for presentation sake, it does not
appear that way. They did, however, work hard to make the

day-to-day operational piece of this budget a balanced budget.

Vice President Thorson reiterated the “Save Before you Spend” philosophy that has been developed by the Board over the years. The College has been saving for many years to make sure that, when the Performing Arts Center and the Conference Center buildings finally were built, there would be money to pay the College share. This is the year the College will be paying out the majority of the money (\$11M) on those two buildings. The budget also funds the major priorities of the College. She explained that the Strategic Long-Range Plan (SLRP) and the priorities are linked with the budget, which makes it clear that the College is putting their money into the priorities. Vice President Thorson called attention to highlights of the budget.

Highlights of Budget

The first page displays the Distinguished Budget Award which Harper College received for last year’s budget—Harper’s second consecutive year of receiving the award. She thanked Laurie Dietz who has been assisting her with the details of the budget, and added that Ms. Dietz made this year’s budget even better.

Page 14 lists the Institutional Priorities. She noted that instead of 13 priorities, they have focused on six priorities this year, which were also included in the SLRP. Vice President Thorson explained that there are other priorities at the College; however, these six will have the most focus placed on them.

Beginning with Page 15, the budget lists each priority and the different initiatives that various units of the College will be doing to support that priority. Any new money being put toward that priority will be identified with a dollar amount in the column; however, many priorities are accomplished by reallocating or refocusing staff time. The budget is approximately 80 percent salaries and fringe benefits, which means there is not a great deal of money left over for priorities and new initiatives. There are seven pages demonstrating how the College will link the budget to its SLRP. Dr. Breuder stated that this is very unusual for a community college budget. Normally, money is budgeted first, and then the money gets distributed to activities in time period two. In the case of Harper’s budget, activities are identified first, and then money gets distributed to the activities. Many community colleges do not do that.

Vice President Thorson explained that Page 40 is a compilation of all the College funds, and Page 41 has the supporting footnotes. She repeated that if the capital projects were removed from this budget, it would really be a balanced budget. Total revenue for the year in the combined column will be approximately \$116M; total expenses for the year will be approximately \$141M. This means that there will be more expenses than revenue. The Education Fund (Fund 1) has \$1.5M that is identified to furnish the Conference Center next year (it should come online in April). The cost to furnish the building is estimated at \$1.5M, and it has been built into the budget. Vice President Thorson explained that they expect to see the same amount next year, because the Performing Arts Center will come online, and they will need to furnish that building the following year. The Educational Foundation is doing a capital campaign for the Performing Arts Center, so they do not expect to spend \$1.5M, because money will be raised from the outside. However, they put together a very conservative budget, so they added the entire \$1.5M that they might need.

Dr. Breuder reiterated that the \$1.5M was saved over a period of time and was waiting for the time it would be committed for its intended purpose. It is not in the normal, annual cash flow, but in a savings account, earning interest until needed.

Vice President Thorson called attention to the \$1.6M in the Operation and Maintenance (O&M) Fund (Fund 02). This represents a number of projects that began this summer, but will be finished in this fiscal year after July. The money is being carried over and will be spent this year. It is not new money.

She called attention to the \$2.3M in the Restricted Purposes Fund (Fund 06). These are bonds that the College has sold in the past (1996-1998) for two purposes—early retirement and technology. The money was received in those years, but there was a planned way to spend it over a number of years. They are spending part of those bond proceeds this year. The Liability and Protection Fund (Fund 12) is a small fund used for very limited purposes for items to protect the College against third party lawsuits. They collected more money than they needed in some of the prior years. They knew that when they move out of some of the buildings, they will have some chemical hazardous waste disposal. Also, they have hired Sarah Gibson, the new Manager of

Regulatory Compliance. She is doing several things this year to bring the College to higher standards in terms of environmental health and safety issues, which will be funded from this source.

Vice President Thorson explained that the amount in the Bond and Interest Fund (Fund 04) is due to a timing difference between when the College collects the money from the taxpayers and when the College must payout on bond, principal and interest payments. They were eligible for the referendum money starting in March when they did the first tax collection; however, they do not have a bond payment until December. Some of that money is in the bank, but it will be paid out in December.

The O&M Restricted Fund (Fund 03) is where the money spent on the Performing Arts Center and the Conference Center will be recorded; it will match the state money. This is also where the College will be expending all of the referendum dollars. The bonds were sold for the referendum in February, and that \$90M is currently in the fund balance. Approximately \$5M of that will be spent this year on the referendum building project, with the remainder of that taken out in the next three or four years as the building takes place. She called attention to overall fund balance total and explained that the difference between the current amount (approximately \$140M) and last year's amount (approximately \$50M) is due to the referendum bond money that was sold and put into the bank. The pie chart on the facing page shows the percentages of the funds.

Page 51 has a pie chart, which shows how revenue sources are distributed: approximately 46% of the budget comes from local government; 17% comes from state; and approximately 34% comes from tuition and fees. Page 59 shows how the College is spending the money in the Education Fund: salaries - 69 percent and employee benefits - 11 percent. That means 80 percent of the money in the Education Fund gets spent on salaries and fringe benefits. This leaves very little money to fund new priorities; quite often staff is reallocated to accomplish the priorities.

Vice President Thorson added that next year, the College will experience many retirements. This means that the salary category percentage will drop, especially with the faculty, because these individuals will retire at one salary and someone will be hired to replace them at a lower salary. "Contractual Services" on the pie chart reflects expenses for

the early retirement program. She added that she expects to see a slight decrease in salaries and an increase in contractual services as they prepare the FY 2003 budget.

Dr. Breuder explained that when the College adjusts salaries for their employees, it can have a dramatic effect on the overall budget. For every basis point, or one-half of one percent, it adds significant dollars to the overall budget. Vice President Thorson added that, although it may not be stated in the priorities, Harper employees are the number one priority. It is evident when one looks at the budget and sees where the majority of the money goes. This budget includes a 4.2 percent salary increase for all employees of the College, which takes up a considerable amount of the new money that comes in every year. In addition to that, they have budgeted for an approximate 20% increase in health plan benefits. Although this will not occur until January, they must prepare and estimate the amount of the increase for the budget.

Vice President Thorson listed new program development priorities that are being funded in the budget: a faculty-driven effort to integrate multi-media into instructional delivery called the Department of Instructional Technology (DoIT); and a new position is being funded for the computerized system called Standards of Academic Progress (SOAP) that tracks the academic progress of all students in an effort to improve student retention. Embedded in the budget is money that was received from the bonds that will be paying for the purchase of the 650 Higgins Building used for the TECH program. Increased classes and expenses are expected because of the expansion into the TECH facility.

With regard to enrollment priority, additional dollars are included for advertising, materials preparation and for Student Admission Representatives (STARs) who do student-to-student marketing.

With regard to the Technology Plan, one of the priorities this year is to move more to a web-based presence. Technology dollars from this budget will be used for that purpose. Vice President Thorson explained that many Life Safety projects were done this summer and are included in this budget, including the roof in the Wellness and Sports Center (Building M), the HVAC in the Music Instruction Center (Building P) and remodeling at the Northeast Center.

There will be 23 faculty openings and 13 administrative openings, and one of the biggest challenges for next year will be to restaff all positions. They have put money in the budget for the search, hiring and training processes to include the focus on diversity.

She called attention to the Utility line in the O&M Fund on Page 73. She noted that in FY 2000, the College electric costs were \$1.29 per square foot; in FY 2001, they were \$1.25 per square foot. The decrease can be attributed to their negotiated new rate with Com Ed. For FY 2000, the College gas costs were \$0.34 per square foot; in FY 2001, they were \$0.79 per square foot, more than double. Vice President Thorson explained that, fortunately in FY 2000, they had budgeted \$439,000 for gas, but spent only \$285,000. In FY 2001, they had budgeted the same amount (\$439,000), and spent more than that. Since they had some extra money from the prior year, the situation was not as bad as it could have been. As a result of the volatility in the gas market, they have increased the utility budget overall for next year by approximately \$280,000.

In response to questions raised during and after the referendum, Vice President Thorson asked the Physical Plant staff to develop a long-range plan for funding the O&M of the new buildings as they come online. Pages 88 and 89 show a summary of the plan. They expect to add approximately 40% more square feet to the campus. The chart shows that they could possibly add 36 percent new employees. They realize that, as they add the new buildings, they might find ways of doing things more efficiently and perhaps they will not need to add so many employees. They tried to develop a plan that was very conservative.

Page 91 shows a snapshot of what the future (through 2006) will look like as the new buildings come online. It shows revenue and expenses. She noted that, as the new buildings come online, operating expenses are going to go up in these buildings, and the amount of money available to do other projects on campus will decrease. They will still have Life Safety projects and other projects; however, they will have to look more carefully at the extra projects in the future. Based on the plan, they feel fairly comfortable moving into the new buildings and believe they can fund their operation.

Vice President Thorson called attention to Page 109 and noted that one of the Board Budget Guidelines states that

the student should pay 25 percent of the per capita cost. Page 109 is almost a lifetime history of the institution showing how much tuition has been, the state appropriation and all other revenue of the per capita cost. In the year 2000/2001, the student share of per capita cost is 19.5 percent, which is still significantly below the budget guideline of 25 percent. She pointed out that the student share was at a low of 17.6 percent in 1991/1992. The percentage has been increasing gradually over a period of time, which has been the intention of the Board. Member Barton added that legally, students could be paying up to 33 percent. Chair Kolze pointed out that the state portion has dropped from a high of 36.8 percent in the 1970s to 14.1 percent currently. Member Howard explained that when the community college system was established in this country and there was debate on the floor of the state legislature, the intent was clearly expressed that the state would fund 50 percent of the cost, capital and operating, of community colleges. The closest the state has come was 37.9 percent, and it has been decreasing ever since.

Dr. Breuder stated that a number that caught him by surprise this year is the amount of money Harper spends for tuition reimbursement or tuition remission. This is tuition that the College does not collect from employees or their families, or reimbursement to individuals who pursue some education experience. The number this year was approximately \$550,000. That money is in the benefits, but it sometimes gets lost.

He thanked President's Council for being responsible with the budget. President's Council and many other people inside the College are the architects of the budget. As President, Dr. Breuder plays a minimal role by providing suggestions early in the process. Others produce the budget after seven or eight months of hard work. He reiterated what Vice President Thorson said earlier, that, for all intents and purposes, this is a balanced budget. The only reason the expenses are higher than the revenue is that the College had set aside money in the savings account, and it must be brought into the budget to spend. If someone were to suggest that there is any irresponsible budgeting here, they really would not understand the content of the budget.

Member Howard reiterated that the money was set aside by action of the Board of Trustees who were planning the needed expansion of this College. They thought they would get the buildings much sooner than they did. When the

State was having financial difficulties, they had to wait for state funding, which came in ten years as opposed to five years. This made them more expensive to build. Fortunately, they had set the money aside for the Harper portion; it was in a restricted fund earning interest. Member Howard thanked Vice President Thorson for the presentation. The budget is much easier to read than it used to be, and that is why the College is getting this Distinguished Budget Award every year. It is so well-done by President's Council and Vice President Thorson and staff.

Chair Kolze congratulated Vice President Thorson on receiving the award for the second year in a row. He thanked her for a very thorough budget that is easily understood. He noted that his favorite part of the budget is found on Pages 40 and 41. It shows everything that is going on and the reserve that is left after having this kind of expenditure. He added that the whole budgetary process is part of the plan. It has been planned over a number of years, even before some of the current Trustees were on the Board. The prior Board should be congratulated for the effort they put forth in budgeting, as well.

Chair Kolze noted that during this part of the Budget Hearing, they would hear two individuals who wished to address the Board regarding the budget—Michael O'Toole and William Huley.

Mr. O'Toole first noted that he needs pages 41, 42, 50 and 109, since his packet is missing those pages. Chair Kolze asked him to speak to Vice President Thorson at the end of the meeting. Mr. O'Toole gave a brief background of his business training. He wanted to discuss the following three topics: tuition, budget and changes to the Policy Manual; however, he noted that he would be addressing the Policy Manual topic at a later date. With regard to tuition, Mr. O'Toole explained that when he first attended Harper College in 1979/1980, tuition was \$17.00/hour and had risen to \$19.00/hour. He was not charged additional course fees. He noted that the largest community college in the state of Illinois (College of DuPage) charges less for tuition than does Harper. An increase of 7.4 percent is above the consumer price index rate of inflation of approximately three percent. The academic world must understand that it is not only the students graduating from high school, but their parents, the taxpayers or returning students themselves, who are having difficulty being able to afford higher education. It is one thing for the College to applaud itself for

increasing the number of scholarships available to its students, but it ought to be a yellow flag indicating that more people are in need of financial assistance. Mr. O'Toole added that he is appreciative of the Workforce Development Council through the Village of Schaumburg for awarding him a scholarship this past year, which has enabled him to continue his lifelong learning.

After realizing he had one minute remaining to address the Board, he asked the following questions and made the following comments.

- In regard to Footnote 7 on the Operations and Maintenance Restricted Fund, he asked for a breakdown of the \$5,356,398 figure for the referendum building (the amount applied for each particular building).
- In regard to the Conference Center and Performing Arts Center, he is disappointed that they are being built over-budget from what the College had originally told the community. If the referendum buildings are built over-budget, it will simply be an additional pattern of irresponsible fiscal management.
- He asked for clarification on the Campus Life Center which was mentioned in the Board packet. He asked if this was a new building to be added to the campus or if it is a current building that will be going through a change. Chair Kolze noted that this was referenced in the RAMP document. History has shown that it could take ten years from the time the College asks for something and when the State issues the funds. The RAMP document is being revised to include the Campus Life Center as a consideration for a new building on campus. Chair Kolze suggested that Mr. O'Toole ask Vice President Thorson for answers to his additional questions at the end of the meeting.

Mr. O'Toole thanked Vice President Thorson for her very clear presentation. With regard to the Conference Center and Performing Arts Center being built over-budget, Member Howard pointed out that the buildings were much more expensive to build than originally anticipated because they had to wait so long for the state money. Inflation and building costs increase every year. In response to Member Howard, Mr. O'Toole stated that the budget for the buildings has increased by \$7M in only two years. Member Howard stated that they would have a discussion and answer his questions later.

Mr. William Huley of Northwest Tax Watch addressed the Board. He announced that Northwest Tax Watch has periodic special feature speakers at their monthly meetings which are held the third Wednesday of each month. On September 19, they will feature, Dr. John L. Curry, President of the Civic Federation, who has done an in-depth study on community colleges in the northeastern part of Illinois. Mr. Huley invited everyone to attend and see how Harper College fits into this picture of community colleges in northeastern Illinois.

Chair Kolze noted that the budget has been available to the public for approximately 60 days so that people would have an opportunity to look at the budget prior to the Budget Hearing and Board meeting.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Kolze declared the budget hearing closed and reconvened the regular Board meeting at 8:07 p.m.

Member Botterman entered the meeting at 8:08 p.m.

Adoption of Budget Resolution

Member Howard moved, Member Barton seconded, adoption of the Budget Resolution as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that Section 1 establishes the fiscal year, from July 1, 2001 to June 30, 2002, and this action adopts the budget as presented for Harper College.

Upon roll call, the vote was as follows:

Ayes:	Members Barton, Howard, Kolze and Shure
Nays:	None
Abstain:	Member Botterman

Motion carried. Student Member Passarini voted aye.

Dr. Breuder pointed out that the vast majority of the money goes to salary and benefits. If the College increases salaries by four percent for all of its employees, it adds approximately \$2M to the budget. If the College increases tuition by \$4/credit hour, it has generated an extra \$1M in revenue. The vast majority of revenue, whether it is coming from local

taxpayers, the State of Illinois or from student tuition, goes almost exclusively to pay for increases in salaries.

Additional RAMP
Submission

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

Member Howard explained that this is the annual RAMP document that the College submits to the State of Illinois for future planning. Chair Kolze clarified that this is a modification to the RAMP document.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

ACCT Voting Delegate

Member Barton moved, Member Howard seconded, to designate and appoint Leon Shure as the 2001 ACCT convention voting delegate for Harper College, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair Kolze, Member Shure stated that he would accept this designation.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Affiliation Agreement:
The Medical Practice of
Dr. Mohamed Jabri

Member Howard moved, Member Botterman seconded, approval of the 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, as outlined in Exhibit

VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is typical of all affiliation agreements and has been approved by legal counsel. It is another example of Harper's partnerships within the community.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Other Business

Chair Kolze stated that he would like everyone to view a portion of a videotape that includes Dr. Breuder's presentation to the College community last Tuesday. After previously viewing the videotaped presentation in its entirety at home, Chair Kolze was impressed by it and felt it was a very good presentation. He added that they would only be viewing a 20-minute portion of the 45-minute presentation.

The videotaped presentation featured Dr. Breuder addressing the Harper community. He spoke about the mission and vision statement, Strategic Long-Range Plan, recent accomplishments, future plans of the College and additional topics.

Following the videotaped presentation, Chair Kolze noted that this presentation gave a clear picture of Harper's accomplishments and gave a flavor for Dr. Breuder and his ability to present to large groups. He added that the film would be made available to Board members to view at home. He suggested that any individuals in the audience wishing to sign-out a copy of the videotape should contact Linda Kolbusz.

Member Howard thanked Chair Kolze for showing the presentation at the Board meeting. With regard to the Outcomes document that Dr. Breuder mentioned in his presentation, Member Howard wanted everyone involved in creating the document to know that she read every word of it and learned things happened that she never knew about. It was awesome. She congratulated everyone who worked on the impressive document. She had only one

recommendation for the future—that they spell out all acronyms.

CITIZEN PARTICIPATION

There was no citizen participation.

Chair Kolze announced that they held a Special Board meeting last evening to evaluate Dr. Breuder's performance. The Board received several letters from the faculty over the last few days, and the Board would like to comment on the situation.

Member Barton gave a statement in support of College Core Values and Dr. Breuder. Chair Kolze gave a statement in support of College Core Values and Dr. Breuder's leadership. Member Shure objected to the statements, because he did not feel they accurately reflected any Board discussion or the sentiments of all Board members. Member Howard stated she and others on the Board agreed with the statements. Member Barton concurred.

Chair Kolze stated that it is obvious that Member Shure disagrees with what the Board is doing, but it is six to one. They recognize that.

PRESIDENT'S REPORT

Dr. Breuder noted that Legat/HOK will be making a presentation on the new building next month. They will be bringing the design drawings, the second completed phase, and also the estimate for construction costs. Board members will be able to recognize the hard work of so many people and what the College hopes to accomplish with that building.

Dr. Breuder explained that last week was a great week financially. Senator David Sullivan notified the College that he is able to deliver a \$40,000 check on behalf of the State, which will be going to the Conference Center. Last year, Dr. Breuder had approached him for some money from the State to help with the Conference Center and Performing Arts Center. While he could not do that last year, he was able to this year. That brings the total of special legislative initiative money to Harper College to approximately \$1.2M.

Additionally, he noted that David Hill (a member of the Educational Foundation) and his wife Diane committed to a \$50,000 increase in their pledge for the Performing Arts Center, specifically for the sculpture. Their contribution has grown to \$75,000, and the College is very grateful to them.

Dr. Breuder noted that Robbins, Schwartz, Nicholas, Lifton and Taylor, one of the College attorneys, has made a commitment to serve as the next sponsor of the Golf Outing for the Foundation.

ANNOUNCEMENTS BY
CHAIR

Communications

Chair Kolze noted that they recently received thank-you letters from the following students who are each recipients of the Trustee Scholarship: Kristy L. Kidd, Magaly Acosta, Courtney Fromberg, Shellie Sorensen, Trisha K. Daniel, Jill Howard. Instead of reading each of the letters, he read one letter which was very typical of each of them. The student thanked the Board for choosing her as a recipient of the Trustee Scholarship for High School Seniors. Receiving the award boosted her confidence and pride, and it will help her family with the financial burden of higher education. She chose to attend Harper in the fall because of its curriculum, location and reputation, and then she received the scholarship. She thanked the Board for seeing her potential and making it easier for her to continue her education.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze noted that classes begin Monday, August 27.

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, Howard, Kolze
and Shure

Nays: None

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

In response to Member Shure, Chair Kolze noted that he did not believe there would be any action taken following executive session.

Following executive session, the Board reconvened the Regular meeting at 9:45 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:46 p.m.

Chair

Secretary

BOARD REQUESTS

AUGUST 23, 2001 REGULAR BOARD MEETING

1. Michael O'Toole first noted that he needs pages 41, 42, 50 and 109 of the budget, since his packet is missing those pages. Chair Kolze asked him to speak to Vice President Thorson at the end of the meeting.
2. In regard to Footnote 7 on the Operations and Maintenance Restricted Fund, Mr. O'Toole asked for a breakdown of the \$5,356,398 figure for the referendum building (the amount applied for each particular building). Chair Kolze suggested that Mr. O'Toole ask Vice President Thorson for this answer and answers to additional questions at the end of the meeting.
3. With regard to the Conference Center and Performing Arts Center being built over-budget, Member Howard pointed out that the buildings were much more expensive to build than originally anticipated because they had to wait so long for the state money. Inflation and building costs increase every year. In response to Member Howard, Mr. O'Toole stated that the budget for the buildings has increased by \$7M in only two years. Member Howard stated that they would have a discussion and answer his questions later.
4. Chair Kolze noted that a copy of Dr. Breuder's presentation would be made available to Board members to view at home. He suggested that any individuals in the audience wishing to sign-out a copy of the videotape should contact Linda Kolbusz.
5. Member Howard congratulated everyone who worked on the impressive Outcomes document. She had one recommendation for the future—that they spell out all acronyms.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 25, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00174 to College Class Schedule Specialists, the low bidder for printing of the Spring 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$48,372.00.
- Exhibit VI – 3b The administration recommends that the Board award Q00173 to Rochelle Printing Co., the low bidder for printing of the November 2001 Harper College Magazine, in the amount of \$17,613.00.
- Exhibit VI – 3c The administration recommends that the Board award Q00171 to Church Landscape, the lowest responsible bidder that submitted a complete bid for irrigation and landscaping of the Algonquin Road entrance and the Roselle and Algonquin corner of the campus, in the amount of \$171,112.00, and reimbursables of \$12,400.00 plus a contingency of \$3,654.60 for a total award of \$200,000.00.
- Exhibit VI – 3d The administration recommends that the Board award Q00168 for personal computer components to be used by the A+ Certification classes to Ace Computers, Inc., the low bidder, in the amount of \$128,700.
- Exhibit VI – 3e The administration recommends that the Board award Q00172 for the telecommunications infrastructure cabling solution for the Instructional Conference Center and the Performing Arts Center to Communications Supply Corporation, the low bidder in the amount of \$104,679.93 plus a ten per cent contingency of \$10,480 for a total of \$115,159.93

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00174 for printing of the Spring 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$51,936.84 are provided in the 2001/02 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and eight bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 200,000 copies of the 72-page Spring 2002 Continuing Education Course Schedule and 40,000 copies of the 24-page Spring 2002 Continuing Education TECH Course Schedule:

College Class Schedule Specialists	\$ 51,936.84
Precise Printing Network, Inc.	52,418.20
Newsweb Corporation	53,202.00
Ripon Community Printers	64,572.00

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Continuing Education or Continuing Education TECH class offerings for the Spring 2002 term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00174 to College Class Schedule Specialists, the low bidder for printing of the Spring 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$51,936.84.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00173 for printing of the November 2001 Harper College Magazine as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$17,613.00 are provided in the 2001/02 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 19 bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

Rochelle Printing Company	\$17,613.00
Consolidated Press, Inc.	20,196.16
Multiple Images Printing, Inc.	21,835.77
Platinum Graphics	No Bid for the selected paper, option 2

The magazine will target those with whom Harper College already has a relationship. Its purpose will be to build stronger bonds of allegiance, support and pride of association with the College. It will position Harper positively in the minds of constituents as the first choice in higher education. Some constituents may also provide private sector support, become corporate clients or business partners, or be volunteers or ambassadors for Harper in various settings.

IV. RECOMMENDATION

The administration recommends that the Board award Q00173 to Rochelle Printing Co., the low bidder for printing of the November 2001 Harper College Magazine, in the amount of \$17,613.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00171, for irrigation and landscaping of the Algonquin Road entrance and the Roselle and Algonquin Roads corner of the campus, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$200,000 are provided in the 2001/02 Operations and Maintenance Fund budget, \$4,612 under account number 0292-039-533.00-9237, \$45,388 under account number 0292-039-582.00-9237, \$24,750 under account number 0292-039-533.00-9238, and \$125,250 under account number 0292-039-582.00-9238.

III. INFORMATION

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

Everything Under the Sun	\$102,000.00
Incomplete Bid	
Church Landscape	171,112.00
Evergreen Landscape & Design, Inc.	243,882.23

The bid submitted by Everything Under the Sun is incomplete and was disqualified. This recommendation is to award the bid to Church Landscape, the lowest responsible bidder that submitted a complete bid.

This request is for irrigation and landscaping of the areas at the Algonquin Road entrance and the Roselle and Algonquin corner of the campus. The work is part of the Campus Master Plan of September 2000. Because irrigation in these areas has never been provided, we have not been able to make our entrances as welcoming as the rest of the campus. These areas are focal points to the community and should welcome the public to our campus in an aesthetically pleasing and inviting way.

IV. RECOMMENDATION

The administration recommends that the Board award Q00171 to Church Landscape, the lowest responsible bidder that submitted a complete bid for irrigation and landscaping of the Algonquin Road entrance and the Roselle and Algonquin corner of the campus, in the amount of \$171,112.00, and reimbursables of \$12,400.00 plus a contingency of \$3,654.60 for a total award of \$200,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00168 for personal computer components to be used by the A+ Certification classes as requested by Information Technology for the Harper TECH program.

II. BUDGET STATUS

Funds in the amount of \$130,000 are provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0541-530-586.10.

III. INFORMATION

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

Ace Computers, Inc.	\$128,700
RetroBvtes/Winterareen Systems	189,300
System Solutions, Inc.	256,452

This request is for personal computer component parts, which are used by students in the A+ Certification program offered through the Harper TECH program. As part of the fee for the class, students will be allowed to maintain possession of the assembled components at the end of the class.

This request is for component parts to be purchased during nine months, from October 1, 2001 through June 30, 2002. The College reserves the right to extend this agreement for fiscal year 2002/03 at the same or lower cost, if that is determined to be in the best interest of the College.

The recommendation is for component parts for 300 computers.

IV. RECOMMENDATION

The administration recommends that the Board award Q00168 for personal computer components to be used by the A+ Certification classes to Ace Computers, Inc., the low bidder, in the amount of \$128,700.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00172 for the telecommunications infrastructure cabling solution for the Instructional Conference Center and the Performing Arts Center.

II. BUDGET STATUS

Funds in the amount of \$200,000 are provided as part of the Technology Initiatives in the 2001/02 Restricted Purposes fund budget, under account number 0695-245-541.13-4509.

III. INFORMATION

A legal bid notice was published and 21 bids solicited. Nine responses were received. The following is a recap of the bid tab sheet:

Communications Supply Corp.	\$104,679.93
Graybar Services, Inc.	105,356.66
Anixter, Inc.	110,262.55
DataComm Sales, Inc.	113,292.71
Advanced Wiring Solutions	115,631.58
TelePlus, Inc.	138,975.28
Ace Wire & Cable Co, Inc.	66,274.93
Alltel Communications Products, Inc.	43,345.95
Low Voltage Concepts	No Bid

The bids submitted by Ace Wire & Cable Co., Inc., Alltel Communications Products, Inc., and Low Voltage Concepts were incomplete and could not be considered.

The requested cabling solution will be installed in the Instructional Conference Center and the Performing Arts Center for distribution of voice, video and data to planned locations in the buildings. Specific units-of-measure were requested on a part-by-part basis. The above table reflects the sum of the extended prices for all equipment. The installer of the selected equipment must have the appropriate level of certification, based on the solution implemented, as outlined by the Information Technology Division.

The contractor for these two buildings will install the cabling.

In addition to the base price of \$104,679.93, the recommendation includes a 10% contingency of \$10,480 for equipment that will be required over the length of the contract but that cannot be foreseen at the present time.

IV. RECOMMENDATION

The administration recommends that the Board award Q00172 for the telecommunications infrastructure cabling solution for the Instructional Conference Center and the Performing Arts Center to Communications Supply Corporation, the low bidder in the amount of \$104,679.93 plus a ten per cent contingency of \$10,480 for a total of \$115,159.93.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 25, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a purchase order to The Marlin Group to extend the hire of a consultant to assist with Harper College Foundation projects from September 1, 2001 through December 31, 2001, in the amount of \$25,000.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement, in the amount of \$22,372.50.
- Exhibit VI – 4c The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc., for tables for use in the classrooms at the Northeast Center, in the amount of \$55,275.92.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Marlin Group to extend the hire of a consultant to assist with Harper College Foundation projects from September 1, 2001 through December 31, 2001 as requested by Development/External Affairs.

II. BUDGET STATUS

Funds in the amount of \$18,000 are provided in the 2001/02 Education Fund budget, under account number 0183-048-532.00, from the salary support allocated for an administrative position which is vacant. Funds in the amount of \$7,000 will be available from Foundation sources and will be expended first.

III. INFORMATION

The original purchase order to The Marlin Group in the amount of \$42,000 was approved by Board action December 20, 2000. Due to the need for a renewed search to fill a professional vacancy in the Development Office, it is recommended that the contract with The Marlin Group be extended to continue projects until a successful search for the new staff member is complete. The contract will run from September 1, 2001 through December 31, 2001, with the Foundation having the right to cancel the contract at any time. Eighteen thousand dollars will be paid from the unexpended salary available because of the vacancy.

The consultant will not be contracted on an hourly rate but will be charged to complete specific project outcomes, as specified in the contract.

Consent Agenda

The Marlin Group has been used by the Foundation for earlier projects and has already been involved in the related projects needing assistance. The consultant assigned to our account is familiar with the Foundation and well qualified. Projects the consultant will assist on include:

- Continue the implementation of the Theater Seat campaign that will benefit the Performing Arts Center.
- Continue putting the planned giving strategic plan into operation.
- Coordinate the search effort for the Associate Executive Director/Director of Development.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Marlin Group to extend the hire of a consultant to assist with Harper College Foundation projects from September 1, 2001 through December 31, 2001, in the amount of \$25,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$22,372.50 are provided in the 2001/02 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

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

Computer Associates International, Inc. is the only vendor that offers maintenance for its CA-Unicenter software. The increase of \$5,919.50 over last year's amount of \$16,453.00 is due to the special structure of our maintenance agreement. This structure is based on the anticipated growth in usage of the tool from the initial purchase in 1998. The maintenance agreement has gradually increased yearly based on both growth and regular annual increases.

This maintenance agreement is to run from October 29, 2001 through October 28, 2002. It entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological and industry standards.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement, in the amount of \$22,372.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Krueger International, Inc., for tables for use in the classrooms at the Northeast Center, as requested by Academic Affairs for the Academic Enrichment and Language Studies Division and the Continuing Education Division.

II. BUDGET STATUS

Funds in the amount of \$55,275.92 are provided in the Operations and Maintenance Fund budget, under account number 0292-039-586 and in the Restricted Purposes Fund budget, under account number 0619-601-586.00-5172.

III. INFORMATION

This request is for 196 tables that will replace existing old and damaged tables that are in current use in the Northeast Center classrooms. When this center was opened, old furniture that was no longer usable on the main campus was used to furnish these classrooms.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008008241.

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 tables for use in the classrooms at the Northeast Center, in the amount of \$55,275.92.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Professional/Technical Appointments.
- B. Ratification of Supervisory/Confidential Appointments.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Incentive Compensation.
- E. Ratification of Faculty Retirement.
- F. Ratification of Classified Staff Retirements.
- G. Ratification of Professional/Technical Resignations.
- H. Ratification of Supervisory/Confidential Resignation.
- I. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

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

Exhibit VI-6
September 25, 2001

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 22,698,034	222,207	935,000
OPERATIONS, & MAINT. FUND	5,224,223	46,191	240,000
OPERATIONS, & MAINT. FUND (Restricted)	2,132,511	19,196	60,000
BOND & INTEREST	2,369,330	19,518	75,000
AUXILIARY ENTERPRISES	2,371,708	25,217	170,000
RESTRICTED FUNDS	3,818,535	21,885	155,080
WORKING CASH FUND	11,500,437	101,835	666,000
AUDIT FUND	162,933	1,439	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>3,014,232</u>	<u>26,865</u>	<u>150,000</u>
Total	<u>\$ 53,291,943</u>	<u>484,353</u>	<u>2,456,080</u>

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

Exhibit VI-6
September 25, 2001

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 8/31/2001	Market Value
<u>Certificates of Deposits</u>							
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	
LaSalle Bank	08/31/01	10/03/01	34	3.50	12,874.64	4,000,000.00	
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/MBNA America NA	08/29/01	07/25/02	330	4.00	271,244.92	7,500,000.00	
PMA/Standard Federal Bank	10/18/00	06/13/02	603	6.67	168,190.22	1,500,000.00	
	Weighted Average: 5.47					45,000,000.00	45,000,000.00 *
<u>Government Securities</u>							
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					6,143,526.25	6,191,590.00 **
Illinois Funds	08/01 Monthly Average			3.76		2,148,416.29	2,148,416.29
TOTALS AS OF:	8/31/2001				\$	53,291,942.54	53,340,006.29

*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.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Midwest Rheumatology Consultants 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 Midwest Rheumatology Consultants, are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of Midwest Rheumatology Consultants.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Midwest Rheumatology Consultants be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution designating a person or persons to prepare a tentative budget for 2002-2003.

II. REASON FOR CONSIDERATION

The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS
TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 2002 and ending June 30, 2003, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 2001 tax levy, Harper College is required to submit to the Illinois Community College Board for approval the 2001 Life Safety projects which will be included in the 2001 tax levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

The following projects are being recommended for 2001 Life Safety Tax Levy funding:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
Student and Administration Center, Restroom Renovation (Previously Submitted)	\$89,380
Sidewalk Replacement	\$269,748
Building D Sidewalk (New)	\$63,548
Stair Treads	\$148,995
Tunnel Repairs	\$248,325
Masonry – Buildings B, E, G, H, I, & J	\$140,008
Roof Restoration – Bldgs. A, B, & C	\$229,996
 Total Project Cost	 \$1,190,000

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administration further recommends that the Board of Trustees approve the employment of Legat Architects to provide the architectural services specified for the 2001 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
Student and Administration Center, Restroom Renovation (Previously Submitted)	\$89,380
Sidewalk Replacement	\$269,748
Building D Sidewalk (New)	\$63,548
Stair Treads	\$148,995
Tunnel Repairs	\$248,325
Masonry – Buildings B, E, G, H, I, & J	\$140,008
Roof Restoration – Bldgs. A, B, & C	\$229,996
Total Project Cost	\$1,190,000

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and approved the 25th day of September 2001.

APPROVED:

Chairman
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and
McHenry

ATTEST:

Secretary
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and McHenry

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 25th day of September 2001.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of September, 2001.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Service Providers

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2001-02.

IV. RECOMMENDATION

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

Educational Service Providers and Rental Facilities

Organization	Training Curriculum
AIDEX Corporation	CAD Instructional Supplies
VUE Voucher	Comptia & Cisco Exam Vouchers
Thomson Learning	Comptia Instructional Supplies
MacMillian USA, Inc.	Cisco Instructional Supplies
TQ Network Solutions, Inc.	Instructional Services
Sheila Graven	Instructional Services