

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

June 25, 2002

7:00 p.m.

- I. Call to Order
 - Moment of Silence for Dr. Paul Thompson
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
 - Resolution of Appreciation: Retirees of 2001-2002 (Exh. VIII-K)
 - Steve Suvada: Student Jennifer Ernst
 - Mike Barzacchini, Susanne Starck: Website Revamp
 - Pat Beach and Students - Mary Domino and Cory Unger: Hospitality Students Honored
- V. Student Trustee Report
- VI. President's Report
- VII. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- | | |
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| 1. Minutes – May 21, 2002 Regular Board Meeting | Exhibit VII-1 |
| 2. Bills Payable, Payroll for May 17, 2002 and
May 31, 2002; Estimated payrolls for June 1,
2002 through June 28, 2002 | Exhibit VII-2 |
| 3. Bid Awards | Exhibit VII-3 |
| 4. Purchase Orders | Exhibit VII-4 |
| 5. Personnel Action Sheets | Exhibit VII-5 |
| 6. Student Service Awards - Spring 2002 | Exhibit VII-6 |
| 7. Faculty Tenure Status Report | Exhibit VII-7 |

For Information

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

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

- VIII. New Business

- A. RECOMMENDATION: Educational Service Providers and Rental Facilities for FY2002-2003 Exhibit VIII-A
- B. RECOMMENDATION: Prevailing Wage Act Exhibit VIII-B
- C. RECOMMENDATION: Preliminary Budget for FY2002-2003 Exhibit VIII-C
- D. RECOMMENDATION: Resolution to Establish the 2002-2003 Budget Hearing Date Exhibit VIII-D
- E. RECOMMENDATION: Resource Allocation and Management Plan (RAMP) Exhibit VIII-E
- F. RECOMMENDATION: Strategic Long-Range Plan Exhibit VIII-F
- G. RECOMMENDATION: Renewal of College Liability Insurance Coverage Exhibit VIII-G
- H. RECOMMENDATION: ICCB Project Application Request for Approval to Upgrade Utility Infrastructure Exhibit VIII-H
- I. RECOMMENDATION: Purchase of Desk Top Equipment Exhibit VIII-I
- J. RECOMMENDATION: Purchase of Audio Visual Equipment for Performing Arts Center and Conference Center Exhibit VIII-J
- K. RECOMMENDATION: Resolution of Appreciation for Retirees Exhibit VIII-K

IX. Citizen Participation

X. Announcements by the Chair

- A. Communications
- B. Calendar Dates
(Note: * = Required)

On-Campus Events

- June 26, 2002 6:00 p.m. - 31st Annual Dinner & Pops Concert - Student & Administration Center, North Patio - Dinner at 6:00 p.m. - Concert at 7:00 p.m.
- July 4, 2002 INDEPENDENCE DAY HOLIDAY OBSERVED - CAMPUS CLOSED
- July 10, 2002 8:00 p.m. - Harper Symphony Orchestra Concert - Theatre - J143
- July 17, 2002 Concert - Timbuk3's Pat MacDonald with Stuart Davis - Theatre - J143
- *July 23, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- July 23, 2002 7:30 p.m. - Concert - An Evening with Frank Orrall & Friends - Theatre - J143
- *August 22, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- August 26, 2002 Most Credit classes begin this week. Many Continuing Education classes and Credit classes begin on other dates. Check class schedule.
- September 2, 2002 LABOR DAY HOLIDAY - CAMPUS CLOSED
- *September 24, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- *October 24, 2002 7:00 p.m. - Regular Board Meeting - Room A242

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Thursday, May 21, 2002

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

Minutes of the Regular Board Meeting of Tuesday, May 21, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, May 21, 2002 at 7:02 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone; Student Member 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; Linda Kolbusz, Special Assistant to the President; Mike Alsup; Pat Beach; Larry Bielawa; Carol Blotteaux; Catherine Brod; Phil Burdick; Harley Chapman; Dave Clydesdale; Daniel Corr; Laura Crane; Lori Danaher; Dave Dluger; Steve Donisch; Terry Engle; Bob Getz; Jerry Gotham; Sally Griffith; Julie Hennig; Bill Howard; Leon Hussissian; Rebecca Keller; Thea Keshavarzi; Cheryl Kisunzu; Lydia Lamb; Roberta Lindenthaler; Dom Magno; Russ Mills; Janie Petersen; Elena Pokot; Sheila Quirk; Krish Revuluri; Kay Turner and Renee Zellner. Students: Ahmed Alghazalli; Asaad Alghazali; Steve Langel; Lisa Long; Grzegorz Matlag; Charles Matz; Pete D'Agostino; Sean McGeehan; Bryan Moon; James Qi; Melanie Schwarz and Eric Wallor.

Guests: Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; Michael Lundeen, Legat Architects; Bill and Helen Huley, Northwest Tax Watch; Randall Macheliski, Smith Group JJR; Tom Coons, Palatine Park District; Matt Vail, CA; Gary Clair, Michael O'Toole, residents; Lee Magno.

Chair Howard noted that there is a change to Exhibit VI-3i in the Consent Agenda.

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Chartrand voted aye.

PRESENTATIONS

Men's and Women's Track and Field

Dr. Breuder introduced Renee Zellner, Professor, Wellness and Human Performance and coach of the Harper College Men's and Women's Track and Field Team. Dr. Breuder listed some of Ms. Zellner's accomplishments which include being voted into the National Junior College Athletic Association (NJCAA) Track and Field Hall of Fame in 1997, and being voted Track and Field Coach of the Year in 2000. Ms. Zellner first thanked the Board for the new outdoor track at the College, which is being used by students, athletes and community members. She added that the Track and Field Team would not have been as successful without assistant coach and distance trainer Dan Delahunt, who could not be at the meeting this evening.

Ms. Zellner explained that the Track and Field Team competes against junior colleges, and also against four-year schools in Divisions 1, 2 and 3. The competition they have is helpful for them to improve their skills and techniques.

Team Results

The Women's Team took second place in the Region Championship and fifth place in the Super Region. They took sixth place in the National Championship, which is not bad for a smaller team with 18 teams competing. The Harper team was one point away from fifth place and four points away from fourth place. The Men's Team took second place in the Region and third place in the Super Region. They placed fourth in the National Championship.

Ms. Zellner introduced members of the Men's and Women's Team who were in attendance at the meeting (Charles Matz, Pete D'Agostino, Eric Wallor, Bryan Moon, Ahmed and Asaad Ahgazali and Sean McGeehan; Lisa Long, Brooke Kafka, Ebony Oliver and Melanie Schwarz) and listed their achievements on the track and off. Ms. Zellner also gave recognition to those team members who could not be in attendance at the Board meeting (Juan Garcia, Ryan Harth and Dan Wright).

Harper Association of
Mathematics (HAM)

Dr. Breuder introduced Dom Magno, Chair of the Department of Mathematical Sciences at Harper College. He is a recognized leader within the profession of mathematics, having received the Distinguished Service Award from the Illinois Mathematics Association for Community Colleges (IMACC) in 1999. After serving the College since 1979, Dr. Magno will be retiring this year. Dr. Breuder hopes that Dr. Magno will find a way to do some part-time teaching later to work with the students and give Harper the benefit of his wise counsel.

Dr. Magno noted that he addressed the Board a year ago to announce that Harper had placed first in the region in the American Mathematic Association of Two Year Colleges (AMATYC) competition. Tonight, he is here to announce that they placed second in the nation this year. He explained that three years ago, he asked Dr. Krish Revuluri to help him out, because he was not happy with the fact that College of DuPage (COD) kept beating Harper in the competition. He asked Dr. Revuluri to coach the Math Team and get things going to improve Harper's performance. Since Dr. Revuluri did a wonderful job with the team last year placing first in the Region, Dr. Magno asked him if he thought Harper could make it into the top 10 within three years (before his retirement). He congratulated Dr. Revuluri for getting the team to Number Two within three years.

He introduced Dave Clydesdale, one of the newest members of the Math department, who has been an invaluable asset to the department and in his role as Faculty Coordinator for the AMATYC competition. Mr. Clydesdale explained that the Student Math League is a competition each year that consists of three exams, the first one given in early November, the second one in early February and the last one in late March. Approximately 6,000 students representing 600 community colleges across the nation participate. Mr. Clydesdale added that 120 students from Harper took part in the first round. At the end of three rounds, Harper took second place in the nation. The first place team had 342 points; Harper had 340 points. One Harper student, James Qi, placed fourth in the nation of all the 6,000 students.

Krish Revuluri explained that he has worked with students over the years at Plum Grove Junior High School and at Fremd High School. Plum Grove had gone to the national level four years and Fremd placed number nine in the State

last year, which had never happened in the history of District #211. Three years ago, they started the Math Club at Harper College. They first came up with a better name - HAM (Harper Association of Mathematics). The first year required a lot of administrative work; last year was very active; this year and next year they will have something to show. The process will continue from there. He thanked the Board for inviting them to share their success.

Mr. Clydesdale noted that they tell students that math pays for their studies all the time and that if people take more mathematics, they tend to earn more money. He awarded James Qi with a check for \$245 and a certificate for taking part in the competition. He noted that five other students (Charles Feng, Dave Grinshall, Steven Miles, Catherine Peck and Eric Moyman) could not attend the Board meeting this evening. They also will be receiving scholarships for their participation.

Dr. Revuluri added that the goal is not only to win, but to build the thinking skills of the students to help him or her in the long run. Instead of saying "mathematics," they call this "problem solving skills." He introduced other students who participated in the AMATYC competition, Steve Langle and Greg Matlag.

Dom Magno concluded by saying that he hopes the tradition in the Mathematics Department will continue. He will do his part to see that it will. He thanked the Board and expressed appreciation for the support the College gives.

Member Gillette thanked the Math Team and thanked Dom Magno for not giving the Board the sample test that he gave them last year. He added that there is a fact about Harper's Math Department that has not been made public in the newspaper. Students who go through Harper's Math program and then transfer to the University of Illinois (U of I) in Champaign/Urbana finish equal in class rank to the students who went through U of I for the first two years. That means the quality of instruction students are receiving at Harper College is equal to the quality of mathematics instruction at U of I. That is no small feat.

Dr. Breuder stated that community colleges serve a very diverse population of people. In addition to serving those who are academically challenged, Harper College also serves very academically enriched students. These students are clearly capable of going anywhere in the

country, and they choose Harper College because they know it is equal to any institution in the country.

Conference Center Bookings Update

Dr. Breuder asked Lori Danaher to address the Board with an update on the Conference Center. The College should be taking delivery of the building sometime in early July. Lori Danaher is responsible for operating the Conference Center.

Ms. Danaher explained that the focus of her comments will be on the interest expressed so far in the use of the facility. She is pleased that they have four multi-day bookings that will use the Amphitheater for a full day and the majority of seminar and breakout rooms for several days. The American Society of Quality will host their Biomedical Division Fall Conference with Harper. They have confirmed the booking for the Illinois Community College Trustees Association (ICCTA) Spring 2003 retreat. Historically, the ICCTA has held those meetings at hotels, but with all the conference centers being built on community college campuses, the ICCTA has made the decision to access the campus conference centers. Harper College is pleased to have the opportunity to host their first campus conference. In addition, they are hosting the Illinois Community College Board Meeting and the Greater Woodfield Convention and Visitors Bureau Board meeting.

There are 16 significant inquiries or proposals on the table for bookings, which include the Learning Communities Conference, Square D Leadership Conference, National Association of Food Service Professionals Regional Conference, Hoffman Estates Chamber Fashion Show, Illinois Manufacturing Association's Manufacturing Day event. Five inquiries have come from Corporate Services clients: U.S. Postal Service, Northwest Suburban Special Education Organization (NSSEO), Power Construction, Nursing Spectrum and Clearbrook. She listed other organizations that are interested in hosting an event at Harper's Conference Center.

Ms. Danaher reminded the Board that, in the Business Plan, the primary target market would be corporations within a 30-mile radius, and the secondary target market would be associations and professional meeting planners. Of the companies listed above, local corporations represent 6 of the 20; regional associations or membership organizations represent 9; and 5 interested parties are from the education market.

On May 30, Harper will be hosting multiple tours, one of which will be for The Greater Woodfield Convention and Visitors Bureau. The Conference Center is a subset of the hospitality industry, and that organization is a major source of referrals in the area. They have offered to facilitate a meeting with all the local hotels so that they can begin the process of a meaningful referral system with the local hotels in the area, as well as organizing a transportation plan. This will be important to companies and organizations hosting events with people coming from out-of-town. Additionally, Square D has asked to have an updated tour.

In conclusion, Ms. Danaher stated that she is pleased with the response since they have not started actively marketing the Conference Center yet. Marketing materials are under development and in the production stages. They have advertised for a sales consultant whose primary responsibility will be to market the Conference Center. They will take responsibility for generating revenue through rentals. This early "spread-the-word response" is a very positive sign.

In response to Member Barton, Ms. Danaher explained that internal College constituents are welcome to access the facility. They are currently in the process of developing an internal discount policy. There has been preliminary discussion at Dean's Council, and it is currently a work in progress.

Chair Howard stated that she understands there will be discounts for Not-For-Profit agencies, as well. Ms. Danaher concurred.

Dr. Breuder reiterated that all of this interest has come without any serious marketing to date. He added that it will be a magnificent way to sell Harper College to a wider variety of people who may not be familiar with Harper.

Educational Foundation and the Arts

Cathy Brod distributed to Board members a purple "Case Statement." She gave an overview of the areas supported by the Harper College Educational Foundation.

- Scholarships and Awards – This year they have awarded 154 scholarships, 34 student awards and 4 distinguished faculty awards.
- Capital projects – renovation of the Student Activities Center, renovation of a lecture hall, building of the Observatory. They are also currently in the process of

raising \$1.5M for the equipment needs of the two new buildings.

- Community activities – support Women Make History, Wellness Week and many Career Fairs on campus.
- Professional and Leadership Development – Those types of activities have helped launch Learning Communities, International Studies, Teaching and Learning, Student Leader Training and unique professional development opportunities for both faculty and staff.
- Diversity and Special Needs – started the Assistive Technology Laboratory along with Allstate which was a \$200,000+ investment for students with disabilities. They support the Sign Language Interpretation Program and English as a Second Language.
- Internal grants – Between five and eight grants are awarded each year. Divisions and department heads can compete for Foundation resources if they have a special one-time project or a three-year seed project.
- Cultural Arts Program – The Art Collection is something that is near and dear to the Foundation.

Ms. Brod gave a brief history of how the Foundation came to be. Back in 1973, there were a number of individuals who wanted to donate art to Harper's campus. The College wanted to be able to maximize donor benefits through a charitable tax deduction; therefore, they created the 501(c)(3) organization, which is now the Harper College Educational Foundation. Since that time, they have acquired 250 pieces of art valued at well over \$750,000. The pieces include paintings, prints and sculpture. Artwork is displayed everywhere on campus – in classrooms, buildings and outdoor locations. There are many well-known artists represented in the art collection.

Ms. Brod noted that Harper College hosts the annual National Smallworks Art Exhibit. They have 800 applicants from all over the country who compete to be selected in this exhibit. Board members received a brochure which illustrates all of the works that were just shown in the last art exhibit. The Foundation has created a Legacy of Art Fund, which is an opportunity for people to memorialize or honor loved ones and colleagues with art. They will place a plaque with the person's name next to a piece of art which represents to the family or colleagues that individual's life. Ms. Brod listed several scholarships and awards specific to the Arts Program. The Foundation has created a visual tour

of the Harper College Art Collection on the Harper website, which will be demonstrated later in the presentation.

Ms. Brod introduced the Foundation's art curator, Rebecca Keller. Ms. Keller has been with the Foundation for five years. She has just won the Fulbright Scholarship, so she will be away visiting Estonia to teach and learn about particular Estonian artists.

Rebecca Keller shared her impression of Harper when she first visited the campus 12 years ago. She felt that Harper was "about something," and there was a sense that this place was different. She realized that was because of all of the art displayed throughout campus. Although she was from Minnesota at the time, she was aware of the national collection at Harper. Harper has been sponsoring a well-known and well-regarded national exhibition for 25 years.

Art contributes a great deal to Harper and its excellence. Making art and collecting art signifies many things that are required in learning and in excellence – discipline, a willingness to take risks, an appreciation for new ideas, attempting things without a guarantee that it will be successful. She is very proud of the art collection at Harper.

Ms. Keller explained her role as curator. The collection is worth a great deal of money, so they do have a stewardship role. Taking care of it is part of her responsibility. Included with that responsibility is making sure it is interpreted appropriately and hung appropriately. Art has a direct effect on instruction. There is a broad general education level and a sense that it signifies Harper is a special place, but it also has a direct instructional role for faculty and art students. For example, if the printmaking teacher wants to look at a fine example of engraving, he can take his students to look at 300-year-old lines in the Italian Renaissance masterpieces in the printmaking collection. They can be used as examples. The collection has a Picasso sculpture, which is most likely the last design he approved before he died.

Ms. Keller explained that a number of the artwork pieces have come on campus as a result of the artist working on campus either giving a workshop, doing an artist in residency, having an exhibition here or coming to speak about his artwork. Those activities are available to the public, to the Harper community of students, staff and faculty and also to the larger community. Often when these artists make a work of art or do a workshop here, they end up

giving Harper College a work of art. The collection functions as a community resource, as well as an educational resource. Many Harper art students are degree students. Many more are members of the community who have always had a lifelong interest in art, and they are finally having the time to pursue it. Others just want to look at some art, and they do not want to go to Chicago to do that.

Ms. Keller demonstrated how to get to the visual tour from the Harper website. She explained that the visual tour gives information and interpretation of some of the art pieces on campus. She highlighted several pieces.

In response to Member Barton, Ms. Keller stated that they own the French piece. They do have some pieces that were on loan to the College; however, most of the collection is owned.

Chair Howard suggested that they arrange a tour for the Board. Cathy Brod stated that they would be happy to do that.

Member Gillette asked if the Foundation could find out if there is a local art piece that could be donated to the people of Estonia and delivered by Rebecca Keller on her travels. Cathy Brod stated that it was a great idea, one that they will pursue.

Cathy Brod explained that the Educational Foundation is very excited to be in partnership with the College on a very special project – the new sculpture fountain. Foundation Board President Martha Bell has been on the Oversight Committee along with Dean Harley Chapman. Dean Chapman will be giving an update on the very special project.

Dean Chapman first noted that they are very pleased that Rebecca Keller represents Harper College. She is also on the faculty at the Art Institute of Chicago. The Fulbright Scholarship is a wonderful opportunity for Rebecca Keller and also for Harper College.

He explained that, in 1999, a committee was formed of local dignitaries, political officials, Harper faculty, Harper administrators, architects and Foundation Board President Martha Bell to pursue an opportunity through the Illinois Art-in-Architecture Program of the Capital Development Board. One-half of one percent of new construction dollars through

the State auspices are earmarked for art. That is to dignify and beautify the particular structure. With three new buildings coming to Harper – the Conference Center, the Performing Arts Center and the new Science, Emerging Technology and Health Careers Center – they decided that it made more sense to pool the dollars and provide some kind of artistic statement at the entrance to the campus. The committee met and selected an Illinois artist by the name of John Medwedeff. Late this summer, the 25-foot bronze water sculpture will be ready for siting close to Harper's main entrance. It will add much to Harper's commitment to the arts.

Dean Chapman added that Harper College has long distinguished itself as being committed to the arts. It dignifies human existence and adds beauty to public space. Art is expensive, but there are intangible values. Like Rebecca Keller, he feels that Harper has long made a statement that it is committed to those intangible values. He is excited about the possibility of the Medwedeff piece. He has been told by those who are in the know sculpturally, that in 20 years people will say, "Oh, you have a Medwedeff? You are very lucky." He is a young artist, but he is on the way. A number of his pieces have been displayed in New York City.

In conclusion, Dean Chapman noted that Board members will be able to make their own statement about the value of this piece of art later in the meeting. He hopes they will give serious attention to this opportunity to make an enormously meaningful statement about the value of the arts in general, and to the beauty of public space at Harper College through the Medwedeff piece.

STUDENT TRUSTEE REPORT

Student Member Chartrand distributed a copy of his written report to Board members. He highlighted several upcoming events including an information session for the new Cardiac Technology Ultrasound Two-Year Program, Commencement ceremonies and a Student Activities Tour of Chicago. The tour will begin at Navy Pier, where Harper instructor Mike Brown will have an art exhibit. Student Member Chartrand showed a picture of the class gift, weight training equipment for students with disabilities, which was presented by the Student Senate.

Chair Howard thanked Student Member Chartrand for his report.

PRESIDENT'S
REPORT

Dr. Breuder noted that the Pioneer Press, Arlington Heights Edition, reflects on Mike Brown's sculpture entitled *Lintel*. For the past year, he has watched Mike sculpt the piece right on Harper's campus. It is a 10 foot piece that weighs between 2,000 and 3,000 pounds per piece of stone, and there are five pieces of stone. It was moved to Navy Pier. There are approximately 37 artists who have been invited by Navy Pier people to present this year, down from 100 last year. He was one of the first to be invited back to show one of his pieces. It is worth the trip downtown to see *Lintel* and its positioning on Navy Pier. He is one of many great artists at Harper whose works are prominently displayed. Member Barton added that it is great to see Mike Brown being recognized at this level.

Curriculum

Dr. Breuder explained that, as they go back to the process of marketing Harper, they continue to refer to the four "P's" – promotion, place, pricing and product. The Product at Harper College is the curriculum. The heart and soul of the institution is the teaching and learning process; therefore, the curriculum portfolio is pivotal to Harper's success. It is essential to keep the curriculum portfolio dynamic and reflective of the changing needs of the community. He reported that, over the last four and one-half years, they have added at Harper five new degree programs, 22 certificate programs and 17 competency credentials. That adds up to over 40 new programs of study ranging from two-year degrees to certificate programs to competency credentials. Along with the core disciplinary courses that they offer, they also have a constant change taking place to make sure they offer courses reflective of the dynamic community. They put a great deal of emphasis on curriculum at Harper College.

State Money

Dr. Breuder noted that there has been a hold-up of the distribution of Member Initiative money in Springfield, because of differences of opinion regarding the funds. He announced that Harper College has received a check, signed by Daniel Hynes, Comptroller, in the amount of \$550,000 – half of the \$1.1M Kay Wojcik money. They will gather invoices and invoice for the second piece of that money shortly. They also received payment from the State for the \$457,000 they were able to secure to help design the Science portion of the referendum building complex. The money has been flowing in as they expected.

Grievances

Dr. Breuder explained that each month he gives the Board a list of the grievances or complaints that are filed against the

College. It is not unusual for an institution this large to have a decision made or engage in an activity that is not problematic for somebody else. There are always differences of opinion. Since Dr. Breuder has been compiling the list, the College has had (during his tenure) 15 complaints filed. Of the 15 complaints filed, 13 have been resolved. Of the 13 resolved, eight have been resolved inside the institution to everyone's satisfaction; five have exited the institution, meaning they were not able to negotiate a settlement that would be acceptable to all parties. Of the five that exited the institution, two went to arbitration, two went to the EEOC and one went to the Illinois court system. All five of the grievances have been resolved, and in each of the five instances, the College's position prevailed. There are only two remaining outstanding complaints, and they are awaiting the final disposition. They are still waiting to find out about the grievance filed relative to medical insurance. It is important to note that the College chooses never to engage in differences of opinion unless it truly feels that its position is the correct position.

Strategic Long-Range Plan

Copies of the Strategic Long Range Plan (SLRP) were distributed to Board members. The very important document guides the College over a three-year window. They will craft from this a 12-month Operating Plan, which plays off the Site and Facilities Plan and many other planning documents in the institution. Board members will receive the Outcomes document at the end of July which reflects the accomplishments from the current 12-month period.

Bill Howard came forward to highlight the SLRP. He noted that they are open to any questions or comments about this document throughout the month. It will be brought back to the Board for approval at the June Board meeting. Mr. Howard thanked the College and the many people who participated in this. It is especially a product of the shared governance. He thanked Elayne Thompson, Chair of the Institutional Long Range Plan Committee, and all of the members who participated in this plan.

Mr. Howard noted that they have done more in-depth study this year looking at the SWOT (strengths, weaknesses, opportunities, threats) component of the plan. The SWOT items are in bold; they represent the key items that the College and committee view as needing more attention as they go into next year. From there, priorities, goals and tasks are outlined. This next year will be a new in-depth study of goals and tasks. They have included, on Pages 52

and 54, some cross-reference charts to show the relationship of the priorities to the goals and tasks.

Dr. Breuder explained that the SLRP and the Annual Plan of Operation connect directly to the Budget. These documents should drive the distribution of money, to the extent money can be driven by the initiatives. With 80 percent of the budget tied up in salaries and benefits, obviously it pools the money available to support what is in this document. He added that he doubts many colleges in the country have that kind of connectivity between their planning documents and their budget. The Board will be given the Budget next month in draft form. Dr. Breuder reiterated that the Board can review the SLRP for 30 days. It will be brought back for approval in June. He asked Board members to contact him with any questions as they read through the document. He added that this is not created by a group of 10 or 12 people sitting in a back room late in the evening. It is a collective effort of many. Although collective efforts sometimes have a little abrasion, a better document comes out when all is said and done.

Bill Howard announced that this is the final document he will have the privilege to present to the Board. He thanked Board members for the opportunity to serve and to be a part of the financial planning at Harper.

Chair Howard announced that there would be an Executive Session following the meeting for the purpose of discussing personnel matters. It is an informative Executive Session; therefore, there will not be a vote taken. She reminded Board members that there was a revision to Exhibit VI-3i.

CONSENT AGENDA

Member Kolze moved, Member Barton seconded, approval of the minutes for the April 24, 2002 regular Board meeting; bills payable; payroll for April 5, 2002, April 19, 2002 and May 3, 2002; estimated payrolls for May 4, 2002 through May 31, 2002; bid awards; purchase orders; personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report; as outlined and modified in Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$2,534,561.77
Tuition Refunds	115,323.20

The payrolls of April 5, 2002 in the amount of \$1,977,546.29; April 19, 2002 in the amount of \$1,923,509.29; and May 3, 2002 in the amount of \$1,952,531.61; and estimated payroll of May 5, 2002 through May 31, 2002 in the amount of \$3,580,869.99.

Bid Awards

- Ex. VI-3a Award bid Q00216 for sidewalk removal, replacement and additional sidewalks on the main campus and 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 reimbursables of \$1,500 for a total of \$491,136.
- Ex. VI-3b Award bid 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.
- Ex. VI-3c Award bid 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.
- Ex. VI-3d Award bid 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.

	Ex. VI-3e	Award bid Q00214 to Logical Network Services, the low bidder for network routing equipment, in the amount of \$164,588.76.
	Ex. VI-3f	Award bid Q00215, for laboratory stools for use by the Art department to Lowery McDonnell Company, the low bidder, in the amount of \$14,340.00.
	Ex. VI-3g	Award bid 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.
	Ex. VI-3h	Award bid Q00217 to W.W. Grainger, for light bulbs and ballasts, in the amount of \$47,777.00.
	Ex. VI-3i	Award bid Q00228 for masonry restoration work to W. L. Kercher Co., the lowest responsible bidder, in the amount of \$358,496, architects and engineering fees of \$29,875, a contingency of \$33,847, architects and engineering fees on the contingency of \$2,539, a design fee of \$14,251 and estimated reimbursables of \$1,000 for a total award of \$440,008.
Purchase Orders	Ex. VI-4a	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.
	Ex. VI-4b	Approve issuance of a purchase order to Cognos Corporation, for renewal of a standard licensing and maintenance agreement, in the amount of \$21,141.00.
	Ex. VI-4c	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.
- Ex. VI-4d 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.
- Ex. VI-4e 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.
- Ex. VI-4f 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.
- Ex. VI-4g 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.
- Ex. VI-4h 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.
- Ex. VI-4i 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.
- Ex. VI-4j 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.

Personnel Actions

Administrator Appointments

Terry Lindsay, Dean, Student Development, STU DEV,
07/01/02, \$85,000/year

Stanford Simmons, Executive Director, NW Suburban
Education to Careers Partnership, CAR PAR,
07/01/02, \$82,500/year

Faculty Appointments

Barbara Bowker, Assistant Professor-Music, LIB ARTS,
08/20/02, \$45,578/year

Lin Cui, Instructor-ESL/Linguistics, AE/LS, 08/20/02,
\$38,212/year

Kelly Hamontree, Instructor-Cardiac Technology, WHP,
08/20/02, \$43,343/year

Richard Kaplan, Assistant Professor-English, LIB ARTS,
08/20/02, \$42,796/year

Kathleen LaBeau, Instructor-Mathematics, ATMPS,
08/20/02, \$38,212/year

Richard Larkin, Jr., Assistant Professor-Physical Education,
WHP, 08/20/02, \$44,165/year

Judith Merlau, Instructor-Mathematics, ATMPS, 08/20/02,
\$43,343/year

Corinne Moran, Instructor-Art History, LIB ARTS, 08/20/02,
\$34,776/year

Kelly Page, Instructor-Physics, ATMPS, 08/20/02,
\$34,766/year

Jason Peot, Instructor-Art, LIB ARTS, 08/20/02,
\$37,027/year

Adam Rubin, Instructor-Mathematics, ATMPS, 08/20/02,
\$38,212/year

Craig Stettner, Instructor-Biology, LS/HS, 08/20/02,
\$37,027/year

Maurice Taylor, Instructor-English, LIB ARTS, 08/20/02,
\$35,879/year

Jessica Walsh, Instructor-English, LIB ARTS, 08/20/02,
\$34,766/year

Professional/Technical Appointment

Debra Walenga, Continuing Education Youth Program
Coordinator, CE, 04/29/02, \$49,500/year

Classified Staff Appointment

Christopher Ternes, Library Assistant I, LIB SER, 05/13/02,
\$24,720/year

Harper #512 IEA-NEA Appointment

Markidea Cortes, Custodian, PHY PLT, 04/22/02,
\$19,989/year

Harper #512 IEA-NEA Retirement

Edith Herring, Custodian, PHY PLT, 06/28/02, 10 years

Supervisory/Confidential Resignations

Alice Johnson, Strategic Marketing Specialist, Corporate Services, MSC, 08/30/02, 10 years 4 months

Mark Krukowski, TECH Manager, TECH, 05/29/02, 11 months

Carolyn Rhinebarger, Strategic Marketing Specialist, CE, MSC, 05/31/02, 2 years 4 months

Classified Staff Resignations

Julie Krol, Administrative Assistant, STR PLN, 04/30/02, 2 years 5 months

Carolyn Medley, Food Service Worker II, FD SER, 03/28/02, 5 months

Harper #512 IEA-NEA Resignations

Noe Ochoa, Custodian, PHY PLT, 04/19/02, 1 year 10 months

Lucia Ortiz, Custodian, PHY PLT, 04/29/02, 3 years

Public Safety-ICOPS Resignations

Maureen Koscielak, Clerk Dispatcher, PUB SAF, 05/10/02, 5 years 8 months

John Warchal, Public Safety Officer, PUB SAF, 05/02/02, 4 years 3 months

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

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

Nays: None

Motion carried. Student Member Chartrand voted aye.

Member Gillette stated he read in the paper that Harper may be using some of the referendum money for the fountain. He suggested that they take the fountain money from somewhere else and leave the referendum money for the buildings until they are completed. Dr. Breuder responded that they will work toward that end. If they do not have to use that fund source, they will leave it there. Chair Howard explained that the money in question is actually interest money. Dr. Breuder clarified that it is actually excess interest money. They hit an incredible market when they

invested the money. They have not drawn down the money quickly, so they are in good shape.

With regard to Personnel Actions, Dr. Breuder pointed out that two full-time administrators and 14 full-time faculty members were recommended for employment and approved in the Consent Agenda. Six of the 16 people have declared themselves as being from a diverse background. That is not something Harper can ask. In some instances it is obvious, and in other instances people may volunteer the information. Two African Americans were hired to head up two major positions here. Two other candidates from diverse backgrounds were offered positions, but they did not accept them. There is a demand in this country for good people, regardless of background. Harper College is competing with many other organizations that have much to offer. Harper has 46 administrators, and they will turn over 22 of them this year. It is a major challenge to find great people in a market that is so competitive right now.

Chair Howard commented that the policies for diverse hiring and the diversity training that has been made mandatory for all search committees is indeed having an effect. Through advertising, they are reaching out to a very diverse population and hopefully attracting them to come to Harper. Member Kolze noted that this represents a lot of hard work of many people. He added that he was impressed with the excellent background of the individuals hired.

Dr. Breuder explained that they have many search committees working right now that are comprised of faculty and management working together to find the very best and to bring them forward. He asked Julie Hennig to stand and be recognized. She is called "The Queen of Search Committees." He thanked her for her hard work.

With regard to the Legislative Report, Member Barton distributed a list of items that have been acted on in Springfield. She highlighted several items:

- An amendment to the State University Retirement Act which will allow retirement from the State University Retirement System at any age if the participant has accrued 30 years of service. There is no cost to the College, and a minimal cost to the State.
- An amendment to the Open Meetings Act which requires a public body to post its meeting notices, agendas and

minutes on its website if the public body maintains its own website.

- The Career and Technical Education Foundation created a Career and Technical Education Fund to be used by the Illinois Community College Board for operational expenses associated with the administration of such programs. There is no cost involved.
- Monetary Award Program (MAP) grants for part-time students. This Bill recognizes that not everyone is a full-time student, and it removes the requirement that a student must be enrolled at least six semester or quarter hours for the term to maintain eligibility for the monetary award program. Anyone can apply for that.
- The Minority Teacher Scholarship Program – Changes were made to allow a person who is enrolled at the Freshman level or graduate level to qualify for a scholarship. This allows the qualifying students to be enrolled on a half-time basis and requires a scholarship recipient to begin teaching within a one-year period following termination of the undergraduate program. It is expanded to include first year and post-graduate half-time and requires the recipient to teach within one year, making it a broader base.

NEW BUSINESS:

Settlement Agreement
for Roof Repairs -
BUS/SS Center -
Part II

Member Barton moved, Member Kolze seconded, approval of Settlement Agreements with Great Lakes Restoration for \$7,000 and with Action Fire Restoration for \$40,000, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder stated that the Board needs to thank Bob Getz for his tenacity in getting this settlement. It has been outstanding a long time.

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.

ACCT Member Survey

Chair Howard explained that she was hoping to give a summary of the Association of Community College Trustees (ACCT) survey to Board members during this time; however, she just received two completed surveys this evening. She explained that one part of the survey is done individually by

each Board member; another part is prepared by the Board Chair; and another part is a consensus of the entire Board. The ACCT will receive a great deal of input.

She distributed Section II to Board members. If there is any particularly strong statement a Board member would like to make about any issues, this is their opportunity. Section III has been completed and it will be based on the total Board's input. She will distribute a copy to each of the Board members so they can see what is submitted June 1. She reminded Board members to get Section I, the individual section, to Carol Blotteaux by tonight or tomorrow at the latest.

Chair Howard gave a brief summary of the survey results as of that evening. Board members felt:

- The most important thing for them to do was advocacy at the Federal level.
- The second most important thing was trustee education on community college trends and issues.
- The third was trustee education on governance and board skills.
- The most important thing for ACCT to stand for in the future is advocacy at the Federal level, individual Board assistance, for example, in CEO searches, retreats and so on, and model policy development so that they could learn from model policies in approving their own policies, and finally trustee education.

Chair Howard will compile the information and send out a copy for the Board's comments and review before she sends it in.

Affiliation Agreements:
Central DuPage
Hospital; Christ
Medical Center

Member Barton moved, Member Stone seconded, approval of the Affiliation Agreements between William Rainey Harper College and Central DuPage Hospital and between William Rainey Harper College and Christ Medical Center, for the clinical education of students in the health career programs, 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 voted aye.

Board members commented that when they are in medical institutions, they often ask individuals where they received their training – nine times out of ten it is from Harper College. The individuals have very positive things to say about the education they received. Chair Howard added that hospitals fight for Harper nurses.

Member Shure suggested that they use regular numbers in the Board exhibits, since Board members are stumbling over the Roman numerals. Chair Howard stated that they could take that under consideration.

Endorse Computer
and Peripheral
Purchasing

Chair Howard noted that Exhibit VII-D is a discussion item. Dr. Breuder noted that this is the second opportunity for Board members to discuss the topic. A formal vote is not required; however, the administration would like Board consensus on how to proceed. Questions from the April Board meeting have been addressed by Vice President McShane. He encouraged Board members to give the administration the directive to move ahead.

Member Gillette shared his concerns regarding the vendor requirements in the prequalification process. He feels that the College is "overdoing it" with requirements, and that this will have a negative effect on Harper. For example, he feels that requiring resellers to be ISO 9000 approved is unnecessary and that the requirement will eliminate many small businesses, many minority businesses, many female owned businesses and even some big businesses from the bid process. He listed Computer Discount Warehouse (CDW) in Lincolnwood as a billion dollar corporation that is not an ISO approved reseller. Member Gillette explained that to be an ISO 9000 approved reseller, a vendor would have to have incoming inspections where they would take a Hewlett-Packard (HP) computer in a sealed box, open it up, test it and put it back in the box to sell it. Many people do not want a computer in a resealed box.

Member Gillette stated that he has no problem insisting that units be manufactured under ISO 9000. However, he does not feel it is necessary to require the resale vendor to be ISO 9000 certified.

Additionally, Member Gillette feels that requiring the vendors to be ISO 9000 approved for service is unnecessary. It is his understanding that the previous supplier, Ace, did not make any service calls to Harper. The technicians in the

Information Technology (IT) department made the repairs, while Ace supplied the parts. If a computer breaks and the vendor has supplied the parts, the IT department switches the parts out and gets it to the vendor. Member Gillette does not understand why the vendor must be ISO 9000 qualified for service under that condition. He was told that if an HP printer breaks, it goes back to HP, not to the vendor. Monitors rarely break. If there is a problem and it is under warranty, the monitor is exchanged; it is never repaired. He does not understand the need for limiting the number of people who could bid on Harper's business in those areas.

In response, Vice President McShane explained that there are two components to ISO 9000: the manufacturing component and the business component. CDW would be certified, and they would not be requested to open the boxes. The manufacturer of the product is already an ISO 9000 certified manufacturer. He explained that part of the requirements in this exhibit is that the vendor will tag the equipment with Harper College's tags on the boxes for when they arrive. In the past, the College had to put the tag on the system and use a wand system to put it into Harper's inventory.

Vice President McShane explained that they have had to make much of their own repairs at Harper because they had to put the seat back online for the student coming in the next hour. It has taken a toll. He noted that, while they are taking strides to improve their recordkeeping in the service area, he must use his technicians efficiently to take care of the needs of the labs and ultimately the students. An emphasis has been put on making the equipment work, as opposed to recordkeeping.

He explained that other items approved in the Consent Agenda had certifications they must follow. For example, the installation of cables requires a certification to insure that the transmission signals meet the manufacturer's certification. Harper does require certification in other items. In response to Member Gillette, Vice President McShane stated that CDW submits bids like other vendors. The products are usually a pass-through (Dell, IBM, Compaq or HP) product. The manufactured product has already gone through an ISO manufacturing standard.

Member Gillette stated that he still does not feel it is necessary for a vendor to be ISO certified as a reseller and certified for repair service. He is not asking for low quality;

he is asking for the products to be manufactured under high quality.

In response to Member Stone, Vice President McShane stated that they could change the language if it is unclear. They are talking about the business aspect of the entity being ISO certified.

Vice President McShane explained that CDW, for example, would not have ISO 9000 certification for manufacturing, because they are strictly a pass-through. They deal with the manufacturing entities themselves. However, as a business entity, they would have to be ISO 9000 certified in order for Harper College to conduct business with them. In response to Member Gillette, Vice President McShane stated he believes CDW is certified. Member Gillette stated he believes they are not certified, but he does not know for sure. Vice President McShane stated that he would verify their certification.

With regard to service, Member Gillette feels that it would be perfectly all right to have a vendor who is supplying ISO 9000 manufacturer's products and who is following rigorous service provisions required by Harper College without his service organization being ISO 9000 certified for service. He explained that small businesses, minority businesses and startup businesses cannot afford to go through ISO 9000 certification even if they have quality exceeding the requirements. It would not be in Harper's best interest or the community's best interest to eliminate them as vendors. Additionally, it is not a good ethical position.

Vice President McShane explained that they brought to the Board a proposal that they feel would best suit the student who pays a tuition fee for technology. One role of his department is to make sure that the product is there and available to the student when he or she has their seat time. It is the Board's decision to make whether or not they wish the administration to move forward with this action.

In response to Dr. Breuder, Vice President McShane explained that they will break down the ISO 9000 2000 format, which is a new format, to make the instructions clear and distinctive from a manufacturer's perspective and from a business perspective

Chair Howard asked Board members if they wished to authorize the administration to move ahead with computer

and peripheral purchasing. Board members decided they would like the wording changed to satisfy Member Gillette's concerns. Dr. Breuder explained that he will share the revised language with Board members. If it does not meet their expectations, they will not move ahead. The administration will move ahead only if the language is consistent with the conversation tonight.

Wayfinding -
Conference Center
And Performing Arts
Center

Member Kolze moved, Member Barton seconded, for Officers of the Board to review the bids with the President and authorization for the Board Chair to approve an award to the lowest responsible bidder to fabricate and install the signage, as outlined in Exhibit VII-E (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 voted aye.

CITIZEN
PARTICIPATION

Gary Clair, resident of Schaumburg, addressed the Board. After stating his background in the field of education, he noted that his daughter would be coming to Harper College this fall. It was his role as a father which brought him to the last Board meeting and this evening. Even after living in the area for over 30 years, the only information he knows about Harper is what he reads in mailings and in the newspaper. His interest has peaked now that his daughter and her friends, many of whom are straight-A students, have expressed their desire to attend Harper. Because of what he has read in the newspaper recently about Board climate, Mr. Clair came to the April Board meeting to observe. On May 3, he drafted a letter to each of the Board members with some reflections. Tonight he wished to leave Board members with a list of expectations, which revolve around a positive climate.

Mr. Clair stated that he believes feeling tone begins at the top, with administration and Board members. When they, as they have in many cases, express support for the staff and the good things that are happening at Harper College, it is very uplifting. He added that he is very pleased to see the cordiality, mutual respect and a lack of obvious animosity at the meeting this evening. It is very helpful.

Expectations

1. That professional conduct is the norm. There is no policy in School Code that says Board members must like each other. However, there is an inherent feeling that they should offer a mutual respect for each other.
2. That personality issues not supercede school business. Questioning is fine; block voting is not fine; 7-0 rubber stamps are not fine. As public servants, they should stick to the items of business.
3. That inflammatory comments are set aside. Rather than using a statement such as "I was lied to," he suggested using "The information I received recently was found to be lacking."
4. That editorial comments are left to the press.
5. That Board members work together. People come to the Board meetings, and they watch and they listen. What is the tone? What is the message?

Mr. Clair added that he is here to uplift and to support. His daughter chose Harper College. Because of this, he asked the Board to help him be a good dad. In conclusion, he stated that he would like to see Harper College become a four-year institution. After retiring in 21 days, and when he is tired of his hammock, he would be happy to assist in that endeavor. He thanked the Board for their time.

Chair Howard thanked Mr. Clair and noted that the Board looks forward to welcoming his daughter to Harper.

Michael O'Toole addressed the Board regarding several issues. He first asked that the Board and administration use better terminology when they make statements about the students' desires to make Harper College a four-year institution. Mr. O'Toole feels that this generality is misleading, because many students he has spoken to over the years want Harper College to remain a two-year institution. He reminded everyone that, in the State of Illinois, the only way a two-year community college could become a four-year institution is to have it approved by state-wide voter referendum.

Additionally, Mr. O'Toole expressed his disapproval of the decision to name the Conference Center "the Wojcik Conference Center" after Representative Kay Wojcik. Ms. Wojcik gave \$1.1M Member Initiative dollars to Harper College last year. Mr. O'Toole feels that this could lead to an endless cycle of building name changes as other legislators step forward to offer Harper College more money.

He noted that these “member initiative grants” are sometimes referred to by the public as “pork spending.” In addition, Mr. O’Toole stated that after the CDB gave Harper College over \$7M, the College was supposed to “raise” the balance of the funds. The additional \$1.1M from Representative Wojcik was not “raised” by Harper College; it came from taxpayer money originally.

With regard to the new fountain, Mr. O’Toole suggested that anything brought in should be from a Harper College alumnus or from a Harper College performing arts student.

In response to Mr. O’Toole, Member Barton stated that the CDB owed Harper College over \$5M for more than 15 years. The College constructed a building and was never reimbursed by the CDB. The majority of what the CDB has given the College recently is what they had owed the College for many years. Harper was not given that money “out of the kindness of their hearts.” It is a back debt paid for locally raised funds.

ANNOUNCEMENTS BY CHAIR

Communications	There were no communications.
Calendar Dates	Calendar dates are printed on the agenda for Board information. Chair Howard called attention to the list of on-campus events.

OTHER BUSINESS There was no other business.

EXECUTIVE SESSION Member Barton moved, Member Stone seconded, that the meeting adjourn into executive session for the purpose of discussing personnel issues.

Upon roll call, the vote was as follows:

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

The motion carried at 9:03 p.m. Student Member Chartrand voted aye.

Chair Howard noted that there would be a brief recess prior to executive session. She added that she does not expect there to be a vote taken as a result of the discussion.

Following executive session, the Board reconvened the Regular meeting at 9:49 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:50 p.m.

Chair

Secretary

BOARD REQUESTS

MAY 21, 2002 REGULAR BOARD MEETING

1. With regard to the Foundation Art Collection, Chair Howard suggested that they arrange a tour for the Board. Cathy Brod stated that they would be happy to do that.
2. Member Gillette asked if the Foundation could find out if there is a local art piece that could be donated to the people of Estonia and delivered by Rebecca Keller on her travels. Cathy Brod stated that it was a great idea, one that they will pursue.
3. With regard to the ACCT survey, Chair Howard will compile the information and send out a copy for the Board's comments and review before she sends it in.
4. Member Shure suggested that they use regular numbers in the Board exhibits, since Board members are stumbling over the Roman numerals. Chair Howard stated that they could take that under consideration.
5. In response to Member Gillette, Vice President McShane stated he believes CDW is ISO 9000 certified. Member Gillette stated he believes they are not certified, but he does not know for sure. Vice President McShane stated that he would verify their certification.
6. In response to Dr. Breuder, Vice President McShane explained that they will break down the ISO 9000 2000 format, which is a new format, to make the instructions clear and distinctive from a manufacturer's perspective and from a business perspective.
7. Chair Howard asked Board members if they wished to authorize the administration to move ahead with the computer and peripheral purchasing. Board members decided they would like the wording changed to satisfy Member Gillette's concerns. Dr. Breuder explained that he will share the revised language with Board members. If it does not meet their expectations, they will not move ahead. The administration will move ahead only if the language is consistent with the conversation tonight.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 25, 2002

SUMMARY OF BIDS

- Exhibit VII – 3a The administration recommends that the Board award Q00231 to Creasey Printing Services for printing of the 2002/03 Student Handbook/Datebook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$12,610.
- Exhibit VII – 3b The administration recommends that the Board award Q00230 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the low bidder meeting specifications, for \$80,076.90.
- Exhibit VII – 3c The administration recommends that the Board award bid request Q00238 for interior signage for the Wojcik Conference Center and the Performing Arts Center to Visual Entities, Inc., the low bidder, in the amount of \$26,097.00.
- Exhibit VII – 3d The administration recommends that the Board award request for proposal Q00240 to Wal-Tek, Inc., the vendor that submitted the lowest proposal for the knockdown, moving, reconfiguring and reinstallation of furniture coming from various locations on campus to the Wojcik Conference Center, in the amount of \$14,592.
- Exhibit VII – 3e The administration recommends that the Board award the bid to KMI Supplies, Inc., the low bidder for Spartan Cleaning Products, in the amount of \$19,472.55.

- Exhibit VII – 3f The administration recommends that the Board award Q00227 for lighting equipment to be used in the Performing Arts Center to Grand Stage Lighting, Inc., the low bidder, in the amount of \$66,733.28.
- Exhibit VII – 3g The administration recommends that the Board award bid Q00237 for exterior signage for the Wojcik Conference Center and the Performing Arts Center to Quantum Graphics, the low bidder, in the amount of \$61,420.
- Exhibit VII – 3h The administration recommends that the Board award Q00218 to The Standard Companies, the low bidder for Toilet Tissue, in the amount of \$22,505.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00231 for printing of the 2002/03 Student Handbook/Datebook as requested by Marketing Services. This handbook informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages.

II. BUDGET STATUS

Funds in the amount of \$12,610 will be provided in the 2002/03 budget, \$4,000 in the Education Fund budget, under account number 0181-060-547, \$6,800 in the Auxiliary Enterprise Fund budget, under account number 0538-835-542, and \$1,810 in the Auxiliary Enterprise Fund budget, under account number 0538-831-542.

III. INFORMATION

A legal bid notice was published and 27 bids solicited. Eleven responses were received. The following is a recap of the bid tab sheet for 12,000 copies:

CB Digital Imaging Center	\$ 10,932
Creasey Printing Services	12,610
Commercial Communications, Inc.	13,530
Hagg Press, Inc.	15,097
Marketing Source	14,592
Johnson Printers	17,536
Copy-Mor, Inc.	17,602
3E Lithographing Co.	19,644
Soodik Printing Co.	21,140
Corporate Graphics of America, Inc.	21,480
Grove Communications	21,373

This publication is complementary to the catalog, which includes policies and procedures governing academic life. Students use the datebook pages to note appointments and assignments. The publication is distributed at student orientation and during the first two weeks of each semester.

The bid from CB Digital Imaging Center was withdrawn because the price for the double wire comb binding was omitted.

IV. RECOMMENDATION

The administration recommends that the Board award Q00231 to Creasey Printing Services for printing of the 2002/03 Student Handbook/Datebook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$12,610.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00230 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, as requested by Marketing and Advancement for the Print Shop.

II. BUDGET STATUS

Funds in the amount of \$80,076.90 will be provided in the 2002/03 Education Fund budget, under account number 0193-127-542.05.

III. INFORMATION

A legal bid notice was published and 10 bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

Murnane Paper Co.	\$ 75,893.80
Midland Paper Co.	80,076.90
Unisource	80,301.90
Lewis Paper Place	86,900.16

Recycled paper, as was specified, is being purchased. The paper is for use in the Print Shop and in the campus copiers, laser printers and duplicators. It is anticipated that this paper will fulfill approximately 70% of the total needs for the year.

The bid from Murnane Paper Co. was mostly for virgin paper, and Murnane was not the low bidder for the several recycled items for which it did submit a bid.

IV. RECOMMENDATION

The administration recommends that the Board award Q00230 for cut-size paper to be used in the Print Shop and in the campus copiers, laser printers and duplicators, to Midland Paper Co., the low bidder meeting specifications, for \$80,076.90.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00238 for interior signage for the Wojcik Conference Center and the Performing Arts Center as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of \$26,097 will be provided in the 2002/03 Operation and Maintenance and Restricted Purposes Fund budget, under account number 0392-039-539.

III. INFORMATION

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

Visual Entities, Inc.	\$26,097.00
SignGraphix, Inc.	33,293.00
ASI Sign Systems	33,959.16
Quantum Graphics, Inc.	49,972.00

This request is for all of the interior signs for the Wojcik Conference Center and the Performing Arts Center. These will be the first buildings furnished with the type of signage that will become the standard for all of the campus buildings.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00238 for interior signage for the Wojcik Conference Center and the Performing Arts Center to Visual Entities, Inc., the low bidder, in the amount of \$26,097.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00240 for the knockdown, moving, reconfiguring and reinstallation of furniture coming from various locations on campus to the Wojcik Conference Center as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$15,000 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-533.

III. INFORMATION

A legal notice was published and five requests for proposal solicited. Five responses were received. The following is a recap of the proposal tab sheet:

Wal-Tek, Inc.	\$14,592
Office Equipment Company of Chicago	15,994
Hallett Movers	18,350
Office Installs	19,870
Midwest Moving & Storage, Inc.	26,280

Representatives from all five companies were invited to the campus to see the scope of the project and to present their companies' qualifications for a move of this complexity. Wal-Tek, Inc. has proven its expertise with other installations throughout the campus.

This move will take place in late July and early August and will include the knockdown of existing furniture, moving of all necessary pieces, and the reconfiguring and reinstallation of the existing furniture into the new space in the Wojcik Conference Center.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00240 to Wal-Tek, Inc., the vendor that submitted the lowest proposal for the knockdown, moving, reconfiguring and reinstallation of furniture coming from various locations on campus to the Wojcik Conference Center, in the amount of \$14,592.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00222 for Spartan Cleaning Products, as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$19,472.55 will be provided in the 2002/03 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

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

KMI Supplies, Inc.	\$19,472.55
Seaway Supply Co.	21,014.65
A & G Chemical Supply	26,935.00
Runge Paper Co., Inc.	26,960.60

The Cleaning Products are for use throughout the College.

IV. RECOMMENDATION

The administration recommends that the Board award the bid to KMI Supplies, Inc., the low bidder for Spartan Cleaning Products, in the amount of \$19,472.55.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00227 for lighting equipment to be used in the Performing Arts Center as requested by the Liberal Arts Division for the Theatre department.

II. BUDGET STATUS

Funds in the amount of \$66,733.28 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

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

Grand Stage Lighting, Inc.	\$66,733.28
Mainstage Theatrical Supply, Inc.	67,356.20
Chicago Spotlight, Inc.	73,634.07

This request is for the lighting equipment necessary for use in the Performing Arts Center. It represents materials, components and services required for theatrical productions.

IV. RECOMMENDATION

The administration recommends that the Board award Q00227 for lighting equipment to be used in the Performing Arts Center to Grand Stage Lighting, Inc., the low bidder, in the amount of \$66,733.28.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00237 for exterior signage for the Wojcik Conference Center and the Performing Arts Center as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of \$61,420 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account number 0392-039-539.

III. INFORMATION

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

Quantum Graphics	\$ 61,420
Doyle Signs, Inc.	78,790
Valley City Sign	92,474
Port City Sign Co.	106,096
Poblocki & Sons, LLC	120,226
Q.T. Signs	286,350

This request is for the exterior signage for the Wojcik Conference Center and the Performing Arts Center. These signs will be the standard that will be used throughout the College for all future exterior signs.

This recommendation includes the building name signs and two campus identification signs located on the north and south sides of the fly tower. All signs will be designed and installed after final review and an estimate of costs related to providing power to the signs is completed.

IV. RECOMMENDATION

The administration recommends that the Board award bid Q00237 for exterior signage for the Wojcik Conference Center and the Performing Arts Center to Quantum Graphics, the low bidder, in the amount of \$61,420.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00218 for Toilet Tissue as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$22,505.50 will be provided in the 2002/03 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 20 bids solicited. Twelve responses were received. The following is a recap of the bid tab sheet:

The Standard Companies	\$ 22,505.50
Seaway Supply Co.	23,600.00
Midpack Corporation	23,643.42
Runge Paper Co.	23,704.20
Bade Paper Products	23,780.00
Clark Products, Inc.	23,785.24
Ramrod Distributors, Inc.	24,058.00
Kraft Paper Sales Co., Inc.	24,400.00
All American Paper Co.	24,470.00
Buy-Rite Wholesale	24,640.00
Sani-Craft Co., Inc.	24,980.00
KMI Supplies, Inc.	26,800.00

IV. RECOMMENDATION

The administration recommends that the Board award Q00218 to The Standard Companies, the low bidder for Toilet Tissue, in the amount of \$22,505.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 25, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – 4a The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$37,170.
- Exhibit VII – 4b The administration recommends that the Board approve issuance of a purchase order to the College of Lake County, for maintenance support of Interactive Video Network Operations, in the amount of \$14,000.
- Exhibit VII – 4c The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting, and consulting services necessary for continued usage conforming to Harper network (HCCN) standards, in the amount of \$37,500.
- Exhibit VII – 4d The administration recommends that the Board approve issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement for fiscal years 2002/03, 2003/04 and 2004/05, in the amount of \$42,807 per year.
- Exhibit VII – 4e The administration recommends that the Board approve issuance of a purchase order to Open Text, Inc., to renew the annual license and maintenance agreement, and to purchase 350 additional licenses, for the OnTime® Enterprise system, in the amount of \$21,060.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cisco Systems, Inc. to renew the annual maintenance agreement for hardware and software, and remote technical support for routing equipment, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$37,170 will be provided in the 2002/03 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The Cisco routing equipment is the primary component that supports the Harper College Communication Network (HCCN) connectivity for desktops, the local area network (LAN) application, web servers, and Internet access at the Northeast Center (NEC), the Harper Professional Center (HPC) and the main campus. The renewal period is July 1, 2002 through June 30, 2003.

The cost of the agreement, \$37,170, is \$7,050 less than last year's amount of \$44,220. The reduction of approximately 15.9% is due to discounts negotiated by Technical Services for partnering with Cisco in the acquisition of equipment and equipment maintenance.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$37,170.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to the College of Lake County for maintenance support of Interactive Video Network Operations, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$14,000 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0295-256-539.

III. INFORMATION

The North Suburban Higher Education Consortium (NSHEC) is a statewide consortium of higher education institutions formulated for the purpose of securing support of Interactive Video Network Operations. The College applied for and received, in concert with other NSHEC members, a state grant to provide funds to obtain the necessary equipment for Interactive Video Network Operations.

Harper College, as a member of NSHEC, has one (1) interactive classroom located in the Academic Resource Center. As an NSHEC member, the College is obligated to secure and maintain the T1 line necessary to be connected to the NSHEC Network, and maintain the equipment for the interactive classroom. The payment for these services is managed by the College of Lake County.

The purchase order will cover the period of July 1, 2002 through June 30, 2003. The cost of \$14,000 is \$1,500, or 12%, more than last fiscal year's amount of \$12,500. 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.

This purchase complies with State Statute and Board Policy.

IV.

RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to the College of Lake County, for maintenance support of Interactive Video Network Operations, in the amount of \$14,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting and consulting services necessary for continued usage conforming to Harper network (HCCN) standards, as requested by Information Technology for the Department of Instructional Technology.

II. BUDGET STATUS

Funds in the amount of \$37,500 will be provided in the 2002/03 Education Fund budget, under account number 0195-183-539.00.

III. INFORMATION

The initial acquisition of the Blackboard course management system site license and associated support, hosting and consulting services, was approved by Board action June 28, 2001. The system is used by Harper College faculty for online course development and delivery.

Only Blackboard, Inc. provides the license and support for its system. The \$37,500 cost is \$300 less than the \$37,800 that was paid for the 2001/02 fiscal year.

The hosting service included in this recommendation ensures that all courses are easily accessible from any location to any student with an Internet connection. Blackboard maintains a fully dedicated server for Harper College with redundant connectivity, comprehensive backup, RAID fault protection and four levels of power backup at a secured location with restricted access.

Blackboard services are secure while allowing Harper College faculty to maintain complete control over their own course Web sites and content.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for a course management software site license, and support, hosting, and consulting services necessary for continued usage conforming to Harper network (HCCN) standards, in the amount of \$37,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement as requested by Information Technology for Administrative Systems.

II. BUDGET STATUS

Funds in the amount of \$42,807 per year will be provided in the 2002/03, 2003/04 and 2004/05 Education Fund budget, under account number 0195-231-534.01.

III. INFORMATION

CA-Unicenter is operating system software that allows the Computer Operations department to manage all of the administrative UNIX servers from one central console and provides integration of security, production job scheduling and tape library management .

Computer Associates International, Inc. is the only vendor that offers maintenance for its CA-Unicenter software. The maintenance agreement is to run from July 1, 2002 through June 30, 2005. The agreement entitles the College to receive new releases of software, software enhancements and technical support, all of which ensure that the software is up to date and consistent with technological and industry standards.

The maintenance amount was \$43,210.75 for fiscal year 2001/02. Significant savings can be gained if the College initiates a new three-year agreement with Computer Associates. The outlay under the original agreement would be \$46,720.58 per year, or \$140,161.74 over a three-year period. However, by entering into a new three-year agreement, the cost will be \$42,807.00 per year, for

a total of \$128,421.00 over the three-year period. The result is a savings of 8.4%, which is \$3,913.58 per year and \$11,740.74 over the three-year period.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Computer Associates International, Inc. for a software maintenance agreement for fiscal years 2002/03, 2003/04 and 2004/05, in the amount of \$42,807 per year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Open Text, Inc., to renew the annual license and maintenance agreement for the OnTime® Enterprise system, and to purchase 350 additional licenses, as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$21,060.00 will be provided in the 2002/03 Education Fund budget, under account number 0195-245-534.01.

III. INFORMATION

Open Text is the sole provider for the OnTime® Enterprise system license and maintenance agreement, which includes technical support, upgrades, and version upgrades (upon release). The renewal period is July 1, 2002 through June 30, 2003.

The OnTime® package is the calendar management system that has been in use at the College for eight years. The College is currently licensed for 750 users. As of the 2000/01 fiscal year, the College was licensed for 500 users. For the 2001/02 fiscal year, the cost was \$9,975 that included 250 new users plus maintenance for all 750 licenses. This request is for the purchase of 350 additional licenses in the amount of \$10,500 and for maintenance for all 1,100 licenses in the amount of \$10,560, for a total of \$21,060. Acquiring these additional licenses and associated maintenance will bring all desktops into full compliance, and all employees will be utilizing the same desktop tool.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Open Text, Inc., to renew the annual license and maintenance agreement, and to purchase 350 additional licenses, for the OnTime® Enterprise system, in the amount of \$21,060.00.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Faculty Appointments.
- B. Ratification of Professional/Technical Appointments.
- C. Ratification of Supervisory/Confidential Appointments.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Public Safety - ICOPS Appointment.
- F. Ratification of Faculty Resignation.
- G. Ratification of Supervisory/Confidential Resignations.
- H. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2002.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$8,555.00 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000), \$3,001.50 will be paid by Student Activities (Clubs and Organizations Account No. 0536-841-59900-0000; \$5,568.00 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4), and. In addition, the Educational Foundation will also contribute \$928.00 for the Student Trustee's award. The 40 awards this semester total \$18,052.50.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2002 Student Service Awards in the amount of \$8,555.00 from Account No. 0538-858-59900-0000, \$3,001.50 from Account No. 0536-841-59900-0000 and \$5,568.00 from Account No. 0134-125-592.4.

Spring 2002

STUDENT SERVICE AWARDS

First	Last	S.S.#	Club/Organizations	Rebate	Amount
Amy	Landsberger		Speech Team	Full	\$ 812.00
Steve	Scalabrino		Speech Team	Half	\$ 435.00
Kathryn	Hoyer		Speech Team	Half	\$ 493.00
Maham	Khan		Speech Team	Half	\$ 348.00
Mark	Weiland		Speech Team	Half	\$ 435.00
Eric	Brooks		Theatre	Full	\$ 696.00
James	Anders		Theatre	Full	\$ 812.00
William	Janz		Theatre	Half	\$ 261.00
Maria	Proctor		Theatre	Half	\$ 116.00
Rachel	Shine		Program Board	Full	\$ 928.00
John	Ziemba		Program Board	Half	\$ 232.00
Erin	Epstein		Program Board	Full	\$ 899.00
Jennifer	Scharringhausen		Program Board	Half	\$ 435.00
Mariya	Drachevskaya		Student Senate	Full	\$1,102.00
Linda	Guerrero		Student Senate	Full	\$ 812.00
Patricia	Gonzalez		Student Senate	Half	\$ 290.00
Richard	Espino		Student Senate	Half	\$ 261.00
Nellie	Huggins		Harbinger	Full	\$ 522.00
Marie	Regan		Harbinger	Full	\$ 348.00
Lisa	Scacco		Harbinger	Half	\$ 87.00
Theodore	Hahn		Point of View	Full	\$ 174.00
Meghan	Moyer		Point of View	Full	\$ 812.00
Angela	Spilotro		Cheerleading/Pom Pon	Full	\$ 580.00
Colleen	Flick		WHCM	Full	\$ 174.00
Sheri	Romanchuk		WHCM	Full	\$ 580.00
Mandy	Withem		WHCM	Full	\$ 580.00
Igor	Fligel		Harper's Bizarre Club	Half	\$ 261.00
Sylvia	Buonanni		Harper's Bizarre Club	Half	\$ 290.00
Nicole	Keating		Harper's Bizarre Club	Half	\$ 348.00
Deborah	Abbott		Astronomy Club	Half	\$ 203.00
Benedicta	Noerjadi		Student Ambassadors	Half	\$ 348.00
Ilce	Deithloff		Student Ambassadors	Half	\$ 493.00
Oscar	DeGante		Latinos Unidos Student Association	Half	\$ 87.00

Christina	Bivian		Latinos Unidos Student Association	Half	\$ 377.00
Grisel	Diaz de Leon		Latinos Unidos Student Association	Half	\$ 203.00
Annette	Ramos		International Students' Club	Half	\$ 261.00
Kirsten	Jorgensen		SAIFD Club	Half	\$ 87.00
Joyce	Kung		Honors Society	Half	\$ 493.00
Kelsey	Buchanan		Honors Society	Half	\$ 449.50
Raul	Passiniri		Student Trustee	Full	\$ 928.00

Total \$18,052.50

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 1999-02 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Following are the names of faculty hired mid-year who are currently non-tenured and the academic year each would be first eligible for tenure.

FIRST YEAR EMPLOYED (MID-YEAR)

FIRST YEAR ELIGIBLE
FOR TENURE (MID YEAR)

1999-2000

Joan Fiske *mid-year -Adult Ed Development*

2002-2003

2000-2001

Joyce Grattoni *mid-year - Plant Science*

Patricia Hamlen *mid-year - Anthropology*

Geri Kale-Smith *mid-year - Medical Office Administration*

Joyce Johnson *mid-year - English as a Second Language*

2003-2004

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

Exhibit VII-8
June 25, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 24,187,363	964,900	935,000
OPERATIONS, & MAINT. FUND	6,675,733	252,439	240,000
OPERATIONS, & MAINT. FUND (Restricted)	2,718,383	95,055	60,000
BOND & INTEREST	4,779,033	150,598	75,000
AUXILIARY ENTERPRISES	2,151,182	108,282	170,000
RESTRICTED FUNDS	1,613,248	87,418	155,080
WORKING CASH FUND	11,964,043	480,953	666,000
AUDIT FUND	179,879	6,796	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,180,017</u>	<u>99,072</u>	<u>150,000</u>
Total	<u>\$ 56,448,881</u>	<u>2,245,514</u>	<u>2,456,080</u>

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

Exhibit VII-8
June 25, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 5/31/2002	Market Value	
<u>Certificates of Deposits</u>								
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: 3.42						52,700,000.00	52,700,000.00 *
<u>Government Securities</u>								
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	1,995,000.00	
	Weighted Average: 3.05						1,995,000.00	1,995,000.00 **
ISDMAX		05/02 Monthly Average		1.58		2,152.74	2,152.74	
Illinois Funds		05/02 Monthly Average		1.73		1,751,728.49	1,751,728.49	
TOTALS AS OF:	5/31/2002				\$	56,448,881.23	56,448,881.23	

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- ICCTA meeting - June 13 - 14 - Springfield, IL
 - Dr. Kolze will present an oral report on the meeting.
- Legislative Committee Report
 - Barbara Barton will present an update.

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: June 10, 2002

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	09/01/01 08/31/02
Special Populations Academic Enrichment D. Corr	State Allocation Grant To provide support to disadvantaged students	ICCB \$342,152	07/01/01 06/30/02
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$175,702	07/01/01 06/30/02
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$118,648	07/01/01 06/30/02
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,772	07/01/01 06/30/02
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$317,620	07/01/01 06/30/02
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$370,986	07/01/01 06/30/02
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. Students taking college credit	ICCB \$86,939	07/01/01 06/30/02
Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$13,807	07/01/01 06/30/02
Health & Safety Physical Plant R. Getz	Installation of ADA accessible Chair lifts in Building "D"	ICCB \$235,808	01/01/01 12/31/01
Adult Education & Literacy Adult Educational Development L. Nelson & E. Minicz	Continuation of FY 01 Supports Adult Educational Development Programs	ICCB \$478,311	07/01/01 06/30/02

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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS – ENDS
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$15,000	07/01/01 09/30/01
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$46,875	10/01/01 06/30/02
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	New project. Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$31,500	10/01/01 06/30/02
TECH R.Fabbrini	Equipment Purchase Grant To support TECH program.	Sun Microsystems \$6,708	10/01/01 12/31/01
Industry Training Program Corporate Services L. Danaher	To support customized training needs for manufacturing	Illinois Manufacturers Association \$25,000	07/01/01 06/30/02
Industrial Training Program Corporate Services L. Danaher	To support customized training needs for industry	Illinois State Chamber of Commerce \$58,000	07/01/01 06/30/02
LRC Infrastructure Enhancement Grant Learning Resource Cnt. J. Accardi	To support the purchase of Equipment & staff development	NILRC \$4,600	01/01/02 06/30/02
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
Total as of May 10, 2002		\$3,491,995	

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
May 2002 Fundraising

Appeal	#Gifts	Cash	Stocks/Pledges	In-Kind	Other	Total
Alumni Direct Mail	1	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
Golf Open 2002	11	\$13,125.00	\$0.00	\$75.00	\$0.00	\$12,875.00
Memorial	11	\$371.00	\$0.00	\$0.00	\$0.00	\$371.00
Proposal	2	\$15,500.00	\$0.00	\$0.00	\$0.00	\$15,500.00
Special Initiatives	13	\$2,289.00	\$0.00	\$0.00	\$0.00	\$2,289.00
Stewardship	5	\$2,050.00	\$0.00	\$0.00	\$0.00	\$2,050.00
Theatre Seat Campaign	1	\$2,850.00	\$0.00	\$0.00	\$0.00	\$2,850.00
Unsolicited	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Total	45	\$36,360.00	\$0.00	\$75.00	\$0.00	\$36,530.00

Harper College Educational Foundation
Gift Summary by Appeal
Year-to-Date Fundraising (as of May 31, 2002)

Description	#Gifts	Cash	Stocks/Pledges	In-Kind	Other	Total
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001	84	\$14,275.00	\$2,200.00	\$0.00	\$0.00	\$16,475.00
Chapman Retirement	12	\$140.50	\$260.00	\$0.00	\$0.00	\$400.50
Direct Mail	69	\$13,106.00	\$0.00	\$0.00	\$0.00	\$13,106.00
Tradition of Excellence Campaign 2000	12	\$52.00	\$0.00	\$0.00	\$0.00	\$52.00
Golf Open 2001	6	\$861.00	\$0.00	\$75.00	\$0.00	\$800.00
Golf Open 2002	35	\$41,550.00	\$12,500.00	\$1,025.00	\$0.00	\$54,825.00
Harvest Ball 2001	186	\$60,462.00	\$17,195.00	\$6,299.00	\$0.00	\$37,470.00
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	108	\$5,198.35	\$0.00	\$0.00	\$0.00	\$2,737.00
Personal Solicitation	3	\$1,050.00	\$7,500.00	\$0.00	\$0.00	\$8,550.00
Proposal	9	\$52,900.00	\$190,000.00	\$0.00	\$0.00	\$242,900.00
Special Initiatives	30	\$7,564.00	\$0.00	\$0.00	\$0.00	\$7,564.00
Stewardship	27	\$23,250.00	\$0.00	\$3,025.00	\$0.00	\$26,275.00
Tradition of Excellence Campaign 2002	189	\$5,247.00	\$17,157.50	\$0.00	\$0.00	\$22,404.50
Theatre Seat Campaign	31	\$18,550.00	\$27,296.50	\$0.00	\$0.00	\$41,846.50
Unsolicited	29	\$11,024.67	\$0.00	\$35,915.14	\$0.00	\$46,939.81
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
Total	975	\$257,131.52	\$274,609.00	\$46,339.14	\$0.00	\$524,746.31

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2002-03.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 2002-03.

Educational Service Providers and Rental Facilities

Organization	Training Curriculum
Prentice Hall	Unix Training Cisco Router Training Lotus Training Domino Training
Amazon.com	Unix Training A+/PC Support Technician Cisco Router Training Lotus Training Microsoft MCSE MCSDB MCDBA Oracle DBA Developer Network +
Autodesk Comptia	Autodesk Training PC Support Technician/Networking + Training Curriculum and Licensing
Citrix Microsoft	Citrix Training Microsoft Solution Developer (MCSDB) Microsoft 2000 Certified Training (MCSE) Microsoft Certified Database Administrator (MCDBA)
Oracle	Oracle Database Administrator Oracle Developer
NTU (National Technological University) Ascent Sun Microsystems	Satellite Training Autodesk Books Solaris Unix Training Java Training
Prosoft	Certified Internet Webmaster Training
Lotus	Lotus Training

	Domino Training
SAP	SAP Training
Pearson Education	Cisco Course Materials
Thomson Learning	Linux Course Materials
Sair – GNU SPSS	Linux Training SPSS/Data Mining Training
Alias Wavefront	Animation Art Training
Arlington Academy Cosmetology Career Center	Cosmetology Program Offered through Continuing Education
Northwest Community Healthcare	Emergency Medical Technician
Catapult	Software Training Materials
Elk Grove High School	Rental Facilities
SPSS	SPSS Training
Element K Press	Microsoft Office Software Training Manuals Microsoft Office Software Training Manuals

Corporate Services
VENDOR LIST (OVER \$10,000)

COMPANY/CONSULTANT/INSTRUCTOR	SERVICES
Catwalk	Consulting
Chaya	IT Consulting
Jay	Database consulting & training
Cathy	Database consulting & training
Ellen	Desktop application consulting & training
Pam	Desktop application consulting & training
Deb	Desktop application consulting & training
Ken	Desktop application consulting & training
Brigid	IT Consulting
	Desktop application consulting & training

Lynne	Brooks	Instructional design & training
Diane	Decker	Management consulting & training
Vicki	Hoevermeyer	Management consulting & training
Claudette	Knowell-Phillipp	Management consulting & training
Cynthia	Rogers	Management consulting & training
Dennis	Ryan	Management consulting & training
Jan	Schurtz	Management consulting & training
The Strump		Management consulting & training
Cynthia	Aaronson	Management/OD consulting & training
Dan	Tomal	Management/OD consulting & training
Quest International		Management/OD consulting & training
Kam	Gupta	Quality consulting & training
Steve	Notter	Quality consulting & training
Kestral Management		Quality consulting & training
Services		
Total Quality Systems		Quality consulting & training
Bob	Squires	Quality consulting & training
Quality Technology		Quality consulting & training
Company		
Chris	Cassidy	Desktop application consulting & training
Jane	Melevin	Telemagic consulting
Achieve	Global	Training Programs & Courseware
ElementK		Computer Courseware
Michael Shugarman		Consulting & training
George Caray		Consulting & training
Sheila Craven		Consulting & training
Russell Nordquist		Consulting & training
Keith Sorn		Consulting & training

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Compiled Statutes 820 ILCS 130\1 *etseq.* requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, 820 ILCS 130\1 *etseq*,

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: Within 30 days of filing this resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Public Notice of Adoption of Prevailing Wage Standards, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 25th DAY OF JUNE, 2002:

APPROVED:

Kris Howard
Chairman
Board of Trustees

(SEAL)

ATTEST:

Patrick Botterman
Secretary
Board of Trustees

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 25th day of June, 2002.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 25th day of June, 2002.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2002-2003

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in September 26, 2002, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin capital spending from the budget as presented.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2002-03 Budget Hearing date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2002 and ending on June 30, 2003.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2002 and ending on June 30, 2003 be set for 7:00 p.m. in the Conference Center – W215 on September 26, 2002, of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to September 26, 2002 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, and the Daily Courier News, being newspapers published in this College District, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 26, 2002 a tentative budget for said College district for the fiscal year beginning July 1, 2002, and ending June 30, 2003, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 26th day of September 2002, in the Conference Center, Room W-215 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 25th day of June, 2002.

Board of Trustees of Community
College District No. 512
Counties of Cook, Kane, Lake &
McHenry, State of Illinois

Patrick Botterman
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The Resource Allocation and Management Plan for Community Colleges (RAMP) document.

II. REASON FOR CONSIDERATION

The planning document is required each year by the Illinois Community College Board and the Illinois Board of Higher Education and is the basis for requests to the legislature for capital funding. It contains the official request for Harper's capital funding.

III. BACKGROUND INFORMATION

The RAMP document has become more comprehensive. The rationale is that the ICCB would like to see fewer projects that are more thoroughly planned, therefore producing a better quality project. Legat Architects have been identified as producing a quality RAMP submission for other community colleges. The College has retained Legat Architects to assist College staff in producing the RAMP document for submission. The College has 2 projects on the ICCB list which need updated RAMP documents. They are the Renovation of the Engineering & Technology (G &H) Buildings and a Campus Life/One Stop Admissions Center.

In addition, the Board of Trustees must make a commitment the local dollars are available to match the state monies.

The College has set aside excess referendum dollars for this match.

IV. RECOMMENDATION

The administration recommends the approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. The administration also recommends that the Board approve the dollars set aside of referendum dollars to provide the necessary match..

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long-Range Plan: 2002 – 2005.

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Section 13.39.00, approval by the Board of Trustees is required of the Strategic Long-Range Plan.

III. BACKGROUND INFORMATION

The Administration and Institutional Planning Review Committee (IPRC) prepared a comprehensive three-year Strategic Long-Range Plan. The Plan has been reviewed by interested College employees. The SWOT, goals & tasks and new institutional priorities for 2002 – 2005 have been approved by the Assembly Committee of shared governance. Once approved by the Board of Trustees, the Strategic Long-Range Plan will be forwarded to the IPRC whose responsibility will be to maintain the Plan's viability through continuous updating.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve the Strategic Long-Range Plan: 2002 – 2005.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to R.J. Galla Co., Inc., for renewal of all of the College liability insurance coverage for the period of July 1, 2002 through July 1, 2003 as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$888,756 will be provided in the 2002/03 Operations and Maintenance Fund budget, and the Liability, Protection, and Settlement Fund budget, under account numbers 0292-039-565.10, 0292-039-565.03, 0293-039-565.70, 0292-039-567.10, 1292-039-523, 1292-039-565.10, 1292-039-565.21, 1292-039-565.50, 1292-039-565.91, and 1292-039-567.10.

III. INFORMATION

Following a legal request for proposal, the College liability insurance policies, in the amount of \$407,586, were approved by Board action June 23, 1999. Renewal in the amount of \$496,857 was approved by Board action June 28, 2000. A second renewal, in the amount of \$557,524, was approved by Board action May 24, 2001. This request is for coverage for the period of July 1, 2002 through July 1, 2003.

Below is a table that compares the new costs of the insurance coverage with the costs of the expiring policies.

COVERAGE	EXPIRING COST	NEW COST
General Liability	\$ 110,496	\$ 182,804
Excess Liability (Umbrella)	36,000	46,100
Workers Compensation	183,010	394,002

Exhibit VIII – G
June 25, 2002

Foreign Liability	\$ 2,125	\$ 2,916
School Board Liability	30,525	17,600
Media Liability	4,505	Included in GL
Liquor Liability	950	950
Special Accident	882	882
Travel Accident	1,183	1,183
Professional Liability	96,217	170,445
Pollution Liability	1,066	901
Sports Accident	43,092	45,663
Treasurer's Bond	23,973	8,030
Working Cash Fund Bond	8,500	2,280
Broker Fee	15,000	15,000
TOTAL	\$ 557,524	\$ 888,756

The insurance market, which was already hardening before the terrorists attacks of September 11, 2001, has deteriorated significantly since the 2001/02 insurance renewal. With another \$60 billion to pay on top of accumulated losses from previous years, insurers began attempting to recoup losses all at once. Average rate increases are running between 50 and 100 percent. The renewal increase for the College policies will be 59 percent.

Through conferring with the College insurance consultant, and with information obtained from Associations of which the College is a member, it was determined that it would not be in the best interest of the College to attempt insurance renewals through the bid process. In this market, continuing with the same Broker and letting him survey the market was ascertained to be the best path for the College to follow.

In an attempt to keep cost increases to a minimum and, at the same time, keep the same level of coverage, R.J. Galla Co., Inc. approached 23 different markets regarding the various plans carried by the College. Also, the College requested a protected self-insurance plan quote and a Community College Pool quote from Arthur J. Gallagher & Company. Only R.J. Galla's proposal was received.

The proposal from R.J. Galla Co., Inc. includes several changes from the current coverage:

1. A terrorism exclusion will be added to the policy. The College insurance consultant is negotiating the scope of this exclusion. All property policies will have terrorism exclusions until the government offers insurers protection.
2. The sports accident coverage limit will be reduced from \$10,000,000 to \$5,000,000. There are no programs with the higher limit available currently.
3. Media coverage is included in the package policy. A separate policy is no longer available.

The College will be moving its General Liability, Umbrella Liability, School Board Liability, Media Liability, Commercial Crime, Property, Boiler & Machinery, Garage, Inland Marine, International Liability, and Worker's Compensation coverage from the current carrier to Indiana Insurance Company. The College will pay lower rates for comparable coverage. Both the current carrier and Indiana Insurance Company have ratings of A.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to R.J. Galla Co., Inc. for renewal of all of the College liability insurance coverage for the period of July 1, 2002 through July 1, 2003, in the amount of \$888,756.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

ICCB Project Application Request for approval to upgrade Campus Utility Infrastructure.

II. REASON FOR CONSIDERATION

ICCB rules require that an application for locally funded new construction projects be submitted and approved by ICCB.

III. BACKGROUND INFORMATION

The College Master Plan calls for new buildings to be sited as money becomes available to build. Through the RAMP process the College has a new Campus Life/One Stop Admissions Center which is currently project number 13 on the list. The anticipated funding of this building will come in Fiscal Year 2004 or 2005. Before this building is built and the College can eliminate its temporary buildings, the College needs to add to the utility infrastructure. This project is to make the necessary additions. Funding may come from a combination of special state allocations and referendum dollars.

IV. RECOMMENDATION

It is the recommendation of the administration to approve the attached application to ICCB for approval to upgrade Campus Utility Infrastructure.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of request for proposal Q00235 for desktop computers, laptop computers, laser printers, and peripheral equipment as requested by Information Technology for use by Academic Affairs, Student Affairs, Administrative Services, Marketing and Enrollment Services and various other areas throughout the College.

II. BUDGET STATUS

Funds in the amount of \$886,038 are provided as part of the Technology Initiatives in the 2002/03 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

A legal Request for Proposal (RFP) notice was published and 46 proposals solicited. Eight responses were received. Pricing is based on the quantities identified in the RFP for 660 desktop computers, 60 laptop computers, 100 monitors and 55 printers. The following is a recap of the bid tab sheet:

DESKTOP COMPUTERS AND MONITORS

Dell Computer Corporation	\$ 600,600
Ace Computers	613,000
Omni Tech Corporation	631,800
Victorin Business Machines	721,000
Gateway Companies, Inc.	741,280
Micro Access, Inc.	819,740
System Solution, Inc.	1,019,880

Ace Computers and Gateway Companies, Inc. submitted proposals for desktop computers that do not meet the minimum specifications included in the RFP and were disqualified. Dell Computer Corporation did not include all of their costs in the base bid, as is specified in the RFP, and was therefore disqualified.

LAPTOP COMPUTERS

Dell Computer Corporation	\$119,940
Omni Tech Corporation	176,040
Ace Computers	186,180
Micro Access, Inc.	187,680
System Solution, Inc.	189,475

PRINTERS

System Solution, Inc.	\$46,822 (Incomplete bid)
Omni Tech Corporation	53,749
Dell Computer Corporation	54,927
Ace Computers	59,274
Micro Access, Inc.	61,779
Computerland of Chicago	64,001
Gateway Companies, Inc.	66,379

The requested desktop computers, laptop computers, printers, and peripheral equipment have been planned and approved for use in instructional and administrative functions throughout the College. They are for projects that are in concert with the Technology Initiatives and include new labs, lab upgrades, faculty and staff offices, and a variety of other approved projects. Also included is an agreement that provides that College faculty, staff, and students will be granted the same purchasing opportunities as the College for all products awarded, and that a WEB-based mechanism will be available to do such purchasing.

This recommendation is to award the desktop computers and printers to Omni Tech Corporation and the laptop computers to Dell Computer Corporation.

This request is for fiscal year July 1, 2002 through June 30, 2003 with an option to renew for an additional two years at the same or lower cost, if that is determined to be in the best interest of the College.

In addition to the base prices, the recommendation includes a 10% contingency for equipment that will be required over the length of the contract but that cannot be foreseen at the present time.

IV. RECOMMENDATION

The administration recommends that the Board award request for proposal Q00235 to Omni Tech Corporation, the vendor that submitted the lowest proposal meeting specifications for desktop computers, in the amount of \$631,800, and printers, in the amount of \$53,749; and to Dell Computer Corporation, the vendor that submitted the lowest proposal for laptop computers, in the amount of \$119,940; plus a ten percent contingency of \$80,549 to be used with either of the two vendors as requirements change throughout the year, for a total award of \$886,038.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00233 for audio visual equipment for the Wocjik Conference Center and the Performing Arts Center as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$1,568,612 will be provided in the 2002/03 Operations and Maintenance and Restricted Purposes Fund budgets, under account numbers 0292-039-589 and 0695-245-585.10-4059.

III. INFORMATION

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

Roscor Corporation	\$1,568,612
MCSi	1,720,753
SPL Integrated Solutions	2,037,106
ford audio-visual systems	2,209,277

This request is for the audio-visual equipment for use in both the Wocjik Conference Center and the Performing Arts Center. The College used both Legat Architects and an audio-visual consultant, Shen Milsonm & Wilke, Inc., to determine which product mix will best meet the needs of the College and stay within the allotted budget requirements.

Within this recommendation, \$1,161,556 will be spent for the Wojcik Conference Center and \$407,056 for the Performing Arts Center. These amounts include acceptance of all of the alternates. The work for base bid items will be completed first. The College will then re-evaluate the alternates for funding and need before authorizing any work be done.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00233 for audio visual equipment for the Wocjik Conference Center and the Performing Arts Center to Roscor Corporation, the low bidder, in the amount of \$1,568,612.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution of Appreciation for Retirees, 2001-2002.

II. REASON FOR CONSIDERATION

To offer recognition for the many contributions of the faculty, staff and administrators who are retiring in 2001-2002.

III. BACKGROUND INFORMATION

Fifty-three people are retiring from the College. The 2001-2002 retirees have provided 1,205 years of dedicated service.

IV. RECOMMENDATION

It is recommended by the Administration that the Board of Trustees approve the Resolution of Appreciation for the 2001-2002 retirees.

RESOLUTION OF APPRECIATION

William Rainey Harper College 2001-2002 Retirees

WHEREAS, the Retirees of 2001-2002 have positively contributed to the educational mission of William Rainey Harper College; and

WHEREAS, they have served on campus as employees committed to student success and to the values of William Rainey Harper College; and

WHEREAS, fifty-three people are retiring from William Rainey Harper College; and

WHEREAS, the 2001-2002 retirees have provided 1,205 years of dedicated service to William Rainey Harper College; and

WHEREAS, the retirees have brought a high degree of devotion to William Rainey Harper College and dedication to the discharge of their responsibilities, the Board of Trustees of Harper College commends these retirees for their exceptional dedication in making William Rainey Harper College their personal priority; and

WHEREAS, many of these retirees over the years have been recognized for outstanding service; and

WHEREAS, it is appropriate to formally recognize and honor the 2001-2002 Retirees upon their retirement from William Rainey Harper College;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Community College District 512, Counties of Kane, Cook, DuPage, McHenry and Lake, State of Illinois on this 25th day of June, 2002, expresses to the Retirees of 2001-2002, on behalf of District 512 citizens, colleagues and the many students who have benefited from their service to William Rainey Harper College their heartfelt appreciation for the many years of dedicated service and best wishes for the future; and

BE IT FURTHER RESOLVED, that this Resolution be entered into the minutes of the Board, a copy be signed by the Board Chair and the President of William Rainey Harper College, and presented to each Retiree of 2001-2002.

Kris Howard, Chair
Board of Trustees

Robert L. Breuder
President