Regular Board Meeting Agenda

September 24, 2002

7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Educational Presentations
- Sheila Quirk, Bob Fabbri: TEC Services, Inc., Naperville, IL
- Greg Sutton, President - IT Launch Program

- Steve Catlin, Dr. Diana Sharp: Assessment Outcomes

V. Student Trustee Report

VI. President’s Report

VII. Consent Agenda* (Roll Call Vote)

A. For Approval
   1. Minutes – August 22, 2002 Regular Board Meeting Exhibit VII-A.1
   2. Bills Payable, Payroll for August 8, 2002, August 23, 2002
      and September 9, 2002; Estimated payrolls for September 7,
      2002 through October 4, 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
   6. Disposal of Obsolete and Unrepairable Personal Property Owned
      by the College Exhibit VII-A.6

B. For Information
   1. Financial Statements Exhibit VII-B.1
   2. Committee and Liaison Reports Exhibit VII-B.2
   4. First Reading of an addition to the Gift Ban
      Policy in the Board Policy Manual Exhibit VII-B.4

* 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: Budget Hearing and Adoption of Budget Resolution Exhibit VIII-A

B. RECOMMENDATION: Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2003-2004 Exhibit VIII-B

C. RECOMMENDATION: Award Bid for Outside Site Work at the Performing Arts Center and Wojcik Conference Center Exhibit VIII-C

D. RECOMMENDATION: Exterior Signage Exhibit VIII-D

E. RECOMMENDATION: Affiliation Agreement between Harper College and MetroHealth Medical Center Exhibit VIII-E

IX. Citizen Participation

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

   On-Campus Events
   October 20, 2002  3:00 p.m. - Harper Symphony Orchestra - Business and Social Science Center Theatre J143
   *October 24, 2002 7:00 p.m. - Regular Board Meeting - Room A242
   November 11, 2002  Veteran's Day - Classes Not In Session
   November 15, 2002  7:30 p.m. - Frank Abagnale, Author of Catch Me If You Can! - Wellness and Sports Center
   November 22, 2002  7:00 p.m. - Dave Rudolf's Big Holiday Extravaganza! - Business and Social Science Center Theatre, J143
   November 28-December 1, 2002 Thanksgiving Holiday - Classes Not In Session

   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 Thursday, August 22, 2002

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Minutes of the Regular Board Meeting of Thursday, August 22, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Thursday, August 22, 2002 at 7:00 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Botterman, Gillette, Howard, Kolze, Shure and Stone; Student Member Chartrand
Absent: Member Barton

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, Associate V.P. Development, Government Relations; Special Assistant to the President; Deborah Abbott; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Phil Burdick; Daniel Corr; Laura Crane; Lori Danaher; Dave Dluger; Thomas Dowd; Jim Edstrom; Terry Engle; Don Evangelista; Bob Fabbrini; Patti Ferguson; Sally Griffith; Vickie Gukenberger; Michael Harkins; Julie Hennig; Jeffrey Howard; Cheryl Kisunzu; Terry Lindsay; Adrienne McDay; Russ Mills; Maria Moten; Michael Nejman; Mark Neubecker; Jeanne Pankanin; Jan Phillips; Sheila Quirk; Tom Samp; Diana Sharp; Dan Stanford and Deanna White.

Guests: Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; Gary Clair, citizen; Bill and Helen Huley, Northwest Tax Watch; Greg Sutton, TEC Services; Barry Nelson, Northwestern University; Martha Bell and Dick Hoffman, Harper College Educational Foundation.

Chair Howard noted that Exhibit VIII-D would be removed from the agenda and postponed, because they have decided to separate the electrical connections from the actual signs.

She added that there would be an executive session prior to the employee contract exhibits. Action will be 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 Botterman, Gillette, Howard, Kolze, Shure and Stone
Nays: None

Motion carried. Student Member Chartrand voted aye.

PRESENTATIONS
MEM Program Partnership

Sheila Quirk explained that Harper College has a new TECH Program partnership with Northwestern University – the Masters of Engineering Management (MEM) Program. It will allow up-and-coming Information Technology (IT) managers to move forward to earn a Masters Degree at a location which also has Harper students working towards their IT certifications. The win-win situation will help make the IT managers aware of Harper’s certification programs and aware of Harper students as possible hires. Harper students will also see a possible “next step” for them in the Northwest Suburbs – the excellent program through Northwestern. She introduced Dr. Barry Nelson, Professor of Industrial Engineering Management Sciences at Northwestern and Director of the MEM Program.

Dr. Nelson noted that Jean Husain, the person in charge of the day-to-day operations of the program, could not be at the meeting this evening. He gave a brief presentation regarding the MEM Program.

The MEM Program is a graduate program in the Industrial Engineering (IE) and Management Sciences Department, which is part of the McCormick School of Engineering and Applied Sciences at Northwestern University. The IE Department is ranked in the top ten in the country.

The MEM Program, which is approximately 25 years old, began for the specific purpose of educating working technical professionals – teaching management skills to people who are going to be technical managers. It is primarily an evening program, 6:30 to 9:30 p.m. one night per week, with degree and non-degree options. There are approximately 110 students in the program and over 500 alums. Almost all of the students are employed by a company that is paying their tuition.
Dr. Nelson discussed program entry requirements and the types of students it serves. Students are employed by companies in the electrical and electronics area, as well as information systems, manufacturing and telecommunications areas.

They are very excited about the Fall quarter, when they will begin offering classes in their own room at the Harper TECH facility. Initially they will offer one to two classes per quarter and occupy the room one to two nights per week. Classes will range from 15 to 30 students. Their ultimate goal is to teach between four and five nights per week. Dr. Nelson noted that Sheila Quirk and Bob Fabbrini have been tremendous assets to the MEM Program. They have been responsive to all of their requests and have convinced them that Harper and Harper TECH is the place they should be.

In response to Member Gillette, Dr. Nelson stated that the MEM Program would be located in the 650 Higgins Road building. Chair Howard stated that it is an exciting collaboration and a wonderful opportunity for many students.

Member Gillette noted that Harper does not use taxpayer money for that building. Student tuition is used to buy the building, operate the building and pay for the instructors. It is a technical facility rather than a community college. The bonding guarantee of the College has been used, but no taxpayer money. Chair Howard added that it is one of the revenue bonds; the bond is paid off through tuition and income.

**STUDENT TRUSTEE REPORT**

Student Member Chartrand noted that the First Year Experience took place recently. Approximately 800 students and parents attended the popular event, which featured a great motivational speaker. He listed upcoming welcome events in the College Quad and Students Activities areas.

Chair Howard added that a Day of Remembrance is being planned for September 11. She thanked Student Member Chartrand for his report.

**PRESIDENT'S REPORT**

Dr. Breuder introduced two new members of the management team – Dr. Diana Sharp, Associate Vice President of Academic Affairs and Dr. Vickie Gukenberger, Dean of Life Science and Human Services.

Dr. Breuder explained that each year a comprehensive Strategic Long-Range Plan (SLRP) is produced for the
Board and the institution. It is a three-year rolling window updated every year through a process, which involves the shared governance system. Emanating out of the SLRP is an Annual Plan of Operation. The Annual Plan, Institutional Priorities and SLRP drive the institution for a 12-month period. At the end of the 12-month period, an Outcomes document is produced, which addresses how well the College did relative to the Annual Plan of Operation.

The 62-page Outcomes document has been put together by President’s Council and delivered to the Board. He chose to highlight this evening what he feels are the ten most significant institutional outcomes, or accomplishments, in FY02. Dr. Breuder noted that other people may have chosen a different “top ten” list. He added that his list is not intended to slight any of the achievements that were realized during the last 12-month period – he simply could not list them all.

Institutional Outcomes Summary for FY02

10 - Began program offerings in the new Schaumburg TECH Center.
Harper acquired the building in Schaumburg because they were over-subscribed at the Northeast Center and they wanted to grow the TECH operation. By locating in Schaumburg, they are making themselves available to many people in the Hoffman Estates and Schaumburg area who may have been burdened by traveling to the Northeast Center. The building was purchased for approximately $4.2M and has a placement value in excess of $7M. Upon opening the facility in FY02, it has been eminently successful. Even in a down economy, the TECH Center continued to make money for the institution, in addition to paying for all of its own hardware and software. The prognosis going forward is excellent.

9 - Produced a balanced budget for FY 03, including a 2% cut in expenditures without significant impact on staff and services.
This is a significant accomplishment, given the demands on the institution this year. The Board will have the chance to approve the budget formally in September. Two percent was cut out of the budget in order to bring to the Board a balanced budget, and to be able to recommend the salary increases currently on the table. That two percent came out of 15 percent of the institution’s 01 and 02 operating budget. He explained that 81 percent of the budget is fixed in salaries and benefits, and the remaining percentage (minus
four or five percent that they cannot touch at all) is what the
two percent was taken from. That was not an easy task. He
commended members of President’s Council for working so
diligently in concert with many people to make that happen.

8 - Received a clean audit opinion and no management
letter from KPMG for FY01.
KPMG looked at Harper’s financial records, and they could
find not a single instance where they wanted to make even a
recommendation for modest improvement. That speaks well
of the people who coordinate what will be over $172M in
expenditures this year.

7 - Completed final design and began construction of
the Science, Emerging Technology and Health Careers
Center.
The bids came in 20 percent under what was projected.
They happened to hit a great market this year, unlike the
market experienced a few years ago when the College built
the Performing Arts Center and Conference Center. The
building is ahead of schedule, and they are doing great work.
The College is extremely pleased with the performance of
Gilbane, Legat Architects and HOK. They hope to be in the
new building late Spring of 2004.

6 - Received $4.5 million through public and private fund
raising.
This is important to the Trustees, management and the rest
of the institution, as they begin to feel the impact of reduced
State resources coming to education, the local tax cap and
the increasing number of Property Tax Appeal Board (PTAB)
refunds. There is a need for Harper to find non-traditional
sources of revenue, and this past year $4.5M was brought
into the institution. The Educational Foundation has been
incredibly successful generating dollars for the institution –
almost $750,000 last year. It helps take the pressure off of
the College, helps to balance the budget, and helps to serve
the community.

5 - 29% of new faculty hires and 28% of new
administrative hires were diverse candidates.
With an increased emphasis, they have been successful in
further diversifying the employee workforce. On the agenda
this evening, the Board will be asked to approve the hiring of
three administrative people. Two of the three are of diverse
background. Their desire is to continue along these lines.
Harper’s student population reflects 33 percent of students
come from diverse backgrounds. This will be an ongoing initiative.

4 - Developed 13 new programs in response to community needs.
In the business of higher education, the curriculum portfolio, or program menu, is the heart of the institution. In order for Harper to remain competitive, draw students to the institution and meet the needs of the community, they have to constantly modify the curriculum portfolio. They must change existing programs of study and make sure they are state-of-the-art and reflective of a dynamic community. In the past year, 13 new programs of study were introduced to meet community needs.

3 - Increased credit FTE’s by 3.3% and CE seatcount by 2.6%.
One way to judge the vitality of any organization is by growth. Credit FTE’s is the index which shows growth in student enrollment. In the past year, Harper grew by 3.4 percent; there were 17,758 credit FTE students. CE seatcount was up by 2.6 percent. Headcount is 25,011 students and seatcount is 24,623. Harper continues to rank #2 in overall size of community colleges in the State. Credit FTE side for the new Fall term stood at 9.15 percent over the same period of time last year. They are continuing to show sustained growth, as they projected several years ago.

2 - Eliminated $1.5 million planned reduction in the Education Fund balance through budget limitations throughout FY 02.
When the budget was brought to the Board last year, Dr. Breuder asked if they would allow dipping into the 01 Fund in order to balance the budget. The Board allowed them to draw down $1.5M from the savings account. As it turns out, they will not draw down the $1.5M from the 01 Fund. Over the last four years, the Board authorized draw-downs of $9M; the reality is, they should be on the upside by $2M+. This shows prudent spending on the part of the institution.

1 - Received special legislative appropriations totaling $4.25 million to improve campus infrastructure.
The dollars are important; however, the fact that, in a year like this, legislators working with Harper were willing to go to Springfield and get the support of the Governor for the special legislative appropriation is incredible. It says a lot for the institution and its importance in the community. That
money will go for infrastructure purposes - running electrical systems, plumbing systems and sewage systems, etc. That needs to be done in order to build the next building on the agenda for the Campus Master Plan scheduled in 2004 or 2005. They hope to build a Campus Life building, a One-Stop Center, and have that funded 75 percent by the State. The College’s 25 percent is sitting and ready to go as soon as the State releases the dollars.

Dr. Breuder noted that there is one more outcome beyond the top ten. The single greatest achievement for Harper College in FY02 is – **Received an average overall student satisfaction rating for instruction and services 97%**.

Over 4,500 credit courses were taught, over 2,700 non-credit courses were taught, and they had over 150,000 people attend the institution. Harper students find many ways to evaluate the College: in the classroom, via performance reviews, via surveys and instruments sent out through institutional research, etc. When all of that feedback is totaled, it becomes the satisfaction rating with the institution. The Board needs to see and hear and feel this kind of information in order to know that the 800 individuals who work here are focused, committed to excellence and committed to serving the community. In closing, Dr. Breuder stated that he hopes that in FY03, they build upon the successes and make it an even better year.

Member Kol ze reiterated that the last item mentioned is the culmination of everything the College is trying to do – be successful with the students.

Chair Howard noted that, while she read the entire long list of achievements for each of the goals set for last year, she felt a great sense of pride in the faculty, administrators, classified staff, ICOPS, IEA/NEA – all who make Harper the place it is. The impressive achievements could not have been made without everyone. On behalf of the Board, she complimented Dr. Breuder and others who have provided leadership in strategic planning. The College has very clear goals, very clear objectives and very specific steps that need to be achieved each year.

In addition, Chair Howard commented on the outstanding financial management. She was impressed by the way in which everyone worked to cut back two percent – not by simply chopping. It was evident that a great deal of thought was put into how they could function more efficiently and effectively at less cost. On behalf of the Board, she thanked
and congratulated everyone involved in the Outcomes. Chair Howard suggested they present this information to civic clubs and other groups in the community. Dr. Breuder stated he will advise it.

Member Stone added that these achievements make her very proud to be a part of the Harper College Board of Trustees.

CONSENT AGENDA

Member Gillette moved, Member Stone seconded, approval of the minutes for the July 23, 2002 regular Board meeting; bills payable; payroll for July 11, 2002 and July 25, 2002; estimated payrolls for July 26, 2002 through August 23, 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 $3,951,427.83
Tuition Refunds 20,883.85

The payrolls of July 11, 2002 in the amount of $2,002,303.10 and July 25, 2002 in the amount of $1,952,803.83; and estimated payroll of July 26, 2002 through August 23, 2002 in the amount of $3,955,106.94.

Bid Award

Ex. VII-A.3.a Award bid Q00246 for a Backhoe Loader to SES, Inc., the low bidder, in the amount of $39,759.

Purchase Orders

Ex. VII-A.4.a 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.

Ex. VII-A.4.b 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.

Ex. VII-A.4.c Approve issuance of a change order to purchase order number 018558 issued to Corbin Design, Inc. for Wayfinding
Consultation, in the amount not to exceed $24,225 for a new total of $86,375.

Personnel Actions

**Administrator Appointments**
Vickie Gukenberger, Dean, Life Science/Human Services, LS/HS, 09/10/02, $90,000/year
Laura LaBauve-Maher, Associate Dean for Multicultural Learning, STU DEV, 08/26/02, $65,000/year
Jim Ma, Director, Physical Plant, PHY PLT, 08/26/02, $92,000/year

**Professional/Technical Appointment**
Thomas Samp, Sales Consultant, Conference Center, 08/05/02, $45,000/year

**Harper #512 IEA/NEA Appointments**
Rosa Pineda, Custodian, PHY PLT, 07/22/02, $19,989/year
Brian Stark, Custodian, PHY PLT, 07/22/02, $19,989/year

**Professional/Technical Retirement**
Suzanne Sons, Coordinator of Student Records, REG OFF, 02/28/03, 17 years

**Administrator Resignation**
Matthew Tomaszewski, Director, Office of Student Financial Assistance, OSFA, 08/01/02, 9 years 7 months

**Professional/Technical Resignation**
Harry O’Daniels, Operations Analyst, IT/AS, 07/17/02, 1 year 5 months

**Classified Staff Resignation**
Katrina Bordsen, Receptionist/Clerk Typist I, AE/LS-ESL, 07/31/02, 11 months

**Harper #512 IEA-NEA Resignations**
Jan Malinowski, Custodian, PHY PLT, 07/30/02, 3 years 3 months
Michael Serio, Utilities Mechanic, PHY PLT, 08/31/02, 7 years

In response to Member Gillette, Dr. Breuder stated that the consultant has delivered the final document for the phases under contract of the Wayfinding Master Plan.

In response to Member Kolze, Vice President Judy Thorson stated that the report showing the number of personnel in
various divisions and categories is now published as part of the budget document on an annual basis. Next month's budget document will include that information. It will show a total count by employee group by some subdivision by year for the past three years.

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

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

Motion carried. Student Member Chartrand voted aye.

NEW BUSINESS:

Additional Educational Service Providers

Member Stone moved, Member Kolze seconded, approval the additional educational service provider for Fiscal Year 2002-03, 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 Botterman, Gillette, Howard, Kolze, Shure and Stone
Nays: None

Motion carried. Student Member Chartrand voted aye.

ACCT Voting Delegate

Member Stone moved, Member Kolze seconded, that Kris Howard be designated and appointed as the 2002 ACCT convention voting delegate for Harper College, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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.

Chair Howard noted that she will be going to Philadelphia in September.
Addendum to Harper/ CDB Trust Agreement

Member Kolze moved, Member Gillette seconded, approval of the transfer of $210,168 from Operations and Maintenance Fund (02) to the Trust Agreement. Failure to transfer money may result in the CDB withholding final occupancy (of the Performing Arts Center) and use of the building as envisioned, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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.

Chair Howard reiterated that Exhibit VIII-D was removed from the agenda.

Direct Gilbane to Enter into Contract for Testing and Balancing HVAC Ventilation System

Member Gillette moved, Member Botterman seconded, to 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, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he received answers to the many questions he asked. Six companies were interviewed by Gilbane. Industry standards indicate the cost is usually between three and five percent of the mechanical costs of heating, ventilation and air conditioning. He is satisfied with the bid of 3.5 percent for balancing and testing the HVAC ventilation system in this very large, sophisticated building. Chair Howard noted that the many laboratories require special ventilation. Member Gillette added that exhaust hoods could throw off the heating and air conditioning; therefore, it all must be balanced correctly.

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.

Member Kolze stated that the monthly report from Gilbane was very well done. Dr. Breuder stated that on his monthly tours, he has witnessed a safe environment, wonderful attitude and great work. Gilbane is incredibly responsive to the institution, and Legat and HOK have been performing excellently. There is a good synergy with all three parties.

Dr. Breuder noted that they should have delivery of the Performing Arts Center on September 16.

Member Botterman suggested that the Gilbane document be given to the Press. There are a lot of taxpayers’ dollars tied up, and he feels taxpayers would be appreciative of the efforts of the Board, administration and construction companies. Dr. Breuder stated he will do that.

Chair Howard asked for the consent of the Board to move Exhibits VIII-F through VIII-I to a point following Citizen Participation, because they pertain to the contract items. Board members concurred.

Memorandum of Understanding between Board of Trustees and Educational Foundation

Member Gillette moved, Member Kolze seconded, in accordance with best practices and legal counsel recommendation from both the College and the Foundation, adoption and ratification of the Memorandum of Understanding by the College Board of Trustees and Foundation Board of Directors, as modified and outlined in Exhibit VIII-J (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Member Gillette asked that an item be added to the Memorandum of Understanding – that the Educational Foundation must inform the Harper Board of Trustees if they change their Charter. Chair Howard introduced Dick Hoffman, President of the Educational Foundation, and Martha Bell, past President of the Educational Foundation. They both agreed with the proposed change. On behalf of the Board, Chair Howard expressed appreciation for the efforts of the Foundation.

Martha Bell stated that the Memorandum of Understanding is the culmination of several years’ work. Although the Foundation exists for Harper, it exists under different rules from the College itself. Like all relationships, it is good to commit to writing the responsibilities of each party. The Memorandum will allow the Foundation to guarantee privacy.
for its donors, or anonymity for those who request it. It is very important for an organization in trying to raise money.

Dr. Breuder stated that these two people reflect the very best of the Foundation. They have written countless personal checks to the Harper College Educational Foundation, to the benefit of this institution. They are just two of thirty people who have done that on a regular basis. In addition, they devote countless hours on behalf of the College and raise significant money.

Member Gillette noted that not one person has received higher education who has paid for it entirely alone. Someone else helped along the way, through Foundations, grants, endowments, taxpayers and past graduates.

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.

Adjunct Faculty Compensation Schedule

Member Stone moved, Member Kolze seconded, adoption of the salary schedule for adjunct faculty for the fall 2002, spring 2003 and summer 2003, as outlined in Exhibit VIII-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Vice President Thorson explained that it reflects an increase of $20 per cell, as it has been in the past.

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.

CITIZEN PARTICIPATION

Patti Ferguson, Grievance Officer for the Faculty Senate, read a prepared statement on behalf of the Faculty Senate.

"On July 23, the Harper College Board released a statement concerning the ongoing contract negotiations between the
Board and the Harper College Faculty. The Senate puts forth the following points.

1. The statement focused upon a handful of faculty at the higher end of the salary scale: 38 individuals out of the 206 Harper faculty. There was little reference to the other 82 percent of the faculty. This underscores and amplifies the fact that the average faculty salary of $59,946 still places Harper behind five other community colleges – Lake County, Oakton, Elgin, DuPage and Chicago.

2. No mention was made that Harper College ranks third among community colleges, behind only DuPage and Oakton, with respect to an average administrative salary of $86,944. Furthermore, since 1996, Harper College expenditures for administration have risen by 47 percent, while the total full-time faculty payroll went from $11.1M to $11.5M. Faculty costs, in other words, increased barely three percent over that eight-year period.

3. The number of administrators has risen dramatically during the period from 1995 to 2001 by 34 percent, while the number of faculty during those years actually decreased by nearly 6 percent.

4. No acknowledgement was made of the fact that the difference between the Board and the Senate salary proposals amounted to about $1M. In fact, this is the approximate amount of money that the College will save over the next three years as a result of faculty retirements.

Harper College has always been an institution that prizes educational values – teaching and learning, scholarship and the joy of discovery above all else. This is the spirit that animates the faculty as they approach the negotiation and the mediation process. We urge the Board of Trustees to do the same.” She thanked the Board.

**EXECUTIVE SESSION**

Member Kolze moved, Member Gillette 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 Botterman, Gillette, Howard, Kolze, Shure and Stone

Nays: None
The motion carried at 8:05 p.m. Student Member Chartrand voted aye.

Following executive session, the Board reconvened the Regular meeting at 8:45 p.m.

Administrative Employment Contracts

Member Kolze moved, Member Stone seconded, to approve the sum of $348,434 for adjustments in salaries and fringe benefits, and authorize the Board Chair and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2002/2003 fiscal year, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Member Gillette explained that he enthusiastically supports the contract for 45 of the 46 administrators. Since he cannot separate out the one person, he must vote “no.”

Classified, Food Service and Supervisory/Confidential Salary Program/Fringe Benefits

Member Gillette moved, Member Kolze seconded, approval of 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, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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.

Illinois Council of Police and Sheriffs (ICOPS) Employment Agreement

Member Kolze moved, Member Gillette seconded, ratification of the 2002/2006 Collective Bargaining Agreement with the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL-CIO and authorization for the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees,
as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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.

Chair Howard and Dr. Breuder complimented Mark Neubecker, President of the Union, on a job well done.

Harper 512 Association, IEA/NEA Employment Agreement

Member Gillette moved, Member Kolze seconded, ratification of the 2002/06 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA and authorization for the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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.

On behalf of the Board, Chair Howard expressed appreciation to the representatives of the unions with whom they have reached agreement. She has heard from the negotiating team that the discussions were carried out in a friendly, professional manner. The decisions have not been easy, particularly those related to the cost containment in medical insurance. However, they have achieved four-year contracts. In spite of the fiscal situation, Harper has been able to give generous raises to its employees. She added that they look forward to working collaboratively for the benefit of Harper and for the students.

Chair Howard stated that the Board will schedule a retreat and the Board self-evaluation. She added that Carol Blotteaux will contact each of them soon with possible October dates. There will be an outside facilitator at the retreat. Member Stone has suggested they review all of the sources of income and finances.
Member Shure suggested that they hold the Board retreat in November when the new Board Chair takes office. Several Board members felt it did not matter what Chair was in office during the retreat, because it will be facilitated by someone from the outside. It should be an objective process.

Several Board members commented on the great new Conference Center facility.

Vice President Joan Kindle introduced and welcomed Terry Lindsay, the new Dean of Student Development. She noted that Dean Lindsay had been working final registration earlier in the evening.

**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.

**ADJOURNMENT**

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 9:16 p.m.
BOARD REQUESTS

AUGUST 22, 2002 REGULAR BOARD MEETING

1. Chair Howard suggested they present the Outcomes information to civic clubs and other groups in the community. Dr. Breuder stated he would take that under advisement.

2. Member Botterman suggested that the Gilbane document be given to the Press. There are a lot of taxpayers’ dollars tied up and he feels taxpayers would be appreciative of the efforts of the Board, administration and construction companies. Dr. Breuder stated he would do that.
SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award Q00251 for the purchase and installation of Steelcase furniture for use by the Registrar’s Office to Office Equipment Company of Chicago, the low bidder, in the amount of $11,747.46.

Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00249 for asphalt paving work at the Performing Arts Center to Schroeder Asphalt Services, Inc., the low bidder, in the amount of $124,5000, the architect’s fee of $9,338, and a contingency of $6,225 for a total award of $140,063.
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00251 for the purchase and installation of Steelcase furniture for use by the Registrar’s Office as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of $11,757.46 will be provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-585.

III. INFORMATION

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

<table>
<thead>
<tr>
<th>Company</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Equipment Company of Chicago</td>
<td>$11,747.46</td>
</tr>
<tr>
<td>Johnson &amp; Associates</td>
<td>12,258.34</td>
</tr>
<tr>
<td>Tri-State Installations, Inc.</td>
<td>13,585.38</td>
</tr>
</tbody>
</table>

The Registrar’s Office staff interacts daily with students, staff, faculty, administrators and others. The furniture will be used by four staff members who are currently using outdated furniture that hinders their ability to work in an efficient and productive way. The new furniture is ergonomically correct, and will be arranged in a way that will enable the staff members to provide better service.

IV. RECOMMENDATION

The administration recommends that the Board award Q00251 for the purchase and installation of Steelcase furniture for use by the Registrar’s Office to Office Equipment Company of Chicago, the low bidder, in the amount of $11,747.46.
I. SUBJECT
Recommendation for the award of bid request Q00249 for asphalt paving work at the Performing Arts Center as requested by Physical Plant.

II. BUDGET STATUS
Funds in the amount of $140,063 will be provided in the Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9038 and 0392-039-582.00-9038.

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

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schroeder Asphalt Services, Inc.</td>
<td>$124,500</td>
</tr>
<tr>
<td>J. A. Johnson Paving Co.</td>
<td>133,000</td>
</tr>
<tr>
<td>D. L. Franzen Construction, Inc.</td>
<td>139,871</td>
</tr>
<tr>
<td>Bigane Paving Co.</td>
<td>144,500</td>
</tr>
</tbody>
</table>

This request is for work that involves replacing the sub-base aggregate and asphalt paving of the vehicular cul-de-sac located west of the Performing Arts Center. In addition, the scope of the work includes sub-base aggregate and asphalt paving for the Performing Arts Center vehicular drop-off located at the main entrance to the building. The work will be performed according to the properly engineered design cross-section, which accommodates the turning movements and subsequent wheel force of busses and delivery trucks. All unsuitable soils in the area will be removed to permit a proper and durable installation of the asphalt paving.
This work was deleted from the original bid for this building in an effort to bring the building in closer to the original budget amount.

This request includes the 7.5% architect’s fee of $9,338 and a 5% contingency of $6,225.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00249 for asphalt paving work at the Performing Arts Center to Schroeder Asphalt Services, Inc., the low bidder, in the amount of $124,500, the architect’s fee of $9,338, and a contingency of $6,225 for a total award of $140,063.
WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 24, 2002

SUMMARY OF PURCHASE ORDERS

Exhibit VII – A.4.a  The administration recommends that the Board approve the issuance of a purchase order to Power Technology, Inc., for Industrial Electronics Training Systems, in the amount of $34,835.

Exhibit VII – A.4.b  The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of $29,340.
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Power Technology, Inc., for Industrial Electronics Training Systems as requested by the Applied Technology, Mathematics and Physical Science Division for the Electronics Technology department.

II. BUDGET STATUS

Funds in the amount of $34,835 will be provided in the 2002/03 Education Fund budget, under account number 0114-518-586.

III. INFORMATION

The Industrial Electronics and Electrical Maintenance programs were started during the early 1990's and have enjoyed consistent incremental growth during the past few years. Based on recent enrollment information, coupled with frequent student and employer feedback, the College expects this trend to continue in the foreseeable future.

This request is for equipment to support laboratory instruction in the Industrial Electronics and Electrical Maintenance programs. The equipment consists of specialized hydraulic, pneumatic, fiber-optic, opto-electronic and robotic training stations needed to sustain and expand the programs.

An Advisory Committee, coupled with Harper faculty, was formed to review the Industrial Electronics Training Systems offered in the marketplace. Based on price and functionality, the Power Technology systems were chosen. Other systems are much
higher in price, and provide features that are beyond the scope of what is needed to instruct at the level of these courses. The Industrial Electronics and Electrical Maintenance programs were developed around Power Technology systems. Changing to other systems would also be cost prohibitive due to inherent equipment and documentation incompatibilities between different systems.

Power Technology systems are reliable, user friendly, cost effective, and are easily configured into various "work cells" that emulate specific industry settings. A letter was obtained from Power Technology, Inc., listing them as the sole supplier of the Power Technology systems.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Power Technology, Inc., for Industrial Electronics Training Systems, in the amount of $34,835.
I. SUBJECT

Recommendation for approval of the issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer for the period of July 1, 2002 through June 30, 2003 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of $29,340 will be provided in the 2002/03 Education Fund budget, under account 0195-256-534.

III. INFORMATION

The OCE printer produces all reports for business functions and student information. This is an annual maintenance support agreement that includes supplies and maintenance for the printing system.

Supplies and maintenance for four years, July 1, 1999 through June 30, 2003, were included in the original bid. This cost is constant at $29,340 per year.

This purchase conforms with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of $29,340.
WILLIAM RAINELY 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 Appointments.
C. Ratification of Supervisory/Confidential Appointments.
D. Ratification of Classified Staff Appointments.
E. Ratification of Harper #512 IEA-NEA Appointments.
F. Ratification of Professional/Technical Reclassification.
G. Ratification of Supervisory/Confidential Reclassifications.
H. Ratification of Classified Staff Reclassifications.
I. Ratification of Administrator Retirement.
J. Ratification of Classified Staff Retirement.
K. Ratification of Faculty Resignation.
L. Ratification of Professional/Technical Resignation.
M. Ratification of Classified Staff Resignations.
N. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION
The administration recommends that the Board of Trustees ratify the Administrator, the Professional/Technical, the Supervisory/Confidential, the Classified Staff and the Harper #512 IEA-NEA Appointments; the Professional/Technical, the Supervisory/Confidential and the Classified Staff Reclassifications; the Administrator and the Classified Staff Retirement; the Faculty, the Professional/Technical, the Classified Staff and the Harper #512 IEA-NEA Resignations and the Overload and Adjunct Faculty Assignment Summary Sheets.
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT
Disposal of obsolete and unrepairable personal property owned by the College.

II. REASON FOR CONSIDERATION
Under the Illinois Public Community College Act, the Board of Trustees has the authority to sell personal property and must approve the sale or disposal of all such property.

III. BACKGROUND INFORMATION
An inventory has been taken of College property that is obsolete or beyond economical repair. According to the procedures for disposal of College property, it is recommended that:

A. Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.

B. The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.

C. Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction; whichever best fits the needs of the College.

D. Items that are left over can be offered for sale to a scrap dealer.
E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.
<table>
<thead>
<tr>
<th>Fund</th>
<th>Outstanding Investments</th>
<th>Earned To Date</th>
<th>FY03 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION FUND</td>
<td>$ 20,866,349</td>
<td>54,325</td>
<td>700,000</td>
</tr>
<tr>
<td>OPERATIONS, &amp; MAINT. FUND</td>
<td>6,271,747</td>
<td>16,505</td>
<td>180,000</td>
</tr>
<tr>
<td>OPERATIONS, &amp; MAINT. FUND (Restricted)</td>
<td>2,440,393</td>
<td>7,015</td>
<td>45,000</td>
</tr>
<tr>
<td>BOND &amp; INTEREST</td>
<td>5,624,416</td>
<td>13,116</td>
<td>0</td>
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<tr>
<td>AUXILIARY ENTERPRISES</td>
<td>553,134</td>
<td>5,784</td>
<td>70,000</td>
</tr>
<tr>
<td>RESTRICTED FUNDS</td>
<td>2,046,114</td>
<td>1,786</td>
<td>60,000</td>
</tr>
<tr>
<td>WORKING CASH FUND</td>
<td>12,244,464</td>
<td>30,047</td>
<td>340,000</td>
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<tr>
<td>AUDIT FUND</td>
<td>190,509</td>
<td>459</td>
<td>5,000</td>
</tr>
<tr>
<td>LIABILITY, PROTECTION &amp; SETTLEMENT</td>
<td>1,422,153</td>
<td>5,376</td>
<td>75,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 51,649,279</strong></td>
<td><strong>134,412</strong></td>
<td><strong>1,475,000</strong></td>
</tr>
</tbody>
</table>
### WILLIAM RAINEY HARPER COLLEGE

**Schedule of Investments**

**As of August 31, 2002**

<table>
<thead>
<tr>
<th>Depository or Instrument</th>
<th>Date Purchased</th>
<th>Date of Maturity</th>
<th>Term (Days)</th>
<th>Rate (%)</th>
<th>Earnings to Maturity</th>
<th>Principal Invested @ 8/31/2002</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Certificates of Deposits</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaSalle Bank</td>
<td>02/28/02</td>
<td>09/05/02</td>
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<td>09/19/02</td>
<td>197</td>
<td>1.92</td>
<td>26,266.67</td>
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</tr>
<tr>
<td>Harris Bank</td>
<td>10/26/01</td>
<td>10/03/02</td>
<td>342</td>
<td>3.35</td>
<td>54,894.80</td>
<td>1,700,000.00</td>
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<tr>
<td>Harris Bank</td>
<td>10/26/01</td>
<td>10/17/02</td>
<td>356</td>
<td>3.35</td>
<td>57,179.34</td>
<td>1,700,000.00</td>
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<td>PMA/Capital One Bank</td>
<td>10/25/01</td>
<td>10/25/02</td>
<td>365</td>
<td>3.00</td>
<td>130,487.50</td>
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<tr>
<td>PMA/South Trust Bank</td>
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<td>10/31/02</td>
<td>240</td>
<td>2.15</td>
<td>19,494.45</td>
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<td>PMA/South Trust Bank</td>
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<td>11/13/02</td>
<td>254</td>
<td>2.16</td>
<td>30,090.13</td>
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<tr>
<td>PMA/MBN America NA</td>
<td>03/04/02</td>
<td>11/27/02</td>
<td>268</td>
<td>2.24</td>
<td>33,011.42</td>
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<tr>
<td>LaSalle Bank</td>
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<td>12/12/02</td>
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<td>2.15</td>
<td>41,954.86</td>
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<td>PMA/CIB Bank</td>
<td>03/11/02</td>
<td>01/03/03</td>
<td>298</td>
<td>2.18</td>
<td>17,859.60</td>
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<tr>
<td>PMA/MBN America NA</td>
<td>07/25/02</td>
<td>02/06/03</td>
<td>196</td>
<td>2.06</td>
<td>12,447.18</td>
<td>1,500,000.00</td>
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</tr>
<tr>
<td>PMA/MBN America NA</td>
<td>07/25/02</td>
<td>02/20/03</td>
<td>210</td>
<td>2.06</td>
<td>13,345.51</td>
<td>1,500,000.00</td>
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<tr>
<td>PMA/CIB Bank</td>
<td>03/11/02</td>
<td>03/11/03</td>
<td>365</td>
<td>2.49</td>
<td>24,993.00</td>
<td>1,000,000.00</td>
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<tr>
<td>PMA/American Enterprise Bank</td>
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<td>03/11/03</td>
<td>365</td>
<td>2.60</td>
<td>26,101.37</td>
<td>1,000,000.00</td>
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<tr>
<td>PMA/MBN America NA</td>
<td>08/20/02</td>
<td>05/15/03</td>
<td>268</td>
<td>2.12</td>
<td>23,875.98</td>
<td>1,500,000.00</td>
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<tr>
<td>PMA/MBN America NA</td>
<td>08/20/02</td>
<td>05/29/03</td>
<td>282</td>
<td>2.12</td>
<td>24,610.69</td>
<td>1,500,000.00</td>
<td></td>
</tr>
<tr>
<td>PMA/MBN America NA</td>
<td>09/21/01</td>
<td>09/11/03</td>
<td>720</td>
<td>3.81</td>
<td>75,648.93</td>
<td>1,000,000.00</td>
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</tr>
<tr>
<td>Northern Trust</td>
<td>09/14/01</td>
<td>09/12/03</td>
<td>728</td>
<td>3.90</td>
<td>323,022.32</td>
<td>4,000,000.00</td>
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</tr>
<tr>
<td>Harris Bank</td>
<td>10/01/01</td>
<td>10/01/03</td>
<td>730</td>
<td>3.70</td>
<td>230,052.66</td>
<td>3,000,000.00</td>
<td></td>
</tr>
<tr>
<td>Harris Bank</td>
<td>10/03/01</td>
<td>10/03/03</td>
<td>730</td>
<td>3.65</td>
<td>302,445.43</td>
<td>4,000,000.00</td>
<td></td>
</tr>
<tr>
<td>LaSalle Bank</td>
<td>03/11/02</td>
<td>11/14/03</td>
<td>613</td>
<td>3.30</td>
<td>84,287.50</td>
<td>1,500,000.00</td>
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</tr>
<tr>
<td>LaSalle Bank</td>
<td>03/11/02</td>
<td>11/26/03</td>
<td>625</td>
<td>3.30</td>
<td>85,937.50</td>
<td>1,500,000.00</td>
<td></td>
</tr>
<tr>
<td>PMA/Independent Bankers' Bank</td>
<td>08/20/02</td>
<td>02/11/04</td>
<td>540</td>
<td>2.55</td>
<td>56,790.74</td>
<td>1,500,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>Weighted Average:</strong></td>
<td></td>
<td></td>
<td></td>
<td>2.82</td>
<td></td>
<td>45,200,000.00</td>
<td>45,200,000.00 *</td>
</tr>
</tbody>
</table>

| **Government Securities** |                |                  |             |          |                     |                                |              |
| 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 | 8/02 Monthly Average | 1.25 | 2,160.68 | 2,160.68 |
| Illinois Funds | 8/02 Monthly Average | 1.69 | 4,452,118.25 | 4,452,118.25 |

**TOTALS AS OF**: 8/31/2002

$ 51,649,278.93 51,659,871.93

*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 RAINNEY 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 Report - Dr. Kolze
- ACCT Report - Kris Howard
WILLIAM RAINLEY 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.
<table>
<thead>
<tr>
<th>GRANT NAME</th>
<th>BRIEF DESCRIPTION</th>
<th>FUNDING SOURCE</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACHA Building</td>
<td>Cultural competency demonstration site</td>
<td>ACHA/CDC</td>
<td>09/01/01 - 09/24/03</td>
</tr>
<tr>
<td>Healthy Campus</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Community Project</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denise Yurik</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>RENEWAL</th>
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<tbody>
<tr>
<td>Illinois Century Network Regional Technology Center Program</td>
</tr>
<tr>
<td>Dave McShane</td>
</tr>
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<table>
<thead>
<tr>
<th>MINORITY STUDENT</th>
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</thead>
<tbody>
<tr>
<td>Transfer Center</td>
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<tr>
<td>L. LaBauve-Maher</td>
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<table>
<thead>
<tr>
<th>ILLINOIS CENTURY NETWORK</th>
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<tbody>
<tr>
<td>“Bricks and Clicks” DoIT &amp; TMPS S. Griffith/S. Stark</td>
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<table>
<thead>
<tr>
<th>BUSINESS/INDUSTRY</th>
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</thead>
<tbody>
<tr>
<td>Workforce Preparation Corporate Services</td>
</tr>
<tr>
<td>L. Danaher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION TO CAREERS</th>
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<tbody>
<tr>
<td>Workforce Preparation</td>
</tr>
<tr>
<td>J. Hennig</td>
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<table>
<thead>
<tr>
<th>WELFARE TO WORK</th>
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<tr>
<td>Workforce Preparation</td>
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<tr>
<td>J. Hennig</td>
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<table>
<thead>
<tr>
<th>CURRENT WORKFORCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Grants Corporate Services</td>
</tr>
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<td>L. Danaher</td>
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</tbody>
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<table>
<thead>
<tr>
<th>ADVANCED TECHNOLOGY</th>
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</thead>
<tbody>
<tr>
<td>Information Technology</td>
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<tr>
<td>D. McShane</td>
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<table>
<thead>
<tr>
<th>ADVANCED TECHNOLOGY</th>
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</thead>
<tbody>
<tr>
<td>Online Grants Distance Learning</td>
</tr>
<tr>
<td>S. Stark</td>
</tr>
<tr>
<td>GRANT NAME</td>
</tr>
<tr>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Deferred Maintenance State Allocation Grant</td>
</tr>
<tr>
<td>Physical Plant</td>
</tr>
<tr>
<td>R. Getz</td>
</tr>
<tr>
<td>Accelerated College Enrollment Grants</td>
</tr>
<tr>
<td>J. Hennig</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
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<tr>
<td>Physical Plant</td>
</tr>
<tr>
<td>R. Getz</td>
</tr>
<tr>
<td>Adult Education &amp; Literacy</td>
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<td>Adult Educational Development</td>
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<td>D. Corr</td>
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<td>Disabled Student Project</td>
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<td>Access &amp; Disability Services</td>
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<td>T. Thompson</td>
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<td>Displaced Homemakers</td>
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<td>Women’s Program</td>
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<tr>
<td>K. Canfield</td>
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<tr>
<td>Perkins III</td>
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<tr>
<td>J. Hennig</td>
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<tr>
<td>Program Improvement Grant</td>
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<tr>
<td>Grant</td>
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<tr>
<td>J. Hennig</td>
</tr>
<tr>
<td>Federal Tech Prep</td>
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<tr>
<td>J. Hennig</td>
</tr>
<tr>
<td>$’s changed to reflect updated numbers for FY03</td>
</tr>
<tr>
<td>Federal Tech Prep</td>
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<tr>
<td>Education to Careers</td>
</tr>
<tr>
<td>S. Simmons</td>
</tr>
<tr>
<td>Transitions Grant</td>
</tr>
<tr>
<td>NSET-Education to Careers</td>
</tr>
<tr>
<td>S. Simmons</td>
</tr>
<tr>
<td>$’s changed to reflect updated numbers for FY03</td>
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<tr>
<td>GRANT NAME</td>
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</tr>
<tr>
<td>Work Based Learning</td>
</tr>
<tr>
<td>NSET-Education to Careers</td>
</tr>
<tr>
<td>S. Simmons</td>
</tr>
</tbody>
</table>

$'S CHANGED TO REFLECT UPDATED NUMBERS FOR FY03

| Scholarships for Success         | Scholarship Assistance to     | NSF            | $19,306      | 07/01/02   |
| TMPS/ Marketing                  | support Math, Science,       |                | ($222,449)   | 06/30/03   |
| Services                         | Engineering, & Computer      |                |              |            |
| S. Griffith/D. Magno             | Science students              |                |              |            |

$'S CHANGED TO REFLECT BUDGET NUMBER FOR FY03 ONLY. $222,449 IS THE TOTAL GRANT SPREAD OVER 4 YEARS.

| Midwest Center of Post-Secondary Outreach | Continuation of FY01 Grant | USDE/           | 07/01/02   |
| Access & Disability Services        | Provides technical assistance to A & D Service programs | St. Paul Technical College |          |
| T. Thompson/D. Kavin                |                              | $15,000         |            |

| Midwest Center of Post-Secondary Outreach | Continuation of FY01 Grant | USDE/           | 10/01/02   |
| Access & Disability Services        | Provides technical assistance to A & D Service programs | St. Paul Technical College |          |
| T. Thompson/D. Kavin                |                              | $49,500         |            |

| Midwest Center of Post-Secondary Outreach | New project. | USDE/           | 10/01/02   |
| Access & Disability Services        | Provides technical assistance to A & D Service Programs | St. Paul Technical College |          |
| T. Thompson/D. Kavin                |                              | $42,000         |            |

Total as of September 24, 2002 $2,889,293

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
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
### FY03 Year-to-Date (as of August 31, 2002) Gift Report

<table>
<thead>
<tr>
<th>Description</th>
<th>No. Gifts</th>
<th>Cash</th>
<th>Pledges/Stocks</th>
<th>In-Kind Gifts</th>
<th>Other</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Matching Gifts</td>
<td>2</td>
<td>$2,042.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,042.00</td>
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<tr>
<td>Golf Open 2002 -- Event Day Proceeds</td>
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<td>$1,500.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$1,500.00</td>
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<td>Golf Open 2002 -- Underwriting</td>
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<td>$8,475.00</td>
<td>$2,000.00</td>
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<td>$0.00</td>
<td>$10,475.00</td>
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<tr>
<td>Proposal</td>
<td>4</td>
<td>$35,500.02</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$35,500.02</td>
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<tr>
<td>Stewardship</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$1,966.43</td>
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<tr>
<td>Employee Campaign</td>
<td>22</td>
<td>$150.00</td>
<td>$260.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$410.00</td>
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<tr>
<td>Theatre Seat Campaign</td>
<td>1</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
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<tr>
<td>Unsolicited</td>
<td>5</td>
<td>$225.00</td>
<td>$0.00</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$975.00</td>
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<tr>
<td><strong>Grand Totals:</strong></td>
<td><strong>43</strong></td>
<td><strong>$51,858.45</strong></td>
<td><strong>$2,260.00</strong></td>
<td><strong>$750.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$54,868.45</strong></td>
</tr>
</tbody>
</table>
WILLIAM RAINNEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of a change to 13.05.00 (26) in the Board of Trustees Policy Manual for the Gift Ban Policy.

II. REASON FOR CONSIDERATION

Amendments to Board Policy require approval of the Board of Trustees.

III. BACKGROUND INFORMATION

During the Regular Meeting of the June 25, 2002 Member Shure requested the College attorneys check out the amendments to the Gift Ban Act and explain the differences/impact.

The Gift Ban Act has recently been signed by the Governor changing the definition of nominal value (making it $100) - Item C.26. The College’s attorney has reviewed the policy.

IV. RECOMMENDATION

Policy 13.05.00 (26) is presented for a first reading by the Board of Trustees.
WILLIAM RAINLEY HARPER COLLEGE

ANNUAL BUDGET HEARING

The following steps should be taken by the Board of Trustees in order to complete the Budget hearing and to adopt the Budget resolution.

1. The Chair of the Board calls the Regular Meeting to order in the usual manner. Usually all business is processed up to New Business.

2. After completion of all Consent Agenda Items, the Chair declares the meeting recessed until after the Public Hearing for the Budget.

3. The Chair calls to order the Public Hearing on the Budget (copy of legal Budget attached).

4. The President, or his designee, should briefly review the legal Budget for the 2002-2003 fiscal year. All persons present should be offered an opportunity to comment on the provisions thereof. The Board's authority to adopt the legal Budget as presented is not abrogated by what may occur at the hearing. Objections and suggestions raised should be considered by the Board. If their suggestions are found to have merit, these can be taken into consideration in modifying the final Budget as approved.

5. Upon conclusion of the Budget Hearing, the Chair declares the hearing closed.

6. The Chair reconvenes the Regular Board Meeting.

7. If the Board determines there are no objections or suggestions to be considered, the Board adopts the legal Budget for the funds identified in the Budget Resolution. (The resolution may be read in its entirety if the Board so desires).
ADOPTION OF BUDGET RESOLUTION

Member __________ moved, seconded by Member _______

WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 2002 to June 30, 2003, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 24th day of September, 2002, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 2002 and end on the 30th day of June, 2003.
Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

September 24, 2002

_________________________                  ________________________
Board Chairman                    Board Secretary
CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on September 24, 2002 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 2002 and ending June 30, 2003, and an estimate of revenues, by source, anticipated to be received by the College in the 2003-04 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of September 24, 2002.

____________________________
Secretary, Board of Trustees

____________________________
Chief Fiscal Officer
Illinois Community College Board

FISCAL YEAR 2003 RESOLUTION

The Board of Trustees of Harper College formally adopted the Fiscal Year 2003 Budget with the following resolution:

See Attached

A copy of the adopted budget is enclosed.

ATTEST:

___________________________________
Secretary, Board of Trustees

________________________________________________________________________
Chairman, Board of Trustees
STATE OF ILLINOIS

COMMUNITY COLLEGE DISTRICT #512

Annual Budget for Fiscal Year 2003

Harper College
1200 West Algonquin Road
Palatine, IL 60067
WILLIAM RAINNEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT
Resolution designating a person or persons to prepare a tentative budget for 2003-2004.

II. REASON FOR CONSIDERATION
The Illinois Public Community College Act requires that a person or persons be designated by the Board of Trustees to prepare a budget in tentative form.

III. RECOMMENDATION
The administration recommends that the Board of Trustees adopt the following resolution:

RESOLUTION DESIGNATING A PERSON OR PERSONS TO PREPARE TENTATIVE BUDGET

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that Robert L. Breuder and Judith A. Thorson be and are hereby appointed to prepare a tentative budget for said College district for the fiscal year beginning July 1, 2003 and ending June 30, 2004, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.
WILLIAM RAINERY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00248 for outside site work at the Performing Arts Center and the Wojcik Conference Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of $1,249,118.45 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under accounts numbers 0392-039-533.00-9038 and 0392-039-582.00-9038. These funds are Capital development funds and cannot be used for operating expenses.

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:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schaefges Brothers, Inc.</td>
<td>$1,125,100.80</td>
</tr>
<tr>
<td>G. F. Structures Corporation</td>
<td>1,268,541.10</td>
</tr>
<tr>
<td>Valley Construction Landscape, Inc.</td>
<td>1,396,101.00</td>
</tr>
</tbody>
</table>

This recommendation is for the outside site work necessary for the complete, functional and safe operation of the Wojcik Conference Center, the parking areas adjacent to the Wojcik Conference Center, and the Performing Arts Center. The work includes replacement of deteriorated concrete walkways, new site lighting to increase light levels for safe and secure vehicular and pedestrian circulation, and landscaping with irrigation to reduce maintenance of the new and existing landscape and lawn areas. In addition, site storm water drainage systems will be improved to reduce the possibility of standing water in the lawn and planting beds.
This is work necessary to complete the construction of these two new buildings.

Also included in this request are the architect’s 7.5% fee of $84,382.56, reimbursables of $27,500, and a contingency of $12,094.83.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00248 for outside site work at the Performing Arts Center and the Wojcik Conference Center to Schaefges Brothers, Inc., the low bidder, in the amount of $1,125,100.80, the architect’s fee of $84,382.56, reimbursables of $27,500, and a contingency of $12,094.83 for a total award of $1,249,078.19.
WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

This is a sample exhibit. The actual exhibit will be delivered at a later date.

I. SUBJECT

Recommendation for the award of bid request Q00254 for exterior signage, including all entrance identifiers, building identifiers, vehicular and pedestrian directional signs, parking lot signs, campus maps and temporary event signs as identified in the signage master plan for the main campus, the Northeast Center, and the Harper Professional Center as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of $550,000 will be provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account number 0392-039-539.00-9038. These funds are Capital development funds and cannot be used for operating expenses.

III. INFORMATION

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

The College is embarking on a comprehensive wayfinding 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.
IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00254 for exterior signage, including all entrance identifiers, building identifiers, vehicular and pedestrian directional signs, parking lot signs, campus maps and temporary event signs as identified in the signage master plan for the main campus, the Northeast Center, and the Harper Professional Center to __________________, the low bidder, in the amount of $__________________________.