

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

November 20, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Presentations
 - Dr. Richard Kolze
 - Burnidge Cassell Report
- V. Student Trustee Report

Adjourn sine die to the Organizational Meeting...see attached Agenda.

- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- | | |
|---|--------------|
| 1. Minutes – October 30, 2001 Regular Board meeting and executive session | Exhibit VI-1 |
| 2. Bills Payable, Payroll for November 2, 2001; Estimated payrolls for November 3, 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. See Exhibit IV on attached Organizational Meeting Agenda | Exhibit VI-6 |
| 7. Disposal of Obsolete and Unrepairable Property Owned by the College | Exhibit VI-7 |
| 8. Career Advisory Appointments | Exhibit VI-8 |

For Information

- | | |
|------------------------------------|---------------|
| 9. Financial Statements | Exhibit VI-9 |
| 10. Committee and Liaison Reports | Exhibit VI-10 |
| 11. Grants and Gifts Status Report | 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: Affiliation Agreement Between William Rainey Harper College and Medical Practice of Northwest Neurology Exhibit VII-A
- B. RECOMMENDATION: Resolution for Increased Capital Funding for Community Colleges Exhibit VII-B
- C. RECOMMENDATION: Second Reading of Board Policy Manual Addition - Student Development Program for Policy on Assessment Exhibit VII-C
- D. RECOMMENDATION: Second Reading of Addition to Americans with Disabilities Act, Board Policy Manual Exhibit VII-D
- E. RECOMMENDATION: Recommendation for Issuance of Purchase Orders to CoreSource, Provident Life Insurance Company, Blue Cross Blue Shield of Illinois, HMO Illinois and CNA Insurance Company Exhibit VII-E

VIII. President's Report

IX. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

November 22-25

December 2, 2001

December 5, 2001

*December 7, 2001

December 14, 2001

December 16, 2001

*December 18, 2001

THANKSGIVING HOLIDAY - CLASSES NOT IN SESSION

3:00 p.m. - Harper Festival Chorus Wellness and Sports Center

12:00 p.m. - Tree Trimming Ceremony - Student Lounge, Student and Administration Center

5:00 p.m. - Tax Levy Meeting - Room A242

7:30 p.m. - Harper Concert Choir and Camerata Singers, Business and Social Science Center, J143

7:30 p.m. - Harper Wind Symphony, Business and Social Science Center, J143

7:00 p.m. - Tuesday - Regular Board Meeting - Room A242

Off-Campus Events

December 7, 2001

8:00 p.m. - Harper/Palatine Concert Band Cutting Hall, Palatine

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

XI. Adjournment

Minutes of the Regular Board Meeting of Tuesday, October 30, 2001

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL	1
APPROVAL OF AGENDA	2
EDUCATIONAL PRESENTATIONS	2
Dually-Enrolled Hospitality Students	2
STUDENT TRUSTEE REPORT	3
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report	4
Bid Awards	5
Purchase Orders	5
Personnel Actions	5
NEW BUSINESS	
Truth in Taxation Resolution and 2001 Estimated Tax Levies	7
Annual Financial Audit for FY 2000-01	10
RAMP Document - Special Temporary Facility Renewal	11
Affiliation Agreement Between William Rainey Harper College and Alexian Brothers of Illinois, Inc.	12
First Reading: Addition to Board Policy Manual	12
First Reading: Change to ADA Policy, Board Policy Manual.....	12
Resolution Regarding Students on Military Leave	13
Resolution Regarding Employees on Military Leave	15
ICCB Application for Locally Funded Construction Project (Referendum Buildings)	15
Revised Life Safety	16
CITIZEN PARTICIPATION	16
PRESIDENT'S REPORT	16
ANNOUNCEMENTS BY CHAIR	
Communications	18
Calendar Dates	18
OTHER BUSINESS	
Brochure: "Doing Business With Harper"	18
Executive Session	19
ADJOURNMENT	20
SUMMARY OF BOARD REQUESTS	21

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, October 30, 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, October 30, 2001 at 6:57 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 and Kolze
Absent: Member Shure; Student Member Passarini

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; Elizabeth McKay, Acting V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Mike Alsup; Patrick Beach; Larry Bielawa; Carol Blotteaux; Arduus Bradley; Cathy Brod; Steve Catlin; Harley Chapman; Marilyn Cook; Lori Danaher; Dave Dluger; Jim Edstrom; Julie Fleenor; Bob Getz; Sara Gibson; Julie Hennig; Leon Hussissian; Tom Johnson; Cheryl Kisunzu; Roberta Lindenthaler; Jan Phillips; Fred Skorude; Karina Srugys; Matthew Tomaszewski and Denise Yurik. Harper students: Deborah Abbott; Mike Haracz, Rob Krupa, Megan Matta, Alex Rafael, Marie Regan, Joseph Sagala, Mike Siepl.

Guests: Stuart Miller, Jeff Markert, KPMG; Michael Lundeen, Legat Architects; Larry Levin, L. R. Levin Consulting; Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; Barbara Bell, Pioneer Press; Laurie Stone, Trustee-Elect.

Chair Kolze noted that Student Member Passarini has a class on Tuesday evenings and will not be able to attend the meeting, and Member Shure will not be attending the meeting due to a death in the family.

Chair Kolze called attention to Revised Exhibit VII-H, Resolution Regarding Employees on Military Leave. The words "National Guard or the Military Reserves" were added. 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 Hess seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

EDUCATIONAL PRESENTATIONS

Dually-Enrolled Hospitality Students

Dr. Breuder explained that the presentation would be regarding dual-credit Hospitality students or high school students who also attend Harper College's culinary program. Julie Hennig explained that high school shared courses and dual-credit offerings have been part of Harper's portfolio for many years. Over the last two years, enrollment in the program has grown dramatically from an average of 25 students per semester to currently over 400 students. Offerings include courses that range from Certified Nursing Assistant to Introduction to Corrections. New courses include Sign Language and LAN Management.

The success of the program relies on the efforts of many partners. External partners include approximately 14 high schools in Districts 211, 214 and 220; internal partners include all academic divisions of Harper (Student Development, Technology, Enrollment Services, Administrative Services and Business and Social Science).

Harper's Hospitality Program was one of the first programs in the nation to pilot the ProStart program. This shared course and dual-credit option (some students come for high school credit; some receive both high school and college credit) has been offered by Harper for a number of years. Ms. Hennig introduced Ardur Bradley, instructor of ProStart.

Ms. Bradley explained that this very popular class started here in Illinois, and eight years later, it is now offered in 36 states. Students receive high school credit while they are taking the class, and also nine hours of college credit upon completion of the program. They have the opportunity to gain 400 hours of working experience from an internship with

a trained mentor. This solid experience helps students determine their career goals. After they take the final comprehensive exam, over two years, they receive a ProStart certificate, which is a very prestigious certificate through the National Restaurant Association. Additionally, students receive a State Sanitation Certificate.

Students in the program, Mike Haracz, Rob Krupa, Megan Matta, Alex Rafael, Joseph Sagala and Mike Siepl, introduced themselves and shared with the Board their career goals, which included being an executive chef, a pastry chef or a restaurant owner. They showed a slide presentation of their recent competition, the ProStart Hospitality Cup, in Daley Plaza. Teams from 20 different schools in Illinois participated in the competition, which consisted of four parts: a culinary competition involving the creation of a decorative fruit platter using creativity, proper sanitation and teamwork; the creation of a salad for four people using an exact recipe; a Jeopardy-style Knowledge Bowl competing against two other teams; and a relay race/obstacle course for fun. Harper's six-member team won the grand prize. The students displayed their decorative fruit platter, their certificates, medals and prizes. They talked about their upcoming trip to Denver, Colorado in May 2002 to compete against students from 20 different states.

On behalf of the Board, Chair Kolze wished the students good luck in their competition and in their career goals. In response to Member Barton, the students stated they have been interested in cooking for a long time, and they enjoy cooking at home.

STUDENT TRUSTEE REPORT

In the absence of Student Member Passarini, Chair Kolze read highlights of the Student Trustee Report, which had been distributed to members of the Board. The Student Senate had its second meeting on October 26, which included a goal-setting session. Many goals focus on improving communication and involvement with the student body, with groups and organizations and with the community. One main goal is to create a web page for the Student Senate.

The Student Senate was the recipient of a merit award given by the Illinois Community College Student Activities Association. The award was given to the Harper College Student Senate for its excellence in organizing and managing, and for its goals and achievements. The officers

of the Student Senate accepted the award at the Leadership Conference Convention in St. Louis.

The Harper College Women's Soccer Team won their Region IV Semi-Finals game on October 23, and also their Finals game on October 27.

Member Howard suggested that the Board send a formal letter to congratulate the Student Senate on the award they received. In response to Chair Kolze, Dr. Breuder stated that someone would draft that letter.

CONSENT AGENDA

With regard to Exhibit VI-6, Approval of Executive Session Minutes, Chair Kolze recommended that the minutes of May 24, June 27, July 25, August 23 and September 25, 2001 be released for public record, and that the March 17, 2001 minutes remain confidential. Board members concurred.

Member Howard moved, Member Gillette seconded, approval of the minutes for the September 25, 2001 regular Board meeting and executive session; bills payable; payroll for September 21, 2001, October 5, 2001 and October 19, 2001; estimated payrolls for October 20, 2001 through November 30, 2001; bid awards; purchase orders; personnel action sheets; approval of executive session minutes; 2002-2003 academic calendar; and for information: financial statements, committee and liaison reports, grants and gifts status report and new Board members – Harper College Educational Foundation, as outlined in Exhibits VI-1 through VI-11 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,704,648.11
Tuition Refunds	888,258.17

The payrolls of September 21, 2001 in the amount of \$2,032,295.18; October 5, 2001 in the amount of \$2,006,349.38; October 19, 2001 in the amount of \$1,949,547.19 and estimated payroll of October 20, 2001 through November 30, 2001 in the amount of \$5,993,183.31.

Bid Awards

Ex. VI-3a	Award bid 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.
-----------	--

	Ex. VI-3b	Award bid Q00176 to AEM, Inc., the lowest responsible bidder for a Cross-Connection Survey/Investigation, in the amount of \$28,140.
Purchase Orders	Ex. VI-4a	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.
	Ex. VI-4b	Approve issuance of a purchase order to IMC Salt Inc. for road salt in the amount of approximately \$12,332.00.
	Ex. VI-4c	Approve issuance of a purchase order to 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 percent contingency in the amount of \$5,650, for a total of \$62,150.
Personnel Actions	<u>Professional/Technical Appointments</u> Jeffrey Jones, Desktop Integration Analyst, IT/CS, 10/15/01, \$42,500/year Margaret Sedano, AED Bilingual Student Services Specialist, AE/LS-AED, 10/15/01, \$35,502/year <u>Supervisory/Confidential Appointment</u> Yasmeen Mahmood, Manager, Web Resources, IT/AS, 10/01/01, \$67,000/year <u>Classified Staff Appointments</u> Leticia Acosta, Applications Clerk, ADM, 10/15/01, \$22,912/year	

Martha Creeron, Box Office Assistant, p/t, Theatre/BOX OFF, 09/24/01, \$13,650/year
Joyce Harvey, Clerk Typist I, p/t, LS/HS, 10/16/01, \$3,402/year
Mark Hawkins, Mail Clerk, MKT SER, 10/08/01, \$18,525/year
Frank Helm, Food Service Worker III/Vending, FD SER, 09/24/01, \$18,038/year
Catherine Leland, Applications Clerk, ADM, 09/24/01, \$25,410/year
Maritza Rivera, Receptionist, p/t, REG OFF, 10/15/01, \$15,210/year

Harper #512 IEA-NEA Appointments

James Hall, Custodian, PHY PLT, 10/22/01, \$19,989/year
Nan McComb, Custodian, PHY PLT, 10/03/01, \$19,989/year

Administrator Resignation

Dawit Teklu, Director, OFC/RES, 11/09/01, 4 years 9 months

Classified Staff Resignations

Kari Fair, Library Assistant II, LIB SER, 09/14/01, 10 years 2 months
David Preissner Jr., Mail Clerk, MKT SER, 09/25/01, 1 month
Jeffrey Willson, Library Assistant I, p/t, LIB SER, 10/05/01, 12 years 1 month

Approval for public record, the executive session minutes of May 24, June 27, July 25, August 23 and September 25, 2001 and that the executive session minutes of March 17, 2001 remain confidential.

Adoption of the proposed 2002-2003 Academic Calendar.

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

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

Motion carried.

With regard to Exhibit VI-9, Member Barton highlighted several points from a more detailed report of the Educational Foundation's last meeting. There are currently 31 Foundation Board members who are corporate, philanthropic

or civic leaders. Over 250 people, including area elected officials and Harper community members, are expected to attend the Harvest Ball Friday, November 2. This event will benefit the new Performing Arts Center. With regard to the Theatre Seat Campaign, Member Barton explained that there are 65 seats sold to date. Three levels of seats include: \$1,000 for a permanent seat, \$750 for a moveable seat and \$500 for a mezzanine seat.

Chair Kolze noted that, with the approval of the Consent Agenda, the Board was informed of four new Foundation Board members. In response to Chair Kolze, Cathy Brod explained that almost all Foundation Board members live or work in the Harper district. On several occasions, a member has worked or lived outside the district; however, they had a child or other relative attending Harper College. Member Gillette noted that, if someone is willing to donate time and money to Harper, he does not care where they live—he would just like to thank them!

NEW BUSINESS:

Truth in Taxation
Resolution and 2001
Estimated Tax Levies

Member Howard moved, Member Barton seconded, adoption of the resolution providing for the estimated tax levies, required publication and hearing date for 2001, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Judy Thorson gave a presentation regarding the tax cap. The tax cap was put into place in Illinois seven years ago. She explained that Harper College is under two tax caps: one is the Property Tax Limitation Act (PTLA), which is the state-wide tax cap; the other is the Cook County Tax Cap. The preliminary levy, which the Board will be approving tonight, marks Harper's eighth year under the tax cap. It appears to her that laws have built on top of laws, and that is why the levy process is no longer as important as it was before the tax caps. Before the tax caps, when the levy rates were set, it really determined how much revenue the College was going to collect, once the EAV was established. That is no longer true. In this levy, the College is proposing an overall rate increase of 4.7 percent; however, she believes that they will see significantly less than that, once the tax is applied.

Simple Tax Facts and Background

- The tax cap began in 1994.
- EAV increases are tied to the triennial assessments, particularly in Cook County. In the years that Chicago is

reassessed, the EAV hardly changes at all; in the years that the northern suburbs are reassessed, the EAV takes big jumps; and in the years that the southern part of Cook County is reassessed, the EAV takes modest jumps.

- The assessment process is having an effect on the Education Fund rate. There is a maximum of 17.5 cents that Harper can levy; however, only in the years when Chicago is reassessed (when the EAV hardly changes), are they able to access the entire 17.5 cent rate. During the other years, the rate drops and then begins to climb back up. This dramatically impacts the Education Fund and the Operation and Maintenance (O&M) Fund which has a 7.5 cent rate limit.
- The tax cap is working—every year, no matter what happens to the EAV, it adjusts the rate.

Vice President Thorson explained the negative impact the two tax caps have on Harper College. The Cook County Tax Cap was in place before the PTLA (statewide tax cap) came into effect. Harper must calculate its extensions in Cook County based on the prior year EAV, not the current year EAV. Since the EAV jumps around from year to year, there are some years when using the prior year EAV is a penalty to Harper. Currently, they are in that part of the cycle and are suffering a penalty. She pointed out that the \$1,971,335 they would expect to get in new money amounts to approximately \$411,000 in the Education Fund and \$176,000 in the O&M Fund. It appears that they will only be able to access 16.55 percent of their rate, as opposed to the 17.5 percent. This is driving how much they can put into the Education Fund and the O&M Fund.

Vice President Thorson explained the dilemma with which she is faced—she cannot put the money where she would like to put it, where Harper salaries and benefits are (salaries and benefits are 80 percent of Harper's budget). When she is restricted from putting money into the Education Fund and the O&M Fund, she is restricted from funding some of Harper's very basic operations. Instead, she will have to use the money for other things, such as Life Safety Projects. She pointed out the \$965,000 put into Life Safety.

She showed an example of what the scenario would look like without the tax caps. She wants everyone to have a better understanding of the impact of both tax caps on Harper College. She is not happy that the legislature has taken the decision-making process out of their hands. It is forcing

money into places that the College might not put it if they had some choice.

Member Gillette pointed out that with the “big increase” of \$411,000 in the Education Fund and \$176,000 in the O&M Fund expected, it will be an interesting way of doing business, when considering the expected 19 percent (\$500,000) increase in health insurance premiums.

Dr. Breuder noted that there is an additional dilemma because the State is challenged dramatically this year by revenue. The College is expected to give back possibly two percent of the dollars that the State gave them earlier this year. If that does happen and the State continues to constrict the College, that will have an impact on any new dollars coming in this year. What happens then is that it puts the extra burden on the student again with an increase in tuition. Those are the challenges with which Harper College is faced.

Vice President Thorson explained that this is not Harper’s challenge alone—all of the municipal K-12 schools in Cook County are facing the same kind of dilemma.

Member Gillette clarified that if everybody was assessed 25 percent more on their property, it would not change what Harper could collect from them. When their assessment goes up, the rate that Harper can charge comes down. Vice President Thorson concurred. She added that another issue affecting individuals is that they have loosened up on the requirements for businesses to contest their assessment. Many businesses are contesting their assessment, and they are getting refunds. That hurts Harper in the year that they get the refunds. The less the businesses pay, the more the homeowner pays. It is starting to shift more of the burden from the business to the homeowner.

In response to Member Howard, Vice President Thorson stated she could provide her with information regarding the Cook County Tax Cap and the constraints it puts on Harper College. It troubles Member Howard that the College cannot put their money where their priorities are. She suggested that perhaps there is something they can do, along with other taxing bodies, to make some changes. Member Howard would like to follow up on that issue.

Chair Kolze thanked Vice President Thorson for giving the informative presentation. He explained that the Board is

approving a tentative levy, which will allow time for the public to review it until the December 7 Tax Levy Meeting at 5:00 p.m.

Upon roll call, the vote was as follows:

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

Motion carried.

Annual Financial
Audit for FY 2000-01

Chair Kolze noted that each Board member received the audit for 2000-01 in their mailing last week. Dr. Breuder introduced Stuart Miller, Partner of KPMG, who would be giving an overview of his findings.

Mr. Miller noted that KPMG has been the auditor for Harper College for four years. Upon acceptance of the audit this evening, they will deliver printed reports tomorrow. He pointed out some highlights of the audit. Page 1 shows an unqualified opinion on the financial statements, which is the best opinion one can receive. Pages 2, 3, 4 and 5 are the Balance Sheet which shows the new bond proceeds that are outstanding, the \$100M approximately for new buildings and facilities on the site. The General Fund on Page 6 shows a \$607,000 deficit against what was originally a budgeted \$4.8M deficit. The College has managed to a better bottom line than originally expected.

Mr. Miller noted that they do not have a management letter to offer any observations for improvement in internal controls. He alerted them that next year, there will be a change in the Financial Statement format due to the Governing Accounting Standards Board (GASB) coming out with GASB #34, a more business type of financial statement. Mr. Miller added that they performed a Focused Management Review of adjunct and overtime payroll and provided management with a report.

In response to Chair Kolze, Mr. Miller stated they do not have any management letter comments for the committee to review; therefore, there is no management letter.

Member Barton commended all those involved. It is an outstanding position to be in. Dr. Breuder thanked Roberta Lindenthaler who worked closely with Mr. Miller and his colleagues at KPMG. To have no reportable conditions and no recommendations at all is a great reflection of everyone

who works at the College. The Board is appreciative of that and the fact that they took their budgeted shortfall from \$4.8M to a little over \$600,000. Chair Kolze thanked Mr. Miller for his positive report.

Member Barton moved, Member Hess seconded, acceptance of the financial audit for Fiscal Year 2000-01, 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 and Kolze
Nays: None

Motion carried.

Resource Allocation
Management Plan
(RAMP) – Special
Temporary Facility
Renewal

Member Hess moved, Member Gillette seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board, also pledging the available bonding authority to provide the College match if any or all of these projects are funded, as outlined in Exhibit VII-C (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 and Kolze
Nays: None

Motion carried.

Affiliation Agreement
Between William
Rainey Harper College
and Alexian Brothers of
Illinois, Inc.

Member Howard moved, Member Barton seconded, approval of the Affiliation Agreement between William Rainey Harper College and Alexian Brothers of Illinois, Inc., for clinical education of students in the health career programs, 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 and Kolze
Nays: None

Motion carried.

First Reading:
Addition to Board
Policy Manual

Policy 05.27.01, addition to Student Development Program, was presented for a first reading. Chair Kolze noted that there is no action required this evening. He suggested that Board members call Dr. Breuder's office with any questions prior to the next meeting.

Member Howard explained that the College has been doing this already; however, it will now be in a written policy. Dr. Breuder explained that, when the Board approved the Policy Manual recently, they approved an updating of the existing policy manual. The next task was to examine other policy manuals to see if additional items should be included as policy. This policy addition is a result of that step.

First Reading: Change
To ADA Policy, Board
Policy Manual

Policy 13.47.00, addition to Americans with Disabilities Act Policy, was presented for a first reading. Chair Kolze noted that there is no action required this evening. He suggested that Board members call Dr. Breuder's office with any questions prior to the next meeting.

Member Gillette noted that, after attending the American Association of Community College Trustees meeting in San Diego recently, he thought it would be a good idea to institute a policy which would help quantify and confirm the quality of education at Harper College. He outlined a general policy that would allow the College to measure the quality by going to the state universities and finding the class ranking of Harper's average student who transferred to the four-year school compared to the students who were at the four-year school all along. That would allow for a metric, a goal in which to improve upon, by subject. Member Gillette explained that this would show in which programs the College excels and in which programs the College needs improvement.

Chair Kolze asked each Board member if they felt such a policy should be pursued. Member Howard suggested that the Board explore a policy statement related to high academic standards and quality. There may be something like that in other community colleges' policy statements. How the academic quality is measured should also be explored. Other Board members concurred. Dr. Breuder stated that they would begin working on the policy.

Resolution Regarding
Students on Military
Leave

Member Howard moved, Member Gillette seconded, adoption of the resolution to provide full refund of required tuition, fees and other institutional charges to students called to active duty as a result of a military mobilization from

September 11, 2001 to June 30, 2002, to be reviewed and renewed yearly as circumstances require, as outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder asked Vice President Colleen Murphy to share information regarding this recommendation. Vice President Murphy explained that they developed a refund policy for those called to military duty which was based on two things: the Board Policy put in place during the Gulf War, and the recommendations of the Department of Education. To date, five requests for people who have been called to active duty have been received. It is important to note that the College has a very flexible policy that addresses many situations including this one. Just as in cases prior to September 11, the College tries to work with any student who might be experiencing a crisis in his/her life. After the official refund period, a student may appeal for a refund. Each individual student and their specific circumstances are considered. Students work directly with the faculty to come up with workable solutions to whatever their problem might be.

Vice President Murphy noted that, additionally, Harper is reaching out in a number of different ways to those affected by the September 11 tragedy and the current economic conditions. Continuing Education, Student Activities and International Committees have collaborated to host a series of events and discussions relating to terrorism. Events such as these are of value to the Harper community and the communities it serves. The College is also hosting a Job-Seekers Workshop on December 8, specifically to address concerns of those who have been laid-off recently or who are suffering from the economic times. This free event will cover topics including writing resumes and cover letters, interviewing techniques, job search techniques, small business development and how to change your career.

Member Gillette stated that he likes the policy; however, he would like to add more to it. In addition to accommodating the financial investment of a student, he would like the policy to acknowledge the time investment a student has put into a class. For example, if someone was called to military duty after he had invested 12 weeks of his time, the policy should state that one of his options would be to take the final exam and, if he passes it, he could take the class credit instead of the refund. If he does not pass the final exam, he could opt for the refund. Member Gillette would also like to see the policy reflecting the fact that the College will do whatever it

can to help a student whose job has been impacted by the effects of September 11. This might mean rescheduling the student's classes or offering tutoring.

There was discussion regarding the fact that this type of flexibility is currently available between the faculty and the student; however, it is not in a written policy. Chair Kolze asked for Board members' opinions regarding this policy idea. Member Howard stated that she supports the flexibility, and that these policies should be kept simple. Member Hess felt that flexibility issues should be in writing. Member Barton expressed concern about the difficulty of determining whose job was truly affected as a result of September 11. She felt there could be threats of discrimination.

Board members agreed to accept the policy as stated in Exhibit VII-G. It was decided that an additional policy statement could be explored regarding flexibility for meeting other needs of students.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Resolution Regarding Employees on Military Leave

Chair Kolze noted that this exhibit has been revised.

Member Gillette moved, Member Howard seconded, approval of granting 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, Board contribution toward medical and dental insurance, compensation difference payment and the temporary extension of twelve (12) calendar months, as outlined in Revised Exhibit VII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette confirmed that this will ensure the employee receives full pay and benefits—not more than they received from Harper, but in no way less.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Gillette thanked the administration for thinking about Harper employees and students with regard to these policies.

ICCB Application for
Locally Funded
Construction Project
(Referendum Buildings)

Member Howard moved, Member Barton seconded, approval of the application to ICCB for approval to build the facilities for Science, Emerging Technology and Health Careers, as outlined in Exhibit VII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair Kolze, Vice President Thorson agreed that this is like getting a building permit when one builds a house.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Revised Life Safety

Member Gillette moved, Member Howard seconded, adoption of the **revised** resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act. The Board further approves the employment of Legat Architects or Stanley Engineers to provide the architectural services specified for the 2001 Life Safety repair and renovation project listed, as outlined in Exhibit VII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson explained that, after she worked on the tax levy, she realized she was going to have to put more money into Life Safety than she had anticipated. After speaking with Bob Getz, they decided to increase the dollar amount of three of the projects that had been approved by the Board previously. New projects were not added. Member Gillette pointed out that there is a very long backlog of maintenance items. Any time there is an extra dollar to spend in maintenance, they move down the list.

Member Barton commented on the beautiful walkway into Building A.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

CITIZEN PARTICIPATION

There was no citizen participation.

PRESIDENT'S REPORT

Dr. Breuder noted that earlier he handed out the FY2003 Capital Budget Recommendation, which was approved last Friday from the Community College Board. He noted that Harper College has two projects that made the short list and are very far up in the priority ranking. Out of 54 projects rank ordered by ICCB, Harper's projects are numbered 9 and 13. Number 9 is a renovation of the Engineering and Technology Center, and Number 13 is the next priority in the Campus Master Plan, the construction of a Student Life Center. It would provide for a "one-stop center" where students would enter one location to go through the admittance and enrollment process. Those two projects will eventually net approximately \$40M from the State of Illinois; Harper would match that with \$14M, which would bring the two projects to a total of \$54M. If history repeats itself, the projects should be approved in FY2004. Dr. Breuder added that the College is grateful for the ICCB including these projects on the short list and having them rank ordered this high.

There was discussion regarding how the IBHE impacts the ICCB list. Dr. Breuder explained that they fold the ICCB list in with the IBHE list, which will cause the Harper projects to fall slightly lower in ranking, because it will blend in community college projects with university projects. The total dollars that ultimately come to community colleges has been averaging \$50-60M per year. Therefore, there is a great chance that these projects will come to fruition in FY2004. Chair Kolze noted that there are obviously many people to thank for their efforts. Dr. Breuder stated that many people at Harper have been involved, especially those in Vice President Thorson's office. Additionally, Joan Kindle, her colleagues and others have been working diligently to craft the Campus Life Center. Obviously a good many people in Springfield helped Harper, as well. Member Howard added that they are grateful to the state legislators who have been advocating for Harper College.

Dr. Breuder noted that the physical plant has been a major issue for as long as he has been at the College. They are focusing on getting as much funding as they can to improve the facilities, so the physical plant will be reflective of the quality of education Harper offers. The College only had one project funded in the last ten years (the Performing Arts Center and Conference Center), so they are looking forward to the next two projects surfacing rather quickly.

Regarding the \$14M matching dollars, Member Howard would like to see a plan for how the College is going to be prepared. Dr. Breuder stated that they will show the Board a plan to get that done. It would not entail a referendum.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze called attention to the next Board meeting date of Tuesday, November 20 and also the very important December 7 Tax Levy meeting. He reminded everyone that there must be a quorum.

Member Gillette suggested that the College ask the State Legislature for a choice of two days for the Tax Levy meeting in the future. The State has mandated a Friday evening, which makes it difficult for those honoring the Sabbath.

OTHER BUSINESS

Vice President Thorson distributed a brochure to Board members entitled "Doing Business with Harper." This came as a result of a review of the purchasing process and recommendations received from Board members. The brochure will be distributed through Chambers of Commerce and contacts through Corporate Services in an effort to get the information to as many vendors as possible in the business community. Similar information has been put on the website. Board members commented that they were very pleased with the brochure.

In response to Chair Kolze, Member Botterman stated that he could attend the ICCTA Board of Representatives meeting on November 9 and 10 in Chicago, in the absence of Member Shure.

It was noted that the Board will rely on the Legislative Committee to attend the legislative seminar in Washington, DC in February. If there is a scheduling conflict, the Board should be notified.

Member Botterman asked if the administration could prepare background information regarding verbatim minutes of executive sessions and solicit comments from the ICCB and the Trustees Association regarding that issue. He explained that there is a movement in the General Assembly which would require verbatim minutes of all executive sessions. Chair Kolze noted that it is a good idea to be prepared.

Member Gillette requested that the administration provide the Board with a date for receipt of a business plan or booking plan for the Performing Arts Center. Dr. Breuder noted that they have a business plan for the Conference Center which is being updated. That business plan, and whatever they have on the Performing Arts Center, will be shared with the Board.

In response to Member Gillette, Catherine Brod stated that a mini version of the Foundation audit is published publicly every year. It was noted that the Educational Foundation is completely separate from the College and, therefore, the Harper College audit does not include an audit of the Educational Foundation.

Member Gillette requested a date for receipt of the Emergency Plan.

In response to Member Gillette, Vice President Thorson stated that the financial statements do not show the Schaumburg building as a separate item; however, she could provide the Board with a separate schedule which would show that they are generating enough business to pay for the building.

In response to Member Gillette, Bob Getz stated he would find an answer regarding the change order for the moveable partition in the Northeast Center, and who will be financially responsible. He will also provide Member Gillette with information regarding the \$47,000 worth of steel.

In response to Member Barton, Dr. Breuder suggested she hold her question regarding the delayed enclosure of the Conference Center and Performing Arts Center until the November Board meeting when she can directly question

the architect. He added that he believes the penalty will be on the general contractor, who will have to find a way to heat the inside of the building during the winter. The CDB is working with the general contractor to make sure that they can get both buildings enclosed by the winter.

EXECUTIVE SESSION

Member Gillette moved, Member Barton 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 and Kolze
Nays: None

The motion carried at 8:21 p.m.

Student Member Passarini entered the meeting at 9:45 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:57 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:58 p.m.

Chair

Secretary

BOARD REQUESTS

OCTOBER 30, 2001 REGULAR BOARD MEETING

1. Member Howard suggested that the Board send a formal letter to congratulate the Student Senate on the award they received. In response to Chair Kolze, Dr. Breuder stated that someone would draft that letter.
2. In response to Member Howard, Vice President Thorson stated she could provide her with information regarding the Cook County Tax Cap and the constraints it puts on Harper College. It troubles Member Howard that the College cannot put their money where their priorities are. She suggested that perhaps there is something they can do, along with other taxing bodies, to make some changes. Member Howard would like to follow up on that issue.
3. With regard to Exhibits VII-E and VII-F, first readings, Chair Kolze suggested that Board members call Dr. Breuder's office with any questions prior to the next meeting.
4. Member Howard suggested that the Board explore a policy statement related to high academic standards and quality. How the academic quality is measured should also be explored. Dr. Breuder stated that they would begin working on the policy.
5. With regard to Exhibit VII-G, it was decided that an additional policy statement could be explored regarding flexibility for meeting other needs of students.
6. Regarding the \$14M matching dollars, Member Howard would like to see a plan for how the College is going to be prepared. Dr. Breuder stated that they will show the Board a plan to get that done. It would not entail a referendum.
7. Member Gillette suggested that the College ask the State Legislature for a choice of two days for the Tax Levy meeting in the future. The State has mandated a Friday evening, which makes it difficult for those honoring the Sabbath.
8. Member Botterman asked if the administration could prepare background information regarding verbatim minutes of executive sessions and solicit comments from the ICCB and the Trustees Association regarding that issue. He explained that there is a movement in the General Assembly which would require verbatim minutes of all executive sessions. Chair Kolze noted that it is a good idea to be prepared.
9. Member Gillette requested that the administration provide the Board with a date for receipt of a business plan or booking plan for the Performing Arts Center. Dr. Breuder noted that they have a business plan for the Conference Center,

which is being updated. That business plan, and whatever they have on the Performing Arts Center, will be shared with the Board.

10. In response to Member Gillette's question regarding the Educational Foundation audit, Catherine Brod stated that a mini version of the Educational Foundation audit is published publicly each year.
11. Member Gillette requested a date for receipt of the Emergency Plan.
12. In response to Member Gillette, Vice President Thorson stated that the financial statements do not show the Schaumburg building as a separate item; however, she could provide the Board with a separate schedule which would show that they are generating enough business to pay for the building.
13. In response to Member Gillette, Bob Getz stated he would find an answer regarding the change order for the moveable partition in the Northeast Center, and who will be financially responsible. He will also provide Member Gillette with information regarding the \$47,000 worth of steel.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 20, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00179 for an underground fuel storage tank monitoring system to Palatine Oil Co., Inc., the low bidder, in the amount of \$54,734, and for approval of Engineering Fees of \$11,700, reimbursables in the amount of \$4,500, and a 10 percent contingency of \$5,473 for a total award of \$76,407.
- Exhibit VI – 3b The administration recommends that the Board award bid request Q00180 for Radware Fireproof hardware and remote technical support to Daly Computers, Inc., the low bidder, in the amount of \$26,040.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00179 for an underground fuel storage tank monitoring system as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$76,407 are provided in the 2001/02 Liability, Protection and Settlement Fund budget, under account number 1292-039-586.

III. INFORMATION

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

Palatine Oil Co., Inc.	\$ 54,734
Metro Environmental Contractors, Inc.	119,213

The Office of the Illinois State Fire Marshall has cited the College for deficiencies in the existing fuel underground storage tank monitoring system. The citation included deficiencies of the leak detection system for the storage tanks and the underground piping. In order to correct these deficiencies the College must replace its non-functioning leak detection system.

A formal citation notice was issued on October 30, 2001. The College has 60 days to prove that the monitoring system is in compliance. Non-compliance could mean fines and the closure of the tanks.

Vendors who did not respond were contacted. Even with an offer to extend the time for responding, the other vendors who picked up plans indicated they would not respond at this time.

IV. RECOMMENDATION

The administration recommends that the Board award Q00179 for an underground fuel storage tank monitoring system to Palatine Oil Co., Inc., the low bidder, in the amount of \$54,734, and for approval of Engineering Fees of \$11,700, reimbursables in the amount of \$4,500, and a 10 percent contingency of \$5,473 for a total award of \$76,407.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00180 for Radware Fireproof hardware and remote technical support, as requested by Information Technology for the Technical Services department.

II. BUDGET STATUS

Funds in the amount of \$26,040 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

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

Daly Computers, Inc.	\$26,040
DenMac Systems, Inc.	30,600
Secure Computing Corp.	32,400

Internet usage on campus has continued to grow in volume and be more critical for both the academic and the administrative environments. The dependence on Internet resources in the academic world and the increased demand for “bandwidth” require that the College address the speed and reliability of our Internet connection. The hardware and maintenance requested will help to improve both response time and reliability for internal access to external resources such as lab and classroom usage of the Internet, as well as external access to Harper resources such as Course Lookup, Web Registration and the Library card catalog.

The Radware Fireproof equipment is a traffic management solution that will provide load balancing and redundant fail-over for the existing firewalls and Internet connections. Radware Fireproof is designed to use transparently with various vendors' transparent routers and firewalls. It is the recommended solution, and the only supported product of its type for Harper's network infrastructure.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00180 for Radware Fireproof hardware and remote technical support to Daly Computers, Inc., the low bidder, in the amount of \$26,040.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 20, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for use at the Northeast Center by the TECH program, in the amount of \$21,902.64.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture to be used at the Hilltop Professional Plaza in Schaumburg, in the amount of \$16,372.04.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for the Northeast Center, as requested by Strategic Alliances for use by Technical Education and Consulting @ Harper (TECH).

II. BUDGET STATUS

Funds in the amount of \$21,902.64 are provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0548-528-585.10.

III. INFORMATION

This request is for furniture to be used by the TECH program at the Northeast Center. This is an additional lab that is needed because of increased demand in the program.

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

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture for use at the Northeast Center by the TECH program, in the amount of \$21,902.64.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture to be used at the Hilltop Professional Plaza in Schaumburg as requested by Continuing Education.

II. BUDGET STATUS

Funds in the amount of \$16,372.04 are provided in the 2001-02 Auxiliary Enterprise Fund budget, under account number 0541-105-586.

III. INFORMATION

This request is for computer laboratory furniture for a room that is being used by Continuing Education at the Hilltop Professional Plaza. The lab was formerly at the Northeast Center. It will accommodate 18 students. Most of the classes taught in this lab are high tech end-user classes such as JavaScript, HTML, and Dreamweaver.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008008241. This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture to be used at the Hilltop Professional Plaza in Schaumburg, in the amount of \$16,372.04.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approve Board Meeting Dates

**This item has been moved to the Organizational Board Meeting Agenda -
Item IV.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Disposal of obsolete and unrepairable personal property owned by the College.

II. REASON FOR CONSIDERATION

Under the Illinois Public Community College Act, the Board of Trustees has the authority to sell personal property and must approve the sale or disposal of all such property.

III. BACKGROUND INFORMATION

An inventory has been taken of College property that is obsolete or beyond economical repair. According to the procedures for disposal of College property, it is recommended that:

- A. Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.
- B. The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.
- C. Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction; whichever best fits the needs of the College.
- D. Items that are left over can be offered for sale to a scrap dealer.

E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2001-2002 academic year.

II. REASON FOR CONSIDERATION

Board policy requires notification be given Advisory Committee appointees on an annual basis.

III. BACKGROUND INFORMATION

For the current year, 252 prospective committee members representing 30 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2001-2002 academic year.

November 20, 2001

«Gender» «FirstName» «LastName»
«Company»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 2001-02 academic year.

We appreciate your willingness to commit time and energy to this endeavor. Your background and experience qualify you as a valuable member of this advisory team. The students who enter Harper's programs deserve the most current, practical and theoretical information available. Your contributions to this advisory committee will provide them that opportunity.

With your expert advice, we can continue to offer our students courses that are designed to provide the skills that are required in today's workplace.

Sincerely,

Robert L. Breuder

RLB: lt

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

Exhibit VI-9
November 20, 2001

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 24,995,750	403,801	935,000
OPERATIONS, & MAINT. FUND	5,678,662	87,250	240,000
OPERATIONS, & MAINT. FUND (Restricted)	1,602,712	27,528	60,000
BOND & INTEREST	5,091,899	67,789	75,000
AUXILIARY ENTERPRISES	3,117,565	50,215	170,000
RESTRICTED FUNDS	2,498,551	32,430	155,080
WORKING CASH FUND	11,500,437	180,433	666,000
AUDIT FUND	145,680	2,349	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,274,590</u>	<u>38,751</u>	<u>150,000</u>
Total	<u>\$ 56,905,847</u>	<u>890,546</u>	<u>2,456,080</u>

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

Exhibit VI-9
November 20, 2001

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 10/31/2001	Market Value
<u>Certificates of Deposits</u>							
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	
Harris Bank	10/31/01	11/30/01	30	2.47	4,108.33	2,000,000.00	
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/Standard Federal Bank	10/18/00	06/13/02	603	6.67	168,190.22	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/Capital One Bank	10/25/01	10/25/02	365	3.00	130,487.50	3,900,000.00	
Harris Bank	10/26/01	10/03/02	342	3.35	54,894.80	1,700,000.00	
Harris Bank	10/26/01	10/17/02	356	3.35	57,179.34	1,700,000.00	
PMA/MBNA America NA	09/21/01	09/11/03	720	3.81	75,648.93	1,000,000.00	
Northern Trust	09/14/01	09/12/03	728	3.90	323,022.32	4,000,000.00	
Harris Bank	10/01/01	10/01/03	730	3.70	230,052.66	3,000,000.00	
Harris Bank	10/03/01	10/03/03	730	3.65	302,445.43	4,000,000.00	
	Weighted Average: 4.66					51,800,000.00	51,800,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
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: 4.15					3,170,000.00	1,184,917.00 **
Illinois Funds	10/01 Monthly Average			2.84		1,935,847.49	1,935,847.49
TOTALS AS OF:	10/31/2001				\$	56,905,847.49	54,920,764.49

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD 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: November 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 Matching funds required**	CIES Expenses for Scholar \$7,150 *	08/01/01 12/15/01
Mathematics Project M. McGowen / B. Weil	To support teacher preparation project	NSF UIC subcontract \$9,856	07/01/01 06/30/02
Scholarships for Success TMPS/ Marketing Services D.Magno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$222,449	01/01/02 12/31/06

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS – ENDS
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/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
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 \$46,875	10/01/01 06/30/02
TECH R.Fabbrini	Equipment Purchase Grant To support TECH program.	Sun Microsystems \$6,708	10/01/01 12/31/01

Total as of November 12, 2001

\$3,400,878

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
October 2001 Donations

Appeal	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Harvest Ball 2001 – Invitation	98	\$29,475.00	\$0.00	\$0.00	\$0.00	\$29,475.00
Harvest Ball 2001 – Underwriting	7	\$1,237.00	\$0.00	\$32.00	\$0.00	\$1,269.00
Margaret Scott	1	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Special Intiatives	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Stewardship	1	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Theatre Seat Campaign	2	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Unsolicited	6	\$898.03	\$0.00	\$23,500.00	\$0.00	\$24,398.03
TOTAL	117	\$34,260.03	\$0.00	\$23,532.00	\$0.00	\$57,792.03

Harper College Educational Foundation
Gift Summary by Appeal
 FY02 Year-To-Date Fundraising

Appeal	#Gifts	Cash	Stocks, Pledges	Gifts-In-Kind	Planned Gifts	Total
Harvest Ball 2001	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
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	108	\$30,625.00	\$0.00	\$0.00	\$0.00	\$30,625.00
Harvest Ball 2001 – Underwriting	47	\$16,587.00	\$0.00	\$6,299.00	\$0.00	\$22,886.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Margaret Scott	8	\$1,735.00	\$0.00	\$0.00	\$0.00	\$1,735.00
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 Intiatives	11	\$2,725.00	\$0.00	\$0.00	\$0.00	\$2,725.00
Stewardship	4	\$4,000.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Theatre Seat Campaign	12	\$4,000.00	\$9,000.00	\$0.00	\$0.00	\$13,000.00
Unsolicited	15	\$6,180.53	\$0.00	\$25,365.14	\$0.00	\$31,545.67
TOTAL	217	\$88,761.53	\$9,260.00	\$31,664.14	\$0.00	\$129,685.67

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and educational opportunities available at Medical Practice of Northwest Neurology are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

This agreement has been approved by appropriate officers of Medical Practice of Northwest Neurology.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Resolution For Increased Capital Funding for Community Colleges.

II. REASON FOR CONSIDERATION

Community college leaders are concerned that the level of capital funding for community colleges has been well below that of four-year institutions in past years.

III. BACKGROUND INFORMATION

A commitment has been made by the State to increase capital funding for community colleges. The Illinois Community College Trustees and Presidents are concerned that the current economic situation might weaken the commitment to community colleges' capital funding needs. All community college boards are being requested to pass this resolution and to show their support for increased community college capital funding.

IV. RECOMMENDATION

The administration recommends the adoption of the attached resolution.

**RESOLUTION FOR INCREASED CAPITAL FUNDING
FOR COMMUNITY COLLEGES**

WHEREAS, 47 percent of Illinois' higher education students are served by community colleges and only 26 percent are served by public universities, and

WHEREAS, Illinois community colleges received \$333,199.90* and public universities received \$1,496,839.5* of the FY01 State appropriations, and

WHEREAS, Illinois community colleges received 18 percent and public universities received 82 percent of the FY01 State appropriations, and

WHEREAS, Illinois community colleges received \$65,000* and public universities received \$277,872.9* in FY01 State capital projects, and

WHEREAS, capital projects per student at community colleges stand at \$191.36 compared to public universities at \$1,433.22, and

WHEREAS, since 1980 Illinois community colleges have only received an average of 22 percent while Illinois public universities have received 63 percent of the State's capital appropriations, and

WHEREAS, since 1980 Illinois community colleges have received a total of \$598,196.6* while Illinois public universities have received a total of \$1,729,341.7* of the State's capital appropriations, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of William Rainey Harper College urges the Illinois Community College Trustees Association and the Illinois Community College Board to secure a billion dollars in increased capital funding for the Illinois Community College System over the next five years, and

FURTHER, BE IT RESOLVED, that such funds be awarded to and allocated by ICCB with consultation of the Illinois Community College Presidents Council.

*In thousands

Approved:

Board Chair

Board Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Second Reading and Adoption 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. The first reading took place at the Board meeting of October 30, 2001.

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

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

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

Second Reading and Adoption 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. The first reading took place at the Board meeting of October 30, 2001.

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

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

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

Recommendation for the issuance of purchase orders to CoreSource, Provident Life Insurance Company, Blue Cross Blue Shield of Illinois, HMO Illinois, and CNA Insurance Company.

II. REASON FOR CONSIDERATION

Annual insurance renewal. Funds are or will be provided for in the Board approved budgets: FY 2002 and FY 2003.

III. BACKGROUND INFORMATION

At the direction of the College administration, Willis Corporation of Illinois, the College broker for employee insurance plans, reviewed the insurance program and the renewal quotes presented from Provident/Unum Life Insurance Company, CoreSource, and CNA for the employee insurance plans. As a result, Willis Corroon has recommended remaining with the current insurance companies for the various plans as identified in the attached report for long-term disability, short-term disability, dental, and Life and Accidental Death and Dismemberment Insurance. Willis also recommends that Harper remain with Blue Cross Blue Shield and HMO Illinois, but because of the ever increasing cost of health care, has recommended that Harper seriously consider several benefit changes. However, consensus between the contractual insurance committee and the appropriate employee groups could not be reached on implementing benefit changes.

IV. RECOMMENDATION

It is recommended that the Board of Trustees accept the proposal of Willis Corporation of Illinois and the College administration to have Provident/Unum Life Insurance Company continue to provide the College with Term Life, not to exceed \$0.28 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.024 per \$1,000 of covered payroll; CNA to provide Long-Term Disability insurance coverage, not to exceed \$0.29 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$2.92 for dental and \$1.10 for Short-Term Disability. Further, it is recommended that Blue Cross Blue Shield of Illinois and HMO Illinois provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month.

<u>PROVIDER (MEDICAL)</u>	<u>2001 Premium</u>	<u>2002 Premium</u>
HMO ILLINOIS		
Annual Total	\$2,144,909	\$2,106,300
• Number of covered employees = 381		
BLUE CROSS BLUE SHIELD PPO		
Annual Total	\$2,365,361	\$2,798,223
• Number of covered employees = 345		
Total HMO IL and PPO	\$4,510,270	\$4,904,523
LIFE – PROVIDENT		
\$1,000 Payroll	0.28	0.28
Annual Total	\$242,323	\$252,501
AD&D - PROVIDENT		
\$1,000 Payroll	0.024	0.024
Annual Total	\$18,963	\$19,759
Total Life/AD&D	\$261,286	\$272,260
• Estimated 2002 volume for Life/AD&D = \$71,276,968		
LONG-TERM DISABILITY - CNA		
Per 1% Payroll/Month	0.29	0.29
Total Long Term Disability	\$90,929	\$94,748
• Estimated 2002 volume for LTD = \$2,722,655		
<hr/>		
ADMINISTRATION FEES - CORESOURCE		
Dental		
Employee/Month = 741	2.79	2.92
STD		
Employee/Month = 741	1.05	1.10
Total Administration Fees	\$34,145	\$35,745
GRAND TOTAL OF PLAN EXPENSES	\$4,896,630	\$5,307,276
Percent Change		8.4%