

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

August 22, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
 - Sheila Quirk, Bob Fabbrini: Master of Engineering Management Program Partnership (MEM) Northwestern University:
 - Barry L. Nelson - MEM Program Director/Professor
- V. Student Trustee Report
- VI. President's Report
- VII. Consent Agenda* (Roll Call Vote)
 - A. For Approval
 1. Minutes – July 23, 2002 Regular Board Meeting Exhibit VII-A.1
 2. Bills Payable, Payroll for July 11, 2002 and July 25, 2002;
Estimated payrolls for July 26, 2002 through August 23, 2002 Exhibit VII-A.2
 3. Bid Awards Exhibit VII-A.3
 4. Purchase Orders Exhibit VII-A.4
 5. Personnel Action Sheets Exhibit VII-A.5
 - B. For Information
 1. Financial Statements Exhibit VII-B.1
 2. Committee and Liaison Reports Exhibit VII-B.2
 3. Grants and Gifts Status Report Exhibit VII-B.3

* 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: Additional Educational Service Providers Exhibit VIII-A
- B. RECOMMENDATION: ACCT Voting Delegate Exhibit VIII-B
- C. RECOMMENDATION: Addendum to Harper/CDB Trust Agreement Exhibit VIII-C
- D. RECOMMENDATION: Exterior Signage Exhibit VIII-D
- E. RECOMMENDATION: Direct Gilbane to Enter Into Contract for Testing and Balancing HVAC Ventilation System Exhibit VIII-E
- F. RECOMMENDATION: Administrative Employment Contracts Exhibit VIII-F
- G. RECOMMENDATION: Classified, Food Service and Supervisory/ Confidential Salary Program/Fringe Benefits Exhibit VIII-G
- H. RECOMMENDATION: Illinois Council of Police and Sheriffs (ICOPS) Employment Agreement Exhibit VIII-H
- I. RECOMMENDATION: Harper 512 Association, IEA/NEA Employment Agreement Exhibit VIII-I
- J. RECOMMENDATION: Memorandum of Understanding between Board of Trustees of William Rainey Harper College and the William Rainey Harper College Educational Foundation Exhibit VIII-J
- K. RECOMMENDATION: Adjunct Faculty Compensation Schedule for 2002-2003 Exhibit VIII-K

IX. Citizen Participation

- X. Announcements by the Chair
 - A. Communications
 - B. Calendar Dates(Note: * = Required)

On-Campus Events

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

November 1, 2002 6:30 p.m. - Harper College Educational Foundation Gala - Hyatt
Regency Woodfield

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, July 23, 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, July 23, 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, July 23, 2002 at 7:01 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Howard announced that Member Botterman would be arriving late. She asked Member Barton to serve as Secretary Pro Tem until Member Botterman's arrival.

ROLL CALL: Present: Members Barton, Botterman (7:15 p.m. arrival), Howard, Kolze, Shure and Stone
Absent: Member Gillette; Student Member Chartrand

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; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Della Allen; Mike Alsup; Mike Barzacchini; Dianne Batzkall; Larry Bielawa; Carol Blotteaux; Phil Burdick; Pauline Buss; Steve Catlin; Daniel Corr; Laura Crane; Dave Dluger; Jim Edstrom; Terry Engle; Don Evangelista; Bob Fabbrini; John Farris; A. J. Fleck; Julie Fleenor; Bob Getz; Sally Griffith; Val Harley; Julie Hennig; Paul Holdaway; Kelly Jones; Thea Keshavarzi; Cheryl Kisunzu; Terry Lindsay; Russ Mills; Jacque Mott; Mark Neubecker; Pat O'Leary; Janie Petersen; Kris Piepenburg; Sheila Quirk; Phil Robert; Stanford Simmons; Sarah Stark; Deanna White; Rick Will; Andrew Wilson; Susan Witt; and Denise Yurik.

Guests: Rick Wise, Gilbane; Tim Kane, Chicago Tribune; Shruti Daté and M. Scott Mahaskey, Daily Herald; Mark Bartoletti, Pioneer Press; Hank Sledz, Schiff, Hardin and Waite; Bill and Helen Huley, Northwest Tax Watch; Paul Cook, resident; Warren Lloyd and Lincoln Pearce, KJWW; George Biskup and Leslie Phillips, Control Solutions.

Chair Howard noted that there would be an executive session following the regular meeting for the purpose of discussing contract negotiations. She added that there would be a vote taken following the executive session.

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

Upon roll call, the vote was as follows:

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

Motion carried.

PRESENTATIONS

On-Line Learning
At Harper College

Vice President Margaret Skold introduced Joe Accardi, Dean of Resources for Learning. It was noted that Resources for Learning includes the Library and Department of Instructional Technology (DoIT), and it offers support for all distance learning and online courses.

Dean Accardi gave a presentation regarding Harper's participation in online learning.

Online Learning Courses/Enrollment

In FY 2001, there was a 46 percent increase in the number of course offerings from the prior fiscal year. There was a spike in online enrollment between 2000 and 2001, with a more gradual increase in enrollment in FY 2002. According to the Illinois Virtual Campus, enrollment was up 71 percent between Fall 2000 and Fall 2001 in all distance learning courses in the State. A more gradual increase continues.

Currently, there are 35 online courses offered at Harper this summer; enrollment for those courses is 451, which reflects a four percent increase over the previous summer. Most of the online course offerings are in the Business and Social Science (BUS/SS) Division. Other divisions with online courses include: Liberal Arts (LIB ARTS), Life Science and Human Services (LS/HS), Technology, Mathematics and Physical Sciences (TM/PS). Continuing Education and Harper TECH courses are also offered online. The retention rate for online courses is approximately 86 to 90 percent, which is comparable to Harper's classroom courses.

The following certificate programs are offered online: NetPrep Network Specialist Certificate, NetPrep Senior Network Specialist Certificate, Certified Professional Secretary Certificate, Microsoft Certified Engineer programs, certifications in Oracle, CISCO Systems, and Network Plus programs.

Research has shown that there are as many younger students as older students, and as many full-time as part-time students in distance education. Most distance learning students do not live far from campus. Many students take a combination of online courses and classroom-based courses.

Blackboard Course Management Software

- Acquired in Summer 2001, it has generated increased interest in the development of online courses at Harper.
- It provides easier course accessibility for faculty and students.
- Features include: course information, course syllabus, faculty information, office hours, online office hours, assignments, announcements, discussion/chat sessions in real time, communication links for students, quizzes and tests, online grade book.

Distance Learning Information Center (DLIC)

- Its creation is a collaborative effort between Student Development and the DoIT.
- It is designed to help students determine whether online learning is for them, to help encourage enrollment in online courses and to help retain students in online courses.
- The DLIC offers a browser checkup to make sure that the individual has the correct kind of internet connection and browser. It also offers a distance learning readiness survey, learning style survey and a time management calculator.
- It provides links to various tutorials, online library resources and Classmate Online Tutoring, which is a statewide Illinois Virtual Campus sponsored tool.

Statewide Participation

Harper participates in the Illinois Virtual Campus, Classmate, and Illinois Community Colleges Online. They are investigating participation in Internet Course Exchange (ICE), which is a tool for exchanging courses among community colleges throughout the State. They recently

received a grant with Illinois Century Network to develop three online architecture courses in collaboration with the TM/PS division.

In response to Member Barton, Julie Hennig explained that they do have dual credit online course offerings for high school students. Harper advertises these offerings through mailings, regular visitations, Education to Careers Partnership and through educating the area high school counselors.

In response to Member Stone, Mr. Accardi stated that it is difficult to estimate the future growth in online enrollment, because it is so new and there was such a large spike between 2000 and 2001. He anticipates a more realistic gradual increase in enrollment, perhaps seven to eight percent.

In response to Member Kolze, Mr. Accardi stated he did not know the statistics regarding students who take an online course and enroll in subsequent online courses. However, he will provide that data to the Board at a later time, if it is available.

In response to Member Barton, Vice President Skold explained that online courses are advertised through the marketing program and through the TECH program. The majority of their focus is on business and industry.

STUDENT TRUSTEE REPORT

The Student Trustee Report. was distributed to the Board.

PRESIDENT'S REPORT

Dr. Breuder noted that, upon taking their National Dental Hygiene exam, the Harper College Dental Hygiene Class of 2002 ranked 13 out of 236 nationwide. This is an impressive accomplishment for the students, and it reflects well of the good people who provide the instruction.

The American Association of Colleges and Universities contacted Dr. Breuder regarding an initiative called "The President's Call." They were asking presidents around the country to reaffirm the importance of liberal education. The document, which Dr. Breuder signed, lists William Rainey Harper College as the first community college institution in the State of Illinois to reaffirm the importance of liberal education.

Illinois Community College Board (ICCB) will be holding their first off-site meeting on Harper's campus in early 2003. Their plan is to hold their future meetings on community college campuses throughout the State of Illinois.

The Pro/Tech union (Local 1600 of the AFT) affirmed the contractual relationship with the College by an overwhelming majority – 136 to 9. Board members have received a copy of the document. During executive session, the Board will have the opportunity to look one more time at the terms of the relationship and approve it when they return to the regular meeting.

Update: Faculty
Contract Negotiations

Dr. Breuder asked Hank Sledz, representative of the Board negotiation team, to provide a brief update on the status of negotiations with the Faculty Senate.

Mr. Sledz noted that negotiations began on March 28. The negotiation teams had their tenth session on July 22. They have not yet reached an agreement, although they are working toward it. The negotiations have been professional, cordial and respectful. They have been successful in cleaning up language items and getting agreement on certain economic items, but the two major issues remaining are salary and insurance. He noted that most negotiations get hung up on those two issues.

Mr. Sledz explained that the Board negotiating team has offered 5%, 5.25%, 5.4% and 5.7% for a four-year contract, which works out to a four-year cumulative average of 23.12% or approximately 5.8% per year. By comparison, most companies in the area are settling for approximately 3 ½%. Information from the Bureau of Labor Statistics recently indicated that the all industry average settlement so far in 2002 is approximately 4.2%. Factoring out construction, the average settlement is 4.7%.

By contrast, the Faculty Senate negotiating team is looking for a three-year contract with amounts of 6.4%, 6.2% and 7.5%. The three-year cumulative average is 21.56% or just under 7.2% per year. The Faculty Senate has indicated that this is their "bottom line" offer. Mr. Sledz explained that the Board's offer has always been conditioned upon some relief on the insurance item. The Faculty Senate has made no movement toward insurance relief.

Presently, the Board picks up 80% of the PPO premium and 93% of the HMO contribution. The average cost per faculty

member for PPO coverage is approximately \$17,000 per year. They have seen an approximate 200% increase since 1998 in terms of the insurance costs being picked up by the institution. The Board has indicated to the negotiating team that they believe something has to be done. A number of things have been proposed in an effort to get the necessary relief.

One proposal is that they go to a formulary, which alone represents a six percent reduction in increases. The Board has indicated that they need a reduction from 100% coverage on hospital expenses to 90% coverage (90% or less is standard in most contracts). They have proposed moving from zero co-payment to a \$10 co-payment per doctor visit (zero co-payment is almost unheard of in negotiated settlements). In 2004, they have proposed an increase in individual and family deductibles and an increase in out-of-pocket maximums – going from \$750 to \$1,500 on an individual, and from \$2,250 to \$4,500 for a family in the year 2004. Those cumulative changes would have a very positive impact in terms of reducing Harper's insurance costs.

A reduction in the premium cost will benefit the College, but it will also benefit faculty, because currently there is a contribution that is required from the faculty members. The Board recognizes that there can be an impact on the individual faculty with great usage. Overall, the vast majority of people will benefit from this. Those that do not have great usage of medical services indeed will benefit by the Board's proposal because there will be a savings on the premium. Mr. Sledz noted that, in their calculations from their side of the table – even in the worst case, if someone came up with a yearly maximum to the limit of \$4,500 – the increased out-of-pocket dollars would be offset by the savings in premium and by the salary increases proposed by the Board.

These proposed changes would give the College a vehicle by which they can try to stop the rapid increase in health costs. The numbers that the College is receiving for the first part of 2002 would indicate that the premium increase will exceed the 15% that was being used as a cost basis.

Mr. Sledz summarized that the two areas where the parties are significantly apart are salaries and insurance benefits. There are six or seven other items that have been discussed and are not resolved to date; however, he does not feel that those issues will hold up a settlement. It is important to

realize that the salary offer is contingent upon the relief in insurance. So far, they have not been able to break that logerhead as it relates to the insurance matter, and then close the gap on salary.

Both parties have mutually agreed to move on to the mediation process. A joint request will be sent to the Offices of Federal Mediation and Conciliation Service (FMCS). Two benefits include better mediation and no cost to either side. The hope is that mediation will help the parties come to some compromised settlement. There is no definitive time limit – it may take just one meeting or it may take three or four meetings.

CONSENT AGENDA

Member Barton moved, Member Kolze seconded, approval of the minutes for the June 25, 2002 regular Board meeting; bills payable; payroll for June 14, 2002 and June 28, 2002; estimated payrolls for June 29, 2002 through July 26, 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 VII-A.1 through VII-B.3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,203,292.93
Tuition Refunds	138,130.35

The payrolls of June 14, 2002 in the amount of \$1,380,082.91 and June 28, 2002 in the amount of \$2,059,364.99; and estimated payroll of June 29, 2002 through July 26, 2002 in the amount of \$4,061,668.09.

Bid Awards

Ex. VII-A.3.a Award bid Q00244 to College Class Schedule Specialists, the low bidder for printing of the Fall 2002 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, in the amount of \$36,229.01.

Ex. VII-A.3.b Award bid Q00241 for contract custodial services to augment Harper College crews, to Smith Janitorial & Maintenance, the low bidder, in an amount not to exceed \$50,000 for fiscal year 2002/03, with an option to renew

for fiscal years 2003/04 and 2004/05 at the same or lower per hour cost.

Ex. VII-A.3.c Award bid Q00243 for a combination steamer/oven for use by the Food Service Department to Edward Don & Company, the low bidder, in the amount of \$31,000.

Ex. VII-A.3.d Award bid Q00234 to Wagner Office Solutions, Inc., the lowest responsible bidder for Laser Toner Cartridges, in the amount of \$54,233.96.

Ex. VII-A.3.e Award bid Q00242 for epoxy flooring for the Science, Emerging Technology and Health Careers Center to Artlow Systems, Div. of Archem, Inc., the low bidder, in the amount of \$323,698.

Purchase Orders

Ex. VII-A.4.a Approve issuance of a purchase order to Danka Office Imaging, for renewal of a maintenance agreement for two Kodak copiers, in the amount of \$31,000.

Personnel Actions

Administrator Appointment

Diana Sharp, Associate Vice President for Academic Affairs, ACA AFF, 07/29/02, \$87,000/year

Supervisory/Confidential Appointment

Jennifer Turner, Manager of Theatres, STU AFF, 08/05/02, \$58,300/year

Classified Staff Appointments

Cathy Huxhold, Receptionist, p/t, REG OFF, 07/01/02, \$15,210/year

Catherine Kapocius, Administrative Assistant, LIB SER, 07/01/02, \$29,699/year

Joan Prendergast, Program Assistant, WOM PRG, 07/08/02, \$29,000/year

Joanne Walker, Information Receptionist, p/t, STU DEV-CNS, 07/01/02, \$19,103/year

Lawrence Wells Sr., Evening Shipping/Receiving Lead Clerk, BKST, 07/08/02, \$23,500/year

Harper #512 IEA/NEA Appointments

Marco Lopez, Custodian, PHY PLT, 07/01/02, \$19,989/year

David Milligan, Custodian, PHY PLT, 07/01/02, \$19,989/year

Public Safety – ICOPS Appointment

Nannette Nefczyk, Clerk/Dispatcher, PUB SAF, 07/01/02,
\$26,000/year

Classified Staff Retirement

Janice Schleser, Administrative Assistant, DEV OFF,
08/30/02, 14 years

Faculty Resignation

Mark Zelman, Professor-Biology, LS/HS, 08/01/02, 10 years

In response to Member Kolze's question regarding VII.A.3b, Vice President Thorson explained that this is the College's second contract for outside custodial services. Within the next few weeks when so many individuals are moving their offices into the Conference Center, the College will bring in outside custodial help for this specific project. They might need this help for five days or ten days only. This outside help may be used to cover an employee's sick leave, as well. It has worked very well in managing Harper's workforce.

In response to Member Kolze's question regarding VII.A.3e, Dr. Breuder explained that this item was in the original specifications. However, when they opened the bids, there seemed to be some confusion about the nature of the work. Gilbane and the architect elected to clarify and rebid that section.

Chair Howard noted that the Harper College Educational Foundation should be recognized for their efforts in bringing in grants and helping to furnish the new buildings. She pointed out that the Executive Director of the Foundation recently presented a check for \$200,000 to the Vice President of Administrative Services for the equipment and furnishing needs of the Performing Arts Center and Conference Center. Over the past year, the Foundation has provided a total of \$525,000 to furnish the buildings. In addition, during the past month, the Foundation received two large gifts – \$25,000 in support of the Performing Arts Center from the Northern Trust Company Charitable Trust and a \$50,000 gift for the Conference Center from Krueger International. They received a \$10,000 scholarship grant from the McGraw Foundation to provide assistance to financially needy minority students. The annual Golf Open

netted the Foundation \$60,000 to support scholarships, grants, cultural arts and community outreach.

On behalf of the Board, Chair Howard expressed gratitude to the members of the Educational Foundation for raising significant funds for the College. It was noted that the Foundation Board is made up of volunteer citizens from the community who have other occupations and commitments, as well.

Member Stone suggested that a letter be written, on behalf of the Board, expressing gratitude to the Foundation for their dedication and commitment.

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

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

Motion carried.

NEW BUSINESS:

Affiliation Agreement:
Glenbrook Hospital

Member Kolze moved, Member Kolze seconded, approval of the Affiliation Agreement between William Rainey Harper College and Glenbrook Hospital, for the clinical education of students in the health career programs, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Award Bid for
Temperature Control
Systems for Science,
Emerging Technology
and Health Careers
Center

Member Kolze moved, Member Botterman seconded, to award bid request Q00242a for Temperature Controls for the Science, Emerging Technology and Health Careers Center to Control Solutions, Inc., the low bidder, in the amount of \$1,055,000, as outlined in Revised Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the revised exhibit includes the dollars.

Upon roll call, the vote was as follows:

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

Motion carried.

Renewal of Purchase
Order for Strategic
Media Buying

Member Stone moved, Member Kolze seconded, to approve issuance of a purchase order to bvk, for strategic media buying, advertising consultation services, and public relations services directly related to enrollment initiatives, in the amount of \$565,233 for the period of July 1, 2002 through June 30, 2003. The contract runs from August 1, 2001 through June 30, 2004 with an option to renew for an additional two years, July 1, 2004 through June 30, 2006. The annual amount will be determined at the beginning of each fiscal year and presented to the Board for approval, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Vice President Murphy explained that this includes newspaper and radio advertising, and that bvk will negotiate the best rates for the College.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Howard announced that there would be a change in the order of the agenda. Citizen Participation would be next, followed by the executive session. The vote for Exhibit VIII-D would be taken following executive session.

CITIZEN
PARTICIPATION

Andrew Wilson, Faculty Senate President, read the following statement.

“On Monday, July 22, 2002, Harper College Faculty members overwhelmingly voted to authorize their negotiating team to call a strike if and when the team believes the current talks with the Board team have become futile. In its

continuing effort to reach a resolution, the faculty team has also requested mediation as provided for in Illinois law. While the mediator's judgments are ultimately non-binding, the mediation process will lend an objective ear and relevant counsel to both the faculty and the Board. Since March 2002, the Faculty Senate negotiating team and the Board negotiating team have attempted to produce an agreement. That effort, in the view of the faculty, has been disappointing and, to date, unsuccessful largely because of the Board team's reluctance to present straight-forward, truly equitable proposals on the crucial issues, such as salary and health insurance benefits. Were this not the case, the two teams might have reached a resolution by the target date of May 15. This date was agreed upon by both sides early in the negotiation process.

"The faculty believes that a strike would benefit no one – not the College, not the Board, not the administration, not the faculty and certainly not the students. However, the faculty remains ever optimistic, and the ongoing negotiations present an ideal opportunity for the Board to demonstrate forcefully that their priority is upon providing quality education for Harper students. The Board can do exactly that by: 1) insuring that Harper maintains its exceptional faculty and 2) remembering that this negotiation process will significantly shape Harper's posterity, particularly in the makeup of its future faculty for years to come. In this way, the Board can preserve Harper's standing as a principled teaching and learning-centered institution where the nation's best and brightest young faculty will, year after year, wish to teach. Thank you."

Chair Howard asked for a motion to move into executive session. She reiterated that a vote would be taken following the executive session.

EXECUTIVE SESSION

Member Barton moved, Member Stone seconded, that the meeting adjourn into executive session for the purpose of discussing contract negotiations.

Upon roll call, the vote was as follows:

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

The motion carried at 7:45 p.m.

Employment
Agreements

Following executive session, the Board reconvened the Regular meeting at 8:16 p.m.

Member Barton moved, Member Stone seconded, ratification of the four-year Collective Bargaining Agreement with the Professional/Technical Union effective July 1, 2002 and ending June 30, 2006, and authorization for the Board Chairman and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit VIII-D (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, Howard, Kolze,
Shure and Stone

Nays: None

Motion carried.

Chair Howard announced that the Press received all of the information regarding the contract agreement at an earlier press conference. On behalf of the Board, Chair Howard stated that they are appreciative of the professional way in which the representatives of the Pro/Tech union, under the leadership of President Terry Engle, conducted the negotiations. They were conducted with the best interests of Harper College, as well as the employees, in mind. The Board is pleased to have reached an agreement.

On behalf of the Board, Chair Howard read the following statement regarding labor negotiations. It was noted that the Press was given a copy of the statement.

"I'd like to update you on contract negotiations that are currently underway between the Harper College Board of Trustees and the Faculty Senate negotiation team. Normally, the Board does not comment publicly on contract talks out of respect for the negotiation process. But I'd like you to be aware of where the Board stands on two important issues: salary and health care benefits. We have chosen to make this comment in order to report to the taxpayers and the Harper community about where the Board stands.

"Unlike other colleges, the Board treats all regular Harper employees similarly when it comes to percentage salary increases and medical and dental benefits. What's offered to faculty members is offered to all Harper employee groups.

It's our philosophy that all employees are important to Harper, and no group should benefit at the expense of another.

"The Board has offered the faculty a four-year contract with average yearly pay increases of 5.0%, 5.25%, 5.40% and 5.7%, respectively or a four-year cumulative average of 23.12%. This amounts to an annual compounded yield of 5.78%. We feel this is an extremely generous offer in light of state cutbacks, property tax caps and the struggling economy.

"The faculty negotiating team has countered with a three-year contract with yearly raises of 6.4%, 6.2% and 7.5%, respectively or a three-year cumulative average of 21.56%. This amounts to an annual compounded yield of 7.19%.

"We feel the faculty proposal is unrealistic, given the poor state of the economy.

"According to Hewitt Associates, a benefits consultant based in Lincolnshire, pay increases for salaried professionals are averaging 3.5% in 2002. A recent study by the American Management Association of Illinois found a quarter of local employers surveyed instituted pay freezes in light of the economic downturn (see Crain's Chicago Business "Local Firms Freezing Pay," April 30, 2002).

"In addition to our pay proposal, we are also asking all Harper College employees to assume a greater share of the cost of health care benefits. Harper College currently has a "Cadillac" health care plan where most medical services are covered at 100%.

"In 1998, Harper College paid \$3 million for health care benefits. This year, we'll pay nearly \$6 million, and in 2004, our projected cost is estimated at \$9 million – an astonishing 200% increase in less than six years. The cost to provide one employee with family coverage under our current PPO plan is over \$17,000 per year!

"We are asking for changes that have been instituted in many private businesses and most community colleges to control health benefit costs. They are outlined in the attached fact sheet. These changes have been discussed by the Harper College insurance committee for the past few years. Unfortunately, the committee has taken no action to deal with the exploding costs of health benefits.

“Currently, about half of all Harper employees are enrolled in our HMO plan. Only minor changes in this program are being proposed. The more substantial changes affect the PPO plan. These changes will result in more out-of-pocket expenses for employees, but the changes will slow the rate of premium increases for both employees and the College.

“Most importantly, the changes are meant to keep the PPO program as a viable choice for those who do not want to enroll in an HMO for health coverage. If we can't reign in costs, premiums will escalate to the point where the PPO will cease to be a health care option for Harper employees.

“Even with our proposed changes, our health benefits are far more generous than those given to many employees in the private sector and on par with employees at other Illinois community colleges.

“Unfortunately, the faculty negotiation team has taken a hard line against our proposals. Their concern is understandable. Health care is an emotional issue, and our proposals mean employees would have to shoulder more of the burden for the skyrocketing costs of health care benefits.

“Rising health care costs and the uncertain economy are making these contract negotiations extremely difficult. However, the Board cannot continue to shield employees from economic realities at the expense of taxpayers and students.

“As elected officials and administrators, we have a duty to taxpayers and tuition-paying students to be vigilant guardians of their investment in Harper College. Harper has a balanced budget and a rare Aaa bond rating from Moody's as a result of careful financial management. The Board, therefore, will not resort to deficit spending to finance a labor settlement.

“Please know that, by law, referendum and state dollars earmarked for building projects cannot be used for day-to-day operating expenses of the College. Those funds are not available for either salary increases or medical benefits.

“We are aware the faculty is planning to demonstrate at our regularly scheduled Board meeting tonight and hold informational picketing on campus in the near future. These are typical events that we have seen before. We respect the

faculty's right to voice their concerns, and we view the picketing and demonstrations as part of the ongoing negotiation process.

"Negotiators for the faculty and the Board have agreed to mediation in an effort to reach a contract agreement.

"Historically, Harper has provided competitive salaries, superior benefits and first-rate facilities to attract and retain highly-skilled, energetic and motivated employees. Our current offer, in light of the struggling economy, underscores this commitment.

"Harper College enjoys a national reputation for excellence because of our outstanding faculty and support personnel. We urge all parties to deal with these difficult issues fairly and thoughtfully and treat each other with respect and consideration, as we work together to find solutions to these challenging problems.

"Neither the faculty nor the administration created or has control over external trends in the economy or health care, but we are responsible for how we respond to these trends for the sake of our students and Harper College."

Each Board member shared their feelings regarding this issue.

Member Barton explained that everyone at Harper is a part of a family – the Harper family. And, as each of their individual families are affected negatively by the economy, they must look at their family budgets differently or tighten their belts or change the way they do things, because of job loss or stock market loss. The College must do the same. She feels that the Board's offer is very generous. They have a certain amount of money to spend, and they have chosen to spend it in salary increases. They are asking for some support from the faculty in the insurance area, and it is minor. She hopes the faculty will see it the way it is meant to be perceived.

Dr. Breuder noted that the health care costs may very well eclipse the 15 percent increase that was projected. That will drive a larger shortfall in the years ahead. Management will have to work to find the additional resources or make cuts in the budget to be able to pay for the plan. Harper College will not deficit finance.

Member Kolze noted that all of the Board members want to treat the employees with fairness. The Board has a very fair offer on the table. He is supportive of the fact that they want good employees and good faculty.

Member Stone stated that, not only do they have a responsibility to the students who count on Harper, but they have a responsibility to the faculty, to all employees and to the taxpayers. The district has been affected by the economy, and many people have lost their employment. The Board is trying to be responsible with their expenditures so that they do not have to have cut-backs at Harper. It is very important to note that. Some of the largest companies in the district have had massive cuts in personnel. The Board is trying to maintain jobs; they are trying to be fair to the people who count on Harper for their income; and they are trying to keep Harper a viable place for those who depend on the College for their education, for their retraining and for their skill enhancement. In performing this balancing act, she feels that, in good conscience, the Board is acting responsibly. Member Stone added that she has good communication with many business leaders throughout the district, and she is finding that many companies are offering zero percent increases.

Member Howard added that, in a down economy, enrollment tends to go up with people coming back to upgrade their skills and find other jobs. Harper needs to be there for them.

Member Botterman stated that he is very pleased with the Board and the personnel that the Board has asked to work with the faculty, because they have come to the table with clean, honest numbers, and they have not wasted time by floating proposals that are not realistic.

Member Shure commented that he hopes a fair agreement can be reached soon.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

There was no other business.

Member Barton noted that she has spoken with each Board member regarding legislative assignments. They will be receiving a handout very shortly with each person's assigned legislator. In addition, they will receive a letter explaining the "talking points" or issues relating to Harper that are to be discussed with each legislator.

ADJOURNMENT

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 8:33 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 23, 2002 REGULAR BOARD MEETING

1. In response to Member Kolze, Mr. Accardi stated he did not know the statistics regarding students who take an online course and enroll in subsequent online courses. However, he will provide that data to the Board at a later time, if it is available.
2. Member Stone suggested that a letter be written, on behalf of the Board, expressing gratitude to the Foundation for their dedication and commitment.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 22, 2002

SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00246 for a Backhoe Loader to SES, Inc., the low bidder, in the amount of \$39,759.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00246 for a Backhoe Loader as requested by Physical Plant/Auxiliary Services for the Roads and Grounds department.

II. BUDGET STATUS

Funds in the amount of \$39,759 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

SES, Inc.	\$39,759
Lewis International, Inc.	40,877
Patten Tractor & Equipment Company	41,535
Martin Implement Sales, Inc.	42,884
McCann Industries, Inc.	44,946
West Side Tractor Sales Company	46,900

A backhoe loader is used daily by the College for trenching, digging, compacting, loading and hauling. In the winter months the backhoe loader is a main component in snow removal operations.

The current backhoe is a 1986 Ford that is beyond economical repair and will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00246 for a Backhoe Loader to SES, Inc., the low bidder, in the amount of \$39,759.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 22, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to PeopleAdmin, Inc. for the annual license fee, and customization, training and support for an Internet based recruiting system, in the amount of \$25,000.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$58,994.96.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a change order to purchase order number 018558 issued to Corbin Design, Inc. for Wayfinding Consultation, in the amount of not to exceed \$24,225 for a new total of \$86,375.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to PeopleAdmin, Inc. for the annual license fee, and customization, training and support for an Internet based recruiting system as requested by Information Technology for the Human Resources department.

II. BUDGET STATUS

Funds in the amount of \$25,000 will be provided in the 2002/03 Education Fund budget, under account number 0184-053-539.00.

III. INFORMATION

The Human Resources department has experienced a significant increase in costs associated with recruiting (i.e. advertising, mailing, travel, increased demands on staff time, etc.) over the past several years. In an effort to curtail these increased costs, Human Resources and IT staff researched various electronic alternatives that would utilize Internet based access in order for applicants to input their resume/vitae from any location in the nation (if not the world).

The following vendors that provide electronic solutions were investigated:

Goodwoodhr.com
Greentreesystems.com
Hiringsoftware.com
Peopleadmin.com
Resume-software.com
Trak-it.com

Criteria used to review the Recruiting Software vendors were the level of support, technology used to build the application, ability to eventually host the application, experience with higher education organizations, stand alone (does not require a full Enterprise Resources System), and not requiring data entry by the Human Resources department.

It became evident that only PeopleAdmin supports the unique needs of an institution of Higher Learning. The research team invited PeopleAdmin representatives to campus, and went through a rigorous process to insure that the software can and will meet Harper College Communications Network (HCCN) standards and work with related standard desktop productivity tools (i.e. WEB browser), and to insure ease of use and access for applicants.

The research team presented the software system to the various councils: Dean's, IT, Administrative Services, Marketing & Enrollment, and VP's, and sought feedback. There was unanimous support for obtaining this product that will reduce effort, at all levels across the campus, in the recruiting process.

The PeopleAdmin product will benefit the College by streamlining the recruiting process and reducing the volume of data entry, mailing costs, turn-around time by the Human Resources department, response time to candidates, and paper-flow. The system is expected to increase the reporting of demographic/diversity statistics. It will be specifically designed to "look" like the Harper Web site, will send Harper-designed response letters, screen applicants, scan hard-copy applications, and store applications for future purposes.

This purchase complies with State Statute and Board policy.

No additional funds have been requested for this approval because it is anticipated that the existing recruiting budget will offset the cost of utilizing the PeopleAdmin system. The cost of the system is \$22,000 for the annual license fee for July 1, 2002 through June 30, 2003, plus \$3,000 for customizing, training and support.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to PeopleAdmin, Inc. for the annual license fee, and customization, training and support for an Internet based recruiting system, in the amount of \$25,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$58,994.96 will be provided in the 2002/2003 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

This purchase complies with State Statute and Board Policy.

Subscription costs for periodicals are set by publishers and would be the same no matter which subscription agent is used. By using a periodicals subscription agent, the College saves an average of 50 percent per title, and saves the processing cost of approximately \$30.00 per purchase order.

In choosing a subscription agent, Library staff consider the following:

1. Whether the vendor addresses the needs of an academic library, both general and specialized.
2. The number of titles to which the vendor provides access.
3. The vendor's fees.

4. The vendor's reputation and longevity of service.
5. The quality of customer service.

Because of the ongoing subscription process involved with periodicals, the quality of the vendor that manages the ordering, delivery and claiming is of great importance.

EBSCO has been the Library periodicals subscription agent for the College for 20 years. During this time, they have provided reliable, efficient and economical service.

As one of the largest periodical agents in the United States, EBSCO is able to provide for most subscription needs, including foreign publications. They also provide a "periodicals bank" which assists in obtaining missing issues at no cost. They are working with Voyager, the library automation company used by the College, on a serials interface. The EBSCO electronic ordering and claiming functions are compatible with Voyager.

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$57,165.66 for the subscriptions plus a \$1,829.30 handling charge, resulting in an amount not to exceed \$58,994.96 for the period of July 1, 2002 through June 30, 2003.

The overall amount of \$58,994.96 is \$27,451.52 less than the 2001/02 amount of \$86,446.48. Library Services managed the 32 percent reduction by utilizing a new resource tool called "Serials Solution" to analyze the full-text journal titles that the Library currently accesses through electronic database subscriptions, and compare them to what is being received in print. The tool makes it possible for Library faculty, in consultation with faculty from each Division, to make more informed decisions regarding which print subscriptions to discontinue in favor of the comparable electronic versions. The net result has been that the Library loses very little in the way of journal content by canceling certain paper subscriptions. This process will continue as a means of developing a careful balance, over time, between print and electronic resources that support the curriculum at a reasonable cost.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$58,994.96.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order number 018558 issued to Corbin Design, Inc. for Wayfinding Consultation as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of \$24,225 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-532.

III. INFORMATION

A purchase order in the amount of \$62,150 to hire Corbin Design, Inc., as Wayfinding Consultants was approved by Board action October 30, 2001. This request is for a change order in the amount of \$24,225 for a new total of \$86,375. The original purchase order was for interior and exterior site research wayfinding analysis, for the development of an interior and exterior signage master plan, for coordination of permitting and bidding services and for supervision of construction services. These services were all focused on the main campus.

The work covered by this request is for a new banner system on the main campus, and for a plan for all signage requirements at the Northeast Center and the Harper TECH Center.

Currently the banners used on the main campus are attached to light poles. The poles are not designed to hold banners. Corbin will make recommendations for both new banners and new poles to hold the banners.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order number 018558 issued to Corbin Design, Inc. for Wayfinding Consultation, in the amount of not to exceed \$24,225 for a new total of \$86,375.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Harper #512 IEA-NEA Appointments.
- D. Ratification of Professional/Technical Retirement.
- E. Ratification of Administrator Resignation.
- F. Ratification of Professional/Technical Resignation.
- G. Ratification of Classified Staff Resignation.
- H. Ratification of Harper #512 IEA-NEA Resignations.

IV. RECOMMENDATION

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

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

Exhibit VII-B.1
August 22, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 14,265,565	54,325	700,000
OPERATIONS, & MAINT. FUND	8,334,375	16,505	180,000
OPERATIONS, & MAINT. FUND (Restricted)	3,020,492	7,015	45,000
BOND & INTEREST	5,437,664	13,116	0
AUXILIARY ENTERPRISES	2,419,739	5,784	70,000
RESTRICTED FUNDS	1,528,544	1,786	60,000
WORKING CASH FUND	11,964,043	30,047	340,000
AUDIT FUND	182,826	459	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,141,029</u>	<u>5,376</u>	<u>75,000</u>
Total	<u>\$ 49,294,277</u>	<u>134,412</u>	<u>1,475,000</u>

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

Exhibit VII-B.1
August 22, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 7/31/2002	Market Value
<u>Certificates of Deposits</u>							
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/MBNA America NA	07/25/02	02/06/03	196	2.06	12,447.18	1,500,000.00	
PMA/MBNA America NA	07/25/02	02/20/03	210	2.06	13,345.51	1,500,000.00	
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: 2.88					40,700,000.00	40,700,000.00 *
<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	2,005,593.00
	Weighted Average: 3.05					1,995,000.00	2,005,593.00 **
ISDMAX		07/02 Monthly Average		1.58		2,158.08	2,158.08
Illinois Funds		07/02 Monthly Average		1.81		6,597,118.50	6,597,118.50
TOTALS AS OF:	7/31/2002				\$	49,294,276.58	49,304,869.58

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

The attachment reports the current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation.

WILLIAM RAINEY HARPER COLLEGE
LISTING OF
GRANT PROGRAMS
July 1, 2002 – June 30, 2003

Reported: August 22, 2002

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development L. LaBauve-Maher	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	09/01/01 08/31/02
Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$33,500	04/02/02 06/30/03
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$149,296	07/01/02 06/30/03
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$ 93,643	07/01/02 06/30/03
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,728	07/01/02 06/30/03
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$288,799	07/01/02 06/30/03
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction {Staff Technical Skills, \$68,163; Advance Tech Support, \$147,363; Tech Support, \$108,228}.	ICCB \$323,754	07/01/02 06/30/03
Advanced Technology Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students \$12,025	\$12,025	07/01/02 06/30/03
Deferred Maintenance Physical Plant R. Getz	State Allocation Grant Help reduce backlog of neglected maintenance projects.	ICCB \$118,954	07/01/02 06/30/03
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$ 74,445	07/01/02 06/30/03
Health & Safety Physical Plant R. Getz	Installation of ADA accessible chair lifts in Building "D"	ICCB \$235,808	01/01/01 12/31/02

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Adult Education & Literacy Adult Educational Development Daniel Corr	Continuation of FY 01 Supports Adult Educational Development Programs (Federal Basic, \$130,773; EL/Civics, \$41,154; State Basic, \$130,772; State Public Aid, \$36,139; State Performance, \$139,473)	ICCB \$478,311	07/01/02 06/30/03
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY 01 To provide services to students with disabilities	IDHS \$134,754	07/01/02 06/30/03
Displaced Homemakers Women's Program K. Canfield	Continuation of FY 00 Advising and Job Placement For Women's Program Participants	IDL \$67,000	07/01/02 06/30/03
Perkins III J. Hennig	Continuation of FY 01 Award. Career and Technical Education	ISBE \$263,497	07/01/02 06/30/03
Program Improvement Grant J. Hennig	Continuation of FY 01	ISBE \$30,649	07/01/02 06/30/03
Federal Tech Prep J. Hennig	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE/USDE \$29,685	07/01/02 06/30/03
Federal Tech Prep Education to Careers S. Simmons	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE \$232,272 { \$148,228 [F] & \$84,044 [S] }	07/01/02 06/30/03
Transitions Grant NSET-Education to Careers S. Simmons	Continuation of FY01 Grant Financial resources for Tech Prep Program	ISBE \$7,500	07/01/02 06/30/03
Work Based Learning NSET-Education to Careers S. Simmons	Continuation of FY01 Grant To provide experiences for students of the workplace	ISBE \$13,500	07/01/02 06/30/03
Scholarships for Success support Math, Science, TMPS/ Marketing Services S. Griffith/D. Magno	Scholarship Assistance to Engineering, & Computer Science students	NSF 12/31/05 \$222,449	01/01/02
Midwest 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	07/01/02 09/30/02
Midwest 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 \$49,500	10/01/02 06/30/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Midwest 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 \$42,000	10/01/02 06/30/03

Total as of July 23, 2002

\$3,047,069

DESCRIPTION OF ABBREVIATIONS

DoIT	Department of Instructional Technology
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHS	Illinois Department of Human Services
IDL	Illinois Department of Labor
ISBE	Illinois State Board of Education
NSF	National Science Foundation
NSET	Northwest Suburban Employment and Training Center
TMPS	Technology, Math & Physical Science
USDE	United States Department of Education

(F) Federal funds (S) State funds

**Harper College Educational Foundation
FY2003 Fundraising Report
July 2002**

Description	No. Gifts	Cash	Stocks	Pledge	Other	Total
Golf Open 2002	7	\$9,975.00	\$0.00	\$2,000.00	\$0.00	\$11,975.00
Proposal	2	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00
Stewardship	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Tradition of Excellence Campaign 2002	2	\$50.00	\$0.00	\$260.00	\$0.00	\$310.00
Theatre Seat Campaign	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Unsolicited	3	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Grand Totals:	16	\$47,300.00	\$0.00	\$2,260.00	\$0.00	\$49,560.00

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Additional Educational Service Providers

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. In June the Board approved Educational Service Providers for Fiscal Year 2002-03. A new service provider, Tera TEC has been identified by the Harper College TECH Program. TECH and Tera TEC will be offering a unique program called LaunchIT which will combine IT training, Soft Skill training and "Real World" project management experience.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve this additional educational service provider for Fiscal Year 2002-03.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Voting Delegate to the Association of Community College Trustees (ACCT) Annual Convention

II. REASON FOR CONSIDERATION

Appointment of a voting delegate requires Board approval.

III. BACKGROUND INFORMATION

The Association of Community College Trustees annual convention is scheduled for September 18-21, 2002 in Philadelphia, Pennsylvania. The ACCT requires that each member college designate a representative to vote on behalf of their college. The Illinois Community College Trustees Association encourages participation by Illinois community colleges so that issues vital to Illinois are addressed effectively at the national level.

IV. RECOMMENDATION

It is recommended that a Board member be designated and appointed as the 2002 ACCT convention voting delegate for Harper College.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Addendum to Harper/Capital Development Board (CDB) Trust Agreement

II. REASON FOR CONSIDERATION

The College submitted a proposal through the State of Illinois RAMP process to build a Conference Center and Performing Arts Center. The total cost of the project was expected to be \$23,251,687. This total cost includes \$4,000,000 to be paid directly by the College for items such as site development, communications and utilities. The construction budget of this project, which would be administered by and under the control of the CDB, was \$19,508,728. The State share was \$7,173,200, with the remaining amount of \$12,335,528 to be financed by the College.

This construction budget contained a contingency of \$915,277. Change orders were processed by the CDB as the project was built. The CDB process allows for a courtesy sign-off by the owner. A change order does not get stopped if the owner does not sign off. This is a CDB project and it follows their rules and their personnel make all final decisions. College officials signed off on many change orders when they agreed with the CDB. The same College officials did not sign off when they did not agree. The major issue is a CDB policy that allows an architect up to ½% of the total budget of the project for errors and up to 1% of the total budget of the project for omissions involving their work without penalty. In addition, once a change order is classified as an error or omission, the percentage that is charged against the architect is up to the CDB project manager's discretion, within prescribed limitations. The College did not always agree with the percentage assessments against the architects that were made by the CDB. To date, in this project the College has not signed off on 72 change orders, which have a total value of \$418,990.

III. BACKGROUND INFORMATION

The Capital Development Board (CDB) requires funds for the College's share of the Conference Center and Performing Arts Center be placed in escrow so the money is accessible as payment requests are made. The College originally established the Trust Agreement on April 24, 1997 and it has been amended once when the bids came in higher than the original budget. The project is now coming to an end and a final reconciliation of payments and funds available from both the College and CDB is in process. The reconciliation shows the next pay out, which the CDB believes is the last, will be \$418,409 and the College needs to amend the Trust Agreement again and add \$210,168 to fulfill its commitment, per the CDB, to this construction project. In the past, the College has transferred \$11,311,758 into the Trust. The Trust has earned \$851,466 in interest for a total of \$12,163,223 and paid out \$11,954,983 to the CDB and others.

IV. RECOMMENDATION

The Administration has little choice but to recommend that the Board transfer \$210,168 from Operations and Maintenance Fund (02) to the Trust Agreement. Failure to transfer money may result in the CDB withholding final occupancy and use of the building as envisioned.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of the bid request for exterior signage for the main campus, the Northeast Center, and the Harper Professional Center. This includes all entrance identifiers, building identifiers, all vehicular and pedestrian directional signs, parking lot signs, campus maps and temporary event signs as identified in the signage master plan.

II. REASON FOR CONSIDERATION

The College has hired Corbin Design to develop a comprehensive signage system. The bid request for the external signage will be issued shortly, and the timelines for installation require that action be taken after the bids are received but prior to the next meeting of the Board of Trustees.

III. BACKGROUND INFORMATION

The College is embarking on a comprehensive way finding system to help students, visitors and others move easily throughout the campus. The exterior signage is the second phase of the system to be implemented. The estimated cost is between \$500,000 and \$550,000.

IV. RECOMMENDATION

The administration recommends that the Officers of the Board review the bids with the President, and authorize the Board Chair to approve an award to the lowest responsible bidder to fabricate and install the exterior signage.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of the Request for Proposal, and to direct Gilbane Building Company to enter into a contract for Testing and Balancing of the HVAC ventilation system for the Science, Emerging Technologies and Health Careers Center, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$250,000 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account number 0392-039-584.00-9037.

III. INFORMATION

Proposals were solicited from six testing and balancing companies for the air and hydronic balancing as outlined in the construction specifications. It is in the best interest of the College that this service be performed by an independent company that works entirely under the direction of the Construction Manager, and not under the direction of the company installing the HVAC system. Proposals were received from:

A Testing and Balancing Systems, Inc.
Aaron Engineering Services
AccuStar Air Balance, Inc.
Aero Testing and Balancing Systems, Inc.
Independent Testing and Balancing, Inc.
Professional System Analysis, Inc.

In reviewing qualifications of the firms, Independent Testing and Balancing, Inc., had the most experience with laboratory work. Their credentials include an extensive list of Owner clients with

whom they maintain ongoing relationships including Amoco, Northwestern University, the University of Chicago, and the Loyola University Medical Center. They also have extensive experience with the testing of laboratory hoods and pressure control systems, which will be technically demanding work on this project.

The balancing will consist of four phases: duct leakage testing, air balance, hydronic balance, and start-up/commissioning. Due to the complexity of this service, it was impossible for any company to state the exact number of hours that will be required to do the work. Weighing the cost, and the experience of the company, it is the recommendation of Gilbane Building Company that Independent Testing and Balancing, Inc., is the most experienced and cost effective of the companies presenting proposals.

IV. RECOMMENDATION

The administration recommends that the Board award the Request for Proposal for testing and balancing of the HVAC ventilation system in the Science, Emerging Technologies and Health Careers Center, and to direct Gilbane Building Company to enter into a contract for service directly with Independent Testing and Balancing, Inc., in an amount not to exceed \$250,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Administrative Employment Contracts

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Administrative Employment Contracts.

III. BACKGROUND INFORMATION

Several meetings were held between the administration and representatives of the administrators to review and discuss changes in the Administrative Employment Contracts.

Recommended changes include up to a 5.0% salary increase; a salary range adjustment of 2.5%; and the option to apply for supplemental financial grants to attend approved meetings or conferences if their professional development funds were expended for graduate school studies. Other minor contractual revisions with no financial implications are also recommended.

The increased costs for salary adjustments and changes in the fringe benefit program are \$348,434.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$348,434 for adjustments in salaries and fringe benefits, and the administration further recommends that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2002/2003 fiscal year.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees for 2002/2003.

II. REASON FOR CONSIDERATION

Approval of funds for the increase in salary and fringe benefit expenses is required by the Board of Trustees.

III. BACKGROUND INFORMATION

Suggestions have been received from Classified, Food Service and Supervisory/Confidential employees requesting changes in the salary and fringe benefit program.

As a result of these suggestions and studies conducted by the Administration, the recommended changes include up to a 5.0% salary increase; stipends for those employees at the top of the salary range who are in good standing; salary range movement of 2.5%; parity increases to the midpoint of the salary range for employees in good standing who have been in their salary range for at least five years; and a \$25 increase in professional development allowance.

The increase costs for salary adjustments and fringe benefit expenses is \$751,830.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the sum of \$751,830 to implement the increase in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2002.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the four year 2002/03, 2003/04, 2004/05 and 2005/06 Collective Bargaining Agreement with the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL-CIO.

II. REASON FOR CONSIDERATION

The last three year agreement expired on June 30, 2002. Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was reached between the negotiating teams on August 7, 2002. The ratification vote taken by the membership to ratify the Agreement was held on August 14, 2002.

The increased costs for the negotiated Agreement are \$28,379 for the first year, \$33,801 for the second year, \$37,451 for the third year and \$42,218 for the fourth year of the agreement.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the 2002/2006 Collective Bargaining Agreement with the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL-CIO and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the four year 2002/03, 2003/04, 2004/05 and 2005/06 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA.

II. REASON FOR CONSIDERATION

The last three year Agreement expired on June 30, 2002. Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was reached between the negotiating teams on August 8, 2002. The ratification vote taken by the membership to ratify the Agreement was held on August 21, 2002.

The increased costs for the negotiated Agreement are \$211,398 for the first year, \$230,715 for the second year, \$255,157 for the third year and \$286,925 for the fourth year.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the 2002/06 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Memorandum of Understanding between the Board of Trustees of Harper College and the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

According to best practices cited by the Council for the Advancement and Support of Education and the Association of Governing Boards, it is highly recommended to have a written understanding of the services provided between a college or university and its institutionally related Foundation, as both organizations are separate legal entities.

III. BACKGROUND INFORMATION

Sample agreements were collected and reviewed from other colleges and foundations. Administrators from the Foundation and the College worked collaboratively to draft the agreement which was then reviewed and approved by the College President, the Foundation Executive Committee, College legal counsel and Foundation legal counsel.

IV. RECOMMENDATION

It is recommended, in accordance with best practices and legal counsel recommendation from both the College and the Foundation that the enclosed Memorandum of Understanding be adopted and ratified by the College Board of Trustees and the Foundation Board of Directors.

Memorandum of Understanding

between

Board of Trustees of William Rainey Harper College

and the

**William Rainey Harper College
Educational Foundation**

This agreement, entered into as of the _____ day of _____, 2002, between the Board of Trustees of the William Rainey Harper College, a body politic and corporate of William Rainey Harper College, hereinafter called "College" and William Rainey Harper Educational Foundation, an Illinois not-for-profit corporation, hereinafter called "Foundation".

WHEREAS, the Foundation was established as a separate, not-for-profit corporate entity and exists for the principal purpose of aiding and assisting the College by, among other things, providing fund raising services and other assistance to attract private gift funds and to support the College's educational, research, and service goals; and

WHEREAS, the Foundation and the College have, pursuant to previous agreement, cooperated in numerous ways to meet such goals and responsibilities of the College; and

WHEREAS, the College desires the Foundation to continue its assistance to the College, including its fund-raising services directed toward expanding and enhancing the educational, research and service goals and capabilities of the College, and further desires to make available to the Foundation support towards meeting these objectives and will provide certain limited support to the Foundation to further both the College's and Foundation's purposes; and

WHEREAS, the parties have agreed that Guidelines adopted by the Illinois Legislative Audit Commission on November 30, 1982, hereinafter called "LAC Guidelines," provide that the relationship between the College and the Foundation shall be contained in a written contract.

NOW, THEREFORE, in consideration of the foregoing premises and the terms and conditions hereinafter provided, the parties agree as follows:

1. The recitations hereinabove set forth in the preamble are hereby adopted by this reference and incorporated herein, the same as though set forth in full context.
2. The Foundation agrees to provide the College the following services:

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- a. To receive, hold and administer gifts of property, real or personal, financial or otherwise, to be used for and on behalf of the College, its faculty, students, and staff, such gifts to be administered according to the terms of the donor. In the event the donor does not specify the terms for which the gift shall be used, then the Foundation shall administer and use the gift for the benefit of the College according to the College's needs and policies.
- b. To plan, direct and implement all phases of private sector fundraising efforts including special events, direct mail appeals, major and planned gift solicitations and corporate and foundation grants. To conduct such other fund raising campaigns as may be deemed necessary and desirable by the Foundation.
- c. To identify, cultivate, evaluate and solicit, active and prospective philanthropic contributors for the benefit of the College. The Foundation shall act to secure for the benefit of the College's students, faculty, and programs, private monetary resources in the continuing quest for overall excellence.
- d. To continue to promote the College's best interest within the region, state and nation. Further, the Foundation shall continue, when asked, to advise and counsel the various components of the College.
- e. To keep complete, accurate and confidential financial records of donors and donor funds.
- f. To provide appropriate stewardship, recognition and acknowledgment to donors through timely correspondence, gift clubs and recognition events.
- g. To abide by ethical and legal practices as is in accordance with the Foundation's Charitable 501C3 status.
- h. To have a separate annual audit of financial records of the Foundation conducted by an auditing firm approved by the Board of the Foundation.
- i. To develop gift acceptance guidelines and policies in accordance with the college's mission, goals and objectives.
- j. To provide seed grants for new program development for various departments of the college through the Resource for Excellence Program and grants to the College for the purpose of securing and stewarding institutional relationships and partnerships.
- k. To provide scholarships to the students and staff of the College, which will be awarded through the Scholarship and Financial Assistance Office.
- l. To promote and play an active role in the Cultural Arts of the College. To administer and maintain the Art Collection.

3. The College agrees to provide the Foundation with the following limited services:

- a. To continue to provide the Foundation with appropriately furnished and equipped space.
- b. To pay for shared expenses for printing and promotional materials.
- c. To assist with such marketing services, as is necessary, for development of print and promotional materials.
- d. To assist in the strategic aspects promoting donor investment.
- e. To provide the necessary information technology support including software and hardware necessary to the Foundation to carry out its functions.
- f. To pay for salaries of the Foundation personnel to perform services in support of fund-raising activities and record keeping of the Foundation's funds on behalf of the College pursuant to this agreement. The Executive Director of the Foundation/Associate Vice President for Community Relations is employed by the College. The President of the College recommends employment of the Executive Director/Associate Vice President for Community Relations to the College's Board of Trustees after consultation with the Foundation Board of Directors. Foundation employees will be under the day-to-day supervision of the Associate Vice President for Community Relations and are subject to the personnel policies of the College. The College agrees to work with the Foundation toward replacement of any College employees assigned to perform services under this contract who have retired, resigned, or who failed to meet Foundation's reasonable expectations.
- g. To provide accurate accounting for scholarship awards and for any expenses that will be paid from Foundation resources subject to prior approval of the Executive Director of the Foundation.

4. The parties further mutually agree:

- a. That the term of this contract shall begin on July ____, 20____, and shall continue thereafter from year to year unless either party shall give notice of termination to the other party in writing at least ninety (90) days prior to the expiration of the original term, or any renewal term of this contract. In the event this contract, or any renewal hereof, is terminated by either party, the Foundation shall continue to administer any contracts per existing guidelines in effect at the time of termination, or in the alternative, provide for the orderly transfer of responsibility to the College.
- b. That this contract may not be assigned without prior written consent of the parties.

c. That specific projects or activities not already covered by this contract may be agreed upon between the parties in writing as an amendment to this contract, which shall constitute a portion of this contract as though originally contained herein.

IN WITNESS WHEREOF, the parties have caused this contract to be executed by their duly authorized representatives as of the day and year first above written.

ATTEST:

Board of Trustees of
William Rainey Harper College

Executive Secretary

By: _____
Chair

By: _____
College President

ATTEST:

Board of Directors of
William Rainey Harper College
Educational Foundation

By: _____
President

By: _____
Executive Director

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adjunct Faculty Compensation Schedule for 2002-2003

II. REASON FOR CONSIDERATION

Board Policy Manual 5.1.10D states that the Board of Trustees will establish a separate compensation schedule for adjunct faculty members.

III. BACKGROUND INFORMATION

The past practice in the matter has been that the adjunct faculty salary is the same schedule as used for overload pay for full-time faculty.

IV. RECOMMENDATION

It is recommended that the attached salary schedule be adopted for adjunct faculty for the fall 2002, spring 2003, 2003 summer.

ADJUNCT FACULTY COMPENSATION SCHEDULE

Fall 2002, Spring 2003, Summer 2003

Overload Classroom Instruction Pay Schedule*

Regular classroom instruction for scheduled Credit Classes

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or
	LESS				MA + 60
	1	2	3	4	5
0 - 3	\$560	\$580	\$600	\$620	\$640
4 - 6	\$580	\$600	\$620	\$640	\$660
7 +	\$600	\$620	\$640	\$660	\$680

Counseling & Library Function Overload Schedule*

Hourly rate of pay for Student Development and Library Services faculty functions

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or
	LESS				MA + 60
	1	2	3	4	5
0 - 3	\$24.71	\$25.59	\$26.47	\$27.35	\$28.24
4 - 6	\$25.59	\$26.47	\$27.35	\$28.24	\$29.12
7 +	\$26.47	\$27.35	\$28.24	\$29.12	\$30.00

Developmental Functions Overload Schedule*

Hourly rate for activities of a non direct instructional nature such as tutoring and assessment assistance

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or
	LESS				MA + 60
	1	2	3	4	5
0 - 3	\$17.50	\$18.13	\$18.75	\$19.38	\$20.00
4 - 6	\$18.13	\$18.75	\$19.38	\$20.00	\$20.63
7 +	\$18.75	\$19.38	\$20.00	\$20.63	\$21.25

* Per article VII D.5.e, the amount listed will be paid for each contact hour consistent with the number of credit hours assigned to a course. In cases where contact hours exceed the number of credit hours, the above amount will be paid for the first contact hour exceeding the number of credit hours and one half (1/2) of the above rate will apply to any additional contact hours in excess of the credit hours.