

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

January 24, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
  - Overview/Update on Teacher Training Initiatives: Dr. Liz McKay
  - Conference Center and food service: Judy Thorson
- V. Student Trustee Report
- VI. Approval of Consent Agenda\* (Roll Call Vote)

For Approval

1. Minutes – December 7, 2001 Regular Board Meeting; December 18, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for December 14, 2001, December 28, 2001 and January 11, 2002; Estimated payrolls for January 12, 2002 through February 22, 2002 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. Student Service Awards Exhibit VI-6

For Information

7. Financial Statements Exhibit VI-7
8. Committee and Liaison Reports Exhibit VI-8
9. Grants and Gifts Status Report Exhibit VI-9

\* 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: Approval of Construction Documents and Exhibit VII-A

Specifications for the Architectural, Mechanical,  
Plumbing and Electrical Trades, and Authorization  
to Proceed to Bid

B. RECOMMENDATION: Sabbatical Leaves, Fall, 2002-03 Academic  
Year

Exhibit VII-B

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

On-Campus Events

\*February 28, 2002 7:00 p.m. - Regular Board Meeting - Room A242

\*March 26, 2002 7:00 p.m. - Tuesday - Regular Board Meeting - Room A242

\*April 25, 2002 7:00 p.m. - Regular Board Meeting - Room A242

Off-Campus Events

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

XII. Adjournment

**Minutes of the Regular Board Meeting of Tuesday, December 18, 2001**

<b><u>INDEX</u></b>	<b><u>PAGE</u></b>
ROLL CALL - Regular Board Meeting .....	1
APPROVAL OF AGENDA .....	2
PRESENTATIONS .....	2
Palatine Rotary Club .....	2
Paul Sipiera, Antarctic Exploration .....	2
Recognition of Past Chair Richard Kolze .....	3
STUDENT TRUSTEE REPORT .....	4
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report .....	4
Bid Awards .....	4
Purchase Orders .....	5
Personnel Actions .....	5
College/Foundation Naming Program .....	6
NEW BUSINESS	
Affiliation Agreement Between William Rainey Harper College and Loyola University Medical Center .....	7
Construction Documents and Specifications for the Science, Emerging Technology and Health Careers Center .....	8
Capital Development Agreement for Administration of Grant Funds ....	8
CITIZEN PARTICIPATION .....	9
PRESIDENT'S REPORT .....	9
- Report from Wellness and Human Performance Division .....	9
- Project Rankings in ICCB and IBHE .....	9
- Community College Give-back .....	10
- Board Procedures .....	10
ANNOUNCEMENTS BY CHAIR .....	
Communications .....	11
Calendar Dates .....	11
Liaison Appointments .....	11
OTHER BUSINESS	
Executive Session .....	12
ADJOURNMENT .....	13
SUMMARY OF BOARD REQUESTS .....	14

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 Friday, December 7, 2001

CALL TO ORDER: The Regular Board meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Friday, December 7, 2001 at 5:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone; Student Member Passarini (5:07 p.m. arrival)  
Absent: None

Also present: Robert Breuder, President; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Dave Dluger.

APPROVAL OF AGENDA Member Barton moved, Member Gillette seconded, approval of the agenda.

In a voice vote, the motion carried.

Public Hearing on Tax Levy Member Gillette moved, Member Kolze seconded, to adjourn the regular meeting to the hearing on the adoption of the tax levy.

In a voice vote, the motion carried.

Chair Howard called to order the public hearing on the adoption of the Harper College tax levy at 5:05 p.m.

Chair Howard asked if there was anyone present who would like to comment on the levy. Hearing none, Chair Howard asked for a motion to close the hearing.

Member Gillette moved, Member Shure seconded, that the hearing be closed.

In response to Member Barton, Vice President Judy Thorson stated that the percentage is 4.7 overall.

Upon roll call, the vote was as follows:

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

Motion carried and the hearing was closed at 5:08 p.m.  
Student Member Passarini abstained.

#### Levy Resolution

Member Kolze moved, Member Barton seconded, adoption of the Levy Resolution for 2001, as outlined in Exhibit IV-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, Howard,  
Kolze, Shure and Stone  
Nays: None

Motion carried. Student Member Passarini voted aye.

Chair Howard noted that the resolution to adopt the levy resolution for 2001 was approved; the Chair and the Secretary are authorized to execute the adoption.

#### Abatement of Taxes

Member Gillette moved, Member Stone seconded, approval of the resolution abating the tax levied for 2001 to pay the debt service on the \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source), and authorization of the transfer of \$524,410 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund, as outlined in Exhibit IV-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, Howard,  
Kolze, Shure and Stone  
Nays: None

Motion carried. Student Member Passarini voted aye.

In response to Member Gillette, Vice President Thorson noted that Appendix 3B is part of the resolution; therefore, it was approved with the previous motion.

Chair Howard pointed out that the College is operating under a tax cap; therefore, it will not receive the amount of money requested.

Vice President Thorson clarified that, based on projections, they are anticipating receiving approximately \$650,000 less than what was levied collectively in the funds. They will not know for certain until next year. In response to Member Barton, Vice President Thorson explained that they will most likely receive \$650,000 less than the total of the funds, which is \$38M.

ADJOURNMENT

Member Barton moved, member Botterman seconded, to adjourn the meeting.

Upon roll call, the vote was as follows:

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

Motion carried at 5:18 p.m. Student Member Passarini voted aye.

Chair Howard thanked Board members for making the effort to be at the meeting and for arriving on time. They were able to conduct the business expeditiously.

---

Chair

---

Secretary

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

Minutes of the Regular Board Meeting of Tuesday, December 18, 2001

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, December 18, 2001 at 7:03 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone  
Absent: Student Member Passarini

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Elizabeth McKay, Acting V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Cathy Brod; Steve Catlin; Harley Chapman; Laura Crane; Lori Danaher; Dave Dluger; Jim Edstrom; Bob Getz; Julie Hennig; Bill Howard; Susan Kazmierczak; Thea Keshavarzi; Cheryl Kisunzu; Russ Mills; Sheila Quirk; Marie Regan; Paul Sipiera; Fred Skorude; Karina Srugys; Sarah Stark; Doug Van Nostran and Denise Yurik.

Guests: Rick Wise, Gilbane Construction; Shruti Daté, Daily Herald; Chris Edwardsen, Journal and Topics; Michael Lundeen, Legat Architects; Julie Colgrove, Hanover Highlands; Ron Gbur, Whitney Gbur and Pam Stoltz, Palatine Rotary.

Chair Howard noted that the following items will be added to the agenda: Palatine Rotary Club members will be greeting the Board; Paul Sipiera will be speaking to the Board about his upcoming Antarctic exploration; and an additional Resolution will be presented. She also noted that a Revised Exhibit VI-5 reflects the appointment of the new Vice President for Academic Affairs, Margaret Skold. A bio sheet is included in the handout entitled "Changes to Board Exhibits."

Chair Howard 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. She noted that there would not be action taken following executive session.

APPROVAL OF AGENDA Member Stone moved, Member Gillette seconded, approval of the agenda as modified.

Upon roll call, the vote was as follows:

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

Motion carried.

### PRESENTATIONS

Palatine Rotary Club

Ron Gbur, President of Palatine Rotary Club, addressed the Board. He thanked the Harper College Board of Trustees for its support of the Rotary Club throughout the years. He listed past Rotary members affiliated with the College including Dick Kolze, Jim O'Neill, Felice Avila, Judy Thorson, Catherine Brod and current member Bill Howard. Mr. Gbur and two other Rotary members wished them a happy holiday season and distributed a gift to each Trustee. On behalf of the Board, Chair Howard thanked them and offered best wishes for the Rotary Club, which provides a great deal of community service in the area.

Paul Sipiera, Antarctic  
Exploration

Harper College professor, distinguished author and explorer, Paul Sipiera, addressed the Board. He was in the process of greeting people and signing his new book entitled, "Ernest Shackleton: A Life of Antarctic Exploration." Mr. Sipiera explained that, throughout his next trip in January 2002, they will be connecting with two or three elementary schools via e-mail. The schools include Hanover Highlands in District 54, Hillcrest Elementary School in District U-46 and an elementary school in North Dakota. Julie Colgrove, Principal of Hanover Highlands, was introduced. The students in the elementary schools will be designing the experiments in Illinois and in North Dakota; and the exploration team will be duplicating the experiments in Antarctica for the students. They will be focusing on physiology – what are the effects of Antarctica on the human body. Once the mission is over, they will go into the classrooms and do the follow-up.

Additionally, Mr. Sipiera noted that they will be searching for meteorites. A meteorite brought back from his last trip

turned out to be very rare. He is also trying to hook into the Distance Learning aspect of the Adler Planetarium.

Mr. Sipiera discussed his latest book, which is about one of his heroes, Ernest Shackleton, who is considered to be a successful failure. On Shackleton's third mission to Antarctica in 1914, the ship was crushed in the ice, and there was no hope of rescue; however, he was able to get his 27 men out alive. The crew did incredible things with no radios and three little lifeboats. Mr. Sipiera distributed signed copies of his book to Board members. He asked that Board members let him know how long it takes them to read the book.

In response to Member Barton, Mr. Sipiera stated that they will leave on January 2, 2002 and will return by the end of January. He will address the Board with a report upon his return. Mr. Sipiera noted that, for the 25 years he has been at Harper College, he has had tremendous support from the Board, the administration and his fellow faculty. All of this is possible because of their support. Chair Howard thanked him and added that the Board is very proud of him.

#### Recognition of Past Chair Richard Kolze

Chair Howard read a Resolution honoring Richard Kolze for his four years of service as Chair of the Board of Trustees of William Rainey Harper College. The Resolution outlined Dr. Kolze's outstanding service as Chair of the Board of Trustees from November 1997 to November 2001. Through personal and collaborative efforts, he helped with a successful referendum campaign which will result in the construction of the Science, Emerging Technology and Health Careers Center. On behalf of the Board of Trustees, Chair Howard thanked Richard Kolze for his exceptional dedication as Chair.

Member Kolze stated that it was his privilege and honor to serve as the Harper College Board Chair. He appreciates the cooperation of the staff. He added that he has enjoyed working with Dr. Breuder and looks forward to a great deal of success on his part as they move forward. Additionally, he said that it has been a pleasure to work with each of the Board members who have served with him during his eight years on the Board. He thanked everyone.

#### STUDENT TRUSTEE REPORT

Chair Howard noted that Student Member Passarini would not be attending the Board meeting due to a class conflict. Chair Howard read highlights from his written report.

- Students are taking final exams this week.

- The show, El Sabor Latino, organized by the Latinos Unidos Club, was held on December 7. It gave demonstrations of several different types of Latin/Hispanic music styles.
- The new defibrillators installed in the emergency boxes throughout campus are very much noticed and appreciated.

### CONSENT AGENDA

Member Botterman requested that Exhibit VI-6 be removed from the Consent Agenda.

Member Stone moved, Member Kolze seconded, approval of the minutes for the November 20, 2001 regular Board meeting; bills payable; payroll for November 16, 2001 and November 30, 2001; estimated payrolls for December 1, 2001 through December 28, 2001; bid awards; purchase orders; revised 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-5 and VI-7 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,604,340.19
Tuition Refunds	113,501.73

The payrolls of November 16, 2001 in the amount of \$2,003,660.77 and November 30, 2001 in the amount of \$1,961,255.71; and estimated payroll of December 1, 2001 through December 28, 2001 in the amount of \$3,964,916.48.

### Bid Awards

Ex. VI-3a      Award bid Q00184 for upgraded carpet to replace the carpet specified in the original bid documents for the Instructional Conference Center and the Performing Arts Center, to R. W. Johnson Corp. for Collins & Aikman carpet in the amount of \$95,540 and to Flooring Resources Corp. for Interface carpet in the amount of \$47,642.95 for a total award of \$143,182.95. After deducting \$121,670 credit for the carpet and installation in the original bid documents and adding back in the \$45,000 cost of installation, the total increase is \$66,512.95.

Ex. VI-3b      Award bid Q00183 for two different models of Data/Video projectors for use

in academic and administrative areas of the College to MCSi, the lowest responsible bidder meeting specifications for both categories of projectors, in the amount of \$83,504.00.

## Purchase Orders

Ex. VI-4a

Approve issuance of a purchase order to Intecom, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Performing Arts Center and the Instructional Conference Center, in the amount of \$111,434.

Ex. VI-4b

Approve issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, and indexes, in the amount of \$17,036.25.

Ex. VI-4c

Approve issuance of a purchase order to Softchoice, Inc., the sole provider in the Midwest Region for the purchase of upgrades and additional software licenses for the Total Virus Defense Security Suite published by McAfee Corporation, in the amount of \$44,119.80.

## Personnel Actions

Administrator Appointments

Daniel Corr, Dean of AE/LS, AE/LS, 01/14/02, \$84,000/year

Janie Petersen, Director of Development/Associate  
Executive Director of Foundation, DEV OFF,  
01/02/02, \$66,500/year

Margaret Skold, Vice President, Academic Affairs, ACA AFF,  
02/18/02, \$115,000/year

Faculty Appointment

Joel Mankowski, Instructor-Sign Language Interpreting  
Program, AE/LS, 01/16/02, \$34,766/year

Professional/Technical Appointment

Tasnim Kazi, Desktop Integration Analyst, p/t, IT/CS,  
12/10/01, \$28,379/year

Classified Staff Appointment

Kelli Parke, Library Assistant I, LIB SER, 11/15/01,  
\$24,000/year

Professional/Technical Reclassification

Steven Lollino, Media Production Assistant, DoIT, 01/01/02,  
\$40,468/year

Classified Staff Reclassifications

Laura Branski, Administrative Assistant, ACA AFF-Transfer  
Studies, 01/01/02, \$30,830/year

Darby Lanpher, Administrative Assistant, CE, 01/01/02,  
\$32,249/year

Classified Staff Retirement

Janice Adams, Administrative Secretary, PUB SAF,  
06/28/02, 23 years

Professional/Technical Resignation

Debra McManus, Circulation Supervisor, LIB SER, 11/30/01,  
6 years 2 months

Classified Staff Resignation

James Kelly, Assistant Equipment Manager, W/HP,  
11/16/01, 2 years 10 months

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

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

Nays: None

Motion carried.

College/Foundation  
Naming Program

Chair Howard explained that the recommendation is in accordance with Foundation guidelines for naming certain facilities, buildings and rooms for individuals or companies who have been helpful in bringing in significant funding to the College.

Member Kolze asked if, for example, the Performing Arts Center classroom would have a plaque in the room in honor of the McGraw Foundation. Dr. Breuder affirmed.

Member Kolze moved, Member Barton seconded, approval of the following naming opportunities (in accordance with Foundation guidelines and/or current campaign recognition programs): Conference Center Building – Kay Wojcik; Conference Center Amphitheatre – Square D; Water Sculpture – David and Diane Hill; Performing Arts Center

Costume Classroom – McGraw Foundation; Conference Center Classroom – David Sullivan; Performing Arts Center Green Room – Omron Foundation.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:

Affiliation Agreement Between William Rainey Harper College and Loyola University Medical Center

Member Kolze moved, Member Barton seconded, approval of the Affiliation Agreement between William Rainey Harper College and Loyola University Medical Center, for the clinical education of students in the Cardiac Technology Program, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Construction Documents and Specifications for the Science, Emerging Technology and Health Careers Center

Member Barton moved, Member Kolze seconded, approval of the construction documents and specifications for bidding and authorization for the President to proceed in bidding the project upon 100 percent completion of the construction drawings, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that these documents were available for Board members to review prior to the Board meeting.

Member Kolze stated that he had an opportunity to go through the documents earlier with Bob Getz. He was very pleased with what he saw.

Dr. Breuder noted that, if the Board gives him authorization this evening, he would still like Member Gillette to review the documents before he gives the release to the architects. Member Gillette is the liaison on the Board assigned to work with construction, and he had to reschedule his review of the documents. Member Barton commented positively on the Performing Arts Center and Conference Center, which she toured recently.

Upon roll call, the vote was as follows:

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

Motion carried.

Capital Development Board (CDB) Agreement for Administration of Grant Funds

Member Kolze moved, Member Gillette seconded, authorization of the President to execute the inter-governmental agreement with the CDB after it has been reviewed by the College's legal counsel, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair Howard, Board members affirmed that they had a chance to look at the handout this evening, and that there were no questions.

Upon roll call, the vote was as follows:

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

Motion carried.

#### CITIZEN PARTICIPATION

There was no citizen participation.

#### PRESIDENT'S REPORT

Letter from Wellness and Human Performance Division

Dr. Breuder read a letter written by the faculty and staff of the Wellness and Human Performance Division. The individuals expressed their appreciation to the Board for financing the latest improvements to the facilities, including the new gymnasium floor, tennis court and outdoor track. They have received many compliments on the new swimming pool environment with the enhanced sound

system, the air conditioning in the gymnasium and the locker room improvements. All of these improvements have enhanced Harper's image in the community. The individuals acknowledge that, while there is still work to be done in the Wellness and Sports Center facilities, it is comforting to realize that their efforts are recognized, and that they warrant the investment of the College. They thanked the Board for their confidence and support. The letter was signed by Jerry Gotham, Roger Bechtold, Laura Benson, Jim Blasky, John Eliasik, Ron Greenberg, Will Hoffman, Guy Leahy, Jim Ryan, Sue Overland and Renee Zellner.

#### Project Rankings in ICCB and IBHE

Dr. Breuder distributed a handout regarding the Illinois Board of Higher Education (IBHE) budget. He noted that this could eventually result in increased funding for all of higher education in FY 2003. Within the budget document is the priority list of capital improvements. He reminded everyone that the Illinois Community College Board (ICCB) ranked Harper's Engineering and Technology Center renovation #9 (with a State appropriation of \$14M and a College match of \$4.9M), and the One-Stop Admissions and Student Life Center #13 (with a State appropriation of \$26M and College match of \$8.7M). After the ICCB ranked the projects #9 and #13 out of 54 community college projects, the list was sent to the IBHE to be combined with the university projects list. Dr. Breuder announced that 43 projects for FY 2003 are on the combined list, and Harper's Engineering Technology Center renovation is ranked #25 (down from #30 last year), and the One-Stop Admissions and Student Life Center is ranked #31 (down from #39 last year). He noted that it is difficult to know whether the College will see the money next year or the year after. The 43 projects total \$443.6M; last year the legislature and the Governor approved \$412M. It was noted that lobbying must be taken into consideration, as well. The order in which projects are moved up can be affected by political influence; therefore, the Harper projects may be pushed forward or backward.

#### Community College Give-back

Dr. Breuder reiterated that the State's challenge in its revenue stream is having an impact on all elements of state government, including the community college system. There will be a give-back this year of money that was appropriated to all community colleges. He explained that the negative impact is less consequential for Harper College than it would be for other community colleges because of from where the money is pulled. Colleges which have programs related to the state penitentiary system are suffering dramatically this

year. Dr. Breuder noted that next year, the State's proposal shows an increase of \$139,254 (or 1.7 percent) in the 01 Fund budget; this year they had an increase of \$642,685 (or 8.7 percent) in the 01 Fund. The IBHE is taking a much more conservative request approach. He noted that State funding does not carry the institution; the local tax base, local tax contribution and student tuition revenue carry the institution. He reminded everyone that there is a cap on local taxing which is tied to inflation. It will always be a challenge for the Board to balance increasing costs for students, while understanding they have an institution to operate and keep in the black.

#### Board Procedures

Dr. Breuder noted that Board members received a copy of the updated Procedures which complement the Board Policy Manual. He explained that the Board approves all policies, but they do not need to take formal action on procedures. The procedures are management's way by which to implement the policies. He asked Board members to look at the procedures and forward any questions, comments, observations or suggestions to him. He will make sure answers get back to the Board. If the Board suggests they should be doing something differently, Dr. Breuder will meet with the officers of the Board to share ideas, and then bring any modifications back to the Board. He suggested they do this within the next 30 days. Chair Howard commented that these are documents in process; policies and procedures are always being reviewed.

Member Shure mentioned that Noreen Ahmed-Ullah, a reporter who has been covering Harper College for the Northwest Section of Chicago Tribune, has been covering the war against terrorism in Afghanistan. After reading her articles, he admires her courage and hopes she will be returning safely soon. Chair Howard thanked Member Shure for mentioning that.

#### ANNOUNCEMENTS BY CHAIR

Chair Howard reiterated that this is going to be a financially constrained year, as far as state dollars are concerned. The legislators all say, "There is no money!"

#### Communications

There were no communications.

#### Calendar Dates

Calendar dates are printed on the agenda for Board information.

Chair Howard noted that Tom Howard, former principal of Fremd High School, recently passed away. He was a dedicated educator who led the school very well for many years. On behalf of the Board, she would like to send a letter of condolence and thanks to his family. Board members concurred. Several Board members commented that their children attended Fremd High School during the time Tom Howard was principal.

#### Liaison Appointments

Chair Howard announced the following Liaison Appointments for 2002:

##### Illinois Community College Trustees Association

Richard Kolze

Richard Gillette (alternate)

##### Harper College Educational Foundation

Laurie Stone

Leon Shure (alternate)

##### Legislative Advocacy Committee

Barbara Barton, Chair

Kris Howard

##### Construction Planning and Financing

Richard Gillette

Richard Kolze

##### Liaison to Negotiating Team

Laurie Stone

Patrick Botterman

#### OTHER BUSINESS

There was no other business.

Member Kolze suggested that the Board hear a report during the January or February Board meeting regarding the Conference Center and Food Service. He would like to hear how it will all tie together and what their needs are. Board members agreed with the suggestion.

Chair Howard noted that she has asked the President to bring to the Board a report on what Harper College will be doing in terms of teacher education. There is such a shortage looming, and community colleges can play an important role.

Member Gillette asked if the Board can meet the new Vice President of Academic Affairs. Chair Howard asked Dr. Breuder if she could be at the January Board meeting.

Chair Howard noted that the legislature has strengthened the Open Meetings Act. The Harper College Board of Trustees has always tried conscientiously to abide by the Open Meetings Law when it adjourns into Executive Session. They will continue to do so. The Board is now required to prepare a written summary of its proceedings, which the Chair of the Board will sign, certifying that indeed the business that was conducted complies with the Act. She explained that an Executive Session tends to deal with matters of litigation, personnel or purchase or sale of property. The Board has received from the attorney the exact language of the law to guide them.

Chair Howard wished everyone a happy holiday.

#### EXECUTIVE SESSION

Member Barton moved, Member Stone 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, Howard, Kolze, Shure and Stone
Nays:	None

The motion carried at 7:40 p.m.

Student Member Passarini entered the meeting at 7:50 p.m.

Following executive session, the Board reconvened the Regular meeting at 9:00 p.m.

#### ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:01 p.m.

---

Chair

---

Secretary

## BOARD REQUESTS

## DECEMBER 18, 2001 REGULAR BOARD MEETING

1. Mr. Sipiera asked that Board members let him know how long it takes them to read his book.
2. Dr. Breuder asked Board members to look at the procedures and forward any questions, comments, observations or suggestions to him. He will make sure answers get back to the Board. If the Board suggests they should be doing something differently, Dr. Breuder will meet with the officers of the Board to share ideas, and then bring any modifications back to the Board. He suggested they do this within the next 30 days.
3. Chair Howard noted that Tom Howard, former principal of Fremd High School, recently passed away. On behalf of the Board, she would like to send a letter of condolence and thanks to his family. Board members concurred.
4. Member Kolze suggested that the Board hear a report during the January or February Board meeting regarding the Conference Center and Food Service. He would like to hear how it will all tie together and what their needs are. Board members agreed with the suggestion.
5. Chair Howard noted that she has asked the President to bring to the Board a report on what Harper College will be doing in terms of teacher education.
6. Member Gillette asked if the Board can meet the new Vice President of Academic Affairs. Chair Howard asked Dr. Breuder if she could be at the January Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 24, 2002

SUMMARY OF BIDS

- Exhibit VI – 3a      The administration recommends that the Board award bid request Q00185 for table and dining ware for use by Dining Services to support the dining room in the Instructional Conference Center to Sysco Food Services Chicago, Inc., the low bidder meeting specifications for all of the requested product, in the amount of \$77,875.06.
- Exhibit VI – 3b      The administration recommends that the Board award Q00186 for a replacement vehicle for the President to Marquardt of Barrington, the low bidder, in the amount of \$18,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00185 for table and dining ware for use by Dining Services to support the dining room in the Instructional Conference Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$77,875.06 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

U.S. Foodservice, Inc.	\$34,004.87 (No bid 22 items)
Alliant Foodservice, Inc.	66,317.94 (No bid 8 items)
Edward Don & Company	72,587.70 (No bid 4 items)
Sysco Food Services Chicago, Inc.	77,875.06
TriMark Marlinn, Inc.	82,910.34

This bid request is for the china, silverware, chauffing dishes, table skirting, portable outdoor grills, toasters, serving trays and carts, dishwasher racks, and all other serving equipment needed for Dining Services to support the dining room in the Instructional Conference Center.

Sysco Food Services Chicago, Inc. is the low bidder meeting specifications on the entire requested product. Because of free items that are being offered by Sysco Food Services Chicago, Inc., splitting the award between multiple vendors is not in the best interest of the College.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00185 for table and dining ware for use by Dining Services to support the dining room in the Instructional Conference Center to Sysco Food Services Chicago, Inc., the low bidder meeting specifications for all of the requested product, in the amount of \$77,875.06.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00186 for a replacement vehicle for the President as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$18,500 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

Marquardt of Barrington	\$18,500
Ed Murphy Buick, Inc.	18,794
McGrath Buick	20,125

A lease option was also analyzed but it was not economically advantageous.

The President's car is replaced periodically. The current vehicle will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00186 for a replacement vehicle for the President to Marquardt of Barrington, the low bidder, in the amount of \$18,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 24, 2002

SUMMARY OF PURCHASE ORDERS

Exhibit VI – 4a

The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, in the amount of \$16,741.64.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$16,741.64 are provided in the 2001/02 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

Probably no areas of the Harper College Library are more heavily utilized by students for their coursework than the English and literature collections. Therefore Library Services subscribes to the Literature Resource Center Database, which is a truly unique periodical reference tool that is only developed and provided by the Gale Group.

The Literature Resource Center Database is a complete literature reference database providing biographies, bibliographies and critical analysis of literary figures from all time periods, in genres such as fiction, nonfiction, poetry, drama, history and journalism. It provides coverage of more than 120,000 writers, including a wide array of full-text information. The database also provides access to current, full-text critical essays on major authors via World Wide Web links to more than 140 prominent literary journals, and includes over 4,300 explications and overviews of prominent literary works, as well as links to 5,000 websites focusing on major authors and their works.

The database amplifies and complements the Library's print collection in ways that have proven extremely effective for Harper College students. Like all of the Library's databases, it is accessible to students 24 hours a day from anywhere that they have access to the World Wide Web. Students and faculty alike have expressed that the Literature Resource Center Database is a powerful reference tool to assist them in their coursework.

This recommendation is to renew Subscription Service for World Wide Web access via the Literature Resource Center Database for the period of February 20, 2002 through February 19, 2003.

The database is a continuing work in progress. There is an increase in the fee each year because of the cost of updating the content information on a regular basis in order to build, strengthen and advance the database. This year the price is \$16,741.64, which is \$947.64, or six percent, more than last year's amount of \$15,794.00.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, in the amount of \$16,741.64.

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 Administrator Retirement.
- E. Ratification of Supervisory/Confidential Retirement.
- F. Ratification of Classified Staff Retirements.
- G. Ratification of Professional/Technical Resignation.
- H. Ratification of Supervisory/Confidential Resignation.
- I. Ratification of Classified Staff Resignations.
- J. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Fall 2001.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in eXcel, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$5,481.00 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000) and \$5,220.00 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4). In addition, the Harper Educational Foundation through the General Scholarship Fund will also contribute \$812.00 for the Student Trustee's award. The 26 awards this semester total \$11,513.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Fall, 2001 Student Service Awards in the amount of \$5,481.00 from Account No. 0538-858-59900-0000 and \$5,220.00 from Account No. 0134-125-592.4.

Fall 2001  
STUDENT SERVICE AWARDS

STUDENT	Club/Organization	Rebate	Amount
Dipal Trivedi	Speech	Half	\$290.00
Erin Epstein	Program Board	Full	\$870.00
Jennifer Markstrom	Program Board	Half	\$435.00
Linda Teichman	Program Board	Half	\$464.00
Rachel Shine	Program Board	Half	\$377.00
John Ziembra	Program Board	Half	\$290.00
Marie Regan	Harbinger	Full	\$754.00
Nellie Huggins	Harbinger	Half	\$174.00
Maria Drachevskaya	Student Senate	Full	\$928.00
Linda Guerrero	Student Senate	Full	\$754.00
Mandy Withem	WHCM	Full	\$522.00
Colleen Flick	WHCM	Full	\$174.00
Sheri Romanchuk	WHCM	Half	\$348.00
Raul Passarini	Student Trustee	Full	\$812.00
Tracy Collins	Harper College Dance Company	Half	\$261.00
Heather Hood	Student Ambassadors	Half	\$232.00
Joyce Kung	Honors Society	Half	\$493.00
Maham Khan	Honors Society, Muslim Student Association	Full	\$754.00
Kelsey Buchanan	Honors Society	Half	\$377.00
Tiffany Mueller	Phi Theta Kappa	Half	\$435.00

Katie Sheahan	Deaf Club	Half	\$319.00
Diana Swiatek	Student Ambassadors	Half	\$377.00
Annette Ramos	International Students' Club	Half	\$406.00
Regina Mulroy	American Sign Language Club	Half	\$174.00
Cristina Serrano	Latinos Unidos Student Organization	Half	\$116.00
Angelica Camacho	Latinos Unidos Student Organization	Half	\$377.00
		<b>TOTAL</b>	<b>\$11,513.00</b>

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

Exhibit VI-7  
January 24, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 18,649,142	560,461	935,000
OPERATIONS, & MAINT. FUND	7,196,540	149,669	240,000
OPERATIONS, & MAINT. FUND (Restricted)	1,472,523	46,969	60,000
BOND & INTEREST	1,688,575	62,209	75,000
AUXILIARY ENTERPRISES	1,921,233	73,463	170,000
RESTRICTED FUNDS	2,499,490	65,836	155,080
WORKING CASH FUND	11,500,437	290,796	666,000
AUDIT FUND	140,277	3,798	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,192,758</u>	<u>64,839</u>	<u>150,000</u>
Total	<u>\$ 47,260,975</u>	<u>1,318,041</u>	<u>2,456,080</u>

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

Exhibit VI-7  
January 24, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 12/31/2001	Market Value
<b><u>Certificates of Deposits</u></b>							
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	
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/Capital One Bank	10/25/01	10/25/02	365	3.00	130,487.50	3,900,000.00	
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: 4.64					<b>44,800,000.00</b>	44,800,000.00 *
<b><u>Government Securities</u></b>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	1,995,000.00
	Weighted Average: 3.05					<b>1,995,000.00</b>	1,995,000.00 **
<b>Illinois Funds</b>		12/01 Monthly Average		2.07		<b>465,974.67</b>	465,974.67
<b>TOTALS AS OF:</b>	12/31/2001				\$	<b>47,260,974.67</b>	<b>47,260,974.67</b>

\*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no committee reports this month.

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.

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

Reported: January 10, 2002

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 \$342,152	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 \$175,702	07/01/01 06/30/02
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$118,648	07/01/01 06/30/02
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,772	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 \$345,067	07/01/01 06/30/02
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$370,986	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 \$86,939	07/01/01 06/30/02
Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$13,807	07/01/01 06/30/02
Health & Safety Physical Plant R. Getz	Installation of ADA accessible Chair lifts 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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS – ENDS</b>
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 D. Magno TMPS/ Marketing Services	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$222,449	01/01/02 12/31/06

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS – ENDS</b>
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
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	New project. Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$31,500	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 January 10, 2002

\$3,397,895

## HARPER COLLEGE GRANT PROGRAMS

### DESCRIPTION OF ABBREVIATIONS

DAVTE	Illinois Department of Adult Vocational –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 FY02 Fundraising (as of December 31, 2001)**

Appeal Description	#Gifts	Cash	Stocks/Pledges	In-Kind	Other	Total
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001 -- Event Day	81	\$13,725.00	\$2,200.00	\$0.00	\$0.00	\$15,925.00
Retirement Fund	6	\$59.50	\$260.00	\$0.00	\$0.00	\$319.50
Direct Mail FY02 -- Board	2	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Direct Mail FY02 -- Donors under \$250	5	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Direct Mail FY02 -- Donors over \$250	2	\$2,025.00	\$0.00	\$0.00	\$0.00	\$2,025.00
Direct Mail FY02 -- Alumni Mailing	14	\$438.00	\$0.00	\$0.00	\$0.00	\$438.00
Direct Mail FY02 -- Annuitants	6	\$1,520.00	\$0.00	\$0.00	\$0.00	\$1,520.00
Direct Mail FY02 -- Lapsed	5	\$370.00	\$0.00	\$0.00	\$0.00	\$370.00
DM01- AL	6	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Direct Mail 2000 - Alumni	3	\$58.00	\$0.00	\$0.00	\$0.00	\$58.00
Direct Mail 2000 - Annuitants	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
DM2001	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Tradition of Excellence Campaign 2000	7	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
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	124	\$36,375.00	\$0.00	\$0.00	\$0.00	\$36,375.00
Harvest Ball 2001 - Underwriting	59	\$23,137.00	\$17,050.00	\$6,299.00	\$0.00	\$46,486.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Margaret Scott	10	\$2,461.35	\$0.00	\$0.00	\$0.00	\$2,461.35
Personal Solicitation	2	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Proposal	6	\$27,400.00	\$190,000.00	\$0.00	\$0.00	\$217,400.00
Special Initiatives	12	\$2,825.00	\$0.00	\$0.00	\$0.00	\$2,825.00
Stewardship	8	\$13,275.00	\$0.00	\$0.00	\$0.00	\$13,275.00
Tradition of Excellence 2001	54	\$262.00	\$390.00	\$0.00	\$0.00	\$652.00
Theatre Seat Campaign	15	\$8,000.00	\$9,000.00	\$0.00	\$0.00	\$17,000.00
Unsolicited	18	\$6,434.28	\$0.00	\$27,360.14	\$0.00	\$33,794.42
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
<b>TOTAL</b>	<b>465</b>	<b>\$142,431.13</b>	<b>\$218,900.00</b>	<b>\$33,659.14</b>	<b>\$0.00</b>	<b>\$394,990.27</b>

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**December FY02 Fundraising**

<b>Appeal Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks/Pledges</b>	<b>In-Kind</b>	<b>Other</b>	<b>Total</b>
Harvest Ball 2001	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Retirement Fund	2	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00
Direct Mail FY02 -- Board	2	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Direct Mail FY02 -- Donors under \$250	5	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Direct Mail FY02 -- Donors over \$250	2	\$2,025.00	\$0.00	\$0.00	\$0.00	\$2,025.00
Direct Mail FY02 -- Alumni Mailing	13	\$413.00	\$0.00	\$0.00	\$0.00	\$413.00
Direct Mail FY02 -- Annuitants	6	\$1,520.00	\$0.00	\$0.00	\$0.00	\$1,520.00
Direct Mail FY02 -- Lapsed	3	\$220.00	\$0.00	\$0.00	\$0.00	\$220.00
Direct Mail 2000 - Annuitants	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Tradition of Excellence Campaign 2000	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Personal Solicitation	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Proposal	2	\$10,000.00	\$50,000.00	\$0.00	\$0.00	\$60,000.00
Stewardship	3	\$4,275.00	\$0.00	\$0.00	\$0.00	\$4,275.00
Tradition of Excellence 2001	8	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Unsolicited	1	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
<b>TOTAL</b>	<b>52</b>	<b>\$21,470.00</b>	<b>\$50,000.00</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$71,970.00</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval of Construction Documents and Specifications for the Science, Emerging Technology & Health Careers Center and authorization to proceed to bid.

II. REASON FOR CONSIDERATION

The Board Policy 07.05.17 Facility Planning requires Board approval of construction documents and specifications prior to releasing them for bid.

III. BACKGROUND INFORMATION

The College has completed the design development stage of planning for the construction of the Science, Emerging Technologies and Health Career Center which will be funded by bond proceeds from the successful 2000 referendum. Construction documents (75% complete) for architectural, mechanical, plumbing and electrical trades are now available for review. Final documents will be completed in early February and will be ready for bid release.

IV. RECOMMENDATION

It is the recommendation of the Administration that the Board of Trustees approves the construction documents and specifications for bidding and authorizes the President to proceed in bidding the project upon 100% completion of the construction drawings.

*(Board members who want to perform a review of the documents should contact Judy Thorson. Documents will be available for 3 hours prior to the Board meeting.)*

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Consideration of sabbatical leaves for faculty, beginning Fall term of the 2002-03 academic year.

II. REASON FOR CONSIDERATION

Article IV-J of the Collective Bargaining Agreement provides for sabbatical leaves to be given upon approval by the Board of Trustees provided such leaves would add to the effectiveness of the faculty member and benefit the College.

III. BACKGROUND INFORMATION

Sabbatical Leave applications were reviewed by the Sabbatical Leave Committee and by appropriate administrators. Attached are the four recommendations which summarize the purpose of each sabbatical research request.

IV. RECOMMENDATION

It is recommended that the following faculty members be granted a sabbatical leave for the requested time period.

Bill Andresen	Fall, 2002 Full Salary (one semester)
Nancy Davis	Fall, 2002 and Spring, 2003 Half Salary (two semesters)
Robert Paul	Fall, 2002 or Spring, 2003 Full Salary (one semester)
Kathryn Powell	Spring, 2003 Full Salary (one semester)