

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

April 24, 2002

7:00 p.m.

- I. Call to Order
 - Moment of silence for Karina Srugys, Dean of Life Science and Human Services
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
 - Colleen Murphy: Wayfinding
 - Dave McShane, Elena Pokot, Yasmeen Mahmood: Portals Presentation
 - Joan Kindle:
 - Kathleen Canfield: Recognition of Women's Program
 - Tom Thompson: ADA Projects
- V. Student Trustee Report
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- | | |
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| 1. Minutes – March 26, 2002 Regular Board Meeting | Exhibit VI-1 |
| 2. Bills Payable, Payroll for March 22, 2002 and April 5, 2002; Estimated payrolls for April 6, 2002 through May 3, 2002 | Exhibit VI-2 |
| 3. Bid Awards | Exhibit VI-3 |
| 4. Purchase Orders | Exhibit VI-4 |
| 5. Personnel Action Sheets | Exhibit VI-5 |
| 6. Review of Executive Session Minutes | Exhibit VI-6 |
| 7. First Reading of Equal Employment Opportunity and Affirmative Action Program | Exhibit VI-7 |

For Information

- | | |
|------------------------------------|---------------|
| 8. Financial Statements | Exhibit VI-8 |
| 9. Committee and Liaison Reports | Exhibit VI-9 |
| 10. Grants and Gifts Status Report | Exhibit VI-10 |

* 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: Educational Partnership Agreement Between Northwest Suburban Education to Careers Partnership and Arlington Academy, Inc. to Provide a Vocational Training Program in Cosmetology Exhibit VII-A
 - B. RECOMMENDATION: Second Reading of an addition to the Board of Trustees Policy Manual - 01.16.01 - Indemnification of Trustees Exhibit VII-B
 - C. RECOMMENDATION: Second Reading of a change to the Board of Trustees Policy Manual - 11.11.13 - Tax Sheltered Annuities and Deferred Compensation Plan Exhibit VII-C
 - D. DISCUSSION: Computer Equipment Purchase Using Total Cost of Ownership Exhibit VII-D

VIII. Citizen Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

- May 3, 2002 1-8:00 p.m. - Harper's Bizarre Fashion Show - Wellness and Sports Center
- May 7, 2002 7:30 p.m. - Harper Guitar Ensemble - Business and Social Science Center, Theatre - J143
- May 9, 2002 7:30 p.m. - Harper Steel Band - Business and Social Science Center, Theatre - J143
- May 10, 2002 6:00 p.m. - Student Awards Banquet - College Dining Room
- May 10, 2002 7:30 p.m. - Harper Choir and Camerata Singers - Business and Social Science Center, Theatre - J143
- May 14, 2002 7:30 p.m. - Harper Wind Symphony - Business and Social Science Center, Theatre - J143
- May 16, 2002 7:30 p.m. - Harper Jazz and Band Combos - Business and Social Science Center, Theatre - J143
- May 18, 2002 7:30 p.m. - Harper Symphony Orchestra - Business and Social Science Center, Theatre - J143
- *May 21, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- May 21, 2002 7:00 p.m. - Showcase for Acting 2 Students - Liberal Arts Center, Drama Lab, L109
- May 24, 2002 7:00 p.m. - GRADUATION

Off-Campus Events

- June 17, 2002 Harper College Educational Foundation Golf Open 2002 - Boulder Ridge Country Club, Lake-in-the-Hills - Contact Harper Foundation Office for Details

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

XII. Adjournment

Minutes of the Regular Board Meeting of Thursday, March 26, 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 Tuesday, March 26, 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 Tuesday, March 26, 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 (7:20 p.m. arrival)
Absent: None

Also present: Robert Breuder, President; David McShane, V.P. Information Technology; Marge Skold, 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; Mary Azawi; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Catherine Brod; Marilyn Cook; Laura Crane; Lori Danaher; Dave Dluger; Donna Drake; Jim Edstrom; Patti Ferguson; Julie Fleenor; Bob Getz; Sally Griffith; Carolyn Grisko; Julie Hennig; Leon Hussissian; Thea Keshavarzi; Cheryl Kisunzu; Sunil Koswatta; Russ Mills; Maria Moten; Mark Neubecker; Sheryl Otto; Jan Phillips; Elena Pokot; Sheila Quirk; Marie Regan; Colleen Tomanek; Matthew Tomaszewski and Andrew Wilson.

Guests: Charles Burnidge and John Cinelli, Burnidge Cassell Associates; Tom Coons, Palatine Park District; Tim Kane, Chicago Tribune; M. Scott Mahaskey and Shruti Daté, Daily Herald; Michael Lundeen, Legat Architects; Bill and Helen Huley, Northwest Tax Watch; Joe Wiegand, Family Taxpayers Network; Ken Florey, RSNLT; Vera Davis, Harper College Retiree; Ken Jack, SCI; Mick Forbes.

Citizens: Marjorie and Henry Claeson; Michael O'Toole, Nancy and Ted Koval; Carol Tesmer; Jerry Anderson; M.J. Ginsberg; Joel Olsen; Ralph and Audrey South; Dave Fleenor; Wallace Dean Davis; George and Judy Kotzamanis.

Chair Howard asked for a moment of silence in memory of Charlie Hearn, a 30-year employee of Harper College, who passed away recently. She noted that donations are being

collected to purchase a seat in Charlie's honor in the new Performing Arts Center. Checks may be made payable to the Harper College Educational Foundation, with a memo referencing Charlie Hearn. He will be greatly missed.

Statement from Board
Chair

Chair Howard read the following statement: "Last month, on my recommendation, the Harper College Board of Trustees reluctantly took the step of formally censuring Trustee Leon Shure. I want to be clear about why this action was taken. Trustee Shure had repeatedly disrupted Board meetings and publicly referred to other Board members and College staff in inflammatory, insulting, discourteous and defamatory terms. As previous private, and then public, conversations with Mr. Shure had not brought about an end to this behavior, it was my responsibility to make clear to the students and the entire Harper community that its Board of Trustees does not support or tolerate this kind of activity, which is not consistent with the Core Values we have all adopted. As the Resolution states, the Board recognizes the right of every citizen and Trustee to engage in freedom of speech. We must ask questions and engage in civil debate in order to perform our duties. After public dissemination of the Board agenda referencing the censure motion, Mr. Shure did not attend the Board meeting. Based on the decision regarding when to act, we elected to consider the motion as a full Board, rather than prolong this public and difficult action. This action has been taken, and we must move on. Going forward, I will dedicate myself to working productively and professionally with the entire Board of Trustees. And now, Mr. Shure has an opportunity to respond."

Member Shure read the following statement: "Thank you, Kris, for finally giving me this opportunity to speak. I first want to thank the many people who took the time to call, write and email me with their support and encouragement. There are more than half a million residents in the Harper district. I have come to feel in the last few weeks that one-half million minus five appreciate my efforts on the Harper Board. Let me say at the outset that nothing I have ever said or done to cut through this smugness and passivity of this Board has brought more criticism and negative attention to the Board than your actions at the last meeting. I don't at all apologize for being right or for being assertive in the defense of Harper. I am an attorney and I am sorry if my forceful efforts to raise the ethical and public service standards here have made you uncomfortable. There are especially two things here I have found irritating. One is the charge that any criticism of Dr. Breuder or yourselves is an

attack on Harper or hurts Harper. Get over it! You, Dr. Breuder, are not Harper; and you, the Board majority, are not Harper. Harper is bigger than you and will still be here and still be great when you are long gone. The second thing I found especially irritating is your insistence that you are following a business model. If your business model is letting your CEO do everything without criticism and counterbalance, then you are indeed following a business model, the special Enron model. May I suggest, though, that we follow the public trust model for a while? That is where you treat the limited resources of a public institution as if these were the only resources of an aged parent. Also, I have never seen anything like your hysteria over contacts with the Press. The Press is not your enemy. I have a Bachelor's and Masters Degree from Northwestern's Medill School of Journalism, and I worked as a *Herald* reporter, so I think I have some perspective on this. You are acting as if Harper is the CIA or FBI and that you must hide your actions to protect the national security. The main goal of the Board should not be to avoid any comment or criticism from the Press. Let me repeat, reporters are not your enemy! Reporters are trying to help fashion a good and decent world. Stop using public relations at huge expense and try using your own words and your own thoughts without spinning the truth. If what you do cannot withstand the harsh, purifying light of public scrutiny, then just don't do it! Just say "no." I'll say that again – if what you do cannot withstand the harsh, purifying light of public scrutiny, then just don't do it. Just say "no." I think the only thing the Board can do now that Dr. Breuder has been caught creating an office as big as his ego, is to convert the third floor of the Conference Center into something useful like classrooms. I also want guidelines or Board policies to encourage rejection by Trustee candidates of campaign funds from companies that do business with Harper. I make the following proposals:

1. The whole Board, not just the Chairperson, should approve or disapprove of the President's entertainment and travel expenses.
2. The President should be limited in the number of times he can charge a meal to Harper during a week or a month and his guests should only be potential donors.
3. Harper and the public should not have to pay for the President's wine and liquor expenses when he entertains or dines out.
4. Full disclosure should be made whenever the President is treated to a meal or entertained by a company doing

business or hoping to do business with Harper, and the whole Board should be advised when his travel expenses are paid for by a company doing business or wanting to do business with Harper.

5. The whole Board should be advised when the President is traveling or on vacation.
6. The consultant who was making progress in improving the relationship between the administration and the faculty should be rehired immediately.
7. Membership of the President in a hunting club should be immediately terminated, because it has embarrassed the Board.

I am 54 years old. It is very strange at this stage of life to find myself lecturing my elders, but here it goes. Where did you go wrong? When did you decide to let the President make all of the decisions? How did you get this passive? I often say that I cannot define good judgment, although I know it when I see it. You, Mr. Gillette, you have good judgment. I'm sorry Raul, our Student Trustee, isn't here, he has a lot of common sense; I think he has good judgment. But, as for the rest of you and Dr. Breuder, well, HA! I pledge to run again in April 2003, and to stay on the Board until it gets back on track. Thank you!"

Chair Howard thanked Member Shure. She noted that she has copies of her statement and the Resolution for the Board and the audience. She commented that she also has a degree from the Medill School of Journalism at Northwestern, and she is a strong supporter of Freedom of the Press.

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

Upon roll call, the vote was as follows:

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

Motion carried.

PRESENTATIONS

Financial Aid

Vice President Colleen Murphy thanked the Board for the opportunity to share the ways that Harper promotes awareness of scholarships and financial assistance to current and prospective students. She acknowledged the

financial support that comes from the Board and from the Harper College Educational Foundation that allows them to help the deserving students. Over the past two years, they have worked hard to be strategic in making the most efficient use of scholarship dollars. This resulted in a 47 percent increase in dollars awarded, and it supported the attainment of both recruiting and retention goals for Harper students. Last year, over \$125,000 was awarded through this process; it was the first time all available scholarships were awarded to students. She introduced Maria Moten and Matthew Tomaszewski from the Office of Scholarships and Financial Assistance (OSFA), who would be giving a presentation entitled "Trends, Awareness and Outreach."

Maria Moten noted that the mission of the OSFA is "to provide services designed to ensure the students with demonstrated need will not be denied access to an education due to financial barriers." She shared the following facts:

- Since 1996, over \$2.1M has been awarded to Harper students who have qualified for the federal Pell grant. The Pell grant is the largest federal aid program which awards funds to students who demonstrate need. Students can qualify for an amount up to \$4,000 next year.
- They have experienced an increase in dollars awarded to Harper students who qualify for the state funding program. This program is awarded to students who qualify based on need. In most cases, the students who qualify for the grant program will also qualify for the federal Pell grant.
- Combining all of the federal and state aid programs, they have had an increase of 123 percent in number of students awarded at Harper College. She showed a graph, which demonstrated growth. In 1996, \$2.8M was awarded; today over \$6M has been awarded in federal and state funding programs. Although the federal and state programs are based on need, Harper offers other programs that are not based on need. These include loans, work study and other entitlement programs.

In an effort to be more efficient and responsive to students' needs, they have developed an institutional policy and procedures for awarding institutional funds. Three categories include: recruitment, retention and transfer.

Recruitment - the Admissions Office is provided with funds to entice and attract students to Harper College. **Retention** – dollars are used to reward and retain students who have performed academically well at the institution or have

performed well in other areas of the College. **Transfer** – dollars are used to fund students' educational expenses during their first two years at Harper College. Students can then transfer over to a four-year institution to complete a four-year degree.

The following awarding tracks were established to target those students who are most deserving of scholarships:

- Distinguished Scholars – attracts students in the top 10 percent of their graduating high school class within the Harper district;
- High Achievers;
- Student Leaders – attracts those students who have demonstrated leadership skills in the community and at Harper College;
- Gifted Students – attracts those gifted in other areas, such as art, music and athletics;
- Students with Financial Need – attracts students who do not qualify for the federal and state aid programs, but who demonstrate financial need;
- Students with Special Needs – attracts students with special needs in areas or programs at the College, such as the Women's Program and Access and Disability Services.

They have experienced a 21 percent increase in Harper students receiving scholarships, and a 70 percent increase in dollars awarded to Harper students. In 1998, \$231,000 was awarded in scholarships; today, \$393,000 has been awarded in scholarships. These scholarships are inclusive of institutional scholarships, as well as scholarships that are funded through private sources and other not-for-profit organizations.

Matthew Tomaszewski presented information regarding outreach and awareness efforts at Harper College. He emphasized the fact that no eligible Harper student will be denied an education due to financial barriers.

Outreach and Awareness

If students are unaware of the opportunities, the OSFA cannot achieve its stated mission. The OSFA, in collaboration with many divisions across campus, promotes the availability of scholarships and other assistance to current and prospective students. In addition, they assist the students with the actual application process.

Awareness is promoted in the following ways:

- financial aid seminars and scholarship events, both on and off-campus;
- direct mailing to current and prospective students;
- faculty and staff;
- current students who receive financial assistance or scholarships, often the best ambassadors of awareness;
- the web page;
- the marquee and *HarperVision* on campus (deadlines and opportunities are highlighted);
- bulletin boards across campus;
- newspapers and radio.

The College offers between 10 and 12 financial aid seminar sessions per year, on-campus and through local high schools. Sessions include minority family seminars which are in collaboration with Multicultural Affairs, Admissions, Registrar's Office and the OSFA. Sessions are open to the community and offered in Spanish and English, in an effort to reach an increasingly diverse population.

Other outreach events include the First Year Experience, College Talk sessions, Career Forward events, various College Fairs and Scholarship Recognition events. In collaboration with the Harper College Educational Foundation, the OSFA hosted a Scholarship Recognition event in January. This is the first time they had brought new scholars and donors together where they had an opportunity to meet and talk with each other. The donors were able to see how the funds they provided are benefiting the students; the students had a chance to say "thank you" to the individuals who are helping them achieve their goals.

As they coordinate efforts with other offices, they are working more closely with the Admissions Office. The direct mail contact assures that interested students are aware of financial aid opportunities. This includes those who have inquired about Harper College and those who have actually applied. Individuals receive financial assistance information from the Admissions Office as part of the Enrollment Management System (EMAS) communication flow. OSFA follows up and sends a personalized letter and information to all students who have indicated on the admissions application that they are interested in financial assistance. They are provided with the name of an Outreach Recruiter whom they can contact for additional information. Information is also sent to high school college counselors.

The counselors are provided with direct updates and notified of scholarship opportunities and important deadlines.

The OSFA has enhanced their efforts in the web area. Students can see direct links from the Harper page to scholarship searches to the Department of Education website. The Illinois Student Assistance Commission website also offers information, not only to the student, but to the families who may have other children preparing for college in the future. All of the links work together. Another feature available is direct email to a Harper Financial Aid Advisor. Any student accessing the website may send a specific question or ask for follow-up materials; the advisor can then respond directly back to the student.

Marketing has added a dimension to the OSFA outreach efforts. Ads in the *Daily Herald* and *Chicago Tribune* have featured scholarship recipients. There are also press releases about the seminars they offer. The Spring 2002 Course Schedule, with a reach of 200,000 district homes, features the Honors Scholar. There is a link back to the website for follow-up information.

Most recently, the Write Your Future Scholarship Contest was featured in a number of ways. Mr. Tomaszewski displayed a poster board, which featured some of the news articles and promotional pieces. The grand prize winner received a \$1,000 scholarship that was funded by the generosity of donors through the Harper College Educational Foundation. There were over 200 entries from the community, with coverage in the *Sun Times*, *Daily Herald*, on radio stations and through other sources.

Student Testimonies

Mr. Tomaszewski stated that, even though the OSFA is doing all those things, the true measure of its success is through the students it serves. He introduced two students who would share their perspective on financial aid awareness: Marie Regan and Colleen Tomanek.

Marie Regan thanked the Board and administration for the support she has received at Harper College. She explained that she came to Harper with nothing but blind determination to turn her life around, and she had no idea how she would manage that process. The faculty and staff provided her with outstanding educational and vocational counseling, and they sent her to the OSFA. At first, she was intimidated about applying for financial aid and did not feel confident she

would be able to earn scholarships. The OSFA simplified the application process, taught her everything she needed to know, and they continue to be a valuable resource for her. She noted that she has encouraged other students and directed them to the OSFA, where they have found solutions to their financial difficulties.

Ms. Regan explained that she has received federal aid and earned numerous scholarships during her two years at Harper College. The OSFA structured her financial assistance package so that her tuition, books, fees and childcare expenses have been covered 100 percent. Once each semester, she receives a small stipend to use toward her living expenses. She has an internship at Harper College, which is supported by the Federal Work Study Program. She announced that she will graduate in May. As a low-income, single mother of three, a college education would not have been possible without the financial assistance she received from Harper College. It has motivated her to work toward a graduate degree. She thanked the Board for the opportunity to express her appreciation.

Colleen Tomanek explained that she graduated from Harper College in the Honors Program in August 1998 and received her Associate of Arts Degree. She transferred to the University of Illinois, where she received her Bachelor of Science Degree in Advertising, with a minor in Spanish, in May 2001. Ms. Tomanek explained that it was because of the Harper College Board of Trustees Scholarship that her dreams of going to College were fulfilled. It was also as a result of receiving that scholarship that she was able to become so active on the Harper College campus. She was Vice President of Student Ambassadors and a mentor in the Latinos Unidos Mentor Program at Holmes Middle School, where she tutored students in the bilingual education program. Because of receiving the scholarship, she was able to build a strong relationship with the staff in the OSFA. They helped her find further scholarships, such as the Phi Theta Kappa Scholarship, and helped her to transfer to the University of Illinois and to find funding for that process. Ms. Tomanek was also a Student Aide in the OSFA, where she was able to help other students. She added that, not only did she attend college and successfully graduate from a four-year university, but she also studied abroad in Spain for seven months. She traveled throughout North Africa and worked for the Istanbul Chamber of Commerce in Istanbul, Turkey. She never could have imagined any of these things

being possible when she was 18 years old. Harper College opened a world of opportunity for her, and for that she will forever be grateful. It is as a result of the scholarships and the assistance that she received at Harper at the beginning of her college career that she has gotten to where she is today. She thanked Board members for making the scholarships available to students and for having such a large impact on her at such a young age.

Member Gillette thanked the students, and the wonderful teachers and staff. Member Stone thanked Marie and Colleen for reminding them of why they are here. With regard to the Chamber of Commerce experience, she added that she would like to talk to Colleen about it some time. Member Stone is the President of the Schaumburg Chamber of Commerce.

Chair Howard thanked Student Member Passarini for suggesting that the Board hear a report on financial aid and scholarships for students. Student Member Passarini noted he was sorry he missed a portion of the presentation due to his class schedule. Chair Howard asked that the OSFA provide Student Member Passarini with the information from the presentation.

In response to Member Kolze, Matthew Tomaszewski explained that they continue to expand the reach that they have. The OSFA is working with the Center for New Students and Orientation this summer. They will have a part of the actual orientation process focus on financial aid. They are reminding students that even though they might not qualify right now, there are scholarships available once they are in school. Additionally, they are looking at other opportunities with the web for outreach. They are always looking for suggestions.

In response to Student Member Passarini's question regarding a payment plan for books, Mr. Tomaszewski explained that students who have applied for aid and are qualified receive a "voucher" in advance, so that they can purchase their books before classes start and before the tuition is due. He added that sometimes students do not fall into that category; he would encourage the students to stop by the OSFA, and they can determine what can be done.

Dr. Breuder noted that, at the February meeting, the Board had the distasteful task of increasing tuition again, something they have had to do on an annual basis. He does

not like to make that recommendation, and the Board does not like to act on it. Dr. Breuder noted that the *Chicago Tribune* had a front page article about escalating tuition and higher education. They focused specifically on Big Ten schools and also costs in Illinois. Northern Illinois University (NIU) tuition and fees is \$4,800 per year; University of Illinois (U of I) is \$5,800 per year. Harper College tuition and fees next year will be approximately \$2,000 per year. A student interested in earning a baccalaureate degree can begin at Harper College and earn their first two years for approximately \$4,000. That is basically what one would pay for one year of NIU.

Dr. Breuder asked Mr. Tomaszewski if any student would be denied access to Harper College because there is insufficient financial aid available to him or her. Mr. Tomaszewski responded that that would not be the case. There are financial assistance programs for needy students, state programs and loan opportunities. There are many scholarship resources available, as well. The OSFA will find a way to help the student who may not fall into some of the other categories.

In response to Member Barton, Mr. Tomaszewski stated that the student workers in his office are all participants in Work Study programs. Students can use those earnings to assist them; the money is not counted against them. It is considered an award they received in the preceding year, so they are eligible for aid in the subsequent years as well. Students must reapply for financial assistance each year.

Dr. Breuder noted that he had recently met with students for pizza on two separate evenings. In each instance, he asked the students present what was one of the primary reasons they chose Harper College. Several replied, "It is cheap." Dr. Breuder reiterated that \$2,000 per year today for tuition and fees for quality instruction is an incredible bargain in higher education.

Chair Howard thanked them for the presentation. She noted that she recently attended a National Legislative Seminar for community colleges in Washington, D.C. They visited with their representatives and senators and thanked them, because they have all been very supportive of increasing the funding for Pell grants. Chair Howard and others talked to them about how important this was for Harper students.

Report from Burnidge

Charles Burnidge noted that they recently enjoyed taking

Cassell Associates -
Conference Center and
Performing Arts Center

many of the Harper College Educational Foundation members through the building. Tonight they had an opportunity to show the Board and Dr. Breuder the buildings. He introduced John Cinelli who would be providing the project update.

Mr. Cinelli stated that construction for the two buildings remains on schedule, according to the timeline that has been approved by the Capital Development Board (CDB). Both buildings are scheduled for final acceptance and turnover to Harper College on June 1, 2002. The project schedule for both buildings is approximately 90 percent complete. CDB and Burnidge Cassell Associates have continued regular meetings with the construction team to monitor the schedule and the budget. All of the key elements have been procured and most of the components have arrived on-site except for some of the elevators for the Performing Arts Center. Construction staffing on the two sites has been maintained at an average of 55 people through the winter, and as many as 70. A mild winter allowed for interior wall masonry to continue through the winter. Training for the Harper personnel of the buildings' mechanical systems will take place in early May. The construction punch list is scheduled for that timeframe, with these items being resolved and checked off by the turnover date. Punch list items not picked up will be attached to the Certificate of Substantial Completion and will need to be completed prior to any final payment being issued to the contractors by the CDB.

Conference Center

The interior finish work is continuing. Carpet and cabinets have been installed on the third and second floors. A good deal of activity is centered in the auditorium of the first floor, where the mill-worker and the fabric panel installer are working closely to put the panels on the walls. The electricians and the voice data installers are pulling wire throughout the building. The plumbing, ventilation and fire protection heating contractors have basically completed their work, except for turning on their systems, which will happen in the early part of May. There is temporary heat in there now.

Performing Arts Center

The orchestra lift arrived and has been installed. The rigging contractor is expected on-site next week. The electricians continue to wire up the main house lights, as well as the dimming systems in the building. The theater lights are due on-site and will begin installation next week. Scaffolding in

the main house will be coming down, as the ceiling will be painted. A good deal of work will be centered on the perimeter of the building, as they start to build the drop-off canopy on the south end of the building. That is expected to go right up until the end of April. They will also be painting the fly tower to match some of the pre-casts down below.

The project remains on budget. Mr. Cinelli noted that 88 percent of the project contingency money has been obligated at this point, with the project 90 percent complete. They continue to forward monthly breakdown of change orders to Bob Getz, and the entire design team continues to review all of the change order requests received from the contractors. They scrutinize the building closely. As always, CDB and Burnidge Cassell will remain vigilant through the spring. They work closely with Bob Getz in coordination with other campus projects that are near or on the building site, such as the utility tunnel that is going to be to the west of the Conference Center, and the water line and water sculpture at the Performing Arts Center turnaround that is part of a separate project.

Mr. Cinelli added that the College will bring in their own audio-visual vendor following June 1. That vendor will spend a considerable amount of time wiring those parts of the facility together. He continues to hold Technology Coordination meetings with Harper representatives concerning voice data and other technology issues to ensure continuity and communication between the CDB team and the Harper team. He concluded by saying they look forward to completing the projects and giving the students, staff and community buildings that they can be proud of for years to come.

Board members commented that the buildings are very impressive.

STUDENT TRUSTEE REPORT

Student Member Passarini distributed a copy of his written report to Board members. He noted that March and April are very busy months. He had the pleasure of seeing the production of Jesus Christ Superstar, which had been sold out. He attended the Java Jam entertainment series. They had a concert, a comedian and other entertainers throughout the week. The Student Senate has been very busy. They were able to meet the deadline for the division gifts and the class gift. The class gift will be an exercise machine in the Wellness Center for students with disabilities. Harper's Wellness Week will be April 16 to 18, featuring

speakers, informational sessions, health tests, specials and reduced fees. Harper's Spring sports—baseball, softball and track and field, are beginning.

CONSENT AGENDA

Chair Howard noted that Exhibits VI-4a and VI-4b would be removed from the Consent Agenda until the April Board meeting. Member Gillette asked that Exhibit VI-4d be removed from the Consent Agenda for further discussion.

Member Kolze moved, Member Stone seconded, approval of the minutes for the February 28, 2002 regular Board meeting; bills payable; payroll for February 22, 2002 and March 8, 2002; estimated payrolls for March 9, 2002 through April 5, 2002; bid awards; purchase orders VI-4c and VI-4e; personnel action sheets; faculty tenure status report; and for information: financial statements, committee and liaison reports and grants and gifts status report; first reading of an addition to the Board of Trustees Policy Manual – 01.16.01 – Indemnification of Trustees; first reading of change to the Board of Trustees Policy Manual – 11.11.13 – Tax Sheltered Annuities and Deferred Compensation Plan, as outlined in Exhibits VI-1 through VI-11 (with the exception of Exhibits VI-4a, VI-4b and VI-4d) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$2,966,259.19
Tuition Refunds	160,846.45

The payrolls of February 22, 2002 in the amount of \$1,998,754.20; March 8, 2002 in the amount of \$1,965,846.54; and estimated payroll of March 9, 2002 through April 5, 2002 in the amount of \$3,964,600.74.

Bid Awards

Ex. VI-3a	Award bid Q00203 for a 4 x 4 $\frac{3}{4}$ Ton Pick-Up Truck to Oakfield Ford, Inc., the low bidder, in the amount of \$22,998.
Ex. VI-3b	Award bid Q00195 for roadway and pavement rehabilitation of Lots 1, 1A, 2, 3A, 8, 9, 10, 11, and the Maintenance area to J.C. Blacktop Co., Inc., the low bidder, in the amount of \$162,529 plus an engineering fee of \$26,700, reimbursables of \$34,200, and a contingency of \$36,271 for a total award of \$259,700.

	Ex. VI-3c	Award bid Q00197 for the renovation of room C-103 for use by the Continuing Education Division to Maman Corp., the low bidder, in the amount of \$53,330, and approve an architects fee of \$4,000, reimbursables of \$11,000, and a contingency of \$10,000 for a total award of \$78,330.
	Ex. VI-3d	Award bid Q00206 to Multiple Images Printing, Inc., the low bidder for printing of the Spring 2002 Harper College Magazine, in the amount of \$16,734.00.
	Ex. VI-3e	Award bid Q00205 to Von Hoffman Graphics, Inc., the low bidder for printing of the 2002/03 College Catalog which provides official information about the College, in the amount of \$22,698.00.
	Ex. VI-3f	Award bid Q00201 for a dishwashing machine to Sysco Food Services, the low bidder, in the amount of \$122,844.
Purchase Orders	Ex. VI-4c	Approve issuance of a purchase order to Krueger International, Inc. for tables and chairs to be used in the Board Room in the Conference Center, in the amount of \$20,820.92.
	Ex. VI-4e	Approve issuance of a purchase order to Arthur J. Gallagher, Inc. for Builder's Risk insurance for the Science, Emerging Technologies, and Health Careers Center in the amount of \$174,219.
Personnel Actions		<u>Professional/Technical Appointment</u> Patti Stricker, Circulation Supervisor, LIB SER, 02/25/02, \$34,207/year
		<u>Supervisory/Confidential Appointment</u> Jane Swider, Senior Buyer, PURCH, 03/25/02, \$38,000/year
		<u>Classified Staff Appointments</u> Jolie High, Administrative Assistant, REG OFF, 03/12/02, \$31,000/year

Minnie Manthei, Clerk Typist II, p/t, HUM RES, 03/13/02,
\$17,342/year

Karen Stoessel, Secretary, MUS/ART-LIB ARTS, 03/06/02,
\$26,000/year

Harper #512 IEA-NEA Appointment

Richard Senn, HVAC Mechanic, UTIL-PHY PLT, 03/25/02,
\$43,077/year

ICOPS Appointment

Patrick Sheahan, Security Guard, PUB SAF, 03/16/02,
\$22,152/year

Administrator Resignation

Frederick Skorude, Assistant Director of Physical Plant, PHY
PLT, 02/15/02, 2 years 3 months

Classified Staff Resignations

Dinorah Rodriquez, Clerk Typist II, p/t, AE-LS – AED,
02/21/02, 3 years 6 months

Andrea Smela, Receptionist, p/t, ADM, 03/14/02, 1 year

Harper #512 IEA-NEA Resignation

Raul Cornelio, Custodian, PHY PLT, 03/05/02, 1 year 6
months

First Reading of addition to Board of Trustees Policy Manual
01.16.01 – Indemnification of Trustees.

First Reading of change to Board of Trustees Policy Manual
11.11.13 – Tax Sheltered Annuities and Deferred
Compensation Plan.

With regard to Exhibit VI-3, Member Barton showed Board
members a map of the parking lots they will be paving.

Member Kolze noted that he will be attending the Illinois
Community College Trustees Association (ICCTA) Lobby
Day and Board meeting April 16 and 17 in Springfield. Other
Trustees noted that they would not be able to attend.

In regard to Exhibit VI-4c, Member Gillette asked if someone
could tell the Board about the chairs. Thea Keshavarzi
showed Member Gillette a catalog picture of the chair that
the audience will be sitting in and the chair that will be used
in break-out rooms of the Conference Center. Member
Gillette explained that the chair he was sitting in has a thin
bar near the front of the seat, which cuts off the circulation in

his leg. He suspects anybody that is a large size has the same problem. The chair in the picture has the bar pulled back, and it looks like it is a bigger diameter.

With regard to Exhibit VI-4d, Member Barton asked how the radio stations were chosen for advertising purposes. Vice President Murphy explained that they look at enrollment cycles and decide on the best time to get the message out about enrolling and what programs to promote. They also look at the most effective way to deliver the message, either in print or on radio. They decided to use more radio this year because of its broad reach. They worked with a media buying agency, which helped them analyze different options within their budget. In the beginning of the term, they placed ads on radio stations that deliver a female audience 25-50 years old and a male audience 25-50 years old. After the start of the term, they focus more closely on stations that deliver a slightly higher female demographic 25-50 years old, because enrollment patterns show that more females enroll after the start of the term. They ran an analysis of zip codes that cover just the Harper district to determine which stations ranked highest. That is how they narrowed it down to the few radio stations.

In response to Member Barton, Vice President Murphy explained that they have a great admissions outreach staff that work very closely with counselors and high school teachers. They have incorporated some things this year to reach the parents of high school students more specifically. Additionally, they send *The View* to parents in the district. They use different ways to reach different audiences, not just through mass media. They have looked into using TV; however, TV advertising is very expensive and would not be an efficient use of their marketing dollars.

Member Barton noted that several years ago, she saw a full page ad on the back of a newspaper from a community college which advertised specific degrees that were linked to specific career opportunities in the community. She felt it was a very successful advertisement. Vice President Murphy stated they could look into something like that.

With regard to Exhibit VI-10, Dr. Breuder explained that the Board had asked that the paragraph on indemnification be removed from the Resolution of Censure last month, and requested that it be drawn up into a policy. Exhibit VI-10 is the first reading of the policy. Dr. Breuder noted that he had forwarded Board members' questions to legal counsel. He

distributed the response from legal counsel regarding those questions. The Board will have the opportunity to consider the policy between the March Board meeting and the April Board meeting.

Dr. Breuder noted that attached to the document is another letter from legal counsel. A question had been raised by one Trustee recently regarding another Trustee relative to conflict of interest. He explained that the Board authorized Gilbane (who was the construction management firm employed by Harper some time back) to enter into contractual relationship with the various contractors to build the Science, Emerging Technology and Health Careers Center. A question was raised regarding one Trustee acting on that particular Board item in terms of conflict of interest. Dr. Breuder reminded them that at that meeting, he had responded by saying he did not believe there was conflict of interest, but that he would run it past legal counsel. He distributed the response from legal counsel regarding the issue of potential conflict of interest. He noted that it very clearly states that there was no conflict of interest.

Member Shure noted that Gary Davis, the Director of the Illinois Community College Trustees Association was quoted in the newspaper as saying there was a conflict of interest. Member Gillette stated that he called Gary Davis and presented him with all the facts. Mr. Davis said, based on those facts, there was no conflict of interest. However, he did concur that it is appropriate for any Board to discuss whether there is conflict of interest.

Chair Howard thanked Dr. Breuder for following up with legal counsel on both of the issues. In response to Member Kolze, Vice President Thorson stated that Exhibit VI-11 has also had legal counsel review.

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.

Purchase Order
Ex. VI-4d

Member Barton moved, Member Stone seconded, approval to approve issuance of purchase orders for radio advertising time for Continuing Education and Adult Learning to WLUP-

FM in the amount of \$10,000.00; to WNND-FM in the amount of \$23,522.50; and to WTMX-FM in the amount of \$12,250.00 for a total of \$45,972.50.

Member Gillette stated that the Board is authorizing the expenditure of public funds to advertise on the radio. He feels that radio advertisement dollars can be spent more efficiently if they are shared with other community colleges. He has suggested in the past that Harper College collaborate with other community colleges to advertise together, since the radio is reaching individuals in multiple districts. Member Gillette noted he has written an article about this as well. He will not spend the public funds unless they are spent more efficiently. Therefore, he will vote "no."

Dr. Breuder explained that there are multiple ways that they advertise. Even when they advertise in newspapers, they cannot impede or inhibit the circulation of that newspaper. On occasion, it will stretch outside the Harper district. They have worked with a consultant to focus advertising predominantly in the district. Two years ago, when this issue was brought up, Dr. Breuder met with the collar county community college presidents. In one of his meetings, he suggested to them that they pool together some of their advertising dollars and be able to market collectively within the region. He received no positive response from any of the community college presidents. They covet their dollars and use them for their institutional purposes. They were not interested in taking a piece of that and putting it in a pot to promote community colleges in general.

Chair Howard felt that the concept is great and that she would support it for a portion of the marketing dollars. She suggested that perhaps the Trustees follow up and see if they can work with other community college trustees to move that idea ahead. Chair Howard noted that Vice President Murphy showed that they make a real effort to focus radio advertising on the zip codes in the Harper district.

Member Stone noted that marketing means many things besides the direct sale – bringing a student into Harper College. Marketing is also to build awareness. There might be an individual who resides outside of the Harper district who has contacts within the Harper district. Marketing is a science. Member Stone feels that Harper has very fine professionals heading up the marketing effort, researching and spending the dollars wisely. She will vote "yes."

Dr. Breuder noted that it is financially to Harper's advantage to advertise in this manner. If Harper draws students from outside the district or outside the state or outside the country, they all bring dollars with them in the form of tuition and fees. While people outside the district are not the prime focus, they are certainly welcomed. Other colleges draw Harper students, and vice versa, because of various program offerings. Student Member Passarini reiterated that perhaps the Trustees should bring this to the ICCTA, since the direct approach did not work.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

In response to Member Gillette, Vice President Thorson stated that the Owner Controlled Insurance Program (OCIP) decision will be made after the bids are opened on April 3. Dr. Breuder explained that this property and casualty insurance of \$174,219 was earlier estimated to be much closer to \$100,000. September 11 is having an effect on insurance costs.

NEW BUSINESS:

Adoption of Internal
Revenue Code
457(b) Plan

Member Gillette moved, Member Barton seconded, adoption of the Resolution regarding the Internal Revenue 457(b) Plan, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Faculty Promotions,
2002-2003
Academic Year

Member Barton moved, Member Gillette seconded, approval of the following promotions for the 2002-2003 academic year, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor
Collette Marsh – TMPS

Terry Ann Felke – BUS/SS
 Vicki Atkinson – STU DEV
 Judith Zaplatynsky – BUS/SS
 Alice Roberts – AE/LS
 Joan Carlson – LS/HS
 Sam Rosby – AE/LS

To Associate Professor

Janet Landato – TMPS
 Patricia Ferguson – AE/LS
 Ana Hernandez – LIB ARTS
 Peg Gallagher – LS/HS

To Professor

Christine Poziemski – AE/LS
 Janice Phillips – AE/LS

Chair Howard noted that this is a vote on which the Board really enjoys voting pro. Board members congratulated the faculty on their well-deserved promotions.

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.

Settlement Agreement
 for Roof Repairs -
 Business and Social
 Science Center

Member Kolze moved, Member Gillette seconded, approval of the Settlement Agreement once it has completed attorney review between the Capital Development Board (CDB), William Rainey Harper College #512 (Harper), Weisbrook Sheet Metal, Inc. (Weisbrook) and Mastership Construction Company, Inc. (Mastership) in the amount of \$318,750, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Vice President Thorson explained that right now Harper College owes contractors approximately \$140,000, so some of the \$318,750 will go to the contractors. They are still in the process of negotiating that number. Because of their involvement in this, the CDB has paid for attorney's fees. Approximately \$30,000 will go to reimburse the attorneys for their time on this project. Additionally, Harper spent approximately \$3,000-\$4,000 on experts to help the College. That bill must also be paid. A

significant portion of the money will come directly to the College with no encumbrance. Dr. Breuder noted that this is a very good settlement for the College. It shows a good deal of persistence on the part of the College.

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.

New Certificate Programs and Degrees

Member Barton moved, Member Kolze seconded, approval of the new AAS degree programs in Radiologic Technology and Emergency Medical Services Paramedic Program and the new Certificate programs in Phlebotomy, Electrocardiograph Technician, Emergency Medical Services Paramedic Program and Diagnostic Medical Sonography Program for implementation in academic years 2003 and 2004, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton noted that it is a great move on the part of Harper College to offer these courses, with all of the hospitals and healthcare facilities in the area.

With all of the discussion about the cost of a credit hour at Harper College, Member Gillette noted that he looked up comparison information on the Community College Board website. He found one reason why Harper College is expensive – it costs a lot of money to provide health-related education. The cost of health-related education is double that of anything else on campus. He made an observation that, if they want to hold down the cost of operating Harper, they should eliminate all of the health-related programs that lead to good-paying jobs and eliminate those opportunities for the citizens. That, of course, is the wrong way to go. He suggested they make some changes in Springfield and at the federal level. They must have a differential when they are offering credit hours that cost very much, because this sets the bar higher for these standards and forces costs up. Dr. Breuder explained that, with the support of the Board, they have a differential for a number of the program areas like Cardiac Tech and Dental Hygiene. Everyone understands the expense related to those kinds of programs. They are very popular and in high demand; and yet Harper charges only twice the normal rate of tuition. Dr. Breuder

added that his dentist recently told him the College could increase that many times over and justify it. Yet, they know that if they did, they would get a backlash from the community for escalating tuition too much. These are high-cost programs.

He pointed out the new programs for approval this evening. In two months, the people in that division have brought forth six or seven different program thrusts designed to complement the program portfolio at Harper. That is a sign of a viable institution trying to meet the needs of the community. With the advent of the new Science, Emerging Technology and Health Careers Center, the College provides additional opportunity to house those programs and market them. The way to move Harper College forward is to focus on Place, Product, Price and Promotion. The Board is asked to approve five more programs of study (product) to better serve the constituency that Harper was created to serve.

Member Kolze noted that this is an example of the importance of a community college as a community resource—the need is there; it is determined and met.

Dr. Breuder explained that if this was purely a business decision, they might not move into some of the areas, because it is not a cost-effective venue in every instance. However, they look for other parts of the institution to cover the costs of these high end programs that they know are popular and in demand. Many institutions stay away from them.

Member Gillette added that, by offering these programs, Harper does raise its cost of doing business. However, the return to the community is much higher. If doctors did not have these assistants, the costs to the patient would be much higher.

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 were several names on the list for citizen participation. She explained that she would invite them to speak according to their topic. She reminded each participant that they are limited to five minutes.

Julie Fleenor, President of the Faculty Senate, addressed the Board. She read a statement: "I want to address you briefly regarding the ongoing dispute on the Board. As an elected officer, Leon Shure has served the community and the College with integrity. He has seen his responsibility to the taxpayers of the College district as requiring him to speak frankly about his concerns and the College needs. He believes he is addressing the concerns of many in the Harper community, and he has the support of many in the community. An example of his integrity occurred shortly after his election, when he returned a donation made by the Cook County Teachers Union to his election campaign. He has been, as far as I know, the only Board member and Board candidate to do so. His action speaks loudly to the degree of his integrity. Leon Shure can have no conflict when it comes to contributions to his campaign. I urge the Board to seek reconciliation and to honor the integrity of each member of the Board who is responsible to the Harper College District community members."

Member Gillette commented that there are a number of Board members who have taken no contribution, and he feels it is wrong to be labeled by innuendo. Dr. Fleenor clarified that she had stated Mr. Shure is "the only Board member that returned the check to us." She did not say that nobody else ever had a contribution or did not take contributions.

Joe Wiegand, Executive Director of Family Taxpayers Network (FTN), addressed the Board on behalf of the 500+ members who reside in the Harper College District and on behalf of the Founder and President of FTN. He stated that the Board's action of censure on February 28 was intemperate and unjust. To censure Mr. Shure in absentia lacks decency and fairness. He noted that the fifth and fourteenth amendments to the Constitution guarantee that Americans cannot be denied life, liberty or property without due process of law. On February 28, the Board attempted to take from Mr. Shure, without due process, that thing which any of us would treasure and protect—his good name. While Mr. Shure's style and combative nature may cause the Board consternation, the members of FTN applaud him for

dissenting from those who desire unanimity for their policies of building empires by raising taxes and tuition.

Mike Ginsberg, Press Secretary for the Libertarian Party, echoed Mr. Wiegand's sentiments and added that his organization also believes that the Board acted improperly with regard to the censure. Where Chair Howard professes to embrace Freedom of Press, she is ignoring other parts of the first amendment, which include freedom of speech. He pointed out that the sixth amendment is the right to face your accuser and have the opportunity to provide an ample defense. This was clearly missing in the Board's action of censure in the absence of Trustee Shure. The Board acted as both judge and jury, without the defendant. The Board should not focus on style points and words, but the substance of the words. They should focus on high property taxes, high tuition and lavish perks for the President. He asked that the Board quit diverting attention by penalizing an individual on style points, and concentrate on fixing the true problems.

Robert Bauer, citizen, addressed the Board in regard to the censure of Trustee Leon Shure. He noted that Mr. Shure has the right to question the lavish spending of President Breuder anytime he feels it is his duty. He stated that Member Howard and four other Board members should be embarrassed by their outrageous act of censure of a fellow board member in his absence.

Jerry Anderson, citizen, addressed the Board. He expressed frustration regarding the lack of parking. He asked that the Board look at the idea of making it a bit easier for the students to park, because the students are the reason Harper is here. Additionally, Mr. Anderson noted his dissatisfaction with the inadequate size of the Board room. He suggested that perhaps the idea is to not allow space for anyone but the Board members. Mr. Anderson commended Member Shure for keeping his word to the citizens of the district area that he would be a "watchdog." He thanked Member Gillette for keeping his word about being fair. In reference to the other Board members, he asked when their terms would be up. Additionally, Mr. Anderson expressed disapproval of the President's new "1,500 square foot condo" in the Conference Center, and disapproval of the proposed Board policy regarding indemnification. He emphasized the fact that the primary focus should be on the students; everything else should be secondary. He explained that citizens want intelligent individuals to come out of Harper.

He noted that the education of students is extremely important, and the role of the Board is major. He thanked Members Shure and Gillette for taking the next step by showing the taxpayers “whether the king’s clothes are on or off.”

Cal Skinner, Libertarian candidate, addressed the Board. He expressed his frustration over the lack of parking and asked if he would have to pay a fine for parking on the end of a row. Chair Howard stated that he would not have to pay a fine. She explained that part of the parking problem is caused by the construction. Mr. Skinner presented Trustee Leon Shure with the first “Waste Watcher Award” for “being bold enough to risk undying wrath and ridicule from all but one of his fellow trustees.”

Steven Telow of Seniors Against Political Stupidity (SAPS), addressed the Board. He noted that he is from the Village of Wheeling, which is also known as the “dollar burb with a twenty-dollar appetite.” He expressed his disapproval of the Board’s action to censure Trustee Leon Shure in his absence. Mr. Telow added that he and his organization were perusing the idea of a class action suit against Harper College, with others joining the suit, to obtain damages for the citizens of the Harper district and for Mr. Shure, who is fully elected to represent the citizens. He presented to the Board the “SAPS Boo Award” for “the stupid and unethical manner the Harper College Board acted at the February meeting.”

Michael O’Toole, citizen, addressed the Board with regard to an article published in the *Chicago Tribune*. The article highlighted Chicago Public School Chief Arnie Duncan’s proposal to cut the cost of education, and Mayor Daley’s affirmation of the proposal. Mr. Duncan’s proposal states that they should cut administrative salaries and free up that money in order to be used for classroom instruction and materials in the classroom. Mr. O’Toole asked Board members for their thoughts or comments regarding that proposal. Chair Howard explained that the Board will not get into a discussion about this type of issue unless it is on the Agenda. She added that she is not familiar with the details of Mr. Duncan’s proposal. The Board will take Mr. O’Toole’s views into account.

Mr. O’Toole noted that, since Mr. Shure was not present at the February Board meeting when he brought up the next issue, he would reiterate it for Member Shure. As he had

asked Board members at the February Board meeting, he asked Member Shure whether he thought President Breuder's behavior was warranted when he introduced one of his subordinates as his wife in front of Mr. O'Toole's mother. Member Shure stated that he should take that up with Dr. Breuder.

PRESIDENT'S REPORT

Dr. Breuder noted that on April 3, they will be opening the Release 3 package relative to the Science, Emerging Technology and Health Careers Center. At the request of various contractors, they gave an extension from March 22 to April 3. At last count, there were approximately 200 contractors, in 22 trade areas, who took out the drawings. Dr. Breuder reiterated that the numbers in Release 2 came in 20 percent under the architect's estimate. Hopefully, the trend will continue.

Dr. Breuder noted that earth is being moved in another site on campus. Part of the inconvenient parking is caused by the fenced-in area of Parking Lot 12. This will be used as a staging area for trailers and construction materials. The minor inconveniences will be offset by the fact that within two years, they will have a tremendous 281,500 square foot building that will serve the students and community for years to come.

Change in April Board Meeting Date

Chair Howard expressed concern regarding scheduling conflicts with the April 25 Board meeting. Several Board members have noted they cannot attend. After asking Board members if their schedules allowed for a change in date from Thursday, April 25 to Wednesday, April 24, she asked for a motion to change the date of the Board meeting.

Member Kolze moved, Member Stone seconded, approval of changing the date of the April Board meeting from Thursday, April 25, 2002 to Wednesday, April 24, 2002 at 7:00 p.m.

In a voice vote, the motion carried.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Member Gillette noted that there is a Request for Proposal (RFP) for a floating fountain to be placed in the pond behind the Conference Center. He explained that the RFP lists several points about the fountain, one of which is to aerate the water. He explained that fountains do not aerate water—they evaporate water. He feels the fountain has one use, and that is for decoration. Member Gillette is concerned that a fountain in that location, when considering the northwest winds, would cause students crossing the bridge to get wet. Additionally, he expressed concern regarding the cost of the electricity needed to run the high horsepower motor continuously. He suggested that, before the College invests in a fountain, they find out the operating costs associated with it and determine a way to turn it on and off. Chair Howard noted that they would find the answers. In response to Member Shure, Dr. Breuder affirmed that the lake is visible from his office.

Student Member Passarini suggested that they look into a payment plan of four payments for students (the current payment plan includes three payments). This might allow students to pay less money on their first payment, which tends to be especially difficult when students must also purchase books and supplies. In response to Chair Howard, Student Member Passarini explained that he brought the suggestion to the Student Senate, but they have not made a formal decision regarding the change in payment plan. Vice President Thorson noted that Student Member Passarini has spoken to her about this suggestion. They are exploring issues related to the idea.

ADJOURNMENT

Member Gillette moved, Member Barton seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:48 p.m.

Chair

Secretary

BOARD REQUESTS

MARCH 26, 2002 REGULAR BOARD MEETING

1. Chair Howard asked that the OSFA provide Student Member Passarini with the information from the presentation.
2. Member Barton noted that several years ago, she saw a full page ad on the back of a newspaper from a community college which advertised specific degrees that were linked to specific career opportunities in the community. She felt it was a very successful advertisement. Vice President Murphy stated they could look into something like that.
3. With regard to Member Gillette's idea about sharing radio advertising dollars with other community colleges, Chair Howard suggested that perhaps the Trustees follow up and see if they can work with other community college trustees to move the idea ahead.
4. Member Gillette suggested that, before the College invests in a fountain, they find out the operating costs associated with it and determine a way to turn it on and off. Chair Howard noted that they would find the answers.
5. Student Member Passarini suggested that they look into a payment plan of four payments for students (the current payment plan includes three payments). This might allow students to pay less money on their first payment, which tends to be especially difficult when students must also purchase books and supplies. In response to Chair Howard, Student Member Passarini explained that he brought the suggestion to the Student Senate, but they have not made a formal decision regarding the change in payment plan. Vice President Thorson noted that Student Member Passarini has spoken to her about this suggestion. They are exploring issues related to the idea.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 24, 2002

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00209 for the purchase and installation of Steelcase furniture at the Northeast Center to Office Equipment Company of Chicago, the low bidder, in the amount of \$56,398.45.
- Exhibit VI – 3b The administration recommends that the Board award Q00212 for floor coverings in the Board Room and the President's Suite to Jemrick Carpets, Inc., the low bidder, in the amount of \$17,145.
- Exhibit VI – 3c The administration recommends that the Board award proposal request Q00198 for a Pilot Program for general construction services to Pickus Construction and Equipment Co., Inc., the low bidder, for a percent markup of an average of 2.1 percent.
- Exhibit VI – 3d The administration recommends that the Board award Q00208 for a Ford F350 Stake Bed Truck to Oakfield Ford, Inc., the low bidder, in the amount of \$29,291.
- Exhibit VI – 3e The administration recommends that the Board award bid request Q00210 for brass and woodwind instruments to The Music Mall, Inc., the lowest bidder for the trumpet, french horn, and piccolo, in the amount of \$5,562.10 and to The Woodwind and Brasswind, Inc., the low bidder for the tenor saxophone, flugelhorn, euphonium, and clarinet, in the amount of \$8,209 for a total of \$13,771.10.

- Exhibit VI – 3f The administration recommends that the Board award Q00213 for the purchase and installation of Steelcase furniture for use by the Continuing Education Division to Office Equipment Company of Chicago, the low bidder, in the amount of \$47,206.71.
- Exhibit VI – 3g The administration recommends that the Board award bid request Q00200 for office supplies to Boise Cascade Office Products, the low bidder, in an amount not to exceed \$90,000 per year for fiscal years 2002/03, 2003/04 and 2004/05, with the option to renew for two additional years at the same or lower cost.
- Exhibit VI – 3h The administration recommends that the Board award Q00204 to College Class Schedule Specialists for printing of the Fall 2002, and Spring and Summer 2003 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$71,414.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00209 for the purchase and installation of Steelcase furniture at the Northeast Center as requested by Strategic Alliances for Technical Education and Consulting @ Harper (TECH).

II. BUDGET STATUS

Funds in the amount of \$56,398.45 will be provided in the 2002/03 Auxiliary Enterprise Fund budget, under account number 0548-528-585.00.

III. INFORMATION

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

Office Equipment Company of Chicago	\$56,398.45
ENVIRONETX	57,788.59
Office Concepts, Inc.	58,642.39
Johnson & Associates Business Interiors	58,966.52

TECH has added a number of full-time and part-time employees to its staff. The current space is not large enough for several of the new staff members to have personal work areas. Some are sitting at desks located in common areas; others are sharing workspaces. The use of additional space in NEC 235 will eliminate the overcrowded situation. This request is for furniture required to furnish seven workspaces, plus a waiting area, a meeting room and one private office.

IV. RECOMMENDATION

The administration recommends that the Board award Q00209 for the purchase and installation of Steelcase furniture at the Northeast Center to Office Equipment Company of Chicago, the low bidder, in the amount of \$56,398.45.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00212 for floor coverings in the Board Room and the President's Suite as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$17,145 are provided in the 2001/02 Operations and Maintenance Fund budget, under account 0292-039-589.

III. INFORMATION

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

Jemrick Carpets, Inc.	\$17,145.00
Office Equipment Company of Chicago	17,655.95
Flooring Resource Group, Inc.	17,798.00
R. W. Johnson Corp.	17,900.00
Noland Sales Corp.	17,900.00

This request is for the floor treatments for the Board Room and the President's Suite. As part of the cost savings initiatives, these spaces are to be left unfinished until the College officially takes possession of the building.

The carpet being used in the President's Suite is \$25.31 a square yard installed. The carpet specified for the Board Room is \$29.00 a square yard installed. If the contractor building the Conference Center had furnished the carpet for these spaces it would have cost \$31.62 a square yard for carpet and installation and another \$7.56 a square yard for the additional labor and material profit that is

added by the Capital Development Board for a total of \$45.18 a square yard.

IV. RECOMMENDATION

The administration recommends that the Board award Q00212 for floor coverings in the Board Room and the President's Suite to Jemrick Carpets, Inc., the low bidder, in the amount of \$17,145.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of proposal request Q00198 for a Pilot Program for general construction services as requested by Physical Plant.

II. BUDGET STATUS

Funds will be provided from the appropriate budget as each project is approved.

III. INFORMATION

A legal bid notice was published and 16 proposals solicited. Six responses were received. The following is a recap of the proposal tab sheet, indicating the dollar amounts which correspond to the percent of the markups proposed:

	<u>Average Markup</u>	<u>Profit in Dollars</u>
Pikus Construction & Equipment Co., Inc.	2.1 %	\$ 2,050
Fisher Commercial Construction Co., Inc.	8.3 %	8,650
Auxano, Inc.	9.5 %	9,200
G. F. Structures Corp.	10.0%	10,000
Maman Corp.	13.0%	14,700
Ernie Loberg Construction Co., Inc.	33.6%	32,000

Physical Plant staff coordinated the tabulation sheet with Gilbane. It shows a typical project, for which \$100,000 of presumed work is divided into the categories of the RFP. This method of determining the low proposal was announced by staff just prior to the opening of the RFP.

Physical Plant leadership has changed as turnover in a number of key positions has occurred. Each new leader who has come on board noticed that Physical Plant staff was being used on special projects, at the expense of routine maintenance and responding quickly to repair issues on campus. A new focus has developed in the Physical Plant that is operationally oriented, thereby decreasing the number of special projects that can be undertaken by the Physical Plant staff. Because the need to accomplish special projects has not diminished, outside contractors are being hired to do many small jobs around the campus. In order to streamline this process, Physical Plant staff worked with the College engineer and Gilbane on an RFP.

Creating the RFP was a joint effort between Physical Plant staff and the College engineer, Stanley Consultants. Staff provided the guidelines for what the College wished to accomplish, which was to utilize a "cost plus" contractor for tasks which previously sapped the maintenance activities of the Physical Plant. This would allow much construction/renovation work to be carried out through shop drawings, in contrast to the current procedure in which the College architect develops detailed construction documents which are utilized as the basis for individual projects that are bid. The RFP was written by the College engineer. It was then sent to contractors prequalified by Gilbane as part of the Referendum Buildings process.

At the beginning, the successful contractor will be given a series of projects for which the Physical Plant staff has already had discussions with other contractors, and its architects and engineers. Should the successful contractor be substantially out of line with the estimates already in hand, the firm will be challenged to explain why. The contract will be terminated if the explanation is not reasonable. In the future, the College will continue to obtain estimates from its architects and engineers on the worth of projects for which they provide the shop drawings, to verify the not-to-exceed costs submitted by the contractor. Again, if the contractor provides numbers inconsistent with those suggested by the architects/engineers, without reasonable explanation, the contract will be terminated.

For each project, Physical Plant staff will walk the area with the contractor and the work expected to be performed, and will also provide a shop drawing for the more intricate projects. In accordance with the specifications of the RFP, the successful contractor will provide the College with a not-to-exceed cost, with the labor and materials details attached. The work will be monitored, and labor and materials details will have to be substantiated prior to payment.

It is anticipated that the College will not spend more than \$300,000 with the contractor on all projects during the fiscal year. The College currently pays its architect a fee of 7 1/2% of construction costs. Therefore if the College spends \$300,000 in construction costs, the architect receives fees of \$22,500.

One goal of the pilot program is to reduce the amount of time needed for small projects from the start to the end. This includes time spent by staff on small projects, as well as architect time and the time needed for bidding individual projects. Another goal is to reduce architect fees for project design. If the Pilot Program proves cost effective in reducing time spent on small projects by staff and the architects, it will be repeated in future fiscal years.

This request is for one year, fiscal year 2002/03. The Pilot Program will start with small projects, under \$10,000. As the need arises and if the process is working for all parties, it will be expanded to larger projects.

IV. RECOMMENDATION

The administration recommends that the Board award proposal request Q00198 for a Pilot Program for general construction services to Pickus Construction and Equipment Co., Inc., the low bidder, for a percent markup of an average of 2.1 percent.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00208 for a Ford F350 Stake Bed Truck for use by the Bookstore and Physical Plant, as requested by the Bookstore.

II. BUDGET STATUS

Funds in the amount of \$29,291 are provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0562-074-587.

III. INFORMATION

A legal bid notice was published and 12 bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

Oakfield Ford, Inc.	\$29,291
Morrow Brothers Ford, Inc.	32,100
Northwest Ford and Sterling Truck Center	33,500

During the construction of the Science Centers, the Bookstore loading dock will be shut down. In the interim, all Bookstore deliveries will be received by the Shipping and Receiving department at its dock. Bookstore personnel will pick up the books and supplies from the warehouse during the night and transport them to the Bookstore.

The requested truck is being purchased by the Bookstore and will be used by Physical Plant during the day and by the Bookstore at night. When the Bookstore loading dock becomes available again, the truck will be used solely by Physical Plant.

The new truck will replace a 1988 truck that is beyond economical repair and will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00208 for a Ford F350 Stake Bed Truck to Oakfield Ford, Inc., the low bidder, in the amount of \$29,291.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00210 for brass and woodwind instruments for the Music department as requested by the Liberal Arts Division.

II. BUDGET STATUS

Funds in the amount of \$14,000 are provided in the 2001/02 Education Fund budget, under account number 0111-21-586.

III. INFORMATION

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

Karnes Music, Inc.	\$ 9,521.00 (No bid 2 items)
The Woodwind and Brasswind, Inc.	13,879.00
The Music Mall, Inc.	14,480.50
Baltimore Brass Co.	14,786.00

The Music department is actively working toward expanding its band instrument program. The brass and woodwind instruments owned by the College are mostly 30 or more years old, and worn out and beyond economical repair. This request is for new brass and woodwind instruments to begin replacing existing instruments.

In order to obtain the lowest cost for the College, the award will be split by line item to the lowest bidder meeting specifications. The trumpet, french horn, and piccolo will be awarded to The Music Mall, Inc. in the amount of \$5,562.10; the tenor saxophone, flugelhorn, euphonium, and clarinet will be awarded to The

Woodwind and Brasswind, Inc. in the amount of \$8,209 for a total of \$13,771.10.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00210 for brass and woodwind instruments to The Music Mall, Inc., the lowest bidder for the trumpet, french horn, and piccolo, in the amount of \$5,562.10 and to The Woodwind and Brasswind, Inc., the low bidder for the tenor saxophone, flugelhorn, euphonium, and clarinet, in the amount of \$8,209 for a total of \$13,771.10.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00213 for the purchase and installation of Steelcase furniture for use by the Continuing Education Division as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$47,206.71 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-585.00-9240.

III. INFORMATION

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

Office Equipment Company of Chicago	\$47,206.71
ENVIRONETX	49,523.00
Office Concepts Inc.	49,903.66

Academic Affairs Continuing Education was centralized as of July 2001. Personnel from six separate academic Divisions physically located throughout the campus are now in the Continuing Education Division. In order to efficiently share workload and other resources, it is essential to establish a Continuing Education Operations Center for registration, customer/student services, routine operations, and other administrative functions. Room C-103 will be renovated to create this center. Nine workspaces, a reception area and three private offices will be established.

IV. RECOMMENDATION

The administration recommends that the Board award Q00213 for the purchase and installation of Steelcase furniture for use by the Continuing Education Division to Office Equipment Company of Chicago, the low bidder, in the amount of \$47,206.71.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00200 for office supplies as requested by Physical Plant and Auxiliary Services for the Bookstore.

II. BUDGET STATUS

Funds will be provided in the budget of each individual cost center.

III. INFORMATION

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

Boise Cascade Office Products	\$75,272.97
Staples Contract & Commercial, Inc.	77,298.80
Office Depot	86,216.90
BOSS Inc.	Incomplete Response

This request is for the Bookstore to enter into an agreement with an office supply provider that provides secure, on-line ordering capabilities that are available 24 hours a day, seven days a week, and has a large in-stock inventory product selection. Individual departments will be able to place orders directly with the vendor, and orders will be delivered by the vendor, next day, to the individual departments. The Bookstore will monitor the contract and the billing.

This request is to issue a purchase order in an amount not to exceed \$90,000 per year for fiscal years 2002/03, 2003/04 and 2004/05, with the option to renew for two additional years at the same or lower cost.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00200 for office supplies to Boise Cascade Office Products, the low bidder, in an amount not to exceed \$90,000 per year for fiscal years 2002/03, 2003/04 and 2004/05, with the option to renew for two additional years at the same or lower cost.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00204 for printing of the Fall 2003, and Spring and Summer 2003 Credit Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$71,414 will be provided in the 2002/03 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 14 bids solicited. Four responses were received. The following is a recap of the bid tab sheet for 210,000 copies each of the 48-page Fall 2002 and Spring 2003 Credit Course Schedules, and of the 28-page Summer 2003 Credit Course Schedule:

Warner Offset, Inc.	\$63,884
College Class Schedule Specialists	71,414
Precise Printing Network, Inc.	82,010
Newsweb Corporation	91,280

Warner Offset withdrew its bid.

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 Credit class offerings for the applicable term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00204 to College Class Schedule Specialists for printing of the Fall 2002, and Spring and Summer 2003 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$71,414.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

April 24, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a 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, to replace the manual maintenance Work Order process currently in use by Physical Plant, in the amount of \$39,100 for software, and \$30,900 for implementation support and staff training, for a total of \$70,000.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to Hewlett Packard, for the acquisition of a UNIX server to support UNIX based applications, in the amount of \$57,938.
- Exhibit VI – 4c The administration recommends that the Board approve the issuance of a change order to purchase order 017699a issued to Onyx Waste Services, for trash removal service on the main campus, in the amount of \$12,000 for a new total not to exceed \$37,000.
- Exhibit VI – 4d The administration recommends that the Board approve the issuance of a purchase order to Computer Education Resources, Inc. for ELLIS Suite software to be used by the Academic Enrichment and Language Studies (AELS) Division, in the English as a Second Language (ESL) department, in the amount of \$11,523.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval 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, to replace the manual maintenance Work Order process 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 2001/02, and it is expected that additional modules will be purchased in the future to add functionality.

III. INFORMATION

Moving to a Computerized Maintenance Management System (CMMS) will aid staff in the administration of Work Orders used to maintain campus facilities, which currently cover 938,000 square feet. The area covered will increase to one 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 1.3 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.

The process of selecting this software has been described in early Board exhibits.

A return on investment analysis has been done and was shared with the Board earlier. The return on investment analysis took a very conservative approach. It included an HP server and the Oracle license for a total cost of \$70,000, and absorbed the total cost in this project, when in fact both will be used for a number of additional functions in the College. This is addressed separately in the Board exhibit for the HP server.

Two full time people, one in Information Technology and one in Physical Plant, were budgeted for a total of \$100,000. This too is conservative, but unrealistic. The Information Technology person will handle support to the Bookstore systems in addition to the support for the computerized maintenance management system. The person in Physical Plant will handle the computerized maintenance management system, and also take on responsibilities for all CAD drawings for the Physical Plant. These positions are budgeted at 50% each for the computerized maintenance management system.

In taking this conservative approach, the payback was 3.35 years. In recent years, the College has applied to the State of Illinois for Energy Conservation grants. The State used about 3 years as the payback period of items they would fund. This is a benchmark to judge the acceptability of a payback period.

Comparison To Other Systems On Campus

In recent years, the College has purchased a number of similar systems. All of these systems take manual or pieced together computerized systems and replace them with a data base system designed for a specific area of the College. The three most recent purchases include the Telemagic system for Corporate Services for managing contacts with corporate clients, the Enrollment Management System (EMAS) for managing contacts with students, and the Black Baud system utilized by the Foundation to manage contacts and giving by donors. The FAMIS system is very similar, but it provides management of the Physical

Plant Work Order and preventive maintenance systems. The Physical Plant is currently working on manual systems, and it is time to move its management to the next level through this purchase.

One final note, the Regent system does not have an inventory module nor do most Educational Enterprise Systems.

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, to replace the manual maintenance Work Order process currently in use by Physical Plant, in the amount of \$39,100 for software, and \$30,900 for implementation support and staff training, for a total of \$70,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett Packard for the acquisition of a UNIX server to support UNIX based applications, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$57,938 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

When acquiring technology, such as this Hewlett Packard UNIX server, attempts are made to maximize the use of technological resources. Therefore, this UNIX server will support a number of initiatives. It is being acquired as a development environment for the Harper WEB Portal, and as the staging environment for the next release of Regent (Harper College ERP system), Data Warehousing and the FAMIS Maintenance Management System recommended for purchase in Exhibit VI-4a.

The hardware will be acquired directly from Hewlett Packard, thereby enabling the College to take full advantage of the educational discount. On file is a letter from Hewlett Packard confirming that the pricing “ ... is the lowest pricing on the market. You will not find lower pricing through any of the authorized channel partners. This discount is only available to higher education customers.”

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett Packard, for the acquisition of a UNIX server to support UNIX based applications, in the amount of \$57,938.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order 017699a issued to Onyx Waste Services for trash removal service on the main campus as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$12,000 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0276-068-576.

III. INFORMATION

At the May 24, 2001 meeting of the Board of Trustees, the award of bid request Q00149 for trash removal service for the main campus was approved. Purchase order 017699a was issued to Onyx Waste Services. This estimate was based on past history of trash removal services. Due to a reduction in the recycling efforts, there is an increase in the need for trash removal. A change order in the amount of \$12,000, for a total not to exceed \$37,000 for the remainder of the fiscal year, is requested.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a change order to purchase order 017699a issued to Onyx Waste Services, for trash removal service on the main campus, in the amount of \$12,000 for a new total not to exceed \$37,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Computer Education Resources, Inc. for ELLIS Suite software to be used by the Academic Enrichment and Language Studies (AELS) Division in the English as a Second Language (ESL) department, as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$11,523 are provided in the 2001/02 Educational Foundation - Ameritech budget, under account number 0100-039-139.16 and in the Education Fund budget, under account number 0115-612-544.80.

III. INFORMATION

The requested software will permit non-native English speakers to learn business and work force practices and terminology via a self-paced software program in coordination with regular ESL instruction. Approximately 325 current ESL students (25% of the approximately 1,300 ESL student population) are interested in business as a career, and either will be or already are in the workforce with limited English proficiency. The addition of the ELLIS computer based program will provide a much-needed instructional enhancement for ESL students interested in improving their overall English language skills and their understanding of business concepts.

Students will be able to access the Ellis self-paced electronic multimedia-learning sessions at computers in two labs within the AELS Division.

This is a perpetual license. The software package includes the Ellis Base License, the Adult Complete Suite, the Advanced Suite, and Business Meetings, Discussions, Contracts, and Negotiations modules. Also included are a training session for faculty and staff, software maintenance and a basic set of instructional materials.

Cali Inc., the developer and publisher of ELLIS (English Language Learning and Instruction System), licenses only one vendor in each of its regional zones. Computer Education Resources, Inc., is the sole approved supplier for this regional zone. The College and SBC/Ameritech are participants in the ESL self-paced interactive business/workforce Partnership Program. The College receives the standard educational discount.

This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Computer Education Resources, Inc. for ELLIS Suite software to be used by the Academic Enrichment and Language Studies (AELS) Division, in the English as a Second Language (ESL) department, in the amount of \$11,523.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointment.
- B. Ratification of Professional/Technical Appointments.
- C. Ratification of Supervisory/Confidential Appointment.
- D. Ratification of Administrator Resignations.
- E. Ratification of Supervisory/Confidential Resignation.
- F. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Wednesday, April 24, 2002, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

It is recommended that the Board take the following action:

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

and/or

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Equal Employment Opportunity and Affirmative Action Program.

II. REASON FOR CONSIDERATION

Revisions to the previously approved Equal Employment Opportunity and Affirmative Action Program require Board approval.

III. BACKGROUND INFORMATION

The Equal Employment Opportunity and Affirmative Action Program was originally approved in May 1978 and it was last revised in May, 1992. Since that time, there have been legislative and social changes that necessitate an updated program.

Following the shared governance process, the Human Resources Committee reviewed the document and modified where appropriate, keeping in mind the current policies of Harper and federal and state guidelines. The process included contact with a College attorney, Dr. Bonnie Henry and finally communicating with the College Assembly (for information purposes) the changes.

Adjustments to the Affirmative Action document include adding the Non-Discrimination Complaint Procedure and changes in terminology. Lastly two charges that were part of the Human Resources Committee were shifted to the Diversity Committee to reflect the Diversity Committee's responsibility.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached revised Equal Employment Opportunity and Affirmative Action Program.

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

Exhibit VI-8
April 24,2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 28,891,390	829,065	935,000
OPERATIONS, & MAINT. FUND	8,154,323	217,229	240,000
OPERATIONS, & MAINT. FUND (Restricted)	2,709,685	73,351	60,000
BOND & INTEREST	6,834,934	137,422	75,000
AUXILIARY ENTERPRISES	1,052,615	77,939	170,000
RESTRICTED FUNDS	1,759,300	76,361	155,080
WORKING CASH FUND	11,888,838	384,983	666,000
AUDIT FUND	177,789	5,342	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,411,197</u>	<u>84,538</u>	<u>150,000</u>
Total	<u>\$ 63,880,071</u>	<u>1,886,231</u>	<u>2,456,080</u>

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

Exhibit VI-8
April 24, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 3/31/2002	Market Value
<u>Certificates of Deposits</u>							
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	
LaSalle Bank	02/28/02	09/05/02	189	1.88	19,740.00	2,000,000.00	
LaSalle Bank	03/06/02	09/19/02	197	1.92	26,266.67	2,500,000.00	
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/South Trust Bank	03/05/02	10/31/02	240	2.15	19,494.45	1,400,000.00	
PMA/South Trust Bank	03/04/02	11/13/02	254	2.16	30,090.13	2,000,000.00	
PMA/MBNA America NA	03/04/02	11/27/02	268	2.24	33,011.42	2,000,000.00	
LaSalle Bank	03/06/02	12/12/02	281	2.15	41,954.86	2,500,000.00	
PMA/CIB Bank	03/11/02	01/03/03	298	2.18	17,859.60	1,000,000.00	
PMA/CIB Bank	03/11/02	03/11/03	365	2.49	24,993.00	1,000,000.00	
PMA/American Enterprise Bank	03/11/02	03/11/03	365	2.60	26,101.37	1,000,000.00	
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	
LaSalle Bank	03/11/02	11/14/03	613	3.30	84,287.50	1,500,000.00	
LaSalle Bank	03/11/02	11/26/03	625	3.30	85,937.50	1,500,000.00	
	Weighted Average: 3.83					60,200,000.00	60,200,000.00 *
<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		03/02 Monthly Average		1.72		2,147.05	2,147.05
Illinois Funds		03/02 Monthly Average		1.90		1,682,923.64	1,682,923.64
TOTALS AS OF:	3/31/2002				\$	63,880,070.69	63,880,070.69

*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 - April 16-17 - Springfield, IL
 - Dr. Kolze will present an oral report on the meeting.

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: April 10, 2002

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	09/01/01 08/31/02
Special Populations Academic Enrichment 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 \$317,620	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
Industry Training Program Corporate Services L. Danaher	To support customized training needs for manufacturing	Illinois Manufacturers Association \$25,000	07/01/01 06/30/02
Industrial Training Program Corporate Services L. Danaher	To support customized training needs for industry	Illinois State Chamber of Commerce \$58,000	07/01/01 06/30/02
LRC Infrastructure Enhancement Grant Learning Resource Cnt. J. Accardi	To support the purchase of Equipment & staff development	NILRC \$4,600	01/01/02 06/30/02
Total as of April 10, 2002		\$3,458,495	

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
NILRC	Northern Illinois Library Resource Center
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
FY02 Year-to-Date Fundraising (as of 3/31/2002)

Description	#Gifts	Cash	Stocks/Pledges	In-Kind	Other	Total
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001	83	\$14,175.00	\$2,200.00	\$0.00	\$0.00	\$16,375.00
Retirement Fund	12	\$140.50	\$260.00	\$0.00	\$0.00	\$400.50
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	11	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00
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	3	\$725.00	\$0.00	\$0.00	\$0.00	\$725.00
Golf Open 2002 -- Underwriting	17	\$18,500.00	\$12,500.00	\$141.00	\$0.00	\$31,141.00
Harvest Ball 2001 - Invitation	126	\$37,325.00	\$0.00	\$0.00	\$0.00	\$37,325.00
Harvest Ball 2001 - Underwriting	59	\$23,137.00	\$17,050.00	\$6,299.00	\$0.00	\$46,486.00
March 15, 2002 President's Reception	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Matching	1	\$11.00	\$0.00	\$0.00	\$0.00	\$11.00
Memorial	52	\$1,463.00	\$0.00	\$0.00	\$0.00	\$1,463.00
Margaret Scott	10	\$2,461.35	\$0.00	\$0.00	\$0.00	\$2,461.35
Personal Solicitation	3	\$1,050.00	\$7,500.00	\$0.00	\$0.00	\$8,550.00
Proposal	7	\$37,400.00	\$190,000.00	\$0.00	\$0.00	\$227,400.00

Special Initiatives	17	\$5,275.00	\$0.00	\$0.00	\$0.00	\$5,275.00
Stewardship	21	\$18,200.00	\$0.00	\$3,025.00	\$0.00	\$21,225.00
Tradition of Excellence 2001	92	\$501.14	\$390.00	\$0.00	\$0.00	\$891.14
Tradition of Excellence Campaign 2002	144	\$3,292.00	\$14,542.50	\$0.00	\$0.00	\$17,834.50
Theatre Seat Campaign	26	\$11,700.00	\$26,500.00	\$0.00	\$0.00	\$38,200.00
TSC -- Barrington Breakfast Club Letter	2	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Theatre Seat Campaign -- Brochure	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	28	\$10,924.67	\$0.00	\$34,415.14	\$0.00	\$45,339.81
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
	798	\$204,357.66	\$270,942.50	\$43,880.14	\$0.00	\$519,180.30

Harper College Educational Foundation
Gift Summary by Appeal
March FY02 Fundraising

Description	#Gifts	Cash	Stocks/Pledges	In-Kind	Other	Total
Retirement Fund	2	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00
Golf Open 2002 -- Underwriting	6	\$3,750.00	\$2,000.00	\$141.00	\$0.00	\$5,891.00
March 15, 2002 President's Reception	1	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Matching	1	\$11.00	\$0.00	\$0.00	\$0.00	\$11.00
Memorial	51	\$1,448.00	\$0.00	\$0.00	\$0.00	\$1,448.00
Personal Solicitation	1	\$0.00	\$7,500.00	\$0.00	\$0.00	\$7,500.00
Proposal	1	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
Special Initiatives	2	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Stewardship	7	\$3,300.00	\$0.00	\$0.00	\$0.00	\$3,300.00
Tradition of Excellence Campaign 2002	143	\$3,292.00	\$13,542.50	\$0.00	\$0.00	\$16,834.50
Theatre Seat Campaign	6	\$1,250.00	\$6,000.00	\$0.00	\$0.00	\$7,250.00
Unsolicited	3	\$2,030.00	\$0.00	\$0.00	\$0.00	\$2,030.00
	224	\$16,658.00	\$79,042.50	\$141.00	\$0.00	\$95,976.64

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Educational Partnership between Northwest Suburban Education to Careers Partnership and Arlington Academy, Inc. to provide a vocational training program in Cosmetology.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of educational programs. The Career Partnership and the Arlington Academy, Inc., (Beauty School) an Illinois Corporation, wish to mutually participate in a vocational training program in Cosmetology.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached agreement for Cosmetology Training between Northwest Suburban Education to Careers Partnership and Arlington Academy, Inc.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading and adoption of an addition to the Board of Trustees Policy Manual 01.16.02 on Indemnification of Trustees.

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption. The first reading took place at the Board Meeting of March 26, 2002.

III. BACKGROUND INFORMATION

The policy was requested by the Board to add a statement of Indemnification of Trustees to the Board Policy Manual following the censure resolution discussed at the February 28, 2002 Board of Trustees Meeting.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: **Indemnification of Trustees**

No. 01.16.01

Approved:

Revised:

Should any individual Board member be sued based upon a claim arising out of the dissemination of the confidential information which constitutes a property or liberty interest, or may constitute a libel, slander or defamation, or may constitute an invasion of privacy or disparagement of business reputation or any similar type of action, such conduct shall not constitute an act of a Board member acting in his or her official capacity as a Board member, but shall constitute the individual and personal action of the Board member.

Should any Board member be sued for violating the sanctity of a confidential communication, the Board of Trustees will not defend, indemnify or hold the member harmless for a violation of the confidentiality of the communication.

Should any Board member be sued because of an individual Board member's disclosure of confidential information, the Board of Trustees authorizes its legal counsel to seek indemnification from the offending Board member and to recover all costs and expenses incurred, including attorneys' fees in the defense of the claim.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second Reading and adoption of a change to the Board of Trustees Policy Manual 11.11.13 – Tax Sheltered Annuities and Deferred Compensation Plan.

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption. The first reading took place at the Board Meeting of March 26, 2002.

III. BACKGROUND INFORMATION

IRS regulations have recently changed and employees of State and local governments are now able to participate in both 403(b) (tax sheltered annuities) and 457 (deferred compensation) plans without coordination limits.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve and adopt the attached Policy 11.11.13.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Tax Sheltered Annuities **and Deferred Compensation** Plan No. 11.11.13

Approved:

Revised:

Salary **reductions** ~~deductions for retirement annuity contracts (tax sheltered annuities)~~ **under IRC Section 403(b)** shall be available to all permanent full-time employees, **except student employees.**

An IRC Section 457(b) deferred compensation plan shall be available to Harper Administrators.

~~The College shall not assume the responsibility for deterring whether individual employees who purchase annuities and may receive other tax sheltered benefits have exceeded the maximum annual allowable deferred compensation amount defined in the Internal Revenue Code. Employees who secure annuities or other tax sheltered benefit shall be required to execute agreements holding the College harmless from any demand or claim asserted by the Internal Revenue Service against the College for payment of income taxes, and interest or penalties assessed by the Internal Revenue Service, which are due on account of the failure of the employee to compute correctly the maximum annual allowable deferred compensation amount.~~

The College has no liability for any losses arising from depreciation or other decline in the value of any investments employees acquire under these plans.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Computer Equipment Purchase Using Total Cost of Ownership

II. REASON FOR CONSIDERATION

The Administration is proposing a different process for procuring computer equipment and peripherals. The process has been detailed in a memo, which has been sent to the Board under separate cover.

III. BACKGROUND INFORMATION

The College currently buys computer equipment and peripherals on a yearly basis. Administration is looking to improve and streamline the process.

IV. DISCUSSION

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of the bid, and to direct Gilbane Construction Company to enter into contracts, for bid request Q00199 for site hardscape, site softscape, masonry, miscellaneous metals, general trades, roofing, glass/glazing, curtainwall, drywall/plaster/acoustical ceiling, painting, hard flooring, soft flooring, computer flooring, science casework, plastic laminate casework, elevators, HVAC piping, HVAC ventilation, temperature control, plumbing, fire protection, electrical, and technology for the Science, Emerging Technologies and Health Careers Center, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$41,015,741.55 are provided in the Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00.9037.

III. INFORMATION

A legal bid notice was published. One hundred one responses were received. The recaps of the bid tab sheets are at the end of this exhibit.

Included in this recommendation is the acceptance of three of the alternates for the project, both Release II and Release III.

Harper College recognizes that:

- The Pickus Companies is the lowest responsible bidder for site hardscape, in the amount of \$1,944,044;
- Moore Landscapes, Inc. is the lowest responsible bidder for site softscape, in the amount of \$454,983.55;
- Illinois Masonry Corporation is the lowest responsible bidder for masonry, in the amount of \$1,013,000;

- Waukegan Steel Sales, Inc. is the lowest responsible bidder for miscellaneous metals, in the amount of \$1,171,200;
- Stuckey Construction Company, Inc. is the lowest responsible bidder for general trades, in the amount of \$4,878,878;
- W.R. Kelson Company, Inc. is the lowest responsible bidder for roofing, in the amount of \$980,793;
- C.A.D. Contract Glazing, Inc. is the lowest responsible bidder for glass/glazing, in the amount of \$1,399,800;
- Harmon, Inc. is the lowest responsible bidder for the curtainwall, in the amount of \$2,521,000;
- Thorne Associates, Inc. is the lowest responsible bidder for drywall/plaster/acoustical ceiling, in the amount of \$3,640,075;
- Oosterbaan & Sons Company is the lowest responsible bidder for painting, in the amount of \$379,400;
- R.D. Roman, Inc. is the lowest responsible bidder for hard flooring, in the amount of \$340,946;
- Libertyville Tile & Carpet, Ltd. is the lowest responsible bidder for soft flooring, in the amount of \$530,804;
- Camino Modular Systems (USA) Inc. is the lowest responsible bidder for computer flooring, in the amount of \$159,695;
- Harry J. Kloeppel & Associates, Inc. is the lowest responsible bidder for science casework, in the amount of \$1,963,760;
- Midwest Woodwork & Veneering, Inc. is the lowest responsible bidder for plastic laminate casework, in the amount of \$536,600;
- ThyssenKrupp Elevator is the lowest responsible bidder for elevators, in the amount of \$376,900;
- International Piping Systems, Inc. is the lowest responsible bidder for HVAC piping, in the amount of \$2,600,000;
- Stern Corporation is the lowest responsible bidder for HVAC ventilation, in the amount of \$4,389,000;
- Control Solutions, Inc.-Chicago is the lowest responsible bidder for temperature control for \$1,498,100;
- Martin Peterson Company, Inc. is the lowest responsible bidder for plumbing, in the amount of \$3,420,000;
- Nelson Fire Protection Co. is the lowest responsible bidder for fire protection, in the amount of \$587,221;

- Divane Brothers Electric Company is the lowest responsible bidder for electrical, in the amount of \$4,782,000; and
- Gertz Electric Company is the lowest responsible bidder for technology, in the amount of \$849,695.

The administration is also recommending the acceptance of three alternates: the east link into the Business and Social Science Center, the west link into the Liberal Arts Center, and an additional elevator. The total cost of accepting the alternates is \$597,847.

IV. RECOMMENDATION

The administration recommends that the Board award Q00199 for site hardscape, site softscape, masonry, miscellaneous metals, general trades, roofing, glass/glazing, curtainwall, drywall/plaster/acoustical ceiling, painting, hard flooring, soft flooring, computer flooring, science casework, plastic laminate casework, elevators, HVAC piping, HVAC ventilation, temperature control, plumbing, fire protection, electrical, and technology for the Science, Emerging Technologies and Health Careers Center, and that the Board direct Gilbane Building Company, after consultation with the Harper College President, to enter into contracts directly with:

- The Pickus Companies, the lowest responsible bidder for site hardscape, in the amount of \$1,944,044;
- Moore Landscapes, Inc., the lowest responsible bidder for site softscape, in the amount of \$454,983.55;
- Illinois Masonry Corporation, the lowest responsible bidder for masonry, in the amount of \$1,013,000;
- Waukegan Steel Sales, Inc., the lowest responsible bidder for miscellaneous metals, in the amount of \$1,171,200;
- Stuckey Construction Company, Inc., the lowest responsible bidder for general trades, in the amount of \$4,878,878;
- W. R. Kelson Company, Inc., the lowest responsible bidder for roofing, in the amount of \$980,793;
- C.A.D. Contract Glazing, Inc., the lowest responsible bidder for glass/glazing, in the amount of \$1,399,800;
- Harmon, Inc., the lowest responsible bidder for the curtainwall, in the amount of \$2,521,000;

- Thorne Associates, Inc., the lowest responsible bidder for drywall/plaster/acoustical ceiling, in the amount of \$3,640,075;
- Oosterbaan & Sons Company, the lowest responsible bidder for painting, in the amount of \$379,400;
- R. D. Roman, Inc., the lowest responsible bidder for hard flooring, in the amount of \$340,946;
- Libertyville Tile & Carpet, Ltd., the lowest responsible bidder for soft flooring, in the amount of \$530,804;
- Camino Modular Systems (USA) Inc., the lowest responsible bidder for computer flooring, in the amount of \$159,695;
- Harry J. Kloeppel & Associates, Inc., the lowest responsible bidder for science casework, in the amount of \$1,963,760;
- Midwest Woodwork & Veneering, Inc., the lowest responsible bidder for plastic laminate casework, in the amount of \$536,600;
- ThyssenKrupp Elevator, the lowest responsible bidder for elevators, in the amount of \$376,900;
- International Piping Systems, Inc., the lowest responsible bidder for HVAC piping, in the amount of \$2,600,000;
- Stern Corporation, the lowest responsible bidder for HVAC ventilation, in the amount of \$4,389,000;
- Control Solutions, Inc.-Chicago, the lowest responsible bidder for temperature control for \$1,498,100;
- Martin Peterson Company, Inc., the lowest responsible bidder for plumbing, in the amount of \$3,420,000;
- Nelson Fire Protection Co., the lowest responsible bidder for fire protection, in the amount of \$587,221;
- Divane Brothers Electric Company, the lowest responsible bidder for electrical, in the amount of \$4,782,000;
- Gertz Electric Company, the lowest responsible bidder for technology, in the amount of \$849,695.
- The award for the epoxy flooring is yet to be determined.

The administration also recommends the acceptance of three alternates: the east link into the Business and Social Science Center, the west link into the Liberal Arts Center, and an additional elevator. The total cost of accepting the alternates is \$597,847. The total recommendation, including the alternates, is \$41,015,741.55.