

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

October 30, 2001

7:00 p.m.

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

For Approval

- 1. Minutes – September 25, 2001 Regular Board meeting and executive session Exhibit VI-1
- 2. Bills Payable, Payroll for September 21, 2001, October 5, 2001 and October 19, 2001; Estimated payrolls for October 20, 2001 through November 30, 2001 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5
- 6. Approve Executive Session Minutes Exhibit VI-6
- 7. 2002-2003 Academic Calendar Exhibit VI-7

For Information

- 8. Financial Statements Exhibit VI-8
- 9. Committee and Liaison Reports Exhibit VI-9
- 10. Grants and Gifts Status Report Exhibit VI-10
- 11. New Board Members – Harper College Educational Foundation Exhibit VI-11

* 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: Truth in Taxation Resolution and 2001 Estimated Exhibit VII-A

Tax Levies

- B. RECOMMENDATION: Annual Financial Audit for FY2000-2001 Exhibit VII-B
- C. RECOMMENDATION: Resource Allocation and Management Plan (RAMP) - Special Temporary Facility Renewal Exhibit VII-C
- D. RECOMMENDATION: Affiliation Agreement between William Rainey Harper College and Alexian Brothers of Illinois, Inc. Exhibit VII-D
- E. RECOMMENDATION: Addition to Board Policy Manual Exhibit VII-E
- F. RECOMMENDATION: Change to ADA Policy, Board Policy Manual Exhibit VII-F
- G. RECOMMENDATION: Resolution Regarding Students on Military Leave Exhibit VII-G
- H. RECOMMENDATION: Resolution Regarding Employees on Military Leave Exhibit VII-H
- I. RECOMMENDATION: ICCB Application for Locally Funded Construction Project (Referendum Buildings) Exhibit VII-I
- J. RECOMMENDATION: Revised Life Safety Exhibit VII-J

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

November 6, 2001	7:30 p.m. - Author David Macaulay - <i>The Way Things Work</i> - Wellness and Sports Center
November 8, 9, 10	8:00 p.m. - Play - Steel Magnolias - Liberal Arts Center, L109
November 11, 2001	2:00 p.m. - Play - Steel Magnolias - Liberal Arts Center, L109
November 14, 2001	7:30 p.m. - Author Danny Coulson - <i>No Heroes</i> - Business and Social Science Center, Theatre, J143
November 15, 16, 17	8:00 p.m. - Play - Steel Magnolias - Liberal Arts Center, L109
November 18, 2001	2:00 p.m. - Play - Steel Magnolias - Liberal Arts Center, L109
November 20, 2001	7:00 p.m. - Tuesday - Regular Board Meeting - Room A242
November 22-25	THANKSGIVING HOLIDAY - CLASSES NOT IN SESSION
December 7, 2001	5:00 p.m. - Tax Levy Meeting - Room A242
December 18, 2001	7:00 p.m. - Tuesday - 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 Tuesday, September 25, 2001

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL	1
APPROVAL OF AGENDA	2
EDUCATIONAL PRESENTATIONS	2
Senator David Sullivan	2
Introduction of Fulbright Scholar Dumisani Moyo	2
Youth Summer Programs	3
Legat/HOK and Gilbane	5
STUDENT TRUSTEE REPORT	9
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report	9
Bid Awards	10
Purchase Orders	10
Personnel Actions	11
NEW BUSINESS	
Affiliation Agreement: Midwest Rheumatology Consultants	14
Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2002/2003	14
Life Safety Projects	15
Educational Service Providers	15
CITIZEN PARTICIPATION	16
PRESIDENT'S REPORT	16
Security issues	16
ANNOUNCEMENTS BY CHAIR	17
Communications	17
Calendar Dates	17
OTHER BUSINESS	
Date Change - October Board Meeting	18
Dates for November and December Board Meetings	18
Executive Session	18
Board Liaison Committee	19
ADJOURNMENT	19
SUMMARY OF BOARD REQUESTS	20

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 Tuesday, September 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 Tuesday, September 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
Absent: Student Member Passarini

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindler, 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; Larry Bielawa; Carol Blotteaux; Harley Chapman; Lori Danaher; Dave Dluger; Jim Edstrom; Bob Fabbrini; Julie Fleenor; Jerry Goff; Julie Hennig; Bill Howard; Peggy Kazkaz; Thea Keshavarzi; Cheryl Kisunzu; Larry Knight; Larry Levin; Russ Mills; Maria Moten; Elena Pokot; Deb Sada; Martha Simonsen; Fred Skorude; Karina Srugys; Sarah Stark; Matthew Tomaszewski; Kay Turner; Doug Van Nostran; Debbie Walenga; Janet Westney and Denise Yurik. Harper students: Deborah Abbott; Kiel Cross; Marie Regan.

Guests: Senator David Sullivan; Bill Odell, Legat/HOK Architects; Rick Wise, Gilbane; Dumisani Moyo, Fulbright Scholar; Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; William and Helen Huley, Northwest Tax Watch; Michael Lundeen, Shilpa Purohit and Gao Que, Legat Architects; Michael O'Toole, citizen; Adelle Gillette, wife of Trustee; Randy Michelski, Smith/JJR; Tom McCluskey, photographer.

Chair Kolze asked for a moment of silence in honor of the victims of the September 11, 2001 tragedy.

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 and collective bargaining issues.

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.

EDUCATIONAL PRESENTATIONS

Senator David Sullivan

Senator David Sullivan addressed the Board. He stated that President Bush has encouraged all to continue on with their lives. We should not forget what happened several weeks ago, but move forward. Harper College and other community colleges help individuals continue with their lives and improve their lives. He presented the College with a \$40,000 grant from the State of Illinois to be used for the Conference Center. He noted that his late mother was a nursing instructor at Harper College.

Introduction of Fulbright
Scholar Dumisani Moyo

Martha Simonsen and Janet Friend-Westney introduced a special guest, Dumisani Moyo, a Fulbright Scholar from the University of Zimbabwe in Africa. Harper College will share him next semester with College of Lake County. Mr. Moyo has been visiting classes and meeting with faculty and community members. He stated he feels greatly honored to be at Harper College. He has been very warmly received and has experienced a great deal of enthusiasm from the Harper faculty, staff, students and community members he has been meeting. He is enjoying teaching the many people who are interested in learning about Africa, and he is happy to be learning about life in the United States.

Mr. Moyo added that it is interesting for him to be here during this sad, but historic, moment with the tragedies in Washington, DC and New York City. It is something that he will remember throughout his life, because he is experiencing firsthand how the American people are coming together and working through this disaster, witnessing how the human spirit works. He looks forward to a very productive, interesting and exciting semester. He thanked the Board.

Youth Summer
Programs: Russ Mills

Liz McKay, Acting Vice President of Academic Affairs, introduced Russ Mills, Dean of Continuing Education. It was noted that the youth summer program, now called "In Zone," has grown tremendously since it began in 1990. The program was formerly known as three programs—ChILL Program, Sportsamps Program and PEAK Program.

Mr. Mills showed a PowerPoint presentation which highlighted different aspects of the program and featured students, instructors and parents giving positive feedback regarding the program. The purpose of the In Zone Program is "to provide young people with diverse learning opportunities that stretch the mind and body." Although they have programs throughout the rest of the year, the presentation focused on the summer programs.

In Zone Program Categories

Enrichment (classroom, personal, academic) includes art, business, computer training, communication, entertainment, drama, health, science and Friday Field Trips.

Activity (physical activity and recreation) includes swimming, basketball, dance, fishing, horsemanship, etc.

Program Growth

In six years, the program has grown from 1,400 kids to 2,400 kids and from a 2,200 seat count to a 7,000 seat count.

Program Benefits

- Provides unique programming not available elsewhere in the district, with many options and flexible hours.
- Provides programs or classes not easily or readily available at the elementary school or middle school site (animation, CAD drawing, drama and cooking).
- Provides educational structure for summer break. The majority of students range in age from 8 -11 years old.
- Enhances Harper's reputation as THE comprehensive community resource.
- Makes full use of Harper's resources during the summer. They are currently "maxing-out" of space and are looking at other alternative locations, including the Northeast Center.
- Ensures self-support because of its high enrollment each summer.

The In Zone program is highly regarded. It has been written up by the Daily Herald several times through the years, and

it has been featured in the Non-Credit Learning News, a national continuing education newsletter. The program has been a great success for a number of reasons including the steady rise in two-working-parent families; Harper's one-stop customer service; many student aides and counselors to support the kids; coordinated, competitive pricing and scholarships; targeted marketing; coordinated scheduling; flexible drop-off and pick-up times; Relaxation Station for "down-time" and supervised lunch.

Future plans include the investigation of single-topic camps (cybercamp, golf camp, track, aviation, science, robotics, etc.). They recently began providing a Children's Language Academy after school at school sites in Hoffman Estates and Arlington Heights. There are currently 14 Spanish classes and one French class being taught.

Mr. Mills explained that Harper provides this program because it is part of their mission to be responsive to community needs. They are able to create programming very quickly and follow the trends. It truly enhances Harper's role as THE educational provider for the community. Mr. Mills explained that he simply oversees the program; Debbie Walenga and Deb Sada work very hard to make the program a success. He asked both women to stand and be recognized.

Members Howard and Gillette noted that they both have grandchildren who have participated in this very beneficial program.

In response to Member Shure, Mr. Mills explained that they have been considering a "theater camp," which would utilize the new Performing Arts Center.

Member Gillette complimented them on taking empty facilities and using them for the community. Board members thanked Mr. Mills for his presentation.

Legat/HOK and Gilbane:
Design Development
Presentation for
Science, Emerging
Technology and Health
Careers Center

Julie Hennig addressed the Board regarding the progress of the Science, Emerging Technology and Health Careers Center. She noted that this building has been designed from the inside out, with the input of Harper faculty and staff, architects, engineers, ADA experts and construction managers. These individuals have contributed their time, talent and experience, and have participated in over 100 meetings. In addition, the IT department has worked in collaboration with the faculty and staff to create an

infrastructure that will allow the College to provide for multiple teaching and learning styles for many years to come. She introduced Michael Lundeen, Legat Architects, who would be presenting the second part of the presentation. It was noted that Mr. Lundeen would explain the progress of the project; Rick Wise of Gilbane would be speaking about the cost estimate portion; and Bill Odell of HOK would show diagrams, drawings and floor plans of the building.

Michael Lundeen explained that when the referendum was passed to design and build the Science, Emerging Technology and Health Careers Center, they knew the process would take approximately three and one-half years from beginning to end (opening the building, equipping it and moving into it). The Design Phase, which was based upon faculty-created programming or education specifications (ed specs), began shortly after the first of the year. The ed specs designated every room within the space—what was needed in the space, how many lab tables, how many students, how many computers, specific equipment, etc. Schematic Design used all the ed specs to create small floor plans of every room. The team then “organized” the building—which lab needs to be next to which prep space, which prep space needs to be next to which office, and on which floor should each area be located. A two-dimensional floor plan was then created.

Mr. Lundeen explained that schematic design is a two-dimensional drawing, and design development is a three-dimensional plan. These plans identify the feel of the building inside, the specific materials for the floors, walls, ceilings and the quality of the materials. In every space, they have figured out exactly where each piece of equipment would be, the electrical requirements, outlet locations, etc. Specialists from HOK and Legat met with the users and tested their requirements against what is happening in the education industry across the nation. They were able to put together a set of accurate drawings (for example, describing in detail the height of walls and number of outlets) for Gilbane to make a very detailed estimate. The detail in this estimate should give the Board a great deal of confidence that they have a handle on the project. The detail includes not only what the bricks and mortar cost, but what the bricks and mortar will cost six months from now and one and one-half years from now. It takes into account every piece of equipment that the users require within the space. They

have taken into account construction contingencies and other types of fees, as well.

The next step is creating construction documents, which will take the drawings to the next level, whereby a contractor can actually build it. The construction document process is expected to be finished in February 2002. Gilbane will then be bidding the project in two phases, with construction expected to begin in April 2002. The building is expected to open in May 2004 for moving in furniture and equipment.

Mr. Lundeen noted that they have looked at every mechanical system to make sure that they can be maintained in the best possible way. A decision was made to extend some tunnels so that repairs could be made easily without having to dig up the ground each time. These tunnel extensions have increased the square footage slightly. They have also added student spaces in some of the hallways for studying. That has pushed up the square footage to approximately 281,000 square feet, but they are still within the budget. Before turning over the presentation to Rick Wise, Mr. Lundeen reiterated that Harper's faculty and staff have been working hard, along with the architects and construction manager (CM), to design the building from the inside out.

Dr. Breuder called attention to a handout which showed the program estimate of 255,000 square feet, which jumped up to 281,000 square feet. He explained that the 255,000 square foot figure was largely garnered by using a general multiplier (in this case, a 1.6 multiplier), based upon an average science facility nationwide. This is a starting point which can go up or down as the building is designed to specifications. In Harper's case, they increased square footage because of the nature of the building, but the overall cost of construction does not mirror the same increase. That is where a great construction manager comes into play—they work hand-in-hand with an architect—and Harper gets the benefit of their wisdom and counsel.

In response to Member Barton, Rick Wise explained that the infrastructure for the security system is included in the base bid of the project. This includes the conduit and the boxes that allow the security system to be run to the doors or wherever it must go. The equipment (door card readers, CCT cameras, motion detectors) is shown as an additive alternate to the project. He, along with Vice President David McShane, is looking at different types of security systems.

Since the building has so much data, technology and software in it, installation and managing of the security system will most likely have reduced costs. The information will be able to travel on the wiring that will already exist in the building.

Rick Wise explained that it is a big benefit to bring construction management into the project early. Gilbane brings to the project their national experience with science, technology and health care buildings, from a construction standpoint. They have been working with the design team, the architects and the representatives from Harper College through the different design phases. They are making sure that the project stays on track with regard to cost, scheduling and timeline. As they go through each process, they think about alternative types of materials that might be used and alternative methods of construction, so that the owner (Harper College) gets the biggest “bang for their buck” or construction dollar.

As they finish the design development stage, they are on budget at \$95.2M, which includes hard costs (bricks and mortar, concrete, steel, mechanical and electrical systems) and some of the soft costs (fees, contingencies, furniture, fixtures and equipment, including lab equipment, chairs, desks, tables, computers and telephones). They believe that the remaining contingency is adequate for the rest of the project.

Mr. Wise explained that the increase in square footage is very normal in a complex project such as this. The increase, however, has been offset by contingencies. He noted that they are currently in a very good construction marketplace. Contractors will be bidding competitively this winter. They should be bringing bids to the Board for approval in February and April for the two different releases on the project. They will then enter the construction phase in spring. Meanwhile, they will be doing underground utility work to prepare for the main building construction. Once construction begins, Gilbane will have staff onsite full-time to monitor the construction and make sure it is completed by Spring 2004. He introduced Bill Odell of HOK, who would be presenting the visual portion of the presentation.

Dr. Breuder pointed out that the original program estimate was \$66.3M; it is now \$67.1M, which is a very modest increase considering square footage has increased from 255,000 square feet to 281,000 square feet. The CM and

the architect are working hand-in-hand to control the costs as the building has changed.

Bill Odell, of HOK, showed a slide presentation of different images and views of the Science, Emerging Technology and Health Careers Center. He noted points of interest including the main concourse, lecture rooms, breakout rooms, loading dock, connections to the three building components, shell space for future expansion, and the large auditorium at the main entrance to the building. The presentation showed views from inside and outside the building.

In response to Member Barton, Mr. Odell stated that the largest auditorium will seat 120 people. Board members concurred that the plans were impressive and exciting.

In closing, Mr. Odell noted that in the last year or two, they have worked on a dozen science buildings around the country. No other project has had the degree of involvement, enthusiasm and support from the faculty that Harper has had. It has been a delight to work with Harper faculty and staff.

Dr. Breuder explained that for the Performing Arts Center and Conference Center project, they employed the architect in 1995, and the buildings (totaling 89,000 square feet with a cost of \$23M) will come to fruition in the summer of 2002. The architects for the Science, Emerging Technology and Health Careers Center were hired in January 2001; they will deliver a building of 281,000 square feet at a cost of \$95M by 2004. They have done an incredible job getting this far in a short time. He added that he recently received literature from Washington that emphasizes the hottest careers in the country today and in the foreseeable future are computer applications and health careers, namely nursing. This reinforces their decision to build this type of building. HOK, Legat and Gilbane have worked admirably along with Harper staff to come this far in the process. He thanked everyone for their efforts.

STUDENT TRUSTEE REPORT

Chair Kolze noted that Student Member Passarini had conflicting coursework and could not be at the meeting this evening. He distributed and read Student Member Passarini's prepared report. He listed several events and upcoming concerts and noted that the French students' visit to Harper was unfortunately canceled and has not been rescheduled, due to the events of September 11.

The President of the Student Senate organized a blood drive and fundraiser to give money to the Red Cross in response to the September 11 tragedy. Additionally, the Student Senate has been busy interviewing and electing new senators. The Student Senate will be attending the Illinois College Student Convention in several weeks.

Member Howard suggested that the Board send a thank-you note to the Student Senate for responding and organizing the blood drive and fundraiser so quickly. Dr. Breuder said they would prepare the note for the Board.

CONSENT AGENDA

Member Barton moved, Member Howard seconded, approval of the minutes for the August 22, 2001 special Board meeting and executive session; August 23, 2001 regular Board meeting and executive session; bills payable; payroll for August 24, 2001 and September 7, 2001; estimated payrolls for September 8, 2001 through November 2, 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	\$5,337,788.96
Tuition Refunds	101,921.60

The payrolls of August 24, 2001 in the amount of \$1,573,060.44; September 7, 2001 in the amount of \$1,864,836.24; and estimated payroll of September 8, 2001 through November 2, 2001 in the amount of \$6,927,361.81.

Bid Awards

- | | |
|-----------|--|
| Ex. VI-3a | Award bid 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. |
| Ex. VI-3b | Award bid Q00173 to Rochelle Printing Co., the low bidder for printing of the November 2001 Harper College Magazine, in the amount of \$17,613.00. |
| Ex. VI-3c | Award bid 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.

Ex. VI-3d Award bid 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.

Ex. VI-3e Award bid 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 percent contingency of \$10,480 for a total of \$115,159.93.

Purchase Orders

Ex. VI-4a 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.

Ex. VI-4b Approve issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement, in the amount of \$22,372.50.

Ex. VI-4c Approve 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.

Personnel Actions

Professional/Technical Appointments

Marie Eibl, Area Tutor Coordinator-Math/Science, p/t,
AE/LS-Tutoring Center, 08/27/01, \$35,438/year

Matthew Ensenberger, Instructional Design Specialist, DoIT,
09/24/01, \$44,000/year

Patricia Jen, Senior Programmer/Analyst, IT/AS, 09/05/01,
\$55,000/year
Robyn Leslie, WESL and Basic Skills Coordinator, CORP
SRV-WESL and Basic Skills, 08/20/01, \$45,105/year
Susan McNamara, Program Specialist, WOM PRG,
09/04/01, \$39,000/year
Mary Ortbal, Assistant Supervisor, Cardiac Rehab/Adult
Fitness, p/t, LS/HS, 08/27/01, \$32,760/year
Gerald Perona, Desktop Integration Analyst, IT/CS,
09/24/01, \$37,250/year
Victor Sima, Intranet Developer, IT/AS, 08/27/01,
\$43,000/year
Karen Streu, Senior Programmer/Analyst, p/t, IT/AS,
08/13/01, \$30,550/year
Terrance Stewart, SOAP Information Specialist, STU DEV,
09/17/01, \$38,000/year
Susan Teplinsky, Staff Interpreter/Scheduler, p/t, ADS,
08/20/01, \$34,500/year

Supervisory/Confidential Appointments

Kelly Hamontree, Supervisor, Cardiac Technology
Laboratory, p/t, Cardiac Technology, 08/27/01,
\$39,437/year
Suzette Tolentino, Business Manager, p/t, DEV OFF,
09/17/01, \$39,000/year

Classified Staff Appointments

Katrina Bordsen, Receptionist, Clerk Typist I, AE/LS-ESL,
08/22/01, \$23,000/year
Valerie DeMarco, Program Assistant, WOM PRG, 09/13/01,
\$29,916/year
Melanie Frazier, Food Service Assistant, FD SER, 09/04/01,
\$24,000/year
Susan Gaare, Clerk Typist II, p/t, BUS/SS, 08/27/01,
\$10,000/year
Rita Ghiselli, Customer Support Representative, CORP
SRV, 08/27/01, \$27,817/year
Karen Landoch, Administrative Secretary, IT/TS, 09/24/01,
\$30,487/year
Nicole Lynn, Staff Interpreter, p/t, ADS, 08/20/01,
\$20,000/year
David Preissner Jr., Mail Clerk, MSC, 09/04/01,
\$18,525/year
Cheryl White, Receptionist/Clerk Typist I, p/t, WOM PRG,
08/29/01, \$15,080/year
Linda Wittich, Dual Credit/Shared Course Specialist, CAR
PRG, 09/10/01, \$35,560/year

Incentive Compensation

Robert Fabbrini, TECH Manager, TECH Center, \$17,036- FY 2000/01

Faculty Retirement

Mercedes McGowen, Associate Professor, TM/PS, 05/31/02, 12 years

Classified Staff Retirements

Constance Copeland, Food Service Worker II, p/t, FD SER, 09/25/01, 3 years 1 month

Phyllis Risoya, Application Clerk, ADM OFF, 09/25/01, 21 years 8 months

Jesus Viscaino, Food Service Worker I, p/t, FD SER, 09/21/01, 12 years 1 month

Professional/Technical Resignations

Robert Baker, AED Bilingual Student Services Specialist, AE/LS-AED, 08/20/01, 7 years 1 month

Suxia Lu, Web Application Manager, IT/AS, 09/07/01, 9 months

Anna Nakashima, Sales Consultant, CORP SRV, 09/21/01, 1 year 4 months

Christine Stephan, Manager, Web Resources, IT/AS, 08/24/01, 2 years 8 months

Supervisory/Confidential Resignation

Barbara Wilkins, Assistant Supervisor, FD SER, 08/31/01, 14 years 4 months

Classified Staff Resignation

Rebecca Brandt, Box Office Assistant, p/t, STU ACT, 08/17/01, 7 months

With regard to Exhibit VI-4b, Member Gillette asked for clarification on the "anticipated" cost. He would like to know whether the College has been exceeding the anticipated cost and by how much. Elena Pokot, Director of Administrative Systems, explained that the software allows them to manage Unix servers that run the computer operation. When the contract was set up, they realized that, as they increased the capacity of the servers, they would utilize more of the software. The agreement was created in such a way that Harper would not pay the full price Year 1, but they anticipated they would be using the full capacity by this year, and they are. They realized the savings up front and gradually increased the maintenance cost as they increased the use of the software. The cost of the maintenance is

based on the power of the host machine, so as they use more power, they are paying more for the software maintenance.

Vice President Judy Thorson noted that the paragraph in the Board packet was trying to explain the \$5,919 increase. In response to Member Gillette, Ms. Pokot stated that she would provide the copies of the original contract. As she recalls, the first year they paid \$5,000, then \$9,000, then \$16,000 and now they will be paying \$22,000. At Member Gillette's request, Ms. Pokot also stated they could supply a history of the size of Harper's equipment vs. the maintenance cost. Vice President David McShane explained that they replace the CPUs every four years. They will do their best to provide the information to Member Gillette.

Member Gillette noted that he would be abstaining from approval of the meeting minutes (Exhibit VI-1), since he was not present at the meetings.

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

Ayes: Members Barton, Botterman, Gillette (with the exclusion of Exhibit VI-1), Hess, Howard, Kolze and Shure
 Nays: None
 Abstain: (Exhibit VI-1 only) Member Gillette

Motion carried.

NEW BUSINESS:

Affiliation Agreement:
 Midwest Rheumatology
 Consultants

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

Upon roll call, the vote was as follows:

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

Motion carried.

Resolution Designating
A Person or Persons
To Prepare a Tentative
Budget for 2002/2003

Member Botterman moved, Member Barton seconded, adoption of the Resolution Designating Robert Breuder and Judith Thorson to Prepare a Tentative Budget for 2002/03, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

In response to Member Gillette, Vice President Thorson explained that the College will save money on the treasury bond because of a change in state law. They have not received the refund yet, but they will be refunded back to the date of passage. There was discussion regarding the position of "Treasurer." Vice President Thorson explained that the policy guidelines state that the officers of the Board are Chair, Vice Chair and Secretary. The Treasurer function falls under "Duties of the Board" – it is the Board's duty to appoint a Treasurer, and that person must be bonded. The Treasurer remains in that position until someone else is appointed by the Board.

Life Safety Projects

Member Barton moved, Member Howard seconded, adoption of the resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act; additionally, approval of the employment of Legat Architects to provide the architectural services specified for the 2001 Life Safety repair and renovation project, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Dr. Breuder noted that it was his decision that the tennis courts and running track were not included in this Life Safety project. This is because of all the other equally pressing Life Safety items on the list. Including the track would have caused another project to be bumped off the list, which probably would have to be paid out of College money. The track and tennis courts are being repaired, but not through this Life Safety project.

Upon roll call, the vote was as follows:

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

Motion carried.

Educational Service
Providers

Member Botterman moved, Member Howard seconded, approval of the list of educational service providers for Fiscal Year 2001-02, 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.

CITIZEN
PARTICIPATION

Michael O'Toole, Harper student, addressed the Board. He noted that he had requested copies of handouts at the August Board meeting, and he had not received them to date. Vice President Thorson explained that she had given Mr. O'Toole the correct budget handouts, but she was not aware he had requested handouts regarding the RAMP document. Chair Kolze asked Mr. O'Toole to call Vice President Thorson's office to request what he needs.

Mr. O'Toole noted that he will reserve his comments for another meeting in regard to two of the buttons being passed out this evening – Integrity and Respect. He asked that, for the image of this institution, the issues of respect and integrity please be addressed.

PRESIDENT'S
REPORT

Dr. Breuder noted that copies of the Policy Manual and the Operating Plan were distributed to Board members. The Operating Plan, which completes the cycle of planning documents, is used by Dr. Breuder to direct the affairs of the College. He reiterated that the budget is connected to the Strategic Long-Range Plan (SLRP), which gives rise to the Annual Plan, which gives rise to the Operating Plan. All of that is fed by the Fact Book.

In response to Member Gillette, Vice President Colleen Murphy explained that the new Fact Book will come out later this fall, most likely in November.

Security Issues

Dr. Breuder noted that September 11 was a difficult day for every American, and it was a challenge for everyone at

Harper College. Late in the morning of September 11, the College received a bomb threat, at which time Dr. Breuder elected to close the College. They were able to vacate all of the buildings of students, faculty and staff in less than 30 minutes. Although Individuals were out of the buildings, it was difficult for 4,000 – 5,000 cars to exit the campus as quickly as they would have liked. The College is now in the process of designing an All Risk Management Plan under the direction of Mike Alsup, Supervisor of the Public Safety Department. The Plan is designed to look at every aspect of safety considerations at the College, including vacating buildings under various circumstances. Mr. Alsup recently attended a conference regarding this issue. He will be bringing something to Dr. Breuder and President's Council in the near future, and hopefully to the Board for approval by the end of the year. Dr. Breuder noted that companies all over the country right now are re-examining their processes for evacuating buildings. He added that the Harper community is to be commended (particularly Public Safety, Student Affairs, and Grounds personnel) for staying on after the buildings were closed to make sure they were safe and sound. They all did a great job, but know that there is always room for improvement. That is why the College will study the issue.

In response to Member Gillette, Mike Alsup explained that there is a pending investigation regarding the bomb threat; therefore, he cannot comment in great detail. They are working with the Cook County State's Attorney's Office, and it has been turned over to the Cook County Grand Jury.

Member Gillette added that the Lake County Sheriff has paid a fee to reproduce copies of the Columbine High School Emergency Plan, a plan which was created with funds (over \$1.25M) from local people and a federal grant. Member Gillette supplied Harper College with a copy of the Columbine Plan which addresses everything. He feels this plan should be the basis for anything the College does for an emergency operating plan. Vice President Thorson stated that she received the copy and passed it on to Mike Alsup.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze noted that An Evening with Paris Combo concert, which was to be held Thursday, September

27, was recently canceled. Deborah Abbott, Harper College Program Board, explained that the individuals were not able to arrange their flights for the U.S. tour due to the September 11 tragedy.

OTHER BUSINESS

Date Change - October Board Meeting

Member Barton moved, Member Hess seconded, approval of the change in date for the October Regular Board meeting from Thursday, October 25, 2001 to Tuesday, October 30, 2001.

Chair Kolze explained that the change was due to calendar conflicts of several Board members.

Upon roll call, the vote was as follows:

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

Motion carried.

Dates for November And December Board Meetings Set

Member Howard moved, Member Barton seconded, approval of the dates of Tuesday, November 20, 2001 and Tuesday, December 18, 2001 for the November and December Regular Board meetings.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Kolze called attention to the very important Tax Levy Meeting on Friday, December 7, 2001 at 5:00 p.m. Vice President Thorson explained that this date is set by state law; there is no other option. Member Shure noted that he might have to attend a convention on that date. He will let the Board know. It was noted that there must be a quorum.

EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 8:39 p.m.

Following executive session, the Board reconvened the
Regular meeting at 8:52 p.m.

Board Liaison
Committee

Member Barton moved, Member Howard seconded,
approval of appointing Chair Kolze and Trustee-Elect Laurie
Stone as a Liaison Committee to work with faculty and
administration.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 8:53 p.m.

Chair

Secretary

BOARD REQUESTS

SEPTEMBER 25, 2001 REGULAR BOARD MEETING

1. Member Howard suggested that the Board send a thank-you note to the Student Senate for responding and organizing the blood drive and fundraiser so quickly. Dr. Breuder said they would prepare the note for the Board.
2. In response to Member Gillette's question regarding Exhibit VI-4b, Elena Pokot stated that she would provide the copies of the original contract. As she recalls, the first year they paid \$5,000, then \$9,000, then \$16,000 and now they will be paying \$22,000. At Member Gillette's request, Ms. Pokot also stated they could supply a history of the size of Harper's equipment vs. the maintenance cost. Vice President David McShane explained that they replace the CPUs every four years. They will do their best to provide the information to Member Gillette.
3. Michael O'Toole noted that he had requested copies of handouts at the August Board meeting, and he had not received them to date. Vice President Thorson explained that she had given Mr. O'Toole the correct budget handouts, but she was not aware he had requested handouts regarding the RAMP document. Chair Kolze asked Mr. O'Toole to call Vice President Thorson's office to request what he needs.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 30, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board approve the award of Q00175 to York International Corporation, the only bidder for winter preventive maintenance and spring start-up for 14 York chillers, in the amount of \$31,342.
- Exhibit VI – 3b The administration recommends that the Board award bid request Q00176 to AEM, Inc., the lowest responsible bidder for a Cross-Connection Survey/Investigation, in the amount of \$28,140.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00175 for winter preventive maintenance work and spring start-up for 14 York chillers as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$31,342 are provided in the 2001/02 Building Fund budget, under account number 0276-068-534.

III. INFORMATION

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

York International Corp.	\$ 31,342
--------------------------	-----------

The vendors that did not submit bids were contacted. Reasons for not bidding include not having the required York training certifications, not being able to take on a job so large at this time, and not having enough technicians to do a satisfactory job.

The work includes checking chiller safety controls, performing micro-processing panel diagnostic checks, lab analysis of oil to determine if changing is required, leak checking, documentation in compliance with EPA regulations, start-up and operational inspection of units, turbo-modulator diagnostics and operations checks, and breaking down and cleaning all components of the turbo-modulators and micro-processing panels. Ten of the 14 York chillers have turbo-modulators.

The price, \$31,342, is \$3,492 more than last year's amount of \$27,850. This year, fourteen chillers are involved rather than thirteen, due to the addition of a chiller for the Wellness and Sports Center. Also added this year is the breaking down and cleaning of all components of the turbo-modulators and the micro-processing panels.

Only York chillers have the turbo-modulator feature. Working with the turbo-modulators, which are connected to each unit to control the speed of the chillers, requires complex technical knowledge. It would be an expensive risk to allow people to work on the equipment if York has not trained them.

IV. RECOMMENDATION

The administration recommends that the Board approve the award of Q00175 to York International Corporation, the only bidder for winter preventive maintenance and spring start-up for 14 York chillers, in the amount of \$31,342.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00176 for a Cross-Connection Survey/Investigation as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$28,140 are provided in the 2001/02 Liability, Protection and Settlement Fund budget, under account number 1292-039-539.

III. INFORMATION

A legal bid notice was published and 10 bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

Chicago Backflow, Inc.	\$ 24,000
AEM, Inc.	28,140
Taylor Plumbing, Inc.	144,000
Collins Backflow Specialists, Inc.	Only submitted their per hour rate

The College is required, by code, to do cross-connection surveys of the plumbing system every two years. This is an inspection that is required to insure that no connections to the potable water supply exist that can cause contamination to the drinking water.

References provided by the two low bidders were checked. The specifications state that the successful vendor must have experience doing cross-connection surveys. Chicago Backflow, Inc. has not done cross-connection surveys for any of their references; they have done testing of backflow only. AEM, Inc., however, provided references for which they have done cross-

connection surveys. Because of Chicago Backflow, Inc.'s inexperience with cross-connection surveys, this recommendation is to award the bid to AEM, Inc.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00176 to AEM, Inc., the lowest responsible bidder for a Cross-Connection Survey/Investigation, in the amount of \$28,140.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 30, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a Purchase Order to Philips Medical Systems, for a preventive maintenance agreement for two Model Sonos 2500 and one Model Sonos 2000 Ultrasound Systems, in the amount of \$28,103.04 for October 1, 2001 through September 30, 2002, and for three Model Sonos 2500 and one Model Sonos 2000 Ultrasound Systems for 2002/03 through 2005/06 in the amount of \$37,470.72 per year.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a Purchase Order to IMC Salt Inc. for road salt in the amount of approximately \$12,332.00.
- Exhibit VI – 4c The administration recommends that the Board approve retaining Corban Design, Inc. as the College consultant for wayfinding and signage solutions and approve the issuance of a purchase order to Corbin Design, Inc. to recommend a long-term wayfinding and signage solution, a short-term tactical plan and an assessment of printed and other support for directions to visitors, in the amount of \$56,900 plus a 10% contingency in the amount of \$5,650, for a total of \$62,150.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a Purchase Order to Philips Medical Systems for a preventive maintenance agreement for two Sonos 2500 Ultrasound Systems and one Sonos 2000 Ultrasound System, as requested by the Wellness and Human Performance Division for the Cardiac Technology program.

II. BUDGET STATUS

Funds in the amount of \$28,103.04 are provided in 2001/02, and funds in the amount of \$37,470.72 per year will be provided for 2002/03, 2003/04, 2004/05 and 2005/06, fifty percent in the Education Fund budget under account number 0113-412-534, and fifty percent in the Auxiliary Enterprise Fund budget under account number 0541-415-534.

III. INFORMATION

Harper College, as a result of its affiliation with Illinois Masonic Medical Center to provide both Credit and Continuing Education Certificate Training programs in Cardiac Ultrasound Technology, has been able to acquire three Sonos Ultrasound Systems that are worth well in excess of \$175,000 each. The systems are on permanent loan from Philips Medical Systems, which means that the College has the systems permanently but cannot sell them. Additionally, Hewlett Packard previously gave one system to the College in 1993 on a permanent loan basis.

All of the systems are Hewlett Packard brand. Philips Medical Systems has bought Hewlett Packard's imaging business, and is the only company that maintains the systems.

Per the permanent loan agreement, the College assumes all service responsibilities for the systems. The preventive maintenance agreement is not a condition of the permanent loan, however the equipment is extremely expensive and the cost of repair could be overwhelming. The agreement is to run from October 1, 2001 through September 30, 2006.

Three of the four systems on permanent loan to the College are Model Sonos 2500 and the other is Model Sonos 2000. The models are very similar, with only a few software differences, and the preventive maintenance agreement cost is the same for both models. For this year, one of the Model 2500 systems is going to be used sparingly and Philips will provide preventative maintenance for it at no charge. Starting next year it will be included on the agreement. Accordingly, beginning next year, the preventive maintenance agreement will cost an additional \$9,367.68.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a Purchase Order to Philips Medical Systems, for a preventive maintenance agreement for two Model Sonos 2500 and one Model Sonos 2000 Ultrasound Systems, in the amount of \$28,103.04 for October 1, 2001 through September 30, 2002, and for three Model Sonos 2500 and one Model Sonos 2000 Ultrasound Systems for 2002/03 through 2005/06 in the amount of \$37,470.72 per year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a Purchase Order to IMC Salt Inc. for road salt as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$12,332.00 are provided in the 2001/02 Building Fund budget, under account number 0273-065-544.03.

III. INFORMATION

The road salt will be ordered through State of Illinois contract #PSD 4009495. Estimated usage for 2001/02 is 400 tons. The price is \$30.83 per ton.

Last year, 318 tons of road salt was purchased from IMC Salt Inc. at \$26.81 per ton using State of Illinois contract #PSD 4007490.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a Purchase Order to IMC Salt Inc. for road salt in the amount of approximately \$12,332.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation to retain Corbin Design, Inc. as the College consultant for wayfinding and signage solutions and for the issuance of a purchase order to Corbin Design, Inc. to 1) conduct an interior and exterior site research and wayfinding analysis; 2) develop an exterior and interior signage master plan; 3) coordinate permitting and bidding services; and, 4) supervise construction services.

II. BUDGET STATUS

Funds in the amount of \$62,150 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-532.

III. INFORMATION

As the campus grows and continues to change, the College has received an increasing number of concerns from students and visitors who have trouble finding their way around campus, to classrooms and to events. The consultant will provide a long-term solution that can be maintained with a minimum amount of external vendor involvement, a short-term tactical plan, and an assessment of printed and other support for directions to visitors. In June 2001 the College began a search for a qualified wayfinding and signage consultant.

Requirements of the preferred consultant include:

- Experience in a complex campus setting developing and implementing comprehensive wayfinding services.
- An understanding of and experience in analyzing complex traffic patterns.

- Experience with a wide variety of signage materials and vendors who fabricate signs.
- The ability to select the best mix and best value in signage materials.
- An understanding of signage materials used in the Midwest climate.

The preferred consultant will possess experience with a community college or other institution of higher education with a similar type project.

The selection process began with a review of wayfinding consultants through both internal staff contacts in the industry, and through the Society for Environmental Graphic Design (SEGD). SEGD is an international design association with 1000 members who are involved in the design of graphic elements in the environment. The lists were reviewed and eight consultants were contacted to provide a formal proposal. Each consultant was asked to provide:

- The type of signage/wayfinding consultancy performed;
- Their philosophy of wayfinding and how an organization should approach it;
- Their approach to new building construction as it related to signage;
- A current customer list with an explanation of each project;
- Two case studies;
- Specific information on projects in higher education, specifically community colleges;
- Biographies on major employees who would work with the College;
- Price list of services or estimates of previous projects.

Consultants who responded to this Request for Proposal include:

Aesthetics, Inc., San Diego, CA
Carpman Grant Associates, L.L.C., Ann Arbor, MI
ComCorp, Inc., Chicago, IL
Corbin Design, Inc., Traverse City, MI
Generic Sign Systems, Hoffman Estates, IL

Paul Finch & Associates, Virginia Beach, VA
H. Toji & Company, Los Angeles, CA
Lange Wheeler Design Group, Cincinnati, OH

These consultants were evaluated on the following criteria:

- Ability to articulate an understanding of the community college, in general, and Harper College specifically;
- Experience with higher education and not-for-profit organizations, and community colleges specifically;
- Depth and breadth of the consultant's experience in creating wayfinding master plans;
- Depth and breadth of the consultant's experience in designing wayfinding systems;
- Ability and willingness to work with existing signage efforts.
- Compensation/rates.

After a thorough review of proposals and capabilities, three finalists were selected to visit the campus and present their proposals to a cross-departmental team. This team included:

- Colleen Murphy, Vice President of Marketing and Advancement
- Judy Thorson, Vice President of Administrative Services
- Fred Skourde, Assistant Director, Physical Plant
- Jon DeJonker, Manager, Custodial and Food Service
- Tom Thompson, Director of Access and Disability Services
- Jerry Gotham, Dean of Wellness and Human Performance

The tabulation of the three consultants and their program compensation is detailed below:

Corbin Design, Inc.	\$56,600
Lange Wheeler Design Group	72,900
ComCorp, Inc.	127,500

Corbin Design, Inc. is being recommended because they displayed a superior ability to develop and implement complex wayfinding systems for large campus settings. They also displayed an excellent understanding of traffic patterns, signage strategy, and the unique needs of college campuses. The breadth and depth of experience was superior to other finalists.

IV. RECOMMENDATION

The administration recommends that the Board approve retaining Corban Design, Inc. as the College consultant for wayfinding and signage solutions and approve the issuance of a purchase order to Corbin Design, Inc. to recommend a long-term wayfinding and signage solution, a short-term tactical plan and an assessment of printed and other support for directions to visitors, in the amount of \$56,900 plus a 10% contingency in the amount of \$5,650, for a total of \$62,150.

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 Appointment.
- C. Ratification of Classified Staff Appointments.
- D. Ratification of Harper #512 IEA-NEA Appointments.
- E. Ratification of Administrator Resignation.
- F. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

IV. RECOMMENDATION

It is recommended that the Board take the following action:

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

and/or

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2002 – 2003 Academic Calendar.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The Academic Calendar for 2002 - 2003 has been reviewed and endorsed by the Faculty Senate and Dean's Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the proposed 2002 – 2003 Academic Calendar.

**WILLIAM RAINEY HARPER COLLEGE
ACADEMIC CALENDAR
2002-2003**

FIRST SEMESTER - FALL, 2002

Registration as scheduled	April through August 17
Final Registration Week	August 19 - 24
Faculty Report	August 20
Classes Begin*	August 26
Labor Day Observed (Classes Not in Session)	September 2
Last Day for Refunds**	September 9
Midterm	October 19
Veterans Day Observed (Classes Not in Session)	November 11
Last Day for Withdrawals (16 week classes)***	November 16
Thanksgiving Holiday (Classes Not in Session)	November 28 – December 1
Last Week of Fall Term (Final Exams)	December 16 - 20
Semester Break Begins	December 21

SECOND SEMESTER - SPRING, 2003

Registration as scheduled	November through January 11
Final Registration Week	January 13 - 18
Faculty Report	January 15
Martin Luther King's Birthday Observed (Classes Not in Session)	January 20
Classes Begin*	January 21
Last Day for Refunds**	February 3
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 15
Spring Break	March 24 – 30
Classes Resume	March 31
Reading Day (Classes Not in Session)	April 18
Non-Instructional Day (Classes Not in Session)	April 20
Last Day for Withdrawals (16 week classes)***	April 21
Last Week of Spring Term (Final Exams)	May 19 - 24
Graduation	May TBA

SUMMER SESSION, 2003

Registration as scheduled	March through May 31
Final Registration Week	June 2 - 7
Classes Begin*	June 9
Last Day for Refunds**	June 12
Midterm	July 3
Last Day for Withdrawals***	July 17
Final Exams	July 30 – July 31

* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

** Per institutional tuition refund policy in the College Catalog

*** Per institutional policy, deadline varies for non 16-week courses

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of September 30, 2001

Exhibit VI-8
October 30, 2001

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 15,508,287	265,575	935,000
OPERATIONS, & MAINT. FUND	4,971,265	70,246	240,000
OPERATIONS, & MAINT. FUND (Restricted)	2,132,511	30,051	60,000
BOND & INTEREST	2,421,932	32,107	75,000
AUXILIARY ENTERPRISES	4,076,927	54,409	170,000
RESTRICTED FUNDS	3,073,767	33,847	155,080
WORKING CASH FUND	11,500,437	160,378	666,000
AUDIT FUND	129,223	1,930	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,482,199</u>	<u>36,868</u>	<u>150,000</u>
Total	<u>\$ 46,296,548</u>	<u>685,411</u>	<u>2,456,080</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of September 30, 2001

Exhibit VI-8
October 30, 2001

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 9/30/2001	Market Value
<u>Certificates of Deposits</u>							
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	
Northern Trust	09/14/01	09/12/03	728	3.90	323,022.32	4,000,000.00	
PMA/MBNA America NA	09/21/01	09/11/03	720	3.81	75,648.93	1,000,000.00	
	Weighted Average: 5.24					42,500,000.00	42,500,000.00 *
<u>Government Securities</u>							
Federal Home Loan Bank Bonds	06/30/99	12/28/01	912	6.01	176,447.01	1,175,000.00	1,184,917.00
	Weighted Average: 6.01					1,175,000.00	1,184,917.00 **
Illinois Funds		09/01 Monthly Average		3.24		2,621,547.77	2,621,547.77
TOTALS AS OF:	9/30/2001				\$	46,296,547.77	46,306,464.77

*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

- Report from Harper College Educational Foundation Quarterly Meeting of the Board of Directors, September 11, 2001

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

Reported: October 12, 2001

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	09/01/01 08/31/02
Special Populations Academic Enrichment L. McKay	State Allocation Grant To provide support to disadvantaged students	ICCB \$351,553	07/01/01 06/30/02
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$179,463	07/01/01 06/30/02
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$121,191	07/01/01 06/30/02
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$62,072	07/01/01 06/30/02
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$352,447	07/01/01 06/30/02
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$378,929	07/01/01 06/30/02
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. Students taking college credit	ICCB \$88,798	07/01/01 06/30/02
Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$14,103	07/01/01 06/30/02
Health & Safety Physical Plant R. Getz	Installation of ADA accessible Elevator in Building "D"	ICCB \$235,808	01/01/01 12/31/01
Adult Education & Literacy Adult Educational Development L. Nelson & E. Minicz	Continuation of FY 01 Supports Adult Educational Development Programs	ICCB \$478,311	07/01/01 06/30/02

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS – ENDS
Leadership & Core Values Human Resources B. Henry/C.Wandambi-Kisunzu	Employee development training "Working by Values"	ICCB \$5,000	07/01/01 06/30/02
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY 01 To provide services to disabled students	IDHS \$134,754	07/01/01 06/30/02
Displaced Homemakers Women's Program S. Otto	Continuation of FY 00 Advising and Job Placement For Women's Program Participants	IDOL \$68,000	07/01/01 06/30/02
Perkins III J. Hennig	Continuation of FY 01 Award. Career and Technical Education	ISBE \$238,805	07/01/01 06/30/02
Program Improvement J. Hennig	Continuation of FY 01	ISBE \$30,649	07/01/01 06/30/02
Federal Tech Prep Education to Careers J. Hennig	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE/DOE \$29,685	07/01/01 06/30/02
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE \$232,272 { \$148,228 [F] & \$84,044 [S] }	07/01/01 06/30/02
Transitions Grant NSET-Education to Careers S. Griffith	Continuation of FY01 Grant Financial resources for Tech Prep Program	ISBE \$7,500	07/01/01 06/30/02
Work Base Learning NSE-Education to Careers S. Griffith	Continuation of FY01 Grant To provide experiences for students of the workplace	ISBE \$13,500	07/01/01 06/30/02
Scholar-in-Residence International Studies M.Simonsen	Professor Dumisani Moyo of Zimbabwe	CIES Expenses for Scholar \$7,150 *	08/01/01 12/15/01 Matching funds required**
"Members Initiative" President's Office R. Breuder	To support purchase of equipment for the Conference Center	State of Illinois \$40,000	07/25/01 06/30/02
Mathematics Project M. McGowen / B. Weil	To support teacher preparation project	NSF UIC subcontract \$9,856	07/01/01 06/30/02
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$15,000	07/01/01 09/30/01
Total as of October 12, 2001		\$3,164,846	

HARPER COLLEGE GRANT PROGRAMS

DESCRIPTION OF ABBREVIATIONS

DAVTE	Illinois Department of Adult Vocational – Technical Education
DCCA	Illinois Department of Commerce and Community Affairs
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHS	Illinois Department of Human Services
IDL	Illinois Department of Labor
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

(F) Federal funds (S) State funds

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

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

Harper College Educational Foundation

Gift Summary by Appeal

Year-to-Date Fundraising FY02

Description	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Retirement Fund	1	\$0.00	\$260.00	\$0.00	\$0.00	\$260.00
Direct Mail 2000 – Alumni	3	\$58.00	\$0.00	\$0.00	\$0.00	\$58.00
Golf 2001 – Event Day	1	\$36.00	\$0.00	\$0.00	\$0.00	\$36.00
Golf Open 2001 – Underwriting Appeal	2	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
Harvest Ball 2001 – Invitation	10	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00
Harvest Ball 2001 – Underwriting	41	\$20,350.00	\$0.00	\$6,267.00	\$0.00	\$26,617.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Margaret Scott	7	\$1,485.00	\$0.00	\$0.00	\$0.00	\$1,485.00
Personal Solicitation	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Proposal	2	\$17,400.00	\$0.00	\$0.00	\$0.00	\$17,400.00
Special Events 1994	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Special Intiatives	9	\$2,525.00	\$0.00	\$0.00	\$0.00	\$2,525.00
Stewardship	3	\$3,800.00	\$0.00	\$0.00	\$0.00	\$3,800.00
Theatre Seat Campaign	10	\$2,000.00	\$9,000.00	\$0.00	\$0.00	\$11,000.00
Unsolicited	9	\$5,282.50	\$0.00	\$1,865.14	\$0.00	\$7,147.64
	129	\$54,526.50	\$9,260.00	\$8,132.14	\$0.00	\$71,918.64

Harper College Educational Foundation
Gift Summary by Appeal
September FY02 Fundraising

Description	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Retirement Fund	1	\$0.00	\$260.00	\$0.00	\$0.00	\$260.00
Harvest Ball 2001 – Invitation	10	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00
Harvest Ball 2001 – Underwriting	17	\$13,600.00	\$0.00	\$2,729.00	\$0.00	\$16,329.00
Margaret Scott	7	\$1,485.00	\$0.00	\$0.00	\$0.00	\$1,485.00
Personal Solicitation	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Special Intiatives	8	\$1,475.00	\$0.00	\$0.00	\$0.00	\$1,475.00
Stewardship	2	\$1,300.00	\$0.00	\$0.00	\$0.00	\$1,300.00
Tradition of Excellence 2001	6	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Theatre Seat Campaign	6	\$1,000.00	\$6,000.00	\$0.00	\$0.00	\$7,000.00
Unsolicited	2	\$625.00	\$0.00	\$0.00	\$0.00	\$625.00
TOTAL	60	\$20,715.00	\$6,260.00	\$2,729.00	\$0.00	\$29,704.00

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Presentation of new members to the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

The Educational Foundation would like to present to the Board of Trustees for their introduction the newly approved members of the Educational Foundation Board of Directors.

III. BACKGROUND INFORMATION

Via fax vote by the Foundation Board of Directors on March 30, May 1, July 18, and September 11, 2001, Messrs. David Strahl, James Lain, Russell Klockenga and Robert Mizek were approved as members of the Educational Foundation Board of Directors.

Their biosketches are attached.

David Strahl

David Strahl currently serves as the Ameritech Director of External Affairs for the northwest suburbs from Park Ridge to Elgin. He is responsible for developing and maintaining relationships with elected and appointed officials at the state legislative district and municipal levels, building community relations with business, social service, and cultural organizations, and acting as the liaison between those groups and Ameritech. He evaluates and recommends grant funding for education, social service and cultural community based requests.

David is on the Elgin Chamber of Commerce Board of Directors; Elgin Economic Development Board; Hoffman Estates Chamber of Commerce; Schaumburg Business Development Commission; Northwest & Schaumburg Association of Commerce; and Prairie Center for the Arts. He is also co-chair of the NSACI Government Relations Committee.

David attended Elgin Community College and Wright State University. He served in the USAF 1967-69, Honorable Discharge.

David lives in Elgin with his wife Patricia. He has four children and four grandchildren. He's an avid golfer and Cribbage player, and enjoys music, eating out, and working around the house.

Philosophy on Life: My Dad always told me "A good workman never blames his tools". That has served me well in all of life's endeavors. And lastly, Albert Einstein once said, "Insanity is doing the same thing over and over again, and expecting a different result." Change is a necessary part of life.

James Lain

James Lain was recently named Galyan's Vice President of Store Operations for a three state area. He is responsible for all store operations; profit and loss results; merchandising; and human resource management. He is also responsible for coordinating all facets of store openings in the Chicago area and is currently coordinating market entry into Detroit and additional stores in Chicago.

Jim received a biological science degree from Southern Illinois University.

He lives in St. Charles with his wife Lori, son Conner, and daughter Morgan, and enjoys golfing, fly fishing, hunting, downhill skiing, and the making and collecting of wine.

Russell L. Klokkenga

Russell L. Klokkenga is a Chartered Financial Analyst and is a Senior Vice President for Bank of America's private bank in Chicago where he manages many of the largest high net worth relationships. He serves on the Bank of America Equity Subcommittee, the Chicago Administrative & Investment Review Committee, and the Investment Review Committee.

Russ has twenty-one years of experience managing high net worth and institutional relationships, including investment management, trust, defined benefit, defined contribution and individual retirement accounts with a focus on individual securities. He joined Old Kent Bank Chicago in 1980 and managed the Trust Investment Department from 1988 through 1991, and has five years experience in real estate management and security analysis at Washington National Insurance Company.

Russ received his BS degree from the University of Illinois at Champaign-Urbana and his MBA from Loyola University of Chicago. He is a member of the Investment Analysts Society of Chicago; volunteers for the PADS program; and attends the Immanuel United Church of Christ where he served as secretary from 1985-1986.

He and his wife Suzanne have three sons and reside in Schaumburg.

Robert S. Mizek

Robert S. Mizek joined New Archery Products in Forest Park in 1993 and has been Director of Operations since 1997.

Bob has received 14 U.S. patents for archery and bicycle products and is a graduate of Dale Carnegie. Bob also is a contributing writer to a number of archery and metal working publications.

Bob received his BS degree in Business Administration from Illinois State University. He is a treasurer for Boy Scout Troop 57 and attends Divine Savior Church in Downers Grove.

He lives in Downers Grove with his wife Pamela and sons Steven and Jeffrey. Bob enjoys archery, hunting, bicycling and playing guitar.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 2001 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 2001 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least thirty (30) days before the official adoption of the tax levies and to give public notice and schedule a public hearing.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies, required publication, and hearing date for 2001 be adopted.

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2001**

WHEREAS, the *Cook County Truth in Taxation Law* requires a taxing district that has territory in Cook County, Illinois to determine the estimated amounts of taxes necessary to be levied for the year not less than 30 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a tax district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy; and

WHEREAS, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2000 upon the taxable property of the district are as follows:

Education Purposes	\$24,651,500
Operations and Maintenance Purposes	10,280,200
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance	500,000
Medicare Contributions	600,000
Audit	75,000
Life Safety	2,190,000
TOTAL	38,296,700

WHEREAS, the *Cook County Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for bond and interest purposes for 2000 was **\$10,882,531**; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2001 is **\$10,457,966**.

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

Section 1: The aggregate amount of taxes estimated to be levied for the year 2001 is **\$38,296,700**.

Section 2: The aggregate amount of taxes estimated to be levied for the year for 2001 for debt service is **\$10,457,966**.

Section 3: Public notice shall be given in the *Daily Herald* and *The Journal and Topics*, both being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX LEVY FOR
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

- I. A public hearing to approve a proposed property tax levy for William Rainey Harper Community College District No. 512 for 2000 will be held on **December 7, 2001** (specify date corresponding with first Friday in December), at **5:00 p.m.** at **Harper College, Palatine, Illinois.**

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact **Carol Blotteaux**, (telephone **847.925.6390**).

- II. The corporate and special purpose property taxes extended or abated for the year 2000 were **\$35,674,352.**

The proposed corporate and special purpose property taxes to be levied for 2001 are **\$38,296,700.** This represents a **7.4% increase** over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2000 were **\$10,882,531.**

The estimated property taxes to be levied for debt service and public building commission leases for 2001 are **\$10,457,966.** This represents a **4.1% decrease** over the previous year.

- IV. The total property taxes extended or abated for 2000 were **\$46,556,883.**

The estimated total property taxes to be levied for 2001 are **\$48,754,666.** This represents a **4.7% increase** over the previous year.

(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8 PAGE IN SIZE.)

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 30th day of October, 2001.

BOARD OF TRUSTEES
WILLIAM RAINEY HARPER COMMUNITY
COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE,
LAKE and MCHENRY
STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Secretary

**CERTIFICATE OF COMPLIANCE WITH
THE COOK COUNTY TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2001", at a regularly convened meeting held on the **30th** day of **October, 2001**, said date being at least 30 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to adopt an aggregate tax levy was published on **Monday, November 26, 2001**, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community District No. 512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on the proposed tax levy was held in said district on **December 7, 2001**; and

I do further certify that the aggregate tax levy of the district was adopted on

December 7, 2001 after public notice and a hearing, all in accordance with the *Cook County Truth in Taxation Law*.

CHAIRMAN
BOARD OF TRUSTEES
WILLIAM RAINEY HARPER
COMMUNITY COLLEGE
DISTRICT NO. 512
COUNTIES OF COOK, KANE,
LAKE AND MCHENRY
STATE OF ILLINOIS

**RESOLUTION REGARDING THE AMOUNT
OF TAXES LEVIED FOR THE YEAR 2001**

WHEREAS, the *Cook County Truth in Taxation Law* requires that if the final aggregate tax levy adopted by a district exceeds the amount of the proposed levy as stated in its published Truth in Taxation notice, public notice of its action shall be given within 15 days of the adoption of said levy; and

WHEREAS, this Board of Trustees has adopted a final aggregate tax levy for the year 2001 in the amount of \$ _____, which exceeds the amount of the proposed levy as stated in its Truth in Taxation notice;

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

Section 1: Public notice shall be given in a newspaper of general circulation in the district, which notice shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF ADOPTED PROPERTY TAX INCREASE FOR
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

I. The corporate and special purpose property taxes extended or abated for the year 2000
\$_____.

The proposed corporate and special purpose property taxes to be levied for 2001 are
\$_____. This represents a ____% [increase] [decrease] over the previous year.

II. The property taxes extended for debt service and public building commission leases for
2000 were \$_____.

The estimated property taxes to be levied for debt service and public building
commission leases for 2001 are \$_____. This represents a ____% [increase]
[decrease] over the previous year.

III. The total property taxes extended or abated for 2000 were \$_____.

The estimated total property taxes to be levied for 2001 are \$_____. This
represents a
____% [increase] [decrease] over the previous year.

**(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER
MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8
PAGE IN SIZE.)**

Section 2: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this ____ day of ____, 2001.

BOARD OF TRUSTEES
WILLIAM RAINEY HARPER
COMMUNITY COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE,
LAKE AND MCHENRY
STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Secretary

**CERTIFICATE OF COMPLIANCE WITH
THE COOK COUNTY TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary To Be Levied for the Year 2000", at a regularly convened meeting held on the **30th** day of **October**, 2001, said date being at least 30 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the district's intent to adopt an aggregate levy was published on **November 26, 2001**, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community College District No. 512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on the proposed tax levy was held in said district on **December 7, 2001**, and that the aggregate tax levy of the district was adopted on **December 7, 2001** after public notice and a hearing; and

I do further certify that public notice of the district's adoption of a final aggregate tax levy exceeding the amount of the proposed levy as stated in its Truth in Taxation notice was published on _____, 2000, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community College District No. 512, as evidenced by the Certificate of Publication attached hereto, and that said notice was published within 15 days after the adoption of said levy, all in accordance with the *Cook County Truth in Taxation Law*.

CHAIRMAN
BOARD OF TRUSTEES
WILLIAM RAINEY HARPER
COMMUNITY COLLEGE
DISTRICT NO. 512
COUNTIES OF COOK, KANE,

LAKE AND MCHENRY
STATE OF ILLINOIS

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 2000-01.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG Peat Marwick to conduct the annual financial audit for Fiscal Year 2000-01 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG Peat Marwick.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 2000-01.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document – Special Temporary Facility Renewal.

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. The process has been expanded this year to include special requests by campuses who have temporary facilities.

III. BACKGROUND INFORMATION

The College has temporary facilities it purchased in 2000 for general classrooms. These temporary facilities enable us to apply for this funding.

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 INFORMATION

I. SUBJECT

First Reading of an addition to 05.27.00 Student Development Program in the Board of Trustees Policy Manual for a policy on Assessment.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The policy was recommended to the President by Student Affairs to demonstrate the College's commitment to student success through assessment and course placement. The policy has been reviewed by the College's attorney.

IV. RECOMMENDATION

Policy 05.27.01 is presented for a first reading by the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Assessment

No. 05.27.01

The College shall assess the abilities of students in reading, writing and mathematics to assist with course placement in an effort to provide competencies for student success. Details of the mandatory assessment and placement policy are published in the Student Affairs Procedure Manual and available in the Assessment Center.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of an addition to the Americans with Disabilities Act (ADA) Policy in the Board of Trustees Policy Manual.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The policy was recommended to the President by Student Affairs to demonstrate the College's commitment to comply with the provisions of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act in regard to students. The policy has been reviewed by the College's attorney.

IV. RECOMMENDATION

The addition to Policy 13.47.00 is presented for a first reading by the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Americans with Disabilities

No. 13.47.00

The College intends to comply with applicable provisions of Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act. The Center for Access and Disability Services shall determine eligibility for reasonable accommodations and provide access/accommodations for students with disabilities.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Military Reserve **and National Guard** leave of absence procedure for active duty.

II. REASON FOR CONSIDERATION

Approval of the Board of Trustees is required to amend leave of absence procedures.

III. BACKGROUND INFORMATION

Harper College employees may be ordered to special military service **by the National Guard or the Military Reserve** as a result of the War on Terrorism. The current practice for special military duty is to provide up to thirty (30) calendar days leave of absence and to compensate the employee for any difference in base pay during such period of absence. Leaves of absence with or without pay may be extended at the sole discretion of the Board of Trustees on a nonprecedential basis. During this period affected employees shall continue to receive the Board contribution toward their medical and dental insurance.

IV. RECOMMENDATION

The Administration recommends that the Board contribution toward medical and dental insurance, compensation difference payment and the temporary extension of twelve (12) calendar months be granted to full-time employees called into special military duty **by the National Guard or the Military Reserve** between November 1, 2001 and October 31, 2002.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

ICCB Project Application Request for approval to build Science, Health Careers and Emerging Technology Facility.

II. REASON FOR CONSIDERATION

ICCB rules require that an application for locally funded new construction projects be submitted and approved by ICCB.

III. BACKGROUND INFORMATION

The College passed a referendum in November 2000 to build new facilities for Science, Health Careers and Emerging Technology. The planning of these buildings has progressed through the design development stage. In discussions with ICCB staff it was suggested that the capital projects application be submitted at the time when details of the project are known and can be specified. The College now has enough information to proceed with this application.

IV. RECOMMENDATION

It is the recommendation of the administration to approve the attached application to ICCB for approval to build the facilities for Science, Health Careers and Emerging Technology.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

The preliminary tax levy calculation has revealed that additional monies can be added to the life safety levy without exceeding the tax cap.

III. BACKGROUND INFORMATION

The College is adding additional money to specific projects as noted.

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

<u>Proposed Work Item</u>	<u>Est. Project Cost - Revised</u>
Student and Administration Center, Restroom Renovation (Previously Submitted)	\$89,380
Sidewalk Replacement	\$269,748 - \$569,748
Building D Sidewalk (New)	\$63,548
Stair Treads	\$148,995
Tunnel Repairs	\$248,325
Masonry – Buildings B, E, G, H, I, & J	\$140,008 - \$440,008
Roof Restoration – Bldgs. A, B, & C	\$229,996 - \$629,996
 Total Project Cost	 \$2,190,000

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached **revised** 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 or Stanley Engineers 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>Est. Project Cost - Revised</u>
Student and Administration Center, Restroom Renovation (Previously Submitted)	\$89,380
Sidewalk Replacement Revised	\$569,748
Building D Sidewalk (New)	\$63,548
Stair Treads	\$148,995
Tunnel Repairs	\$248,325
Masonry Bldgs B, E, G, H, I, & J - Revised	\$440,008
Roof Restoration – Bldgs. A, B, & C - Revised	\$629,996
Total Project Cost	\$2,190,000

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.

October 30, 2001

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 30th 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 30th day of October, 2001.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 30th day of October, 2001.

Secretary, Board of Trustees