

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

February 28, 2002

7:00 p.m.

Board members are invited to review a video at 6:30 p.m. this evening, in the Board Room - A242. The video, which was provided by ACCT, is entitled: Board Leadership: Standards of Good Practice for Trustee Boards

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

For Approval

- 1. Minutes – January 24, 2002 Regular Board Meeting Exhibit VI-1
- 2. Bills Payable, Payroll for January 25, 2002 and Exhibit VI-2
February 8, 2002; Estimated payrolls for February 9,
2002 through March 22, 2002
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5
- 6. Employee Assistance Program Renewal Agreement 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: Board Budget Guidelines Exhibit VII-A
 - B. RECOMMENDATION: Proposed Course Fee Changes for Academic Year 2002-2003 Exhibit VII-B
 - C. RECOMMENDATION: New Certificate Programs in Home Health Aide and Mammography Exhibit VII-C
 - D. RECOMMENDATION: Retention of Schiff, Hardin & Waite Exhibit VII-D
 - E. RECOMMENDATION: Tuition (In-district) FY 2002-2003 Exhibit VII-E
 Tuition (International) FY 2002-2003
 Tuition (Variable) FY 2002-2003
 - F. RECOMMENDATION: Standards of Good Trustee Practice Exhibit VII-F
- VIII. Citizen Participation
- IX. President's Report
- X. Announcements by the Chair
 - A. Communications
 - B. Calendar Dates
(Note: * = Required)

On-Campus Events

- | | |
|---------------------|--------------------------------------------------------------------------------------------------------|
| March 1, 2002 | 7:30 p.m. - Java Jams Alejandro Escovedo - Student & Administration Center |
| March 4-16, 2002 | Women Make History Celebration |
| March 8, 2002 | 7:30 p.m. - Java Jams J. Davis Trio - Student and Administration Center |
| March 15, 2002 | 7:30 p.m. - Java Jams Poetry Slam featuring Marc Smith - Student & Administration Center |
| March 15 & 16, 2002 | 8:00 p.m. - Harper Theatre - Jesus Christ Superstar - Business and Social Science Center Theatre, J143 |
| March 17, 2002 | 2:00 p.m. - Harper Theatre - Jesus Christ Superstar - Business and Social Science Center Theatre, J143 |
| March 19, 2002 | 7:30 p.m. - Lecture - Live! - "Animal Planet's" Jeff Corwin - Wellness & Sports Center |
| March 22, 2002 | 7:30 p.m. - Java Jams Frank Caliendo (Mad-TV) - Student & Administration Center |
| March 22 & 23, 2002 | 8:00 p.m. - Harper Theatre - Jesus Christ Superstar - Business and Social Science Center Theatre, J143 |
| March 24, 2002 | 2:00 p.m. - Harper Theatre - Jesus Christ Superstar - Business and Social Science Center Theatre, J143 |
| *March 26, 2002 | 7:00 p.m. - Tuesday - Regular Board Meeting - Room A242 |
| *April 9, 2002 | 5:30 p.m. - Special Board Meeting - 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 Thursday, January 24, 2002

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

Minutes of the Regular Board Meeting of Thursday, January 24, 2002

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 Thursday, January 24, 2002 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone; Student Member Passarini (7:08 p.m. arrival)
Absent: None

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Elizabeth McKay, Acting V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mike Alsup; Carol Blotteaux; Lori Danaher; Jon DeJonker; Dave Dluger; Jim Edstrom; Don Evangelista; Julie Fleenor; Bob Getz; Julie Hennig; Leon Hussissian; Tom Johnson; Thea Keshavarzi; Cheryl Kisunzu; Wendy Mertes; Russ Mills; Maria Moten; Elena Pokot; Barbara Radebaugh; Marie Regan and Fred Skorude.

Guests: Rick Wise, Gilbane Construction; Tom Coons, Palatine Park District; Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; Michael Lundeen, Legat Architects; Marjorie and Henry Claeson, Bill and Helen Huley, George and Judy Kotzamanis, Northwest Tax Watch; Michael O'Toole, citizen; Bob Schmidt, citizen; Warren Kostka.

It was noted that Exhibit VII-C has been added to the agenda.

APPROVAL OF AGENDA Member Kolze moved, Member Barton 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

Overview/Update on Teacher Training

Dr. Liz McKay introduced Tom Johnson, Barbara Radebaugh, and Wendy Mertes, who would be presenting information regarding teacher education initiatives. It was noted that Member Kolze had requested this information for the Board.

Tom Johnson, Dean of Business and Social Sciences (BUS/SS) Division, announced that in Illinois alone, over one-third of new teachers are lost in the first three years of their career. In 1997, there were 7,800 openings for teachers; last year there were 12,600 openings for teachers. Teacher shortages are forecasted nationally, as well as statewide. Illinois State Board of Education (ISBE) projects that as many as 86,000 new certified teachers will be needed over the next 10 years.

Harper College has been positioning itself to address the need for teachers and to serve the community. Harper offers a continuum of coursework from Early Childhood through Secondary Education. They are addressing the needs of current teachers, substitute teachers, teacher's assistants/aides and future teachers.

- Current teachers –offering fulfillment of recertification requirements, offering customized classes in PowerPoint, web-page development and Command Spanish.
- Substitute teachers – providing preparation to become Illinois Substitute Teachers (they have helped over 120 students).
- Teacher's Assistant/Aide – currently assessing a demand within the district for a 30-credit hour Teacher's Assistant or Teacher's Aide certificate.
- Future teachers – offering basic skills test preparation. They are currently initiating discussion with the high school districts to explore offering Education and Early Childhood Education as dual credit.

Tom Johnson explained that pre-baccalaureate transfer courses in Education have been offered since the College opened in 1967, but there have been major changes in teacher preparation standards and teacher recertification requirements as adopted by ISBE recently. He introduced Barb Radebaugh, Professor of Education, who would be highlighting some of the significant changes which have occurred.

Ms. Radebaugh noted that there has been a national movement to improve the quality and competency of classroom teachers in the State of Illinois, as well as across the United States. The State of Illinois has been involved in making significant changes in teacher certification. It is no longer lifelong certification. The first time a teacher becomes certified, it will be a provisional certification for four years with renewal every five years. All public school certificates will be based on standards set by the State. Information is gathered through video tapes and portfolios, rather than specific coursework. Through the leadership of Steve Catlin, Harper College hosted the first collaboration initiative to discuss how to integrate the State's standards into the curriculum. Representatives from Illinois Community College Board (ICCB), Illinois State Board of Education (ISBE), other community colleges and local four-year colleges attended the event. State representatives embrace the Harper model that was presented.

Harper College has the Early Childhood Program, which is both vocational and transfer. Transfer programs are also offered in Elementary Education, Secondary High School Education and Special Education. The curriculum for each of these programs is based on the Illinois Articulation Initiative. It was noted that Steve Catlin and Barbara Radebaugh have been actively working on the Elementary and Secondary Education Panels for the Illinois Articulation Initiative.

Along with education courses, Harper offers its students mathematics for elementary education. Harper faculty member Mercedes McGowen, is a leader in the coursework and an active participant in setting the national standards for mathematics teachers. Harper College provides the general education requirements needed for the State Teacher's Certification. Harper faculty members Barbara Weil and Julie Ellefson-Kuehn are actively collaborating with the University of Illinois Chicago to set the Science Teacher Education standards.

Ms. Radebaugh discussed the new course, Technology and Education, the new Mentor Program funded by the Educational Foundation, and Future Education Association, all of which are designed to meet the needs of students.

Wendy Mertes, Co-coordinator of the Early Childhood Education Program and Coordinator of the Early Childhood Center, highlighted changes in the area of Early Childhood.

She explained that Harper's Early Childhood Education Program began as a career program educating students to become teachers and teacher's assistants in childcare centers. It has expanded to provide education for specializations in areas such as teachers in after-school-age programs, family childcare, special education para-professionals, infant/toddler caregivers and program administrators. Because of the Illinois Articulation Initiative, Harper has added a transfer degree, an Associate of Arts in Early Childhood Education.

As the field becomes more professional, they are seeing an increase in students who want to continue on for their four-year degree. Ms. Mertes noted that Governor Ryan recently created a taskforce to investigate "universal preschool" in the State of Illinois—which means that children ages 3 to 5 would receive free education. Although the final report has yet to be made, some recommendations have surfaced that, in order to receive state funds, most schools would need to be National Association for the Education of Young Children (NAEYC) accredited and directors would need to be credentialed. Credentialing directors is a new initiative within the State in an attempt to add professionalism to leaders in the field.

Ms. Mertes explained that Harper's Early Childhood Department staff members are very involved in the creation of this credential and continue to serve on committees. Harper's Childcare Center is accredited, and Ms. Mertes is one of the first credentialed directors in the State of Illinois.

Tom Johnson stated that the ultimate goal is to coordinate all of the initiatives under one education umbrella with focused marketing support. In July 2002, the Early Childhood Education program will merge with the Elementary and Secondary Education within the division of BUS/SS. They have received approval for an incremental faculty position for Fall 2002 to lead the new student development.

In response to Member Kolze, Mr. Johnson explained that they will be doing market research surveys to assess the need for the Teacher's Assistant Certificate before they create the curriculum for the 30-credit hour certificate. They need to prove market demand before they process the curriculum through the State.

Chair Howard noted that this is another fine example of Harper College meeting the needs of the community. She

congratulated them on being ahead of the game in developing the courses and providing leadership at the State level in credentialing and planning the curriculum.

Conference Center and Food Service

Dr. Breuder noted that Member Kolze had asked for a report on the Conference Center and Food Service operation. Vice President Judy Thorson presented an update and overview for the Board.

Conference Center

The Conference Center began over ten years ago, in its planning and design phase, as one facility to house the Conference Center and the Performing Arts Center. During the planning, it was decided that the two areas should be split into two separate buildings, one of the primary reasons being the need for food preparation and service to the Conference Center. Participants in a day-long meeting would need food to be provided; therefore, a dining room was added to the Conference Center. It was determined that the Conference Center facility would need to move next to the Student and Administration Center (Building A) in order to connect to the kitchen in the current cafeteria, and the Performing Arts Center would need to be connected to the current Liberal Arts Center (Building L) which supports the Arts. Vice President Thorson noted that, although these became two very different buildings, they are still considered one project at the State level, because they were bid as one project.

She pointed out that as the dining room was added and as the original concept developed, she believes it was always the thought that the Conference Center was intended to be a break-even operation. The Board, at that time, wanted a facility that would serve the community in a new way, but not drain the Educational Fund or the educational activities of the College budget. The use of the facility would have to produce enough income to pay for the extra expenses. Board members should have received an Operating Plan prepared by Lori Danaher, who will be in charge of the Conference Center.

With regard to the third floor of the Conference Center which will house the President's Office and other administrative offices, Member Shure stated he would like to know the following:

- The cost per square foot of each of the offices;
- Whether Dr. Breuder is bringing his old desk from his current office or whether he is buying a new desk;

- How much Dr. Breuder has spent for consultants;
- The cost of the carpeting, drapery, artwork, and fixtures, along with the material of which each is made;
- The cost of the President's private washroom;
- The entire cost of the suite.

In addition, Member Shure stated that there has been a "Freedom of Information" request from Pioneer Press which has been dodged by Harper College. He would expect a response regarding this issue at the next meeting. Vice President Thorson stated that, since the project is being run by the Capital Development Board (CDB), they suggested the Pioneer Press get their information from the CDB. In response to Member Shure, Chair Howard stated that they will make sure he gets the information he is seeking.

Food Service

Vice President Thorson explained that the Conference Center will be providing a unique facility to the community. It has a 250-seat amphitheater, breakout rooms and a dining facility. People will be attracted first by the facility, and then by the food. Food is important; however, if the facility does not meet the needs of a group, they will not return. On the other hand, if a group uses the facility and thinks it is great, but they do not like the food, the group might not return next time. The administration understands the role of food and beverage in the Conference Center.

Over the past year, Dining Services has been preparing to support the Conference Center. They broke through the wall between the two buildings over Christmas break. In the Board packet tonight is an action item to purchase dishes that will be used in the Conference Center. Purchase orders for items such as a dishwasher, a trash compactor, a steamer, hot and cold carts and miscellaneous items will come before the Board as the construction process progresses. Additionally, they will be looking to fulfill staffing needs. Two critical positions, catering manager and chef or production manager, are open at this time.

Vice President Thorson explained that, in the past, they hired people who had the background and skills necessary to service a cafeteria operation. They will now be making the Conference Center and the food provided in the Conference Center the focus of Dining Services, with the Cafeteria service as a secondary item. The skill levels of cafeteria personnel are different than those of Conference

Center services. It will be a challenge to bring it all together in one operation, to share a kitchen and to share staff.

Vice President Thorson explained that, in an effort to bring the Conference Center food and beverage online, the College has applied to the Village of Palatine for a liquor license. In response to Member Shure, Vice President Thorson stated that she did not know the exact date of the original letter sent to the Village of Palatine. She added that when one considers food as secondary to the facility, selling liquor is just another service that the College would like to be able to offer.

Vice President Thorson explained that, in preparation for the new venue, she has hired "Hospitality Works Incorporated" to do a program review of the Cafeteria, its current operation and its satellite. Just as the College does program reviews on its educational programs, they do program reviews on their services. It was time to do a review on the food service area of the College. In response to Member Shure, Vice President Thorson stated that the Board did not approve the expenditure because it was under \$10,000. Chair Howard noted that this is a part of the ongoing quality control for all programs of the College. Vice President Thorson added that it is not unusual to hire an outside consultant with a specialty in the field to perform the review in order to get the best possible view of the situation.

In response to Member Shure, Dr. Breuder stated that he proposed the consultant. Vice President Thorson added that the company did a nice job—they reviewed the financial side, sent in shoppers who purchased and ate food and then reviewed both quality of service and food. They provided useful recommendations to Dining Services. A written report is included in the Board packet.

In response to Student Member Passarini, Vice President Thorson explained that the Conference Center facilities will be rented to host events. An organization will pay the College to hold a conference in this facility. It will not be available for student use, as the Student Center is available—it will be available on a rental basis.

In response to Member Kolze, Vice President Thorson stated that they believe the square footage in the kitchen is sufficient to take care of the Conference Center facility. Although it would be nice to renovate the whole area, get ideal placement of equipment and change things around, the

staff feels that they can operate with the addition of the equipment being purchased for that facility.

In response to Member Barton, Vice President Thorson clarified that the basement level of the "A" building is the teaching area. The area that will be used for the Conference Center is behind the Cafeteria on the ground level.

Member Stone stated that she has done a great deal of meeting and conference planning in her business life. The plan for the Conference Center appears to be very sound, in keeping with conference needs in general. She thanked the administration.

With regard to the third floor of the Conference Center, Chair Howard explained that the Board had considered a two-story building, but the College was short of administrative offices. It was clear that adding a third floor to the Conference Center was by-far the most economical way to add the necessary space. The President's Office will be moving to the third floor; however, other people will be occupying the vacated space in the current President's Office. It seemed appropriate to have the President's Office in the Conference Center, because the College will be welcoming professional associations, businesses and community groups to the campus; it will be a very closely-related area.

Dr. Breuder noted that in February 1998 when he came to Harper College, much of the Conference Center had been already conceptualized; the drawings were pretty much there. It was, at that time, a two-story building, but there was a good deal of thought about adding a third floor. They backed away from that for cost considerations, but asked the architect to design the building so that the infrastructure could handle a third floor. That meant that the first two floors would be designed with the appropriate amount of steel and concrete to be able to hold a third story at a later time. When the College felt they had the money, the roof could be ripped off and another story would be added. When Dr. Breuder came to the College, he discussed the fact that, if all the money would be spent to make it "capable" of handling a third floor, why not put the third floor on now, if the College could find the money. In the end, it would cost less to do it now, rather than later on. After working with the architect, he brought an action item to the Board agenda to add a third floor at a cost of \$1.4M for 15,000 gross square feet and 10,000 net assignable square feet. The cost per square foot is minimal. The administrative offices will relocate there, and

everything that is vacated gets backfilled by other people. Dr. Breuder noted that his furniture goes with him, his toilet goes with him and his sink goes with him. Most presidents have a small private bathroom.

Member Kolze noted that this will allow Dr. Breuder to have his team around him instead of scattered across the campus. It makes for greater efficiency. Member Gillette noted that the cost per square foot is the lowest marginal cost of anything the College has ever done on campus. He suggested they go back to the architects, find out the cost per square foot and release it to the Press.

Member Shure reiterated that he wants to know the exact cost of everything on the third floor. In response to Dr. Breuder, Member Shure stated that the information given in the past to the Press did not sort out any of the costs. There was no way to determine what the cost of the President's Office was.

Chair Howard thanked Vice President Thorson for her report on the Conference Center.

STUDENT TRUSTEE REPORT

Student Member Passarini had distributed a copy of his written report to Board members prior to the meeting. He noted that clubs will start meeting within the next several weeks. The Student Senate is meeting tomorrow. They will encourage more people to be involved this semester. The Program Board was busy this week with a concert and free pizza and soda.

CONSENT AGENDA

Member Kolze moved, Member Barton seconded, approval of the minutes for the December 7, 2001 regular Board meeting, and the December 18, 2001 regular Board meeting and executive session; bills payable; payroll for December 14, 2001, December 28, 2001 and January 11, 2002; estimated payrolls for January 12, 2002 through February 22, 2002; bid awards; purchase orders; personnel action sheets; student service awards; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,524,317.34
Tuition Refunds	42,366.17

The payrolls of December 14, 2001 in the amount of \$1,912,322.90; December 28, 2001 in the amount of \$1,628,338.38 and January 11, 2002 in the amount of \$1,496,527.37; and estimated payroll of January 12, 2002 through February 22, 2002 in the amount of \$6,599,621.52.

Bid Awards	Ex. VI-3a	Award bid Q00185 for table and dining ware for use by the Dining Services to support the dining room in the 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.
	Ex. VI-3b	Award bid Q00186 for a replacement vehicle for the President to Marquardt of Barrington, the low bidder, in the amount of \$18,500.
Purchase Order	Ex. VI-4a	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.
Personnel Actions		<p><u>Professional/Technical Appointments</u> Heidi Fajardo, Desktop Integration Analyst, IT/CS, 01/07/02, \$30,900/year Lois Lundquist, ESL Lab Assistant and Registration Specialist, AE/LS-ESL, 01/07/02, \$33,527/year Henrietta Neely, Coordinator, Music Academy, LIB ARTS, 01/02/02, \$49,000/year R. Scott Stefick, Information Technology Specialist, IT/TS, 01/07/02, \$38,000/year</p> <p><u>Supervisory/Confidential Appointment</u> Don Evangelista, Assistant Supervisor, PUB SAF, 01/07/02, \$48,000/year</p> <p><u>Classified Staff Appointments</u> Junior Garay, Assistant Equipment Manager, W/HP, 01/14/02, \$25,000/year Lisa Kellogg, Administrative Secretary, BUS/SS, 01/07/02, \$31,000/year</p> <p><u>Administrator Retirement</u></p>

Douglas Van Nostran, Director of Grants, DEV OFF,
08/30/02, 5 years

Supervisory/Confidential Retirement

Charles Hearn, Campus Set-up Supervisor, PHY PLT,
06/30/02, 30 years

Classified Staff Retirement

Marianne Gasparaitis, Administrative Assistant, PHY PLT,
08/31/02, 28 years

Christa Kraft, Clerk/Receptionist, p/t, Information Desk,
03/01/02, 17 years

Gloria Tokarz, Physical Plant Assistant, PHY PLT, 08/31/02,
30 years

Professional/Technical Resignation

Karen Puleo, Program Specialist, CE, 01/22/02, 2 years

Supervisory/Confidential Resignation

Joseph Lavedas, Assistant Production Supervisor, FD SER,
01/31/02, 1 year 5 months

Classified Staff Resignations

Diane Carlin, Secretary I, LIB ARTS, 01/18/02, 1 year 3
months

Marichris Soriano, Administrative Secretary, AE/LS-Tutoring
Center, 01/02/02, 6 months

Brian Trifilio, Clerk Typist II, p/t, HR, 01/31/02, 1 year 8
months

Harper #512 IEA-NEA Resignation

James Hall, Custodian, PHY PLT, 12/14/01, 2 months

Approval of 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

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. Student Member Passarini voted aye.

Member Kolze noted that he participated in the ICCTA Board
of Representatives meeting on January 11-12 in Springfield.
He distributed a summary and handouts from the event. He

attended a Government Relations Committee and a Board meeting. He was very impressed with Gary Davis. Member Kolze noted that College of Lake County (CLC) and Elgin Community College (ECC) have a high profile down there; he feels it is important for Harper College to establish a presence down there, as well.

Member Kolze highlighted several items. The head of the Bureau of Prisons spoke to the group about the fact that Governor Ryan has restored 80 percent of the funds for higher education programs at Illinois correctional facilities. Ten community colleges depend on that state money; they were relieved to see the money restored. Member Kolze noted that it was a good, well-attended conference. It was noted that Chair Howard, Student Member Passarini and Linda Kolbusz would be going to Washington, DC, for a National Legislative Conference.

Chair Howard noted that Member Barton is chair of the Legislative Advocacy Committee. They need to have a meeting to look at the legislative agenda, see if there are things Harper College is interested in and that need follow-up. In response to Member Gillette, Chair Howard noted that the Chair of the committee is responsible for calling the meetings.

NEW BUSINESS:

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

Member Gillette 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-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder explained that the Science, Emerging Technology and Health Careers Center project was broken into three pieces:

- Phase I – utility installation, was completed in late fall and early winter. Gilbane had estimated the cost to be \$560,000; it came in at approximately \$460,000. Some of the savings came from value engineering.
- Phase II – the remaining utilities, steel, concrete and civil engineering, was authorized in December, went out to bid with bids expected to come in February 8. Rick estimated it to be approximately \$16.2M.

- Phase III - everything else, is set to go out for bid next month, with numbers coming in March. Tonight the Board will be giving the green light to move into Phase III.

Dr. Breuder asked Rick Wise of Gilbane Construction, and Michael Lundeen of Legat Architects, to address the Board with regard to the project. In response to Dr. Breuder's questions, Rick Wise stated that the marketplace right now is very good. The economy for everybody is a bit slow, so contractors are looking for work. A total of 85 contractors have been solicited for four pieces of the work, which means approximately 20 contractors for each piece of work. Of the 52 people who took out drawings, 30 contractors are expected to bid. They should have good bid coverage and good competition between the contractors, which is an advantage to the College. Phase III is approximately \$55M in construction dollars.

Michael Lundeen noted that they continue to work with the staff at Harper to make sure that everyone understands the project. They are going room-by-room with the end-users. Dr. Breuder reiterated that all of where they are today has taken place in 12 months—that includes selling the bonds, investing the bond money, hiring the architect, hiring the Construction Manager, doing all the Education specs, having people work out all the spaces inside the building and getting it out to bid.

In response to Member Shure, Rick Wise stated he did not know whether Gilbane made a political contribution to Laurie Stone's campaign to run for Trustee. Member Shure suggested that Member Stone excuse herself from voting on this item, because it would be unethical and she could possibly be punished by the law. It was noted that the action item is not about hiring Gilbane Construction; it is about going out to bid, and Gilbane will not be one of the bidders. Board members reiterated that Gilbane Construction is the construction manager who was already hired by Harper College before Laurie Stone was on the Board.

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.

Sabbatical Leaves,
Fall, 2002-03
Academic Year

Member Botterman moved, Member Barton seconded, approval of the sabbatical leaves for the following faculty for the requested time period, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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)

Member Botterman noted that the summaries are very interesting. He would like to hear a report after the sabbaticals. Chair Howard stated that they always invite those who have been on sabbatical to make a report to the Board when they come back. She added that, on behalf of this Board and previous Boards, they are pleased to award these sabbaticals to help Harper faculty develop their skills. It is a wonderful collaboration between the faculty and the College to keep the level of academic programs high.

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.

CITIZEN PARTICIPATION

Chair Howard noted that there are two individuals wishing to address the Board for Citizen Participation. She asked that they be allowed to speak prior to voting on Exhibit VII-C, License to Sell Alcoholic Beverages. With agreement from the Board, she asked for Citizen Participation to take place first. Board members concurred.

Michael O'Toole, citizen, addressed the Board regarding "respect." He first noted that he has the highest regard and respect for Professor Barbara Radebaugh, who is a true professional and an asset to the College.

With regard to the issue of Harper College obtaining a liquor license, he asked that the College let the voters decide, out of respect to the community. It impacts more than the

Harper community; it is a statewide issue. Mr. O'Toole noted that many colleges have revoked their liquor licenses.

Mr. O'Toole was reminded of his five-minute time limit. He concluded by asking Dr. Breuder for an apology, out of respect for Mr. O'Toole's mother, regarding a comment he made one semester in the presence of her and Vice President of Human Resources, Bonnie Henry. When Mr. O'Toole's mother asked Dr. Breuder if the woman next to him was Mrs. Breuder, Dr. Breuder had responded "Yes, it is." It was, in fact, Dr. Henry and not Mrs. Breuder. Mr. O'Toole noted that although Dr. Henry quickly corrected Dr. Breuder's comment, he felt that the comment was very unprofessional and disrespectful behavior on Dr. Breuder's part. He asked that an apology be given to his mother at the next Board meeting. Chair Howard suggested that he arrange to have his mother speak to Dr. Breuder at another time, not at a public meeting.

Bill Huley, of Northwest Tax Watch, addressed the Board. He first congratulated Kris Howard on her Chair position and commended Dick Kolze for his many years of work as Chair of the Board. He asked that the Board bear with his comments, as they will take up approximately six minutes. He expressed the dismay of Northwest Tax Watch members about Harper College administration's recent request for an upgraded license to serve liquor. He noted that Northwest Tax Watch shares the concern and view of Trustee Leon Shure that this is a veiled attempt by President Robert Breuder to resurrect his idea of ultimately having a wine cellar at Harper College. He added that the recent request was especially disconcerting, because the administration moved forward with this issue before having full Board discussion and approval.

On behalf of Northwest Tax Watch, Mr. Huley urged the Harper Board to seriously reconsider the possible ramifications of expanding hard liquor consumption on campus. He discussed the probable increased cost of liability insurance, possible DUI-related deaths and lawsuits. He urged the Board to reject the idea of introducing alcohol on campus, regardless of the venue. He asked them to demonstrate the integrity they espouse with their blue campaign buttons.

License to Sell
Alcoholic Beverages

Member Botterman moved, Member Barton seconded, adoption of the resolution and authorization of the Administration to complete all necessary processes and

applications related to the license, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the plan states clearly that this will be limited service at the request of those who are scheduling seminars and events. Proper procedures will be in place to assure that the intent is followed. Member Shure felt that they were rushing into this and suggested they table the item until insurance and liability facts are obtained. Chair Howard noted that there is a motion on the floor to approve and asked if there was further discussion.

In response to Member Botterman, Vice President Thorson explained that they were satisfied with the Bar Code training program they had in place. However, if the Board asked for expanded training, it would be considered. It was noted that Student Member Passarini had not reviewed Exhibit VII-C. Chair Howard summarized the exhibit for Student member Passarini. Chair Howard told Student Member Passarini that, if he did not feel he had enough time to review the exhibit, he could abstain.

Member Kolze noted that he was on the Northern Illinois University campus for a Board Alumni meeting in their Student Center, and they rolled in a portable bar fully stocked. He is sure other institutions have a license, as well.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini abstained.

PRESIDENT'S REPORT

Dr. Breuder noted that Harper College has 25 percent of its administrative team retiring this year—which equates to 12-13 people.

He asked Vice President Bonnie Henry to give a brief overview of the newly-developed Administrative Mentoring program. It was noted that Board members received a memo regarding this topic.

Vice President Henry explained that they have developed and implemented an Administrative Mentoring and an Administrative Orientation program. Although the Faculty

has had these programs for a number of years, the Administration is just now catching up.

Administrative Mentoring Program

She explained that when new administrators arrive, they will have one or more administrative volunteers who will work with them for a semester and serve as their mentor. The volunteers will provide guidance, coaching, hand-holding, etc.

Administrative Orientation Program

This program is more expansive than the orientation given to all Harper employees. It includes the general orientation, training programs, and opportunities to meet with key people across the campus to learn about various functions, services, etc.

Vice President Henry noted that, in addition to the two programs, new Deans will receive a mentoring, teaching, instructional booklet developed by Dr. Elizabeth McKay as part of her retirement project. This will be used to help new Deans become acclimated to their new role. Dr. Breuder commented that Liz McKay is the only administrator with whom he has worked who finished her post-retirement project before she retired.

Enrollment

Dr. Breuder noted that, as of today, FTE enrollment (comparing January to January) is up 6.13 percent and Headcount enrollment is up 3.8 percent. Those great numbers are reflective of the work that the entire College has been doing to grow the enrollment. They did receive a little bump from a down economy, but much of the growth is the result of initiatives Harper has put in place over the last two or three years.

Board Budget Guidelines

Dr. Breuder distributed Board Budget Guidelines. He asked that the Board consider approving the guidelines at the February Board meeting. The College is in the process of building the budget for FY 03, and as a prelude to that, the Board must affirm that these guidelines are what they want the administration to follow. The guidelines should drive the preparation of the budget. Next month, Dr. Breuder will bring a recommendation relative to adjusting student tuition and fees. He explained that, in order to build the budget, one must understand the revenue stream for the institution. He pointed out the negative impacts on their revenue for next year—the proposed decrease in State funding and the tax cap. The impact, unfortunately, will send the burden

over to the students. Dr. Breuder reiterated that, all things being equal, a community college education is still the best deal in the country. He pointed out tuition and room and board increases at four-year universities and private colleges. It is known that, for the first two years, Harper College gives a quality education equal to or better than what one can receive if going to a four-year university. Reverse transfers come back to Harper and report that it is more challenging than what they have experienced elsewhere.

Public Safety

Dr. Breuder asked Mike Alsup to address the Board. Mr. Alsup explained that, when he came to Harper College 16 months ago, Dr. Breuder provided a distinct direction for Public Safety. He wanted a professional law enforcement agency—something of which Harper can be proud. As part of the change in emphasis in the program, they have assessed where Harper's Public Safety has been in the past, where they are at the present and where they need to go. They raised the bar in hiring, bringing more people with richer academic lives and who fit better into the culture at Harper. They searched long to find the right people. He introduced newly-hired Assistant Supervisor of Public Safety, Don Evangelista, who fit the mold. Don is a 30-year veteran of the Chicago Police Department, with 24 years as a supervisor. He is also a graduate of the FBI National Academy. Don will be the Number 2 person in Public Safety and will be in charge when Mike Alsup is not on campus. On a day-to-day basis, he is in charge of the Patrol and Communications Division. Don Evangelista stated that he sees this as an opportunity to help grow the department. He is very committed to the safety and well-being of the Harper community and will serve to the best of his ability. He thanked the Board.

Member Gillette stated that he has been pushing for an update in the College Emergency Plan. At the recent faculty orientation, the Public Safety group presented the Evacuation Plan from Harper College and proceeded to demonstrate it as the way to end the program. Member Gillette has heard great comments from the faculty. He thanked Public Safety for their hard work.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Member Gillette explained that input received from Elgin Community College indicates they lose bookings, not revenue, to \$1M per year because they do not serve alcohol. He asked if the Board should assume Northwest Tax Watch would like the College to go to the taxpayers and ask for a referendum to make up lost revenue and operate the Conference Center with less than full capacity, or at a loss. Member Shure asked how the College knows that it is not going to cost \$2M in increased insurance and security. He stated he does not believe anyone has done the research on that.

ADJOURNMENT

Member Botterman moved, Member Stone seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 8:15 p.m. Student Member Passarini voted aye.

Chair

Secretary

BOARD REQUESTS

JANUARY 24, 2002 REGULAR BOARD MEETING

1. With regard to the third floor of the Conference Center which will house the President's Office and other administrative offices, Member Shure stated he would like to know the following: The cost per square foot of each of the offices; whether Dr. Breuder is bringing his old desk from his current office or whether he is buying a new desk; how much Dr. Breuder has spent for consultants; the cost of the carpeting, drapery, artwork, and fixtures, along with the material of which each is made; the cost of the President's private washroom; the entire cost of the suite. In addition, Member Shure stated that there has been a "Freedom of Information" request from Pioneer Press which has been dodged by Harper College. He would expect a response regarding this issue at the next meeting. Vice President Thorson stated that since the project is being run by the Capital Development Board (CDB), they suggested that the Pioneer Press get their information from the CDB. In response to Member Shure, Chair Howard stated that they will make sure he gets the information he is seeking.
2. Member Gillette noted that the cost per square foot of the third floor offices is the lowest marginal cost of anything the College has ever done on campus. He suggested they go back to the architects, find out the cost per square foot and release it to the Press.
3. Chair Howard noted that Member Barton is chair of the Legislative Advocacy Committee. They need to have a meeting to look at the legislative agenda, see if there are things Harper College is interested in and that need to be followed up on.
4. Member Botterman stated that he would like to hear a report after the sabbaticals. Chair Howard stated that they always invite those who have been on sabbatical to make a report to the Board when they come back.
5. Michael O'Toole, citizen, asked that an apology be given to his mother from Dr. Breuder at the next Board meeting. Chair Howard suggested that he arrange to have his mother speak to Dr. Breuder at another time, not at a public meeting.
6. Dr. Breuder asked that Board members review the Budget Guidelines and consider approving them at the February Board meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 28, 2002

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award bid request Q00191 to acquire Microsoft institutional standard office suite and operating systems for both administrative and academic environments to Software Plus, the lowest responsible bidder meeting specifications, in the amount of \$64,868.40.
- Exhibit VI – 3b The administration recommends that the Board award Q00189 for renovation of the first floor cafeteria washrooms in the Student and Administration Center to Auxano, Inc., the low bidder, in the amount of \$155,530, and for approval of Architectural Fees of \$11,665, abatement fees not to exceed \$10,000, estimated reimbursables of \$6,000, and a contingency of \$18,320 for a total award of \$201,515.
- Exhibit VI – 3c The administration recommends that the Board award Q00194 to Newsweb Corporation, the low bidder for printing of the Summer 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$33,191.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00191 to acquire Microsoft institutional standard office suite and operating systems for both administrative and academic environments as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$64,868.40 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-544.8.

III. INFORMATION

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

Custom Computer Specialists	\$33,122.40
Software Plus	64,868.40
CDW Government, Inc.	66,056.10
Creative Computers Integrated Technologies	66,111.60
Educational Resources	66,489.00
Softchoice Corp.	66,910.80

This request is for a leased Microsoft Campus Agreement License for Microsoft software. This includes licenses for each title for the entire campus. The College currently has a constant need for 2,400 licenses. After discussion with Microsoft educational representatives, it became clear that the College qualified for a Microsoft Campus Agreement and that this is the most cost effective alternative for keeping desktops and classrooms updated.

The Microsoft Campus Agreement includes office standard and professional software, Windows operating systems, the Windows 2000 client access license (CALs) for Server, Exchange 2000, Sharepoint, Project, Visio Pro, FrontPage, and Publisher. This contract will run March 1, 2002 through June 30, 2003.

The bid received from Custom Computer Specialists does not meet the mandatory specifications. They bid on only part of the package.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00191 to acquire Microsoft institutional standard office suite and operating systems for both administrative and academic environments to Software Plus, the lowest responsible bidder meeting specifications, in the amount of \$64,868.40.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00189 for renovation of the first floor cafeteria washrooms in the Student and Administration Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$201,515 are provided in the 2001/02 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9082 and 0392-039-548.00-9082.

III. INFORMATION

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

Auxano, Inc.	\$155,530
Fisher Commercial Construction Co., Inc.	164,900
The Dubs Company, Inc.	166,800
R. Rudnick & Co.	202,200
Tri-State Management Company	216,000
Poulos, Inc.	264,000

The first floor Cafeteria washrooms in the Student and Administration Center are in need of renovation, to maintain their long term functionality and to meet the requirements of the Americans with Disabilities Act.

The washrooms were constructed approximately 30 years ago, and experience periodic shutdowns due to deterioration of the infrastructure.

Proper repairs can only be made by a complete replacement of supply and waste piping.

The original designs of the washrooms limit simple upgrades to meet ADA requirements. Doorways do not have adequate clearance, fixtures do not have proper heights, and washroom configurations do not allow the proper turning radius.

IV. RECOMMENDATION

The administration recommends that the Board award Q00189 for renovation of the first floor cafeteria washrooms in the Student and Administration Center to Auxano, Inc., the low bidder, in the amount of \$155,530, and for approval of Architectural Fees of \$11,665, abatement fees not to exceed \$10,000, estimated reimbursables of \$6,000, and a contingency of \$18,320 for a total award of \$201,515.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00194 for printing of the Summer 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$33,191.00 are provided in the 2001/02 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 17 bids solicited. Six responses were received. The following is a recap of the bid tab sheet for 200,000 copies of the 72-page Summer 2002 Continuing Education Course Schedule and 30,000 copies of the 24-page Summer 2002 Continuing Education TECH Course Schedule:

Newsweb Corporation	\$ 33,191.00
Warner Offset, Inc.	36,531.00
Castle/Printech	40,774.00
College Class Schedule Specialists	46,120.70
Copy-Mor, Inc.	70,322.00
North American Corporation	103,138.29

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

IV. RECOMMENDATION

The administration recommends that the Board award Q00194 to Newsweb Corporation, the low bidder for printing of the Summer 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$33,191.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

February 28, 2002

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 the purchase and installation of furniture to be used in the Instructional Conference Center, in the amount of \$461,998.68.
- Exhibit VI – 4b The administration recommends that the Board approve the issuance of a purchase order to Prism Computer Corporation for the purchase of the Maintenance Management components of the FAMIS Asset Enterprise System (Version 7i), and the associated training, implementation, and knowledge transfer for an automated system to replace the manual maintenance Work Order processes currently in use by Physical Plant, in the amount of \$70,000 for fiscal 2001/02 and \$30,000 for 2002/03 for a total of \$100,000.
- Exhibit VI – 4c The administration recommends that the Board approve issuance of a purchase order to Meritide, Inc., for consultant services in support of the project (Technology Plan, TPC G17) that will provide technical assistance, implementation support, training and knowledge transfer in order to migrate from the Tivoli Help Desk software suite to the Peregrine Service Center suite (Help Desk), in an amount not to exceed \$90,000.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Krueger International, Inc. for the purchase and installation of furniture to be used in the Instructional Conference Center as requested by Corporate Services.

II. BUDGET STATUS

Funds in the amount of \$461,998.68 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

This request is for the furniture required to run the Instructional Conference Center. It includes seating for the amphitheater, tables and chairs for the dining room, tables and chairs for the breakout rooms, and seating for hallway gathering areas and the main lobby.

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 the purchase and installation of furniture to be used in the Instructional Conference Center, in the amount of \$461,998.68.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Prism Computer Corporation for the purchase of the Maintenance Management components of the FAMIS Asset Enterprise System (Version 7i), and the associated training, implementation, and knowledge transfer for an automated system to replace the manual maintenance Work Order processes currently in use by Physical Plant, as requested by Information Technology for the Administrative Systems department.

II. BUDGET STATUS

Implementation of this project (TPC 860) has an expected time frame of three years (2001/02 – 2003/04). Funds in the amount of \$70,000 are provided in the 2001/02, and funds in the amount of \$30,000 will be budgeted in the 2002/03, Restricted Purposes Fund budget, under account number 0695-245-539.00-4509 for the base system.

III. INFORMATION

Moving to a Computerized Maintenance Management System (CMMS) will aid staff in the administration of Work Orders used to maintain the current 975,000 square feet of campus facilities. The area covered will increase to 1.1 million square feet after completion of the Instructional Conference Center and the Performing Arts Center. Upon completion of the Science, Emerging Technology and Health Careers Centers the campus buildings will increase to approximately 1.4 million square feet. A manual approach to Work Order assignments and monitoring is

labor intensive and ineffective for budgeting and long-range planning in our rapidly growing environment.

RFP Process

A maintenance management systems expert from the architectural firm of O'Donnell, Wicklund, Pigozzi, and Peterson (OWP&P) was engaged to conduct the initial review of 200+ responses to a request for information. Fourteen vendors were pre-qualified and judged to be stable enough and their respective software robust enough to receive the Request For Proposal (RFP).

The RFP outlined in detail the immediate requirements to support Work Order processing, preventive maintenance and Web-enabled work requests. It also explored the potential of each vendor to supply the additional features the College anticipates needing in the future which include: mechanical inventory control, utilities management, mobile and wireless technology, full web deployment of client software, bar-coding, and CAD/graphics support.

Vendor support to assure prompt response to the needs of higher education as well as a strong desire to work in partnership with Harper College was also an important requirement.

The fourteen pre-qualified vendors were issued an RFP. Of those, six vendors responded to the RFP with proposals that could address the majority of the current and future requirements:

Prism Computer Corporation (FAMIS)
MicroMain Corporation (MS2000)
MRO Software (MAXIMO)
MAXIMUS (Facility Focus)
Datastream Systems (MP2)
Four Rivers Software Systems (TMS)

Evaluation Process

A task force was convened, consisting of key personnel from Physical Plant, the OWP&P consultant, and an IT project manager.

The evaluation process consisted of three stages: Proposal Review, Product Demonstrations, and Reference Checks.

Of the six proposals reviewed by the task force, four were identified as the strongest, and the vendors that had submitted them were asked to provide product demonstrations.

During the project demonstration stage, Physical Plant users evaluated the four vendors' products for ease of use and intuitive screen displays, while IT examined the feasibility of the technology and infrastructure requirements. To round out the systems and hardware information for each product as well as to learn the directions that the organizations were headed through R&D research, a list of additional IT questions was forwarded to each vendor. Ultimately, three final candidates were selected.

References from each of the three final candidates were contacted for in-depth interviews conducted by representatives from the Physical Plant, and an IT Technical Specialist

Task Force Recommendation

After all references were interviewed, a debriefing meeting was held. Each vendor organization and its product was rated on its overall effectiveness. As a result, the task force recommended the FAMIS Asset Enterprise Suite products from Prism Computer Corporation.

The Maintenance Management Module includes:

- Real-time reporting of Work Order status.
- Work Order category based routing.
- Flexible organization allows for project, Work Order groupings and tasks.
- Ability to associate a Work Order with multiple tasks and resources.
- User defined Work Order status definitions and assignments.
- Fully automated Work Order life cycle.

- Standard reports and standard ODBC links to most database custom report tools.
- Automated triggers for preventive maintenance and warranty schedule tasks.
- Ability to link documents to all levels and elements of the database.
- Project Management workbench.

Prism Computer Corporation is a privately owned software company whose customer base is 95% academic institutions. Customer references consistently speak highly of the quality of the software support service. Prism is very responsive to the evolving needs of its user community, with new versions accurately reflecting the directions its customers are taking.

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 Prism Computer Corporation for the purchase of the Maintenance Management components of the FAMIS Asset Enterprise System (Version 7i), and the associated training, implementation, and knowledge transfer for an automated system to replace the manual maintenance Work Order processes currently in use by Physical Plant, in the amount of \$70,000 for fiscal 2001/02 and \$30,000 for 2002/03 for a total of \$100,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Meritide, Inc. for consultant services in support of the project (Technology Plan, TPC G17) that will provide technical assistance, implementation support, training and knowledge transfer in order to migrate from the Tivoli Help Desk software suite to the Peregrine Service Center suite (Help Desk), as requested by Information Technology for the Client Services department.

II. BUDGET STATUS

Funds in the amount of not to exceed \$90,000 are provided in the 2001/2002 Education Fund budget, under account number 0195-183-539.00 and in the Restricted Purposes Fund budget, under account number 0695-245-539.00-4509.

III. INFORMATION

The current Peregrine consultant job market for Information Technology personnel remains extremely competitive because Peregrine has purchased a few competing software developers, which has resulted in a significant demand for consultants to support a large number of companies requiring conversion or upgrade services. With the acquisition of Tivoli, Inc. by Peregrine, Inc., this replacement is necessary as the Tivoli product is no longer viable. The Help Desk requires management tools in order to continue to provide the necessary support to the Harper community.

Meritide, Inc. has done considerable work for Peregrine clients in the Chicago area and is familiar with all the technologies used at Harper. Meritide will provide the technical support necessary to migrate to the Service Center suite of software while minimizing the impact to the Help Desk staff, thereby permitting them to continue to provide the much needed day-to-day support for the Harper Community. Further, Meritide is a Peregrine certified partner and is a member of the Help Desk Institute, of which Harper is also an active member.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Meritide, Inc., for consultant services in support of the project (Technology Plan, TPC G17) that will provide technical assistance, implementation support, training and knowledge transfer in order to migrate from the Tivoli Help Desk software suite to the Peregrine Service Center suite (Help Desk), in an amount not to exceed \$90,000.00.

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 Appointment.

B. Ratification of Classified Staff Appointments.

C. Ratification of Harper #512 IEA-NEA Appointment.

D. Ratification of ICOPS Appointment.

E. Ratification of Faculty Retirements.

F. Ratification of Classified Staff Retirements.

G. Ratification of Harper #512 IEA-NEA Retirements.

H. Ratification of Professional/Technical Resignation.

I. Ratification of Supervisory/Confidential Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Employee Assistance Program – Renewal Agreement

II. REASON FOR CONSIDERATION

A renewal agreement with Workplace Solutions is necessary for continuation of the professional services provided in connection with the Employee Assistance Program (EAP).

III. BACKGROUND INFORMATION

Harper College initiated its Employee Assistance Program in cooperation with Alexian Brothers Medical Center in October 1984 to provide confidential referral for the diagnosis and treatment of persistent behavioral problems. For purposes of employee assistance programs, Alexian Brothers Medical Center joined forces with the Kenneth W. Young Centers to establish Workplace Solutions, L.L.C. which has been providing professional EAP services for Harper College since 1990. On July 1, 1996 Workplace Solutions, L.L.C. merged with the Human Resources Consulting Group which allow them to provide a broader range of services.

For contract year 1999-2000 and 2000-2001, the cost to Harper College for the EAP program was \$16.80 per employee for the 740 employees served by the EAP. Total cost for each contract year was \$12,432. During 2000-2001 Workplace Solutions, L.L.C. added significant additional services at the same cost. The renewal proposal for two years, 2001-2002 and 2002-2003, for 766 employees is \$18.00 per employee for a cost per contract year of \$13,788.

Workplace Solutions, L.L.C. has a full service EAP available which includes generalized information and support regarding a variety of life and work stresses including those related to child care, elder care, legal and financial issues. The additional services added in 2000-2001 were Work/Family Solutions and Legal/Financial Solutions.

Work/Family Solutions provides employees with specific referrals for childcare resources, elder care resources and convenience services with respect to criteria set by the employee. Guidelines are made available to evaluate providers and/or resources to make the best decision.

Legal/Financial Solutions provides employees with access to a broad network (over 6,000 nationwide) of fully credentialed provider firms. Employees are referred to local counsel and are entitled to one free thirty-minute office consultation for up to three separate legal or financial issues per year. Should employees retain the network attorney or financial professional who completed the initial consultation, the employee will receive a minimum 25% discount off of the normal hourly rate.

The Employee Assistance Program at Harper College has proved to be a benefit that is being utilized by all employee groups and is a valuable asset to our College community.

The administration has discussed EAP services with other providers and has determined that Workplace Solutions, L.L.C. with its long and positive history with Harper College is providing this professional service at a competitive price.

IV. RECOMMENDATION

The administration recommends that the Employee Assistance Program two-year renewal agreement between William Rainey Harper College and Workplace Solutions, L.L.C. be approved as proposed.

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of January 31, 2002

Exhibit VI-7
February 28, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 23,992,337	652,686	935,000
OPERATIONS, & MAINT. FUND	5,652,957	159,424	240,000
OPERATIONS, & MAINT. FUND (Restricted)	3,015,470	62,298	60,000
BOND & INTEREST	1,887,591	68,523	75,000
AUXILIARY ENTERPRISES	3,636,183	91,324	170,000
RESTRICTED FUNDS	2,324,966	71,818	155,080
WORKING CASH FUND	11,848,792	326,576	666,000
AUDIT FUND	145,199	4,239	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,180,963</u>	<u>71,100</u>	<u>150,000</u>
Total	<u>\$ 54,684,459</u>	<u>1,507,988</u>	<u>2,456,080</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of January 31, 2002

Exhibit VI-7
February 28, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 1/31/2002	Market Value
<u>Certificates of Deposits</u>							
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					44,800,000.00	44,800,000.00 *
<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	1,995,000.00
	Weighted Average: 3.05					1,995,000.00	1,995,000.00 **
ISDMAX		01/02 Monthly Average		1.85		1,501,714.25	1,501,714.25
Illinois Funds		01/02 Monthly Average		1.95		6,387,744.46	6,387,744.46
TOTALS AS OF:	1/31/2002				\$	54,684,458.71	54,684,458.71

*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

- ICCTA meeting - March 8-9 - Oak Brook Hills Resort, Oak Brook
- Legislative Committee Report: Community College National Legislative Seminar - report attached

COMMUNITY COLLEGE NATIONAL LEGISLATIVE SEMINAR

**Co-Sponsored by the Association of Community College Trustees
and the American Association of Community Colleges**

Washington DC, February 10 – 13, 2002

Board Chair Kris Howard, Student Trustee Raul Passarini and Linda Kolbusz, Special Assistant to the President, represented Harper College at the Community College Legislative Seminar. We found strong support for community colleges from both the administrative and legislative branches of the federal government. They were receptive to our concerns and needs, as listed in the attached legislative priorities; however, they asked us to be realistic about expectations for action this year, due to other priorities occasioned by the war on terrorism and the shortfall in revenue to support the federal budget.

Carol D'Amico, Assistant Secretary, Office of Vocational and Adult Education, U.S. Department of Education, termed the community colleges the "job training system for our country." She assured us that the Bush administration placed a high priority on education and listed the four pillars of its education plan as follows:

- Closing the achievement gaps between the low income and the wealthy and between whites and non-whites.
- Focusing on "what works." Benchmarking. Effective measurement of outcomes, which is especially difficult for adult students who often are not full-time and may not be seeking a degree, but rather upgrading skills.
- Reducing bureaucracy and increasing flexibility for educational institutions, so long as there is accountability.
- Increasing options and choices for students. They would like to see closer relationships between high schools and community colleges and expansion of advanced placement/dual enrollment programs that speed up the process of education for qualified students.

The three Harper representatives met with those staff members responsible for education from the offices of Senators Durbin and Fitzgerald and the offices of Congressmen Crane and Kirk. I was able to meet privately with Senator Fitzgerald for ten minutes, and the three of us spent 45 minutes with Congressman Mark Kirk. Both Fitzgerald and Kirk have requested that we schedule a tour for them of the Harper campus.

I believe this was time well spent, because federal legislation impacts Harper in many ways, especially in the area of student financial assistance for our neediest students through the Pell grants.

Kris Howard
Trustee

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: February 14, 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 D. Corr	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 work based 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

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 D. Magno TMPS/ Marketing Services	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
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 February 14, 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
 January FY02 Fundraising

Appeal Descriptions	#Gifts	Cash	Stocks/Pledges	In-Kind	Other	Total
Retirement Fund	2	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00
Direct Mail FY02 -- Board	3	\$1,200.00	\$0.00	\$0.00	\$0.00	\$1,200.00
Direct Mail FY02 -- Donors under \$250	2	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00
Direct Mail FY02 -- Donors over \$250	4	\$3,025.00	\$0.00	\$0.00	\$0.00	\$3,025.00
Direct Mail FY02 -- Alumni Mailing	7	\$270.00	\$0.00	\$0.00	\$0.00	\$270.00
Direct Mail FY02 -- Annuitants	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Direct Mail FY02 -- Lapsed	2	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail FY02 -- Trustees	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
DM2001	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Tradition of Excellence Campaign 2000	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Special Intiatives	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Stewardship	3	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Tradition of Excellence 2001	11	\$50.00	\$1,000.00	\$0.00	\$0.00	\$1,050.00
Theatre Seat Campaign	4	\$1,750.00	\$11,500.00	\$0.00	\$0.00	\$13,250.00
TSC -- Barrington Breakfast Club	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Unsolicited	4	\$1,218.94	\$0.00	\$7,055.00	\$0.00	\$8,273.94
TOTAL	49	\$12,325.94	\$12,500.00	\$7,055.00	\$0.00	\$31,880.94

Harper College Educational Foundation
 Gift Summary by Appeal
 Year to Date FY02 Fundraising (as of 1/31/02)

Appeal Descriptions	#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	82	\$14,125.00	\$2,200.00	\$0.00	\$0.00	\$16,325.00
Retirement Fund	7	\$73.00	\$260.00	\$0.00	\$0.00	\$333.00
Direct Mail FY02 -- Board	5	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00
Direct Mail FY02 -- Donors under \$250	7	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Direct Mail FY02 -- Donors over \$250	6	\$5,050.00	\$0.00	\$0.00	\$0.00	\$5,050.00
Direct Mail FY02 -- Alumni Mailing	21	\$708.00	\$0.00	\$0.00	\$0.00	\$708.00
Direct Mail FY02 -- Annuitants	7	\$2,020.00	\$0.00	\$0.00	\$0.00	\$2,020.00
Direct Mail FY02 -- Lapsed	7	\$470.00	\$0.00	\$0.00	\$0.00	\$470.00
Direct Mail FY02 -- Trustees	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
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	3	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Tradition of Excellence Campaign 2000	8	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00
Golf 2001 - Event Day	1	\$36.00	\$0.00	\$0.00	\$0.00	\$36.00
Golf 2001 - Invitation	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Golf Open 2001 - Underwriting Appeal	2	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
Harvest Ball 2001 - Invitation	125	\$36,775.00	\$0.00	\$0.00	\$0.00	\$36,775.00
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	5	\$27,400.00	\$190,000.00	\$0.00	\$0.00	\$217,400.00
Special Initiatives	14	\$3,475.00	\$0.00	\$0.00	\$0.00	\$3,475.00
Stewardship	12	\$13,650.00	\$0.00	\$3,025.00	\$0.00	\$16,675.00
Tradition of Excellence 2001	60	\$287.00	\$1,390.00	\$0.00	\$0.00	\$1,677.00
Theatre Seat Campaign	20	\$10,450.00	\$20,500.00	\$0.00	\$0.00	\$30,950.00
TSC -- Barrington Breakfast Club	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Unsolicited	23	\$7,753.22	\$0.00	\$34,415.14	\$0.00	\$42,168.36
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
TOTAL	513	\$156,563.57	\$231,400.00	\$43,739.14	\$0.00	\$431,702.71

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Board Budget Guidelines

II. REASON FOR CONSIDERATION

The Board would like to provide a general statement related to Budget Development to the entire College community.

III. BACKGROUND INFORMATION

The Board of Trustees adopted the first Board Budget Guidelines on February 27, 1997. They were revised in December 1999. There have been many changes at the College since that time and it is desirable to again revise the Board Budget Guidelines.

IV. RECOMMENDATION

The Board Budget Guidelines are attached for approval by the Board.

Board Budget Guidelines

Board Budget Guidelines set the Board's expectations of the College community for the current year's budget cycle.

LIMITED RESOURCES

The Board recognizes that the impact of tax caps became an economic reality for Harper College in 1994 and that the college property tax revenue increases are now restricted.

The Board recognizes that one impact of the property tax cap is students will have to assume a larger share of increased expenses than in the past and a tuition philosophy that defines the student share is necessary and therefore has set the target at 25% of per capita costs.

The Board recognizes that the current economic climate may mean less State revenue, but more students to be served.

The Board recognizes that referenda may be in the College's future.

The Board recognizes that continued work with legislators for funding of major capital projects is necessary. The Board will work to seek Harper's fair share of state funds for operations.

MANY PRIORITIES

The Board is committed to linking the funding plan (budget) of the College to its student centered Strategic Long Range Plan, and its Annual Plan.

The Board is committed to treating all employee groups in a fair and equitable manner.

The Board is concerned with steadily increasing medical insurance costs and is committed to instituting cost saving measures beneficial to both the College and the employee.

The Board is concerned that events of September 11, 2001 will drive up the costs of property and casualty insurance.

SAVE BEFORE YOU SPEND

The Board is committed to keeping Revenue and Expenditures in balance.

The Board is committed to maintaining our current bond rating and the fund balance target is 33%, or four months, of the total revenue for the College.

The Board acknowledges the need to set aside dollars, up to \$10,000,000, to provide a match to state capital funds to be awarded in the near future.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Proposed Credit Course Fee Changes for the 2002-03 academic year.

II. REASON FOR CONSIDERATION

The Board is to establish a fee schedule per section 3.3 of the Board Policy Manual. These fees are to cover various costs beyond those covered by the regular tuition fees.

III. BACKGROUND INFORMATION

These fee changes will be incorporated into the College's registration system. Therefore, fee changes must be acted upon prior to March 18, 2002 when early registration begins for the summer 2002 semester.

IV. RECOMMENDATION

The administration recommends approval of the Proposed Credit Course Fee Changes for 2002-03, effective with the 2002 summer semester.

Proposed Fee Changes
2002 - 2003

COURSE			COURSE	Current	PROPOSED	PROPOSED	
DIV	DEPT	#	TITLE	2001-02	2002-03	INC/DEC	STATUS
AELS	ESL	078	ESL: American Culture II	\$20.00	\$0.00	(\$20.00)	
AELS	RDG	090	Fundamentals of Reading	\$10.00	\$15.00	\$5.00	
AELS	SGN	212	Introduction to American Sign Language Literature		\$10.00	\$10.00	new
BUS/SS	CIS	162	PC Operating Systems		\$25.00	\$25.00	new
BUS/SS	CIS	163	Network Operating System		\$25.00	\$25.00	new
BUS/SS	CIS	165	Linux Fundamentals		\$25.00	\$25.00	new
BUS/SS	CIS	259	Network Troubleshooting		\$25.00	\$25.00	new
BUS/SS	CIS	260	Network Infrastructure Administration		\$25.00	\$25.00	new
BUS/SS	CIS	261	Directory Services Administration		\$25.00	\$25.00	new
BUS/SS	CIS	262	Designing a Network Infrastructure		\$25.00	\$25.00	new
BUS/SS	CIS	263	Designing for Network Security		\$25.00	\$25.00	new
BUS/SS	CIS	264	Implementing Directory Services		\$25.00	\$25.00	new
BUS/SS	CIS	265	Exchange Server Administration		\$25.00	\$25.00	new
BUS/SS	CIS	275	Linux System Administration		\$25.00	\$25.00	new
BUS/SS	CIS	276	Linux Networking and Security Administration		\$25.00	\$25.00	new
BUS/SS	CIS	277	Linux Shell Scripting and Server Services		\$25.00	\$25.00	new
BUS/SS	MGT	115	Introduction to International Business		\$30.00 *	\$30.00*	new
BUS/SS	MKT	190	Export Documentation	\$ 50.00 *	\$ 30.00 *	(\$20.00)*	
BUS/SS	MKT	260	International Banking		\$30.00 *	\$30.00 *	new
BUS/SS	OFC	204	Macros for Word Processing	\$20.00	\$0.00	(\$20.00)	withdrawn
BUS/SS	OFC	206	Using Merges in Word Processing	\$20.00	\$0.00	(\$20.00)	withdrawn
BUS/SS	PLS	223	Computer Assisted Legal Research		\$15.00	\$15.00	new
LIBARTS	FAS	206	Tailoring Techniques II	\$15.00	\$0.00	(\$15.00)	
LIBARTS	IND	100	Interior Design Theory I	\$5.00	\$8.00	\$3.00	
LIBARTS	IND	103	Furniture History	\$8.00	\$11.00	\$3.00	
LIBARTS	IND	107	Interior Perspective and Rendering	\$10.00	\$11.00	\$1.00	
LIBARTS	IND	108	Color for Interior Design/CAD	\$27.00	\$35.00	\$8.00	
LIBARTS	IND	109	Design and Color Elements for Interiors	\$5.00	\$8.00	\$3.00	
LIBARTS	IND	114	Codes for Interior Designers	\$7.00	\$8.00	\$1.00	
LIBARTS	IND	216	Kitchen & Bath Design & Interior Construction	\$38.00	\$41.00	\$3.00	
LIBARTS	MUS	180	Minor Applied Music -- Flute & Piccolo	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	181	Oboe and English Horn	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	182	Clarinet	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	183	Bassoon and Contra Bassoon	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	184	Saxophone	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	185	French Horn	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	186	Trumpet	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	187	Trombone	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	188	Baritone	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	189	Tuba	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	190	Percussion	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	191	Violin	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	192	Viola	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	193	Cello	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	194	String Bass	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	195	Harp	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	196	Piano	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	197	Organ	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	198	Voice	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	199	Classical Guitar	\$246.00	\$271.00	\$25.00	
LIBARTS	MUS	280	Minor Applied Music -- Flute & Piccolo	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	281	Oboe and English Horn	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	282	Clarinet	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	283	Bassoon and Contra Bassoon	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	284	Saxophone	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	285	French Horn	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	286	Trumpet	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	287	Trombone	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	288	Baritone	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	289	Tuba	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	290	Percussion	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	291	Violin	\$492.00	\$542.00	\$50.00	

Proposed Fee Changes
2002 - 2003

COURSE			COURSE	Current	PROPOSED	PROPOSED	STATUS
DIV	DEPT	#	TITLE	2001-02	2002-03	INC/DEC	
LIBARTS	MUS	292	Viola	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	293	Cello	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	294	String Bass	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	295	Harp	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	296	Piano	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	297	Organ	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	298	Voice	\$492.00	\$542.00	\$50.00	
LIBARTS	MUS	299	Classical Guitar	\$492.00	\$542.00	\$50.00	
LSHS	DHY	100	Pre-Clinic	\$60.00	\$65.00	\$5.00	
LSHS	DHY	101	Clinical Dental Hygiene I	\$85.00	\$90.00	\$5.00	
LSHS	DHY	111	Dental Radiology	\$95.00	\$105.00	\$10.00	
LSHS	DHY	119	Oral Health Mgt. Of Special Needs Pop.	\$15.00	\$20.00	\$5.00	
LSHS	DHY	151	Clinical Dental Hygiene II	\$65.00	\$70.00	\$5.00	
LSHS	DHY	159	Head and Neck Anatomy	\$15.00	\$20.00	\$5.00	
LSHS	DHY	161	Dental Anatomy	\$30.00	\$35.00	\$5.00	
LSHS	DHY	190	General and Oral Pathology	\$15.00	\$20.00	\$5.00	
LSHS	DHY	200	Periodontology	\$45.00	\$50.00	\$5.00	
LSHS	DHY	201	Ethics, Jurisprudence, and Practice Management	\$15.00	\$20.00	\$5.00	
LSHS	DHY	202	Radiology I	\$75.00	\$80.00	\$5.00	
LSHS	DHY	203	Radiology II	\$75.00	\$80.00	\$5.00	
LSHS	DHY	220	Community Dental Health I	\$30.00	\$35.00	\$5.00	
LSHS	DHY	221	Community Dental Health II	\$40.00	\$45.00	\$5.00	
LSHS	DHY	240	Dental Pharmacology	\$15.00	\$20.00	\$5.00	
LSHS	DHY	250	Clinical Dental Hygiene III	\$145.00	\$160.00	\$15.00	
LSHS	DHY	251	Clinical Dental Hygiene IV	\$145.00	\$160.00	\$15.00	
LSHS	DHY	269	Science of Dental Materials	\$15.00	\$20.00	\$5.00	
LSHS	DHY	270	Dental Materials Laboratory Techniques	\$55.00	\$60.00	\$5.00	
LSHS	DIT	150	Dietetic Clinical Laboratory I	\$5.00	\$10.00	\$5.00	
LSHS	DIT	200	Dietetic Clinical Laboratory II	\$5.00	\$10.00	\$5.00	
LSHS	DIT	250	Dietetic Clinical Laboratory III	\$5.00	\$10.00	\$5.00	
LSHS	MOA	145	Health Care Records Management	\$22.00	\$24.00	\$2.00	
LSHS	MOA	196	Current Procedural Terminology (CPT) Coding		\$24.00	\$24.00	new
LSHS	MOA	197	International Classification of Disease (ICD) Coding		\$24.00	\$24.00	new
LSHS	MOA	235	Health Care Office Procedures	\$22.00	\$24.00	\$2.00	
LSHS	NUR	199	Bridge to Advanced Nursing		\$60.00	\$60.00	new
LSHS	PST	107	Cut Flowers and Foliage Identification		\$150.00	\$150.00	new
LSHS	PST	208	Advanced Floral Techniques		\$200.00	\$200.00	new
LSHS	PST	245	History of Floral Design II		\$200.00	\$200.00	new
TMPS	AST	101	Introductory Astronomy	\$17.50	\$25.00	\$7.50	
TMPS	AST	201	Advanced Astronomy	\$20.00	\$25.00	\$5.00	
TMPS	EGR	120	Engineering Graphics I	\$40.00	\$25.00	(\$15.00)	
TMPS	EGR	121	Engineering Graphics II	\$40.00	\$25.00	(\$15.00)	
TMPS	EGR	262	Electrical Circuits Laboratory I	\$40.00	\$25.00	(\$15.00)	
TMPS	EGR	270	Introduction to Digital Systems	\$40.00	\$25.00	(\$15.00)	
TMPS	GEO	101	Physical Geology	\$20.00	\$25.00	\$5.00	
TMPS	GEO	102	Historical Geology	\$20.00	\$25.00	\$5.00	
TMPS	GEO	201	Rocks and Minerals	\$20.00	\$25.00	\$5.00	
TMPS	GEO	202	Paleontology	\$20.00	\$25.00	\$5.00	
TMPS	MET	106	Mechanical Blueprint Reading	\$10.00	\$0.00	(\$10.00)	
TMPS	MET	235	Computer Graphics	\$35.00	\$25.00	(\$10.00)	
TMPS	MET	236	Solid Modeling I	\$50.00	\$25.00	(\$25.00)	
TMPS	MET	237	Solid Modeling II	\$50.00	\$25.00	(\$25.00)	
TMPS	MFG	211	Process Planning and Tool Design	\$30.00	\$25.00	(\$5.00)	
TMPS	PHS	105	Energy and Society	\$20.00	\$25.00	\$5.00	
TMPS	PHS	111	Physical Science I	\$20.00	\$25.00	\$5.00	
TMPS	PHS	112	Physical Science II	\$20.00	\$25.00	\$5.00	
TMPS	PHY	101	Technical Physics I- Mechanics, Heat and Sound	\$20.00	\$30.00	\$10.00	
TMPS	PHY	102	Technical Physics II Electricity and Magnetism, Light	\$20.00	\$30.00	\$10.00	
TMPS	PHY	115	Applied Physics for Electronics I	\$20.00	\$30.00	\$10.00	
TMPS	PHY	116	Applied Physics for Electronics II	\$20.00	\$30.00	\$10.00	
TMPS	PHY	121	Introductory Physics I	\$25.00	\$30.00	\$5.00	
TMPS	PHY	122	Introductory Physics II	\$25.00	\$30.00	\$5.00	

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New Certificate programs in Home Health Aide and Mammography.

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new certificate and degree programs.

III. BACKGROUND INFORMATION

The Metropolitan Chicago Healthcare Council (MCHC), a service organization for 130 hospitals and health care organizations, reports that the 21st century will be characterized by growth in all health care career occupations in the Chicago Metro area. The projected growth range is between 14.38% to 38.25% with a total number of projected new jobs at 47,170.

Mammographers represent one of these areas of need. While hospitals will remain the principal employer of this technician, employment is expected to grow most rapidly in offices and clinics of physicians, including diagnostic imaging centers. A continued focus on breast health, prevention and early detection of breast cancer will further increase the demand for the Radiologic Technologist with specialty training in mammography. The local need for "Imaging" training in general was identified through a CEO Breakfast Program meeting with health care leaders. In response to the identified need, the Mammography Certificate program was developed and is expected to begin spring term 2003.

Conversely, the Home Health Aide will be employed primarily by home care agencies and families to provide care. The Bureau of Labor Statistics predicts a 76% growth nationally in jobs for "homemaker-home health" aides between 1996 and 2006. This growth is based on such

trends as a population that is living longer with associated increased health care needs. In addition the advent of managed care has resulted in earlier discharge of patients from the hospital with the associated increased acuity in the home. This national need mirrors a similar local need. The College receives regular calls for home health care workers. In response, this one course Home Health Aide certificate program was developed and is expected to begin fall 2002.

IV. RECOMMENDATION

The administration recommends that the Board approve these new certificates.

Home Health Aide Certificate

This four credit-hour certificate program provides an opportunity for the Certified Nursing Assistant to acquire additional skills which are required for the provision of health care in the home setting. Course content includes techniques for provision of personal care and activities of daily living, communication skills, collection and analysis of biological specimens as well as a review of special restorative or emergency care. Learning takes place in the classroom, lab and home care settings. Clinical experience is held off campus. Students are required to provide their own transportation. Opportunities for employment are found in such settings as home health agencies, hospice, and private duty.

Required:

HHA 101	Home Health Aide.....	4
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Mammography Certificate Program*

This 12 credit-hour, 2 semester certificate program begins in the fall semester and completes at the end of spring semester. Mammography is a branch of radiology that employs specialized equipment to produce images of the breast that aid the radiologist in identifying and discussing abnormalities. The program provides didactic, laboratory and clinical instruction. The clinical portion of the program consists of an orientation to the clinical aspects of mammography, demonstration of the use of equipment, and an opportunity to participate under close supervision in actual mammographic procedures. Although the program is offered as an evening option, the clinical rotation will be scheduled during the day. Successful candidates are certified as a Registered Radiographic Technologist in Mammography – RT (R)(M).

**Admission Requirements:

- Must be registered as a Radiographic Technologist RT(R) in good standing with the American Registry of Radiographic Technology (ARRT).
- Must possess an AAS or BA/BS degree in Radiologic Technology.
- Graduates of AMA approved hospital-based radiologic technology programs will be evaluated on an individual basis.
- Grade point average requirements: All students must possess a minimum cumulative grade point average of 2.0 (on a 4.0 scale).

First Semester – Fall

MAM 201	Principles of Mammography	3
MAM 202	Procedures in Mammography	4
MAM 203	Mammography Clinical Education I	2

Second Semester – Spring

MAM 204	Current Trends in Mammography	1
MAM 205	Mammography Clinical Education II	2

* Limited enrollment program. See Limited Enrollment Program section of this catalog for details.

** Subject to change. Contact Admissions Office for additional information.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Retain the law firm of Schiff Hardin & Waite

II. REASON FOR CONSIDERATION

It has been determined that the College needs outside counsel on labor issues. A number of firms were reviewed. The firm of Schiff Hardin & Waite was chosen.

Schiff Hardin & Waite is a full service law firm with over 280 attorneys. It has 16 attorneys specializing in the area of labor and employment law, representing management solely. Its attorneys represent management in traditional labor matters such as union avoidance, union negotiations, arbitrations and negotiations, and has significant experience in defending clients in employment-related litigation.

Henry W. Sledz, Jr. is a senior partner in the Labor and Employment Group. He was admitted to practice in 1974, and has specialized in labor and employment law since 1980. During that period he has negotiated hundreds of labor agreements in all industries, including the negotiation of contracts for teachers, bus drivers and support personnel in the educational setting.

III. BACKGROUND INFORMATION

The College has four labor contracts expiring within the next six months.

IV. RECOMMENDATION

It is the recommendation of the administration to retain the law firm of Schiff Hardin & Waite.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Tuition (In-District) Fiscal Year 2002-2003
Tuition (International) Fiscal Year 2002-2003
Tuition (Variable) Fiscal Year 2002-2003

II. REASON FOR CONSIDERATION

Board Policy 3.3 states that tuition rates will be established by action of the Board of Trustees.

III. BACKGROUND INFORMATION

Tuition (In-District)

Board Budget Guidelines state: "The Board recognizes that a tuition philosophy that defines the student share is necessary and has decided that the target should be 25% of per capita cost". The current per capita cost is \$316.35. This means the student tuition could be as high as \$79.08. The current tuition is \$58. When the Board established its guideline, it also decided that a modest, but continuous increase in tuition was the best way to reach this goal. This strategy allowed both students and the College to do long range planning. In order to reach the 25% goal, the tuition has been rising by \$4.00.

Tuition (International)

In Fiscal Year 2001 the Board approved capping International Tuition at \$274.39 to remain competitive with other local community colleges. Without such a cap in this year, International Tuition would rise to the per capita cost of \$316.35.

Tuition (Variable)

In recent years the College has implemented a variable tuition rate for Dental Hygiene and Cardiac Tech. This variable rate for courses in these curriculums are double the In-District rate.

IV. RECOMMENDATION

Tuition (In-District)

It is the recommendation of the administration that the Tuition (In-District) for Fiscal Year 2002-2003 be increased by \$4.00 from \$58 to \$62.

Tuition (International)

It is the recommendation of the administration that the Tuition (International) for Fiscal Year 2002-2003 be capped at \$274.39 plus \$4 increase or \$278.39 – rounded to \$278.

Tuition (Variable)

It is the recommendation of the administration that the Tuition (Variable) For Fiscal Year 2002-03 increase by \$8 from \$116 to \$124.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Discussion of Standards of Good Trustee Practice

II. REASON FOR CONSIDERATION

Essential standards governing effective Board participation and leadership is essential in the discharge of a Trustee's duties and responsibilities.

III. RECOMMENDATION

The administration recommends the Board of Trustees reaffirm and implement standards for good Trustee practice.