

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

May 21, 2002

7:00 p.m.

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

For Approval

1. Minutes – April 24, 2002 Regular Board Meeting Exhibit VI-1
2. Bills Payable, Payroll for April 5, 2002 and Exhibit VI-2  
April 19, 2002; Estimated payrolls for May 4,  
2002 through May 31, 2002
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5

For Information

6. Financial Statements Exhibit VI-6
7. Committee and Liaison Reports Exhibit VI-7
8. Grants and Gifts Status Report Exhibit VI-8

\* 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: Settlement Agreement for Roof Repairs - Business and Social Science Center - Part II Exhibit VII-A
  - B. DISCUSSION: ACCT Member Survey Exhibit VII-B
  - C. RECOMMENDATION: Affiliation Agreement between William Rainey Harper College and
    - Central DuPage Hospital
    - Christ Medical CenterExhibit VII-C
  - D. DISCUSSION: Endorse Computer and Peripheral Purchasing Exhibit VII-D
  - E. RECOMMENDATION: Wayfinding - Conference Center and Performing Arts Center Exhibit VII-E

VIII. Citizen Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

On-Campus Events

May 24, 2002

7:00 p.m. - GRADUATION

May 27, 2002

MEMORIAL DAY HOLIDAY OBSERVED - CAMPUS CLOSED

\*June 25, 2002

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

July 4, 2002

INDEPENDENCE DAY HOLIDAY OBSERVED - CAMPUS CLOSED

\*July 23, 2002

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

\*August 22, 2002

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

September 2, 2002

LABOR DAY HOLIDAY OBSERVED - CAMPUS CLOSED

\*September 24, 2002

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

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, April 24, 2002

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

Minutes of the Regular Board Meeting of Wednesday, April 24, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Wednesday, April 24, 2002 at 7:02 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Howard announced that Trustee Barbara Barton would not be in attendance at the meeting, because she was recovering from recent surgery. However, Member Barton would be participating in the business portion of the meeting via speaker phone.

Chair Howard asked for a moment of silence in memory of Dr. Karina Srugys, Dean of Life Science and Human Services, who lost her battle with cancer April 7. Chair Howard noted that, in the last two and one-half years, many new programs, certificates and affiliation agreements were finalized and brought to the Board for approval with the help of Dr. Srugys. In recognition of her dedication and efforts in planning the new Science, Emerging Technology and Health Careers Center, there will be a plaque with her name placed in the new building.

ROLL CALL:

Present:	Members Barton (via speaker phone at 8:13 p.m.), Botterman, Gillette, Howard, Kolze, Shure and Stone; Student Member Passarini; New Student Trustee Patrick Chartrand
Absent:	None

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Marge Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Della Allen; Mike Alsup; Larry Bielawa; Carol Blotteaux; Edward Bockman; Phil Burdick; Kathleen Canfield; Harley Chapman; Marilyn Cook; Lori Danaher; Dave Dluger; Jim Edstrom; Bob Getz; Sally Griffith; Julie Hennig; Leon Hussissian; Pat Jen; Cheryl Kisunzu; Marcia Litrenta; Yasmeen Mahmood; Craig Marscin; Russ Mills; Sandra

Minich; Bo Lynn Modzelewski; Maria Moten; Sheryl Otto; Elena Pokot; Grant Prellwitz; Jeff Przybylo; Sheila Quirk; Marie Regan; Greg Rogers; Rich Seiler; Tom Thompson; Michael Vijuk and Frank Winkler. Speech Team: Jason Blinstrup; Amy Landsberger; Francesca Pellerano; Steve Scalabrino; Dipal Trivedi.

Guests: Tim Kane, Chicago Tribune; Shruti Daté Daily Herald; Michael Lundeen, Legat Architects; Bill and Helen Huley, Kurt Giehler and Paul Wickland, Northwest Tax Watch; Gary Clair, Paul and Joan Cook, residents.

Chair Howard noted that Exhibit VII-E, Contracts for Release 3 on the Science, Emerging Technology and Health Careers Center, was added to the Agenda. In addition, a revised policy on Indemnification of Trustees has been distributed to all Board members.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

## PRESENTATIONS

### Achievements in Liberal Arts

Harley Chapman, Dean of Liberal Arts, asked the Board to join him in honoring one of Harper's finest. The Illinois Council of Orchestras recently presented to Harper's symphony orchestra conductor, Maestro Frank Winkler, an Award for Meritorious Service. This outstanding achievement honors Maestro Winkler's 17 years of contribution to music-making in the community. Dean Chapman presented the Award for Meritorious Orchestral Conducting to Maestro Winkler. He thanked the Board and the orchestra, and added that it has been a privilege to serve the orchestra, the Harper community and the Music Department for many years.

Dean Chapman noted that the Harper College Speech Team has had another outstanding year under the direction of Jeff Przybylo and Marcia Litrenta. The team succeeded in winning both the State and Regional titles, and finished in the top 10 at Nationals. Professors Przybylo and Litrenta

came forward with members of the Speech Team. They displayed their trophies.

Professor Pryzbylo noted that they are very proud of the fact that students come to Harper and allow the instructors to help them become better writers, researchers, performers and communicators. They take the skills, practice on campus and put them to use in real life situations. They have come out on top every time because of their hard work. They are very proud of the program, which reaches into high schools. Since Harper has been hosting a high school speech tournament every year, high school coaches have been sending their students to Harper because of the speech program.

Professor Pryzbylo noted that all seven sophomores in the program are transferring to four-year institutions. Six of the seven have been recruited by four-year colleges and will continue to compete at the four-year level. Most of them have scholarship opportunities. He added that they are also proud of the alumni who come back and donate their time to help the Speech Team achieve their goals.

Member Gillette thanked the instructors, students and alumni – they have made the Board proud.

#### Update on Wayfinding

Vice President Colleen Murphy reminded the Board that, several months ago, they approved the hiring of a signage consultant to help the College develop a master plan for signage on campus. She gave an update on the plan, which is not a finished product yet. She introduced Sandy Minich, Creative Services Manager, Marketing Services, who would be participating in the presentation, as well.

#### Background

Corbin Design, a design firm which specializes in educational campuses and healthcare campuses, was hired. A Wayfinding Team, consisting of people from different areas of campus, was formed to work with the consultant. They gathered surveys and interviewed students and various departments on campus. In addition, they received recommendations from the Facilities Committee and many other groups throughout Harper.

#### Audiences

Corbin Design helped highlight Harper's audiences, which include: students, visitors, conference attendees or infrequent visitors, faculty and staff, vendors and alumni.

### Objectives

- Vehicular design will be with the first-time visitor in mind. (How can someone get to their destination easily?)
- Pedestrian design will be for all audiences equally.
- College identity system will be used, including the logo, so that it will blend well with the campus and complement the architectural character.
- The signage system will be timeless, something that will not be outdated soon.
- Signage will be easily updated, cost-effective and ADA compliant.
- Existing signage on campus will be used wherever possible.

### Destinations

Signage destinations include student service areas (Academic Advising, Assessment, Admissions and Registration), and visitor services (Dental Hygiene, Theatre, Box Office).

### Methodology

- Regional routes - work with Illinois Department of Transportation (IDOT) to make sure that words can be put on signs on major regional routes around us.
- Campus perimeter – signs on the corners of the main streets.
- Point of entry – directing to the right entrance and the most convenient parking
- Pedestrian routes - orient the individual as they get out of their car, and as they walk through campus.
- Building names and signs – easy to recognize and remember.

Corbin Design had pointed out that most signage gets people to where they are going, but does not get them back to their car. This will be included in the methodology as well.

Proposed types of signs include:

- Trailblazers – work with IDOT to be placed on Routes 53, 290, 62 and I-90
- Boundary markers
- Campus entry
- College identification
- Vehicular directional signage
- Pedestrian orientation maps

- Building I.D. signs – they will be using the old letters (for example, Building A), as well as the names of the buildings. The whole computer system is tied into the letter for room locations—it would be very costly to change.
- Wall-mounted building identification signs and entrance identifications – ADA requires signs posted at entrances that are not handicap accessible.
- Temporary or event direction signage – for one-time or short-term events (Open House for high school students, Craft Fair or community group meetings).

### Current Status

They are developing internal signs for the Conference Center and Performing Arts Center (which sign is going where and what it is going to say). Flexibility is built into the interior signs in order to accommodate moving offices or departments. They have developed the design of the external system; the next step will be to get costs and develop a timeline to phase in the system.

Sandy Minich showed a slide presentation of the proposed artwork for the signs. She discussed the colors and materials used for the external and internal signs. She pointed out special features, such as backlighting and the consistent “wave” design.

In response to Member Gillette, Vice President Murphy stated that the backlit signs will be designed in a way that prevents bird nests from being built behind them. With regard to the confusion at the Euclid entrance, she noted that someone from Public Safety is on the team, and they are addressing the issue.

In response to Student Member Passarini, Vice President Murphy noted that the first priority for the signs will be the new buildings coming online. Eventually, the new signs will be in every building on campus, depending on the budget. There will be a directory at the entryway of each building.

In response to Member Stone, Vice President Murphy explained that they are working on signs in the parking lots to help with traffic flow when exiting.

Chair Howard noted that as the Harper campus grows, it becomes increasingly difficult for individuals to find their way around. This will be extremely helpful.

## Portals Presentation

Vice President Dave McShane explained that Harper has embraced the web as a tool that will provide easy access for the community, students, faculty and staff. They have reorganized the Information Technology (IT) staff and created a Web Resource Team whose role is to focus on the web. They have made successful attempts into the web at this time – the Harper website features course look-up and business applications, such as registration and course payment. They have established a standardized course delivery software (Blackboard), and internal communications using HIP. Initial attempts which utilize the internet and web resources were primarily to ensure that Harper continues to provide services and maintain a presence in the internet world, because users want that and expect that. However, while providing the services, they saw the need for a strategic plan, which would provide a more structured approach to disseminating information. They have been investigating ways to bring the back office systems to the front of the house via the web in a very intuitive and easy way. The solution is to develop a Harper portal.

Vice President McShane introduced Elena Pokot, Director of Administrative Systems, and Yasmeen Mahmood, Web Resource Manager, who would be giving a presentation on Portals.

Ms. Pokot noted that the Strategic Technology Plan was presented just over a year ago. One component of the plan was to enable their customers (students, community, Board members) to get information they need. Among other projects this year, they have spent a great deal of time on this component.

Yasmeen Mahmood demonstrated “My Harper,” the Harper College Portal. She noted that the goal is to provide enhanced services, extended access and enriched communications. A Web Registration soft launch (meaning it was not publicized) occurred last year with great results. Over 2,000 students registered using Web Registration; 93 percent of the students surveyed were satisfied with the overall experience, and 88 percent of the students surveyed, plan to use web registration in the future. Ms. Mahmood read examples of student feedback. In response to students’ suggestions to make payment possible through the internet, the Web Resource Team quickly made Web Payment a goal.

March 18 was the official publicized launch of Web Registration – 244 students registered on that day, breaking the previous record of 128 on January 3. To date, 2,500 students have registered using Web Registration for the summer semester. March 18 was the soft launch of Web Payment. To date, \$115,000 has been collected via Web Payment; 93 percent of the students surveyed are satisfied with Web Payment. Additionally, people are paying their past-due balances, because it is convenient – they register and logically progress into Web Payment if they choose to make their payment automatically. As expected, they are seeing a decline in Touch Tone Registration as Web Registration catches on.

Web Resource Team goals include facilitating the student, community, staff and faculty experience at Harper College; offering extended access and enhanced services that are cost-effective and easy to use. The Web Team consists of Geetha Murthy, Web Specialist; Victor Sima, Intranet Developer; and Grant Prellwitz, Web Developer. All team members worked very closely with the Registrar's Office and the Comptroller when they launched Web Registration and Web Payment.

Challenges for Web Resources include the fact that they have numerous systems to integrate, different applications or pieces of the puzzle that make up the systems in IT. They all represent different services (Email, Harper News Headlines, Grade Posting, Sports Schedules, Financial, Calendar, Campus Events, Grade Access, Payroll, News on HIP, Web Payment and Web Registration), each requiring different interfaces. Campus-wide staff and faculty are requesting the ability to publish their content without a special tool or training. Another challenge is that everyone wants to access things in E-time, immediately. Providing such services with a minimal cost and with no down time are also challenges.

They would need a web interface to Harper College for services such as admissions application submission, grade inquiry, ability to publish to the website easily and directly, provide information designed for the person visiting the website, and the ability to choose what they need and how they would like to see it. This could be provided using one avenue – the Portal, a “doorway or entrance.”

Harper's audiences have different needs: students want to access Web Registration, Web Payment, see grades, sports

schedules and access email; Staff want to see course schedule, Harper events, web reports, calendar and email. A portal would provide Harper College with a solution to many of the project requests for web-based services. The portal solution has two major areas: generalized content (harpercollege.edu) and specific personalized content (to be called my.harper.edu). She showed an example of an educational portal consisting of many portlets, services to add to the portal.

Vice President McShane noted that they have a very talented IT organization. While researching the solution for the Harper portal, the Web Team was successful in launching Web Registration and Web Payment. Additionally, since April 1, the Harper website has the distinction of .edu at the end. He noted that they will bring an exhibit to the Board in May to obtain software in an effort to launch the portal after July 1.

Chair Howard congratulated them on this enormous undertaking.

#### ADA Projects and Women's Program

Vice President Joan Kindle explained that there has been progress made in Harper's ability to service some special populations. Tom Thompson, Director of Access and Disability Services and ADA and 504 Compliance Officer, will talk about the progress made with campus accessibility, in spite of construction issues. Kathleen Canfield, Coordinator of the Career Center and the Women's Program, will share wonderful recognition the College has received through its work on behalf of the services it gives to the displaced homemakers in the community.

As a side note, Vice President Kindle added that she cannot help but feel a lot of pride for the vibrancy of the institution after hearing the wonderful presentations this evening. She has a very good feeling about working at Harper College.

Tom Thompson noted that, in spite of all of the construction going on, they are still able to respond to students who are enrolled and others (visitors, students in the In-Zone program in the summer and co-enrolled high school students) who come to Harper with disabilities. The Access and Disability Services (ADS) office works with 600 credit students annually, which includes 40-50 mobility impaired and approximately 12 blind/visually impaired. For these individuals particularly, construction becomes a real challenge.

Mr. Thompson highlighted projects from last year and this year that were accomplished.

#### 2000-01

- Replaced all wheelchair lifts in Building D
- Constructed a ramp on first floor in Building A for people to get down into the Testing Center, Food Service and faculty offices. The previous ramp had not been appropriate.
- Purchased a lift-equipped van. When student organizations go on field trips, they no longer have to rent a van to take a student in a wheelchair.
- Purchased a swimming pool lift. Students in wheelchairs can get into and out of the pool.
- Corrected a steep ramp, which now meets code in F127, a sunken classroom.

#### 2001-02

- Installed automatic door openers and ramp.
- ADS has been involved in consulting on the infrastructure plans for the referendum buildings.
- A set of bathrooms in Building H were corrected – they are now accessible and up to code.
- ADS served on the Signage and Wayfinding committee for the long-term goals.
- ADS has worked closely with students and Physical Plant to get the correct signage up and direct people, throughout all of the construction.
- ADS is involved with the Emergency Operations Plan. Mike Alsup has put together a preliminary plan. They must outline procedures for evacuating buildings and getting people with disabilities from second floor locations to outside the building.
- This summer, there will be an extensive sidewalk project in the Quad area outside of Building F; most sidewalks between Buildings B, E and C will be ripped up. They will need to address mobility issues and notify students appropriately.

Tom Thompson noted that the partnership between ADS and the Physical Plant has been a great partnership. Harper can be very proud that they are practicing one of the Core Values—Collaboration.

Member Stone complimented Mr. Thompson and the ADS department for addressing the recommendations of the

community. Many of these came from the Community Response Team two years ago.

Chair Howard thanked Tom Thompson and the ADS department for maintaining Harper's reputation as being a College that is accessible and very welcoming to people with special needs.

Kathleen Canfield explained that, since the Women's Program began in 1969, they have reached over 50,000 women. Currently, the Women's Program shares space in the Career Center, which enables the participants to take advantage of job-readiness and career resources. This was highly praised by the Illinois Department of Labor. The program has established an affiliation with Sears Corporation and their Women's Network, which provides programming for participants and provides opportunity for career networking.

#### Women's Program Successes

They are meeting or exceeding their goals, which were established by funding sources. Although they deal with a high risk population, over 83 percent of the participants have a GPA of 2.0 or better and maintain a semester load of six hours. In a recent follow-up study, 70 percent of the participants responded that they have a job that meets or exceeds their financial needs. The Illinois Department of Labor has singled out the Women's Program as a model program. They have met with the U.S. Department of Labor, and a report is due at the end of summer, which will outline Harper Women's Program best practices and how they can be applied to the federal programs of the Workforce Development Act. They are very proud of the programs and practices. The Harper College Women's Program has an impact on the lives of women and the community.

Chair Howard congratulated Ms. Canfield for the Women's Program being designated as a model. The Program has been outstanding from the beginning and has helped many women. In response to Chair Howard, Ms. Canfield stated she does not have specific numbers; however, they do work with Welfare to Workforce, with Workforce Development and in association with the IETC.

Chair Howard thanked everyone for the very impressive educational presentations.

#### STUDENT TRUSTEE

Student Member Passarini distributed a copy of his

REPORT

written report to Board members. He highlighted several events marking the end of the semester. He noted that he has created a web site for Board information. It will include information about how the Board and the College interact and also will be used to get feedback from students. In planning for his departure from the Board, Student Member Passarini has created a checklist to help the new Student Trustee transition into the position. He added that he will be giving a presentation at an upcoming meeting.

Student Member Passarini thanked the Board for giving him the opportunity to serve as Trustee. He has learned many things that he would not have learned in a classroom or from a book. Going to Washington and representing Harper College was a great experience for him, as well. On behalf of the students, he thanked Board members for their dedication and service to the community. He also thanked Linda Kolbusz, Carol Blotteaux and Marilyn Cook in the President's Office for helping him throughout the year.

Chair Howard thanked Student Member Passarini for being an outstanding Student Trustee. She added that he was very conscientious, he asked good questions, and he played a unique role as a member of the Board of Trustees. She thanked him for always encouraging the Board to keep in mind the fact that students are the reason everyone is here, and reminding them that they need to listen to the diverse population of students.

She read a Resolution regarding Raul Passarini's year of service as a Student Trustee and presented him with a framed copy of the Resolution. She listed his many areas of involvement including: Student Senate, Student Life Committee, eXcel Student Leadership Program, Illinois Community College Trustee's Association 2001-02 Student Advisory Committee, Student Activities Committee, among other things. On behalf of the Board, she thanked him for his loyalty, dedication and service. The Board wished him well.

Mr. Passarini introduced new Student Trustee Patrick Chartrand and welcomed him to the Board.

Member Barton joined the meeting via speaker phone at 8:13 p.m.

CONSENT AGENDA

Chair Howard called attention to the Personnel Action Sheets with regard to the resignation of Elena Pokot,

Director of Administrative Systems. She noted that Elena has been an outstanding member of the IT Department for over 20 years. The College is very sorry to be losing her; however, Ms. Pokot has a wonderful opportunity at the University of Wisconsin at Whitewater as the Chief Information Officer and the Assistant Vice Chancellor for Technology and Information Resources. On behalf of the Board, Chair Howard thanked Elena for her tremendous contributions at Harper College and wished her well in her new assignment. Ms. Pokot noted that it has been an honor and a pleasure to work with everyone at Harper College for the past 21 years. Leaving Harper was not an easy decision to make. She has grown and learned a great deal and has built many friendships.

Member Kolze noted that he distributed a handout with attachments regarding the ICCTA to each of the Board members. He, Linda Kolbusz and Trustee Botterman were in Springfield recently. The big talk is the financial crisis; the budget is being reworked. He added that Linda Kolbusz is very well known and well received in Springfield; the legislators listen to her. Chair Kolze feels that Harper is very well represented when Linda is there. Chair Howard thanked them for representing the College and thanked Linda for going down for Lobby Day, as well.

Dr. Breuder invited Mike Vijuk to speak on behalf of the Human Resource Committee with regard to the Affirmative Action document. This effort was the result of a collaborative spirit in-house.

Mr. Vijuk explained that the Affirmative Action document was first passed by the Board in 1978, with the last revision being done in 1992. It was presented to the Human Resource Committee (HRC) this academic year for a request for revision. The HRC is made up of Harper employees, including representatives from administration, faculty, custodial, classified staff and professional/technical. The document was given to a sub-committee, made up of two faculty members and one administrator, to review the document.

He highlighted some of the revisions, which include changes in terminology, changes in institutional practices and changes by federal, state or local mandates. There were changes in reporting functions, as well. They included the Non-discrimination Officer and procedures that were passed

by the Board approximately two years ago. They separated the roles of the HRC and the Diversity Committee.

Once the document was reviewed by the sub-committee, it was passed to the Committee as a Whole. The Committee as a Whole reviewed the recommendations and gave some suggestions. They also sought the input of Vice President Bonnie Henry throughout the process. Larry Bielawa, Director of Human Resources, asked the College attorney to review the document, as well. The document then went to the College Assembly for informational purposes. Once questions of the College Assembly were addressed, the document, with revisions, was forwarded to Dr. Breuder, who has now passed it to the Board for their review.

Mr. Vijuk explained that Affirmative Action is a technical document that the Federal government wanted to use for trying to balance recruitment. The College as a whole has embraced the idea of diversity, which is a much broader concept than just simply record-keeping.

Chair Howard thanked everyone involved in the process for their hard work.

Member Shure asked Mr. Vijuk if he knows whether Dr. Breuder has ever appointed a diversity candidate to be an administrator. Mr. Vijuk stated that Dr. Breuder most likely has chosen the best candidate for the job, keeping in mind what the Board has asked him to do. Member Shure reiterated that in 1998, 1999, 2000, 2001 and 2002, not one diversity candidate in the United States was appointed to the administration. Mr. Vijuk explained that diverse candidacy, under federal terminology, would include women. There are many women in the administrative level at Harper College. Diversity includes race, religion, gender, national origin, income level, physical and mental disabilities. He noted that he is not privy to much of that information – there is a privacy issue. He explained that recruitment committees are used at Harper. Part of the process is finding the best candidate for the job, while keeping an open mind to all diverse candidates.

In response to Member Shure, Mr. Vijuk stated that Dr. Breuder, as well as the faculty, as well as the search committees, have done the best job of finding the best candidates for the job and have tried to find, at least by advertising, people in diverse areas. For example, they advertise in the Chronicle of Higher Education, Hispanic

publications, African American publications, Chicago Tribune and Daily Herald, etc.

Chair Howard explained that reviewing candidates is done by search committees, and search committees are made up of the appropriate broad spectrum of people from the College. The search committee then comes to the President and the Board with their recommendation for the most qualified candidate. The process is in place to be sure that Harper is an equal opportunity employer.

Member Botterman added that he appreciates the work that the committees have done on the document. Much has changed since 1992 in just the employers', Board members', and general public's acceptance of people with diverse backgrounds. He hopes that the committee will continue to keep an eye on this issue. Mr. Vijuk noted that it will be the charge of the committee to review it, along with the Non-discrimination Officer procedures.

Dr. Breuder reiterated that Harper has a large number of search committees working on an annual basis whenever there is a vacancy, whether it is to fill a new position or to replace someone who leaves. The search committee follows a very detailed process. It will ultimately present the name or names to the appropriate dean or vice president, after which an individual is recommended to the President and to the Board for approval. Dr. Breuder stated that, in the end, he generally will support that name because of the search process that is in place. He reminded everyone that the only people who can hire at William Rainey Harper College is the Board of Trustees. Hiring is not in the President's purview. He will bring to the Board the very best qualified person for each position, having relied on the search committees and his colleagues who bring him the names. Chair Howard noted that the Board will study the document before they vote on it next month.

Member Gillette noted that he had questions on Exhibits VI-3c, VI-3g and VI-3h. Upon hearing the answers to the questions, he will then decide which Exhibits he would like removed from the Consent Agenda.

With regard to Exhibit VI-3c, Member Gillette noted that the vendor was selected on the basis of the lowest fee, but it did not say what the actual cost was. Vice President Thorson explained that the vendor was selected based on their markup, or their profit. This is a pilot program for some of the smaller jobs on campus. As the campus grows, they can

no longer use in-house staff to do all of the jobs around campus, while maintaining everything at the same time. Currently, when jobs come up, they must have an architect involved and construction drawings in order to have a good bid—this all costs money. They are trying to streamline the process for small jobs.

The vendor in Exhibit VI-3c will be hired for small jobs, such as installing a door on campus. She explained that when the College has an actual job for them to do, the vendor will meet with Bob Getz, tour the area, and find out details of the job. They will then give an estimate (not-to-exceed amount) of their time and material, and the markup (2.1 percent) would be added onto that. After the job is complete, the College would review with them the actual time that was spent and pay them accordingly. Vice President Thorson added that the first several jobs would be small ones, where they would already have numbers from other people to use as a measure.

In response to Member Gillette, Vice President Thorson explained how the vendors were chosen. They used a sample job at \$100,000 for labor and material and broke it down by various trades. All vendors bid on the same thing. The only variable was mark-up.

Bob Getz explained that Harper is governed by the Purchasing Act, and it does pay prevailing wages. Every contractor does not pay exactly the same wages for a carpenter or a plumber – there is a variance between them. They do know the general range of wages, and would not accept anything outside of that range. Through the bid process, they wanted to see the profit that the vendor would make. Mr. Getz explained that they took a typical job and worked with Gilbane to determine what it would cost on an average for the job. They did not publish that. None of the vendors knew what the dollar rates were going to be.

Dr. Breuder explained that in some cases, Bob Getz will determine that it is cheaper to hire someone outside Harper to complete a small job in a timely manner, while he uses his internal staff in better ways. Rather than hiring an additional employee and having to pay benefits, a vendor will be used as small projects arise. Rather than go through the lengthy process of writing detailed specs, working with the engineer and architect to get the bid out there (at an expense of money and human resources), they are trying to streamline

the process with this pilot program and use internal staff more efficiently.

Member Gillette stated he will not approve choosing a vendor on the basis of what he makes. He is only interested in what the job costs.

With regard to Exhibit VI-3g, Member Gillette asked if Boise Cascade is giving Harper College a discount from their list price. Rich Seiler, Manager of the Bookstore, responded affirmatively. He explained that when they went out to bid, they asked for a discount from each of the vendors off of the recommended retail prices for the products. The bid was based on discounts off the retail price. In response to Member Gillette, Mr. Seiler explained that the prices are guaranteed for one year. Each year afterward, the prices will be reviewed. Harper will be monitoring the prices and the contract every year. Member Gillette expressed his disapproval of a multi-year contract with only the first year's price guaranteed.

Member Gillette stated that he had asked a question prior to the meeting regarding the vendor chosen for Exhibit VI-3h. He asked why the lower bidder, Warner Offset, was not chosen, since their bid was approximately \$10,000 less than the one chosen. The answer he had received was that Warner Offset cannot print black covers, and they need black covers for this project. He asked if black covers were really that necessary. Vice President Murphy explained that there is a certain kind of printing needed for the cover with the new theme the College is using. Warner Offset did not meet the bid spec and did not have the right equipment to do the kind of printing required. She added that the bid is for printing the course schedules for the entire year, so the \$8,000 difference can be broken down into the year. In their estimate, the correct printing is worth it.

With regard to Exhibit VI-3b, Member Shure explained that he does not want to rehash the problems he is having with the administrative floor, but he feels that the \$17,000 - \$18,000 for carpeting is throwing good money after bad. In addition, he is requesting a running account of the cost of the President's Suite be given to the Board and that it be provided to the Press. Chair Howard noted that the figures are available, including the figures for the carpeting.

Member Shure asked that Exhibit VI-3b be removed from the Consent Agenda. Member Gillette asked that Exhibits VI-3c,

VI-3g, VI-4a and VI-4b be removed from the Consent Agenda.

Member Kolze moved, Member Stone seconded, approval of the minutes for the March 26, 2002 regular Board meeting; bills payable; payroll for March 22, 2002 and April 5, 2002; estimated payrolls for April 6, 2002 through May 3, 2002; bid awards; purchase orders; personnel action sheets; review of executive session minutes; first reading of Equal Employment Opportunity and Affirmative Action program; and for information: financial statements, committee and liaison reports and grants and gifts status report; as outlined in Exhibits VI-1 through VI-10 (with the exception of Exhibits VI-3b, VI-3c, VI-3g, VI-4a, VI-4b) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$2,821,155.60
Tuition Refunds	101,322.24

The payrolls of March 22, 2002 in the amount of \$1,957,945.81; April 5, 2002 in the amount of \$1,977,546.29; and estimated payroll of April 6, 2002 through May 3, 2002 in the amount of \$3,935,492.10.

#### Bid Awards

- |           |  |
|-----------|--|
| Ex. VI-3a | Award bid 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.  |
| Ex. VI-3d | Award bid Q00208 for a Ford F350 Stake Bed Truck to Oakfield Ford, Inc., the low bidder, in the amount of \$29,291.  |
| Ex. VI-3e | Award bid 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. |
| Ex. VI-3f | Award bid 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.

	Ex. VI-3h	Approve bid 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.
Purchase Orders	Ex. VI-4c	Approve 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.
	Ex. VI-4d	Approve 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.
Personnel Actions	<u>Administrator Appointment</u> Phillip Burdick, Director of Communications, MKT/ADV, 04/25/02, \$82,000/year	
	<u>Professional/Technical Appointments</u> Thomas Schultz, Academic Research Analyst, OFC/RES, 04/01/02, \$34,207/year Colleen Tomanek, Information Specialist, Minority Student Transfer Center, Multicultural Learning, 04/01/02, \$32,500/year	
	<u>Supervisory/Confidential Appointment</u> David Smalley, Manager, Data Research, OFC/RES, 03/25/02, \$44,301/year	
	<u>Administrator Resignations</u> Elena Pokot, Director, Administrative Systems, IT/AS, 06/30/02, 21 years Karina Srugys, Dean, Life Science/Human Services, LS/HS, 04/07/02, 2 years 9 months (deceased)	

Supervisory/Confidential Resignation

Charles Hearn, Supervisor, Campus Set-up, PHY PLT,  
03/18/02, 30 years 3 months (deceased)

Classified Staff Resignations

Michele Agenlian, Secretary, p/t, Career Programs,  
03/29/02, 1 year 5 months  
Joyce Harvey, Clerk Typist I, p/t, LS/HS, 03/18/02, 5 months  
David Noto, Laboratory Assistant, p/t, LS/HS, 03/18/02, 2  
years 7 months  
Gayle Weyland, Information Receptionist, p/t, STU DEV,  
03/20/02, 7 months

The Board approved for public record the executive session minutes of October 30, 2001 and December 18, 2001.

Revised Equal Employment Opportunity and Affirmative Action Program.

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 Chartrand abstained.

Exhibit VI-3b

Member Gillette moved, Member Barton seconded, approval of the following bid:

Award bid 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.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand abstained.

Exhibit VI-3c

At the suggestion of Member Gillette, Board members agreed to include "not to exceed \$300,000" in the wording of the exhibit. Member Kolze noted that this is a one-year pilot. They will look at the results after one year. Vice President Thorson added that, if they are not happy with the

pricing of the first or second job, they will not go any further. They may want to re-bid it and try again.

Member Kolze moved, Member Stone seconded, approval of the following bid:

Award bid 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, not to exceed \$300,000.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Exhibit VI-3g

Member Stone moved, Member Kolze seconded, approval of the following bid:

Award bid 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.

Member Gillette stated his concern is that Boise Cascade can change the prices to anything in the second year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Exhibit VI-4a

Member Barton moved, Member Kolze seconded, approval of the following purchase order:

Approve 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.

Upon roll call, the vote was as follows:

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

Nays: Members Gillette and Shure

Motion carried. Student Member Chartrand abstained.

Exhibit VI-4b

Member Kolze moved, Member Barton seconded, approval of the following purchase order:

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.

Chair Howard explained that the College needs to add an additional server, because the servers get full as the databases expand and the programs expand. This will be used for support in addition to the FAMIS system above. Dr. Breuder added that the portal system discussed earlier will need this server capacity.

Upon roll call, the vote was as follows:

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

Nays: Members Gillette and Shure

Motion carried. Student Member Chartrand voted aye.

**NEW BUSINESS:**

Educational Partnership Agreement between Northwest Suburban Education to Careers Partnership and Arlington Academy, Inc.

Member Gillette moved, Member Stone seconded, approval of the agreement for cosmetology training between Northwest Suburban Education to Careers Partnership and Arlington Academy, Inc., 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

Second Reading of an  
Addition to the Board  
of Trustees Policy  
Manual - Indemnification  
of Trustees

Motion carried. Student Member Chartrand abstained. Chair Howard noted that a revised version of Exhibit VII-B was distributed to Board members at the meeting. Member Gillette suggested that they add the words "or employee" to the verbiage. It should read, "Should an individual Board member or employee be sued based on a claim arising out of the intentional dissemination . . ." He explained that any of the things that happen here seem to apply to employees as well as Board members. He sent a memo to Board members earlier regarding this issue. He feels very strongly that the memo either "has teeth" or it does not "have teeth." If the Board feels they should pass this exhibit, he will encourage every Board member to buy extra liability insurance to cover the attorney costs until the court determines Harper College would have to pay for it.

Dr. Breuder stated that he had sent Member Gillette's suggestion to legal counsel earlier. Legal counsel felt that the modification Richard is suggesting should not be included in this particular policy statement. However, if the Board was inclined to consider a similar type policy for all employees of the institution, they could certainly pursue that. A separate policy would be drafted.

Member Shure stated that the policy as proposed is unnecessary. He offered the following feedback: it is redundant; it adds nothing to the law or practice; it is overbroad, and it will be impossible to apply. He added that it does not sufficiently define what is in violation or what is prohibited. He feels it will have a chilling effect on speech, it will discourage potential trustee candidates from running, and it is an invitation to litigation. Therefore, he will vote against it.

Chair Howard noted that one of the purposes of the policy is to protect the College from actions subject to libel because of inappropriate conduct by an individual.

There was a great deal of discussion regarding this issue. Board members agreed to remove the item from the agenda for further attorney consideration.

Second Reading of a  
Change to the Board  
of Trustees Policy  
Manual – Tax Sheltered  
Annuities and Deferred  
Compensation Plan

Member Kolze moved, Member Gillette seconded, approval and adoption of the change to the Board of Trustees Policy Manual, Policy 11.11.13, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand abstained.

Computer Equipment  
Purchase Using Total  
Cost of Ownership

Chair Howard explained that Exhibit VII-D is on the Agenda for discussion purposes only. There will not be a vote taken.

Member Gillette stated that there are too many restrictions in this. He feels that personal computers are commodities, and the College should purchase them in the same way they would purchase sugar. The College would not have to prequalify the sugar supplier; therefore, they should not have to prequalify the computer supplier; it should be an open bid. The College requires the vendor to supply warranty and service and be ISO 9001 certified, yet the College repairs the computers internally. Member Gillette feels this is a method of trying to arrange a bid to a favorite vendor or to exclude other vendors. He added that he feels he has been lied to with regard to past bids.

Vice President Thorson explained that, the bigger the purchase, the more important it is to give it a lot of time and attention. That time and attention must come from many places in Harper College. Her office gets involved in the process from the legal standpoint, because she coordinates things with legal counsel. Thea Keshavarzi gets involved to make sure that the College adheres to the purchasing guidelines. Additionally, there is a partner (the group in need of the items being purchased) involved, because neither she nor Thea are experts in these kinds of things. In this instance, the partner is the IT department – they need to work together to make the purchasing decisions. Vice President Thorson added that, in the past, this has been an emotional issue. It is their hope, as a team, that a process can be developed at the Board's approval, so that emotion would be taken out of the computer purchasing process in

the future. It is not the intent of the administration to deceive. They simply want to separate the prequalification of the vendor from prices, because that has been a problem.

Vice President Thorson explained that the College did prequalify vendors for the \$50M worth of construction projects. They went through this process, so that the College did not get the small guy with bad bond ratings or poor safety ratings. In the prequalification process for the computers, the College wants to make sure that they are comparing vendors who are offering both the product and the service in which they are interested.

Member Kolze asked if the Board could be provided with a summary of the organizations using the total cost of ownership concept and information regarding their experience with it. Vice President Thorson stated that it would be provided.

Member Stone stated that she would like to have them incorporate into the plan a way of monitoring vendor performance after a certain period of time. She understands why it is necessary to prequalify vendors; it is just as necessary to monitor their performance and to report back to the Board with an update. She would also like to see periodic reports about how the process is saving Harper money and how successful it is. There has to be measurement.

Vice President Dave McShane explained that, if one looks at the total cost of the basic unit, you can put the bid out there and everybody will fight for that cost being a certain amount. In reality, there is so much more. When that computer hits the doorstep and it begins the process of acquiring the technology, it takes a significant amount of time and talent from the IT technicians. Their services are needed in so many other areas of the College. The campus is growing significantly. New technology continues to be introduced. The Board has endorsed the technology initiatives, and the IT department is simply trying to move forward on that agenda. Over the next couple of years, they anticipate having to retrofit every classroom for presentation technologies, which will introduce another set of tech equipment into the facilities. They have to reduce the paperwork flow in order to use the technologists in a more efficient and cost-effective fashion.

Vice President McShane explained that they are putting these prequalifications in line so that the vendors have the quality of product, so that Harper can be guaranteed the equipment it will have a life of three years and that the student will have that seat time. When a student sits in front of that machine, it must support some 800 pieces of software that they have on campus—from the very simple piece of text package, all the way to a very high-end graphics package. The computer is not a commodity.

He added that they need to realign the IT organization so that they can shift some of the paperwork and effort needed to begin the purchase process and evaluate the equipment. They now have to review approximately 100 vendors every single year. In order to get it to the Board in June so they can begin installing equipment for the next fiscal year, the preparation time has now stretched out to approximately four months. They are trying to reduce it down to approximately one month. If they prequalify vendors (approximately five to seven vendors will make the list), they can then go out to bid in regard to price. They would want to work up a relationship with that vendor for at least three years, with the understanding that Harper will evaluate the pricing on a quarterly basis, which they have always done. They will then evaluate the service they provide on a six-month basis.

Vice President Thorson explained that one reason they would like to extend the vendor relationship beyond one year is that it is a very time-consuming process for the staff to go through the RFP and bid process. When the College changes vendors every year, it makes it more difficult to track the equipment, especially if it is coming in from different places. There are numbers of economies that they feel they can attain by having one vendor for a number of years. They are trying to avoid pieces that do not fit together very well. They are trying to streamline the whole process while getting the best quality products for the College at the most responsible bid price.

Chair Howard asked that the administration provide the Board with the information they requested as soon as possible so that they can review it in time for the May meeting. Additionally, she asked Board members to contact the President's Office if they have additional questions or comments regarding this issue.

In response to Member Gillette, Vice President Thorson explained that perhaps "negotiate" is not the correct term.

Each quarter, they sit down with the vendor and determine if some component has changed. If suddenly there is more speed, Harper would need to decide whether they want to take the old computer with the slower speed and a lower price or the newer computer with the quicker speed at the higher price. They would choose either the price savings or the enhanced technology. This is not a negotiation, but rather a discussion.

Member Gillette explained that, in the past, he has found increased speed to be cheaper elsewhere. He does not feel Harper College has gotten the best prices. Member Barton stated that the administrators and staff are trying to do the best job financially for the College. In many of these instances, the Board needs to trust the people who are hired to do the job, because that is their job. The Board cannot micromanage; on the other hand, they cannot rubber stamp everything.

Authorization to Gilbane to Enter into Contracts for Release 3 Related to Science, Emerging Technology and Health Careers Center

Dr. Breuder explained that Exhibit VII-E includes a complete compilation of all the bidders for all the contractual areas. He suggested they remove the only bidder under "temperature control." They will rebid that piece shortly in order to generate competitive pricing there. He asked that they consider approving this item with the removal of the contract to Control Solutions, Inc. of Chicago. He noted that he has discussed this with both Gilbane and HOK, the construction management firm and architect, respectively.

Member Gillette moved, Member Kolze seconded, to 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, 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;
- 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.

Additionally, 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, as modified and outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that Richard Gillette and Dick Kolze met with Gilbane to review these. Their time and attention is appreciated.

Member Shure stated that last week or the week before, the Daily Herald had an editorial stating ethical concerns when a public official votes on giving business to a company that has given that official a campaign contribution. He wanted to make sure this was in the record in connection with past discussions.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Member Gillette stated, for the record, that not one of these contractors voted on tonight gave any member of the Board any campaign contribution.

#### CITIZEN PARTICIPATION

Kurt Giehler and Paul Wickland, Northwest Tax Watch, addressed the Board to present the "Taxpayers' Friend" Award to Trustee Leon Shure. Mr. Wickland noted that NTW takes this award seriously. They wish they could present the award to each of the Board members; however, the other Board members' actions have not justified it. It was noted that the award was given to Trustee Richard Gillette three years ago for his insistence that a large piece of equipment be subject to the open bidding process. The award is presented when a Trustee demonstrates serious responsibility and strong fiscal discipline when it comes to spending the public's money. Unfortunately, Trustee Shure, while doing nothing other than looking out for the taxpayers' interest, was censured, while absent, by the Board majority.

Mr. Wickland added that the actions of the Board majority are not only disturbing, but antithetical to protecting the interests of the taxpaying public. It is not good government to rubber stamp each recommendation. He concluded by saying that the word "Trustee" contains the root word "trust". As Trustees, they have been given a trust by the taxpaying public; it is high time they begin to earn that trust. They presented Member Shure with the award and congratulated him. They thanked Member Gillette for voting no to the absurd censure.

Chair Howard clarified that Trustee Shure was not censured because of any votes on tax-related expenditures.

Paul Cook addressed the Board with regard to the recent events on the Board. He stated he was saddened to read about the continued downward spiral of the Harper Board of Trustees in the censuring of Leon Shure in his absence. It is certainly a new low. He feels that the attitudes behind these actions continue to drag down the reputation of the Board and the College. Mr. Cook reminded everyone that several years ago when they hired the current President, there was much public outcry over expenses spent on remodeling the "Executive Wing." Many questioned the need to bring in an expensive east coast designer rather than using those that teach design at the College. Apparently the Board is unwilling to learn from its past mistakes with regard to the expenditures in the new President's Suite.

Mr. Cook stated that the Board and administration are clearly out of touch with the mission of Harper. The mission of Harper is not to build buildings, and it is not to hire administrators. While these are things Harper excels at, they are not the reason Harper exists. Harper is supported by the public for the purpose of educating students. After the public, their first responsibility is to the students. After the public and the students, their next responsibility is to the faculty and staff as employees of this fine institution. The leadership of Harper's Board seems to have forgotten its very reason for existence. When a business does this, they gain dissatisfied customers, a decline in market share and loss of shareholder value. What fate should be expected of Harper?

Chair Howard thanked Mr. Cook. She added that he heard the presentations earlier tonight that demonstrated a great many wonderful things are going on here at Harper.

Chair Howard called attention to positive newspaper articles in the papers over the last few weeks. One article featured Mary Jo Willis, Harper's outstanding Director of Theater, who is retiring after a very distinguished career. Another article featured a story on Paul Sipiera, Harper professor and Antarctica explorer. Both of these people bring great credit to Harper College, and they are supported indeed by the Board, as the Board supports the faculty and gives them every accolade for the excellence of the quality of education that is offered here at Harper. The Board indeed supports high quality education for our students at the College.

Chair Howard noted that there was a Legislative Breakfast on April 15. They were pleased to have representatives from the K-12 districts, who are feeder schools to Harper. Together they met with legislators and talked about funding for education from K-12 through higher education. Additionally, they talked about needed support from the State. Chair Howard noted that they also thanked the legislators for being so supportive of education; the result has shown in many of the state appropriations and capital funds that are coming to Harper, as well as to the K-12 schools. They showed them the Conference Center and Performing Arts Center and gave them a preview of the new Science, Emerging Technology and Health Careers Center. Even though it is a building that is being built, it is being built to serve Harper's students.

## PRESIDENT'S REPORT

Dr. Breuder commented that they have been at this Board meeting for over two and one-half hours. With all of the deliberations, he did not see anything that resembled a rubber stamp Board tonight. They experienced some significant debate and discussion on items, and in the end the votes varied. They were not all 7-0.

He noted that it is difficult for him and his colleagues to be subjected to this unfounded criticism. Yet, he is reminded of a statistic that they have seen often inside Harper. They surveyed freshman students and asked them how they felt about this institution, the quality of education they received, whether or not the choice they made to come here was a good choice. When you get a response that suggests that 97% of those freshmen would recommend this institution to a family member or friend, it argues that William Rainey Harper College must be an exceptional institution. The people who work here (faculty, administration, staff) are rendering quality service. Tonight everyone experienced some incredible presentations by people who distinguish

themselves in their respective fields; they are obviously committed to this institution. They are doing wonderful things and their successes are self-evident.

When someone suggests Harper is losing market share, they must be looking at different statistics. Over the last four years, credit FTE enrollment has grown by 7 percent. That is not congruent with an institution that is out of favor with its community. Harper College Educational Foundation has raised more money from more people than ever in the history of this institution. People do not support an organization in which they do not have faith or confidence.

Dr. Breuder continued that there will always be differences of opinion. We live in the greatest country in the world—it allows us to have differences of opinion, to express points of view. It does not, however, give people the opportunity, or give them license, to offer disparaging remarks or to be unkind or to make comments that are not well-founded. The management people and the faculty and staff will never deceive you – they do not lie. They are doing the best job that they know how to do, with the amount of dollars and resources available to them.

The Board acted tonight on an item for the construction of this Science, Emerging Technology and Health Careers Center. This building is an extraordinary facility – 281,500 square feet. It is not about bricks and mortar; it is about what will be inside that building, and it is about the hundreds of thousands of people over the next 30 years who will be afforded quality education because the College has improved the quality of its facilities and equipment. They build buildings for the sole purpose of being able to better serve the community that established Harper College in 1965. Harper College has served some 500,000+ people since 1967.

Dr. Breuder noted that several years ago when they took the bids on the Conference Center and the Performing Arts Center, the Board was criticized by some individuals in the room tonight for bids that came in 20 percent over. The Board was criticized for allowing this project to get “out of control.” Recently, the Board has opened bids, and the bids have come in 21.5 percent under the estimate. This all has to do with market conditions. Two years ago they started to build a building in what was termed to be not a construction-friendly environment. Two people in the industry tonight can add testimony to that. This time, they were able to get into

the marketplace when there was a soft economy, which offers the benefit of bidding aggressively and competitively. As a result, they are able to take the money and extend it. Yet, no one has publicly recognized that.

Over 1,800 people thought well of this institution when they recently attended Harper's Wellness Week and Health Fair. Many people in the community have benefited from the Women's Program, Speech Team, In-Zone program. They must be doing something right for so many people to seek service from Harper College.

They have spoken about the fiscal integrity of the institution and yet they are often subjected to criticism. Harper College has a Aaa bond rating, the most coveted rating in the industry. There are only three other public community colleges in the U.S. that are rated by Moody's with a Aaa bond rating. Six months ago, they heard from the auditor, KPMG, that there was a totally clean audit – no audit exceptions, no reportable conditions and no management letter. That suggests that Harper is a very well run institution. Since 1998, the Board has authorized delving into the 01 Fund balance to the tune of \$8.9M in order to be able to accommodate expenses that were unforeseen; initiatives that they wanted to pursue. The Board, on the President's recommendation, licensed \$8.9M drawdown in the Fund Balance. If the current year ends as they currently think it will, they will not draw down the Fund Balance by \$8.9M, but will actually add to it in excess of \$1.9M. That is not reflective of an administration or an employee group that does not know how to manage the communities' money, or the taxpayers' money, or the money that they receive from the students.

Dr. Breuder added that the facts need to speak for themselves. While some Board members have been admonished tonight, suggesting that they have not done their duty, that they have not fulfilled the public trust, that they have not executed their fiduciary responsibility, he asks them to read the audit, go to Moody's, look at the balance sheet, look at the efforts that these people go through to deliver quality education. In the end, the user is saying, "This is a great institution!" Once a month, minimally, Dr. Breuder meets with students. With the dozens of groups he has met with, he has not experienced one student who has criticized this institution in any way. They do, however, say that this was a choice well made. They had doubt before they came to Harper (most students do have doubt about

community colleges), but once they came, they did not want to leave. Students keep asking, "When is Harper going to become a four-year institution?"

Dr. Breuder called attention to an article in the Business Officer magazine (March issue, page 22), which Vice President Judy Thorson wrote about their Aaa bond rating. The article is entitled "A Community College Credit Rating at the Top of the Class – How Harper Achieved the Aaa Rating." Chair Howard stated she would love to give a copy of the article to their Northwest Tax Watch friends, and she hopes they will share it with their members. Member Botterman commented that he did read Vice President Thorson's article. It was supplied to folks who attended the Legislative Breakfast. Two of the staffers for the Senate Education Committee were passed the article from legislators who attended the meeting.

Member Botterman added that, as a Board member, he very much appreciates the hard work the staff puts into the recommendations that come before the Board. He knows that Mr. Gillette appreciates it, as well. When Board members question, they are simply fulfilling their obligations. However, Aaa bond ratings do not just fall off trees. Any institution in the State of Illinois and any taxpayer ought to be happy that Harper College was able to receive that, and it is because of the staff here. Member Botterman feels these individuals would excel anywhere in the private sector, and the fact that Harper has them and the taxpayers have them guarding public money, should make the community very happy.

Dr. Breuder stated that they are at a point in time where they can no longer sit back and not challenge the observations that people make.

Chair Howard pointed out that, when they went out for the bond for the new building, they saved the taxpayers \$1M over twenty years by having the Aaa rating. She has not heard Northwest Tax Watch thanking the College for that.

Member Gillette announced that he has an article about cardiovascular rehab in the May Readers Digest on page 16.

#### ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Chair Howard pointed out that the Academic Convocation, May 15 at 7:00, was not listed in the Board documents. They hope that all Board members will plan to attend in J143.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:47 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### APRIL 24, 2002 REGULAR BOARD MEETING

1. Member Kolze asked if the Board could be provided with a summary of the organizations using the total cost of ownership concept and information regarding their experience with it. Vice President Thorson stated that it would be provided.
2. With regard to the total cost of ownership concept, Member Stone stated that she would like to have them incorporate into the plan a way of monitoring vendor performance after a certain period of time. She understands why it is necessary to prequalify vendors; it is just as necessary to monitor their performance and to report back to the Board with an update.
3. With regard to the total cost of ownership concept, Member Stone would also like to see periodic reports about how the process is saving Harper money and how successful it is.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 21, 2002

SUMMARY OF BIDS

- Exhibit VI – 3a      The administration recommends that the Board award bid request Q00216 for sidewalk removal, replacement and additional sidewalks on the main campus and at the TECH Center in Schaumburg to Karl-Stefans Construction, Inc., the low bidder, in the amount of \$414,068, plus architect and engineering fees of \$31,055, a contingency of \$41,407, architect and engineering fees on the contingency of \$3,106, and estimated reimbursable of \$1,500 for a total of \$491,136.
- Exhibit VI – 3b      The administration recommends that the Board award bid request Q00225 for entry fountain basin construction to Schaeffges Brothers, Inc., the low bidder meeting specifications, in the amount of \$315,250, plus architect and engineering fees of \$23,634, a contingency of \$1,494, architect and engineering fees on the contingency of \$100, and estimated reimbursables of \$25,000 for a total of \$365,478.
- Exhibit VI – 3c      The administration recommends that the Board award request for proposal Q00207, for the purchase of database and application development tools and associated maintenance and support for the Portal project “My Harper,” and for conversion of the Harper College Enterprise Resource Planning (ERP) system to an Oracle platform, to Mythics Corporation, the vendor that best fulfilled all of the requirements of the RFP, in the amount of \$163,538.

- Exhibit VI – 3d      The administration recommends that the Board award Q00232 for the purchase and installation of Steelcase furniture for use by Help Desk personnel to Johnson & Associates, the low bidder, in the amount of \$25,456.70.
- Exhibit VI – 3e      The administration recommends that the Board award Q00214 to Logical Network Services, the low bidder for network routing equipment, in the amount of \$164,588.76.
- Exhibit VI – 3f      The administration recommends that the Board award Q00215, for laboratory stools for use by the Art department to Lowery McDonnell Company, the low bidder, in the amount of \$14,340.00.
- Exhibit VI – 3g      The administration recommends that the Board award Q00229, for the purchase and installation of Steelcase furniture for use at the Wojcik Conference Center, to Office Equipment Company of Chicago, the low bidder, in the amount of \$39,068.60.
- Exhibit VI – 3h      The administration recommends that the Board award Q00217 to W.W. Grainger, for light bulbs and ballasts, in the amount of \$47,777.00.
- Exhibit VI – 3i      The administration is evaluating the bids for bid request Q00228 for masonry restoration work and will bring a recommendation to the Board at the Board Meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00216 for sidewalk removal, replacement and additional sidewalks on the main campus and at the TECH Center in Schaumburg, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$491,136 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9084, 0392-039-582.00-9084, 0392-039-533.00-9035, and 0392-039-582.00-9035.

III. INFORMATION

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

Karl-Stefans Construction, Inc.	\$414,068
Alliance Contractors, Inc.	581,820
R. Rudnick & Co.	770,389

The existing campus pedestrian walkways have numerous areas of uneven settlement, cracks and spalling, due in part to the bog type soil upon which the campus was built. The existing conditions pose hazards for tripping, and for ice accumulation in the winter months.

The settlement of sidewalks has made it extremely difficult for handicapped students and staff to navigate some areas of the campus. Replacement of these sidewalks will provide accessible routes throughout the campus as required in 4.3.8 of ANS: 117 of 1986, as adopted by the State of Illinois Accessibility Code of 1988.

Additional sidewalks will be laid north of the Science, Math and Health Careers Center. This will eliminate the need to walk on the roadway, thus providing a safer walking environment for people who use the north parking lots.

Sidewalks in disrepair will also be replaced at the Harper TECH Center in Schaumburg.

Included in this request are architect and engineering fees of \$31,055, a contingency of \$41,407, architect and engineering fees on the contingency of \$3,106, and estimated reimbursables of \$1,500.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00216 for sidewalk removal, replacement and additional sidewalks on the main campus and at the TECH Center in Schaumburg to Karl-Stefans Construction, Inc., the low bidder, in the amount of \$414,068, plus architect and engineering fees of \$31,055, a contingency of \$41,407, architect and engineering fees on the contingency of \$3,106, and estimated reiumbusables of \$1,500 for a total of \$491,136.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00225 for entry fountain basin construction as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$365,478 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9230 and 0392-039-582.00-9230.

III. INFORMATION

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

Fountain Technologies, Ltd.	\$315,121
Schaeffges Brothers, Inc.	315,250
Martam Construction, Inc.	375,900
F.H. Paschen/S.N. Nielsen & Associates	386,200
Reliable & Associates Construction Co.	396,953

Fountain Technologies, Ltd. withdrew its bid because of the requirement for liquidated damages.

One of the requirements of the Capital Development Board in accepting State funding for the Wojcik Conference Center and the Performing Arts Center is to purchase and display a major piece of artwork of an Illinois artist. The artwork chosen is a sculpture in the form of a fountain by Illinois artist John Medwedeff.

The sculpture/fountain is part of a visionary plan to create a campus environment that is both creative and inspirational. The sculpture/fountain will be strategically positioned at the main south entrance to the Student and Administration Center, adjacent to the Performing Arts Center.

This request is for the fountain basin to support the sculpture.

The recommendation includes architect and engineering fees of \$23,634, a contingency of \$1,494, architect and engineering fees on the contingency of \$100, and estimated reimbursables of \$25,000.

IV.

RECOMMENDATION

The administration recommends that the Board award bid request Q00225 for entry fountain basin construction to Schaeffges Brothers, Inc., the low bidder meeting specifications, in the amount of \$315,250, plus architect and engineering fees of \$23,634, a contingency of \$1,494, architect and engineering fees on the contingency of \$100, and estimated reimbursables of \$25,000 for a total of \$365,478.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00207 for the purchase of database and application development tools and associated maintenance and support for the Portal project “My Harper,” and for conversion of the Harper College Enterprise Resource Planning (ERP) system to an Oracle platform, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$163,358 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-544.8. Any future project growth using this technology will be determined by the College and approved by Board action.

III. INFORMATION

A legal request for proposal notice was published and six proposals solicited. Four responses were received. The following is a list of companies responding:

Computer Associates, Inc.  
Oracle Corporation/Mythics Corp.  
Sybase, Inc.  
TIBCO

Each company, except TIBCO, was invited on campus for business and technical demonstrations. Subsequently, it was determined that Oracle Corporation/Mythics Corporation best fulfilled all of the requirements of the RFP. At Oracle Corporation’s suggestion, the College approached Mythics Corporation, an Oracle reseller,

for pricing to compare with the pricing that Oracle could offer directly. Mythics is able to guarantee GSA pricing, the lowest pricing available.

This request supports two major initiatives: deployment of the “My Harper” Portal solution based on the Oracle application development tools, and conversion of the Harper College ERP system (Regent) to the Oracle platform.

1. The “My Harper” project involves the deployment of the Portal solution. This project will address numerous goals outlined in the Harper College Technology Plan (FY 2002-2005) in development of Harper-Student, Harper-Employee, and Harper-Community Relationships. The solution will enable the Web Resources team to provide Web services with minimal development and in a timely manner. Without a Portal, each Web service will require a separate application including acquisition, development and deployment resources. A Portal solution will minimize the number of packages and overall cost. It will also provide the community with easy access to Harper information, as well as empower the entire constituency to gain access to Web services anytime, anywhere.
2. The other project is the conversion of the Harper College ERP system (Regent). In order to remain both current with technological developments, and a cost-effective solution provider for Higher Education, Computing Options, the supplier of the ERP, has made a strategic decision to move to the Oracle platform. This strategy enables Computing Options to take advantage of the latest developments in technology, and consequently be able to provide additional functionality to its customers. The strategy also enables the College to use the stability of a database market leader to enhance the performance, reliability and uptime of its systems. Computing Options will begin delivering the ERP system on the Oracle platform in July 2002. The College has to acquire the database for the conversion before that time.

Planning, acquisition and implementation of these two initiatives in the same time frame enables the College to leverage the technology, utilize the economies of scale, lower the acquisition costs, and expedite the delivery of services to the Harper constituency.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00207, for the purchase of database and application development tools and associated maintenance and support for the Portal project “My Harper,” and for conversion of the Harper College Enterprise Resource Planning (ERP) system to an Oracle platform, to Mythics Corporation, the vendor that best fulfilled all of the requirements of the RFP, in the amount of \$163,538.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00232 for the purchase and installation of Steelcase furniture for use by the Help Desk personnel, as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$25,456.70 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-585.

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:

Johnson & Associates	\$25,456.70
Office Equipment Company of Chicago	25,964.72
ENVIRONETX	25,983.33
Office Concepts, Inc.	29,027.29

The Help Desk provides computer support to all Harper College employees.

The furniture currently used by the Help Desk personnel is outdated and does not accommodate heavy computer usage. The new furniture is designed for heavy computer usage, will be arranged in a way that is conducive to teamwork, and will help the Analysts provide better service to the College. This request is for furniture required to furnish six workspaces and one private office.

IV. RECOMMENDATION

The administration recommends that the Board award Q00232 for the purchase and installation of Steelcase furniture for use by Help Desk personnel to Johnson & Associates, the low bidder, in the amount of \$25,456.70.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00214 for the purchase of network routing equipment, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$164,589 are provided in the 2001/2002 Operations and Maintenance Fund budget, under account number 0295-245-585.10, and in the Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

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

BizTech Office Warehouse, Inc.	\$133,473.70 (incomplete bid)
Logical Network Services	164,588.76
JJC Group, Inc.	168,135.00
Daly Computers, Inc.	168,447.00
Resource Communications, Inc.	175,038.84
Cisco (Direct)	180,538.80
WorldCom, Inc.	192,833.28

The scheduled completion date for the Wojcik Conference Center and the Performing Arts Center is June 1, 2002. After the buildings are completed, the Information Technology staff will install network equipment to bring these facilities on-line and into the Harper College Communications Network (HCCN). Cisco network equipment is the College standard and will be used in these new buildings.

In addition, some of the new equipment will be used to upgrade outdated equipment in the network rooms in other areas on campus.

IV. RECOMMENDATION

The administration recommends that the Board award Q00214 to Logical Network Services, the low bidder for network routing equipment, in the amount of \$164,588.76.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00215 for laboratory stools as requested by the Liberal Arts Division for the Art department.

II. BUDGET STATUS

Funds in the amount of \$14,340 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

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

Lowery McDonnell Company	\$14,340.00
Henrickson and Company	15,397.00
Harry J. Kloeppe & Associates, Inc.	15,633.04
The Larson Equipment & Furniture Co.	15,966.10
Carroll Seating Company, Inc.	16,672.00
Material Systems, Inc.	16,833.60

The new stools will replace existing stools that were purchased approximately 25 years ago, and are no longer considered safe. The old stools will be disposed of in an appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board award Q00215, for laboratory stools for use by the Art department to Lowery McDonnell Company, the low bidder, in the amount of \$14,340.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00229 for the purchase and installation of Steelcase furniture for use at the Wojcik Conference Center, as requested by Corporate Services.

II. BUDGET STATUS

Funds in the amount of \$39,068.60 are provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0569-062-585.

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	\$39,068.60
Johnson & Associates Business Interiors	40,279.38
ENVIRONETX	45,236.31
Office Concepts, Inc.	46,761.33

The scheduled completion date for the Wojcik Conference Center is June 1, 2002. In order to minimize the purchase of new furniture, all existing furniture from the departments that are moving into the building has been pooled together and then broken out into the most efficient configuration. Because the offices in this building are smaller and configured differently, additional furniture is needed to complete some offices.

This request also includes new furniture for the Conference Center Management Offices and for Workforce English as a Second Language (WESL). This is furniture required to furnish two general

office areas and five private offices. The existing furniture currently being used by WESL will be used in other offices in the building.

IV. RECOMMENDATION

The administration recommends that the Board award Q00229, for the purchase and installation of Steelcase furniture for use at the Wojcik Conference Center, to Office Equipment Company of Chicago, the low bidder, in the amount of \$39,068.60.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00217 for light bulbs and ballasts as requested by Physical Plant for the Maintenance department.

II. BUDGET STATUS

Funds in the amount of \$47,777.00 will be provided in the 2002/03 Building Fund budget, under account number 0271-050-544.03.

III. INFORMATION

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

Northwest Electrical Supply Co.	\$45,259.00	No Bid, 1Item
Mecor, Incorporated	45,875.25	
W.W. Grainger	47,777.00	
Crescent Electric Supply Co.	51,299.25	
Graybar Electric Co., Inc.	53,013.75	
G.E. Supply	54,144.00	
Aero Tech Light Bulb Co.	54,386.00	No Bid, 1Item
Brook Electrical Distribution Co.	58,098.50	

The light bulbs and ballasts are to be used as needed throughout the College.

Northwest Electrical Supply was not the low bidder for the items on which it did submit a bid. The College has standardized on GE brand lamps and ballasts, and the bid request was for authorized distributors only. Mecor submitted a bid that includes some items

that are GE brand and others that are Sylvania brand. Mecor was not the low bidder for the items on which it submitted a bid for the GE brand. Also, Mecor is not an authorized GE distributor.

IV. RECOMMENDATION

The administration recommends that the Board award Q00217 to W.W. Grainger, for light bulbs and ballasts, in the amount of \$47,777.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00228 for masonry restoration work as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$450,000 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9083 and 0392-039-534.00-9083.

III. INFORMATION

A legal bid notice was published and eight bids solicited. Three responses were received. The administration is evaluating the bids and will bring a recommendation to the Board at the Board Meeting.

Harper College is comprised of buildings with various structural characteristics. Most of the buildings include masonry cavity walls, and observations have indicated that some of the masonry walls are in need of tuckpointing and repairs. Repairs are required to prevent excess water from entering the cavity and the interior and structure of each building. Long term exposure to water causes deterioration of the structure and masonry.

IV. RECOMMENDATION

The administration is evaluating the bids for bid request Q00228 for masonry restoration work and will bring a recommendation to the Board at the Board Meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

May 21, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a      The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$28,712.32.
- Exhibit VI – 4b      The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$21,141.00.
- Exhibit VI – 4c      The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$105,600.00.
- Exhibit VI – 4d      The administration recommends that the Board approve issuance of a purchase order to SBC Ameritech, Inc., for network hardware and related Cisco Systems equipment for Illinois Century Network (ICN) for fiscal year 2001/02, in the amount of \$92,295.
- Exhibit VI – 4e      The administration recommends that the Board approve issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$16,440.

- Exhibit VI – 4f      The administration recommends that the Board approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$66,154.
- Exhibit VI – 4g      The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$79,350.00.
- Exhibit VI – 4h      The administration recommends that the Board approve issuance of a purchase order to Sun Microsystems, Inc., for renewal of an annual maintenance agreement for computing hardware and operating system software, in the amount of \$13,082.
- Exhibit VI – 4i      The administration recommends that the Board approve issuance of a purchase order to Aidex Corporation for renewal of an ACES Limited Edition License for AutoCAD software, in the amount of \$15,000.
- Exhibit VI – 4j      The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software for data storage devices, in the amount of \$30,440.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Endeavor Information Systems, Inc. for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$28,712.32 are provided in the 2001/2002 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Voyager Library Series Computer Software provides Library Services with an automated means of circulating library material.

The standard licensing and maintenance agreement entitles the College to receive software upgrades and technical support. The renewal period is June 1, 2002 through May 31, 2003.

Endeavor is the sole provider for the standard licensing and maintenance agreement for its Voyager Library Series Computer Software. There is an increase of \$2,322.32, which is 8.8% more than the current year's amount of \$26,390.00. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$28,712.32.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cognos Corporation for renewal of a software licensing and maintenance agreement, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$21,141.00 will be provided in the 2002/2003 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The Regent Integrated Application System software, which was purchased from Computing Options Company, requires the use of Cognos software tools and fourth generation languages. This agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which insure that the software is up to date and consistent with technological and industry standards. The renewal period is July 1, 2002 through June 30, 2003.

Cognos is the only vendor that offers licensing and maintenance for its software. Last year the amount was \$23,137.27. The 9.4% reduction of \$1,996.27 is due to the discontinuation of technical support for certain products.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance agreement, in the amount of \$21,141.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$105,600.00 will be provided in the 2002/2003 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

The standard licensing and maintenance agreement entitles the College to receive regular software releases, as well as modifications for Regent Integrated Application System software to assure conformity with federal and state regulations. It also entitles the College to unlimited telephone consultation regarding product capabilities and use. The renewal period is July 1, 2002 through June 30, 2003.

Computer Options is the sole provider for standard licensing and maintenance for Regent Integrated Application System software. The cost of the agreement is \$17,225 over the current fiscal year's amount of \$88,375. The increase is partly due to the \$8,375 cost of coverage for four additional modules: SAFERS for Windows, Web Course Inquiry, Web Registration and Web Pay. Also, the coverage that is being renewed has increased by \$8,850, or approximately ten percent. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for

obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computing Options Company, for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$105,600.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to SBC Ameritech, Inc., for network hardware and related Cisco Systems equipment for fiscal year 2001/02, as requested by Information Technology for Illinois Century Network (ICN).

II. BUDGET STATUS

Funds in the amount of \$92,295 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0688-245-585.10-5242.

III. INFORMATION

ICN is a project to connect schools and public libraries throughout the State of Illinois. Harper College, as a fiscal agent, has received a two-year grant through the Illinois Board of Education to develop ICN in Region II. Cisco equipment is the standard that supports ICN throughout the entire state. As part of the statewide initiative, SBC Ameritech was selected as the preferred vendor for Cisco network equipment, and each region is purchasing the equipment via SBC Ameritech.

SBC Ameritech offers a discount of 37% to ICN. With a list price of \$146,500, the total of this recommendation is \$92,295.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to SBC Ameritech, Inc., for network hardware and related Cisco Systems equipment for Illinois Century Network (ICN) for fiscal year 2001/02, in the amount of \$92,295.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$16,440 will be provided in the 2002/2003 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Avaya (formerly Octel) provides regular service and maintenance of the voice messaging system hardware and software, assuring uninterrupted call processing and voice messaging for the College. Upgrades to the system software, within the current version, are provided as part of the agreement. The renewal period is July 1, 2002 through June 30, 2003.

There is no other vendor that can offer service and maintenance for this voice messaging hardware and software. This year there is a reduction of \$3,460, which is 17% less than last year's amount of \$19,900.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$16,440.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$66,154 will be provided in the 2002/2003 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Hewlett Packard is the only vendor that offers maintenance for the HP UNIX computing hardware hosts and operating system software, which support Instructional and Administrative systems. The renewal period is July 1, 2002 through June 30, 2003.

There is an increase of \$4,228.83, approximately 6.8% more than last year's amount of \$61,924.75. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

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 Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$66,154.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement ~~for covering~~ the digital phone switch system hardware, and software during the 20012/20023 fiscal year, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of ~~\$729,135350~~ 59,636 will be provided in the 200210/200324 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Intecom provides regular service and maintenance ~~of for~~ the digital phone switch system's hardware and software, assuring uninterrupted voice communication for the College. All system components are covered under the maintenance agreement, including all system common control equipment and system peripheral equipment such as printers, terminals, and station devices. The renewal period is July 1, 2002 through June 30, 2003.

Intecom is the only vendor that offers maintenance for this digital phone switch system hardware and software~~59,636~~72,135. There is an increase of \$7,215, \$127,249~~915~~ is largely because Software Upgrade Subscription Service, which was paid separately in the past, has been added to the agreement. Also, more equipment has been added. \_\_\_\_\_ represents which is a 10% increase for the year 2002/2003 over the current year's amount of \$72,135. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

\_\_\_\_\_ This purchase complies with State Statute and Board Policy.

Consent Agenda  
Exhibit VI – 4g  
May 21, 2002  
Consent Agenda  
Exhibit VI – May 21,  
2002

#### IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$79,350.00~~2,135~~59,636.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Sun Microsystems, Inc. for renewal of an annual maintenance agreement for computing hardware and operating system software, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$13,082 will be provided in the 2002/2003 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Sun Microsystems computing hardware and operating system software supports Web applications and Library Administrative systems. The renewal period is July 1, 2002 through June 30, 2003.

Sun Microsystems is the only vendor that offers maintenance for this hardware and software. There is an increase of \$2,663.88, which is 25% more than the current year's amount of \$10,418.00. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Sun Microsystems, Inc., for renewal of an annual maintenance agreement for computing hardware and operating system software, in the amount of \$13,082.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Aidex Corporation for renewal of an ACES Limited Edition License for AutoCAD software to be used by the Technology, Mathematics and Physical Sciences; Information Technology; Liberal Arts; Life Science and Human Services; Student Affairs; and Physical Plant Divisions as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$15,000 will be provided in the 2002/03 Education Fund budget, under account number 0195-245-544.80.

III. INFORMATION

The ACES Limited Edition License for AutoCAD entitles the College to 75 licenses of each software title included in the package. The package currently includes AutoCAD 2002, AutoCAD Architectural Desktop 3.3, AutoCAD Land Desktop 3.0, AutoCAD Civil Design 3.0, AutoCAD Map 5, AutoCAD Survey 3.0, Autodesk Inventor Series 5, Autodesk Raster Design 3, Character Studio 3, Autodesk VIZ 4, Combustion 2, 3ds max 4, Autodesk Building Mechanical and Autodesk Building Electrical. The renewal period is July 1, 2002 through June 30, 2003.

Autodesk certifies one vendor in each regional zone. Aidex Corporation is the sole provider for Illinois. Harper College is an active participant in the Autodesk Collegiate Partnership Program. Under this plan, the College is treated as an educational partner and receives the standard educational contract discount of 33 percent.

The fee for renewal is the same as for the current year.

This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Aidex Corporation for renewal of an ACES Limited Edition License for AutoCAD software, in the amount of \$15,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering hardware and software for data storage devices, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$30,440 will be provided in the 2002/2003 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

This maintenance agreement is for EMC mass data storage devices. The storage devices house the administrative data used by the production Hewlett-Packard computing systems. EMC is the manufacturer of this equipment and is the sole source for maintenance. The renewal period is July 1, 2002 through June 30, 2003.

The cost is \$3,956.00 more than last year's amount of \$26,484.00. One reason is an inflationary increase of 1.5%, or \$397.26. Also, Opensym Manager software has been added, and the cost for its maintenance is \$3,558.74. Maintenance agreements experience upward pricing pressures for various reasons, including increases in salaries paid to support staff by the vendors, and costs for obtaining and storing replacement parts for aging equipment. In addition, costs increase because equipment is added to maintenance agreements when warranty periods end.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to EMC Corporation for maintenance of hardware and software for data storage devices, in the amount of \$30,440.

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 Appointments.
- B. Ratification of Faculty Appointments.
- C. Ratification of Professional/Technical Appointment.
- D. Ratification of Classified Staff Appointment.
- E. Ratification of Harper #512 IEA-NEA Appointment.
- F. Ratification of Harper #512 IEA-NEA Retirement.
- G. Ratification of Supervisory/Confidential Resignations.
- H. Ratification of Classified Staff Resignations.
- I. Ratification of Harper #512 IEA-NEA Resignations.
- J. Ratification of Public Safety – ICOPS Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of April 30, 2002

Exhibit VI-6  
May 21, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 24,512,069	872,795	935,000
OPERATIONS, & MAINT. FUND	7,727,764	242,426	240,000
OPERATIONS, & MAINT. FUND (Restricted)	2,124,217	74,630	60,000
BOND & INTEREST	6,982,115	166,612	75,000
AUXILIARY ENTERPRISES	2,322,799	102,379	170,000
RESTRICTED FUNDS	1,724,785	82,717	155,080
WORKING CASH FUND	11,926,917	432,271	666,000
AUDIT FUND	179,097	6,061	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,324,403</u>	<u>92,618</u>	<u>150,000</u>
Total	<u>\$ 59,824,166</u>	<u>2,072,509</u>	<u>2,456,080</u>

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of April 30, 2002

Exhibit VI-6  
May 21, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 4/30/2002	Market Value
<b><u>Certificates of Deposits</u></b>							
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: 3.68					<b>57,200,000.00</b>	57,200,000.00 *
<b><u>Government Securities</u></b>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	1,995,000.00
	Weighted Average: 3.05					<b>1,995,000.00</b>	1,995,000.00 **
<b>ISDMAX</b>		04/02 Monthly Average		1.59		<b>2,149.86</b>	2,149.86
<b>Illinois Funds</b>		04/02 Monthly Average		1.87		<b>627,016.41</b>	627,016.41
<b>TOTALS AS OF:</b>	4/30/2002				\$	<b>59,824,166.27</b>	<b>59,824,166.27</b>

\*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- Update on federal and state legislation affecting community colleges

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: May 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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS – ENDS</b>
Leadership & Core Values Human Resources B. Henry/C.Wandambi-Kisunzu	Employee development training "Working by Values"	ICCB \$5,000	07/01/01 06/30/02
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY 01 To provide services to disabled students	IDHS \$134,754	07/01/01 06/30/02
Displaced Homemakers Women's Program S. Otto	Continuation of FY 00 Advising and Job Placement For Women's Program Participants	IDOL \$68,000	07/01/01 06/30/02
Perkins III J. Hennig	Continuation of FY 01 Award. Career and Technical Education	ISBE \$238,805	07/01/01 06/30/02
Program Improvement J. Hennig	Continuation of FY 01	ISBE \$30,649	07/01/01 06/30/02
Federal Tech Prep Education to Careers J. Hennig	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE/DOE \$29,685	07/01/01 06/30/02
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE \$232,272 { \$148,228 [F] & \$84,044 [S] }	07/01/01 06/30/02
Transitions Grant NSET-Education to Careers S. Griffith	Continuation of FY01 Grant Financial resources for Tech Prep Program	ISBE \$7,500	07/01/01 06/30/02
Work Base Learning NSE-Education to Careers S. Griffith	Continuation of FY01 Grant To provide experiences for students of the workplace	ISBE \$13,500	07/01/01 06/30/02
Scholar-in-Residence International Studies M.Simonsen	Professor Dumisani Moyo of Zimbabwe  Matching funds required**	CIES Expenses for Scholar \$7,150 *	08/01/01 12/15/01
Mathematics Project M. McGowen / B. Weil	To support teacher preparation project	NSF UIC subcontract \$9,856	07/01/01 06/30/02
Scholarships for Success D. Magno TMPS/ Marketing Services	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$222,449	01/01/02 12/31/06

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS – ENDS</b>
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$15,000	07/01/01 09/30/01
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$46,875	10/01/01 06/30/02
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	New project. Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$31,500	10/01/01 06/30/02
TECH R.Fabbrini	Equipment Purchase Grant To support TECH program.	Sun Microsystems \$6,708	10/01/01 12/31/01
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
Illinois Century Network "Bricks and Clicks" DOIT & ATM/PS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$33,500	04/02/02 06/30/03
<b>Total as of May 10, 2002</b>		<b>\$3,491,995</b>	

#### 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 College)

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**April 2002 Fundraising Report**

<b>Appeal Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks/Pledges</b>	<b>In-Kind</b>	<b>Other</b>	<b>Total</b>
Harvest Ball 2001	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Direct Mail FY02 -- Alumni Mailing	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Tradition of Excellence Campaign 2000	1	\$7.00	\$0.00	\$0.00	\$0.00	\$7.00
Golf Open 2002 -- Underwriting	8	\$9,925.00	\$0.00	\$884.00	\$0.00	\$10,809.00
Harvest Ball 2001 - Invitation	1	\$0.00	\$145.00	\$0.00	\$0.00	\$145.00
March 15, 2002 President's Reception Memorial	35	\$1,000.00	\$500.00	\$0.00	\$0.00	\$1,500.00
Stewardship	1	\$903.00	\$0.00	\$0.00	\$0.00	\$903.00
Tradition of Excellence 2001	14	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Tradition of Excellence 2001	14	\$56.00	\$0.00	\$0.00	\$0.00	\$56.00
Tradition of Excellence Campaign 2002	45	\$1,955.00	\$2,615.00	\$0.00	\$0.00	\$4,570.00
Theatre Seat Campaign	1	\$0.00	\$796.50	\$0.00	\$0.00	\$796.50
<b>TOTAL</b>	<b>111</b>	<b>\$16,971.00</b>	<b>\$4,056.50</b>	<b>\$884.00</b>	<b>\$0.00</b>	<b>\$21,911.50</b>

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**Year to Date Donations (7/1/2001 - 4/30/2002)**

<b>Appeal Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks/Pledges</b>	<b>In-Kind</b>	<b>Other</b>	<b>Total</b>
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001	84	\$14,275.00	\$2,200.00	\$0.00	\$0.00	\$16,475.00
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	22	\$733.00	\$0.00	\$0.00	\$0.00	\$733.00
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- Alumni	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
Direct Mail 2001	3	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Tradition of Excellence Campaign 2000	12	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
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	25	\$28,425.00	\$12,500.00	\$1,025.00	\$0.00	\$41,950.00
Harvest Ball 2001 - Invitation	127	\$37,325.00	\$145.00	\$0.00	\$0.00	\$37,470.00
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	4	\$1,500.00	\$500.00	\$0.00	\$0.00	\$2,000.00
Matching	1	\$11.00	\$0.00	\$0.00	\$0.00	\$11.00
Memorial	87	\$2,366.00	\$0.00	\$0.00	\$0.00	\$2,366.00
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	22	\$21,200.00	\$0.00	\$3,025.00	\$0.00	\$24,225.00
Tradition of Excellence 2001	106	\$557.14	\$390.00	\$0.00	\$0.00	\$947.14
Tradition of Excellence Campaign 2002	189	\$5,247.00	\$17,157.50	\$0.00	\$0.00	\$22,404.50
Theatre Seat Campaign	27	\$11,700.00	\$27,296.50	\$0.00	\$0.00	\$38,996.50
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
<b>TOTAL</b>	<b>909</b>	<b>\$221,328.66</b>	<b>\$274,999.00</b>	<b>\$44,764.14</b>	<b>\$0.00</b>	<b>\$541,091.80</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Settlement Agreement for Roof Repairs - Business and Social Science Center - Part II.

II. REASON FOR CONSIDERATION

The Board needs to approve the attached Settlement Agreement before the process can be finalized.

III. BACKGROUND INFORMATION

The administration brought a settlement agreement (Part I) to the Board at the March meeting which was between the Capital Development Board ("CDB"), William Rainey Harper Community College #512 ("Harper"), Weisbrook Sheet Metal, Inc. ("Weisbrook") and Mastership Construction Company, Inc. ("Mastership") in the amount of \$318,750.

Once this agreement was reached, the College went back to the contractors who actually did the restoration work on this project and negotiated final payments to those contractors. The attached settlement agreements (Part II) are the result of this process.

IV. RECOMMENDATION

The administration recommends that the Board approve the Settlement Agreement with Great Lakes Restoration for \$7,000 and with Action Fire Restoration for \$40,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

ACCT (Association of Community College Trustees) Member Survey

II. REASON FOR CONSIDERATION

The survey was developed for the ACCT Board, under the guidance of the Member Communications Committee. It was designed to ensure that the voice of the Harper College Board of Trustees would be included in shaping the future of ACCT.

III. BACKGROUND INFORMATION

- Section I was sent to all Trustees to be completed individually. Please return your completed form to Carol Blotteaux at the May 21 Board meeting.
- Section II will be completed by the Board Chair.

A response is requested by June 1, 2002.

IV. DISCUSSION

Section III is to be completed by the Chair, after discussion by the entire Board.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The administration recommends that Affiliation Agreements between William Rainey Harper College and the hospitals listed below be accepted:

- Central DuPage Hospital
- Christ Medical Center

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at the above-named hospitals are consistent with the clinical objectives of the Harper College Cardiac Technology Program.

This agreement has been approved by appropriate officers of these companies.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and the above-named hospitals be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Endorse Computer and Peripheral Purchasing Process

II. REASON FOR CONSIDERATION

The Board, at its last meeting discussed a revised process for purchasing computers and peripherals which was presented by staff in a memo.

III. BACKGROUND INFORMATION

Staff have been reviewing various processes within the College with the goal of streamlining the process and reducing the amount of effort necessary to complete a task.

IV. DISCUSSION

The Administration has responded to the only question posed by the Board of Trustees at the April 24, 2002 Board meeting. The Administration plans to recommend the Total Cost of Ownership for computers and peripherals at the Board's June meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Interior Signage for the Wojick Conference Center and the Performing Arts Center.

II. REASON FOR CONSIDERATION

This was not included in the CDB contract. The bid will be going out shortly and the timelines for opening of the Conference Center require that action be taken after the bids are received but prior to the next Board Meeting.

III. BACKGROUND INFORMATION

The College is embarking on a comprehensive wayfinding system to help students, visitors and others move easily throughout the campus. These two buildings will be the first part of this new system. The entire signage system needed to be designed and approved before specifications for these two buildings were completed. Estimated cost is \$16,000 - \$20,000.

IV. RECOMMENDATION

It is the recommendation of the Administration that the Officers of the Board review the bids with the President and to authorize the Board Chair to approve an award to the lowest responsible bidder to fabricate and install this signage.