

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

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 Fabbrini: 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 Exhibit VII-A.2  
and September 9, 2002; Estimated payrolls for September 7,  
2002 through October 4, 2002
    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 Exhibit VII-A.6  
by the College
  - 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
    4. First Reading of an addition to the Gift Ban Exhibit VII-B.4  
Policy in the Board Policy Manual

\* 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

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting .....	1
APPROVAL OF AGENDA .....	2
PRESENTATIONS .....	2
- MEM Program Partnership .....	2
STUDENT TRUSTEE REPORT .....	3
PRESIDENT'S REPORT .....	3
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report .....	8
Bid Awards .....	8
Purchase Orders .....	8
Personnel Actions .....	9
NEW BUSINESS	
Additional Educational Service Providers .....	10
ACCT Voting Delegate .....	10
Addendum to Harper/CDB Trust Agreement .....	11
Direct Gilbane to Enter Into Contract for Testing and Balancing HVAC Ventilation System .....	11
Memorandum of Understanding Between Board of Trustees and Educational Foundation .....	12
Adjunct Faculty Compensation Schedule .....	13
CITIZEN PARTICIPATION .....	13
EXECUTIVE SESSION .....	14
NEW BUSINESS	
Administrative Employment Contracts .....	15
Classified, Food Service and Supervisory/Confidential Salary Program/Fringe Benefits .....	15
Illinois Council of Police and Sheriffs (ICOPS) Employment Agreement...	15
Harper 512 Association, IEA/NEA Employment Agreement .....	16
ANNOUNCEMENTS BY CHAIR .....	17
Communications .....	17
Calendar Dates .....	17
OTHER BUSINESS .....	17
ADJOURNMENT .....	17
SUMMARY OF BOARD REQUESTS .....	18

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 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 Kolze 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.

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Chair

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Secretary

## 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.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

September 24, 2002

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 RAINEY 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:

Office Equipment Company of Chicago	\$11,747.46
Johnson & Associates	12,258.34
Tri-State Installations, Inc.	13,585.38

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.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

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:

Schroeder Asphalt Services, Inc.	\$124,500
J. A. Johnson Paving Co.	133,000
D. L. Franzen Construction, Inc.	139,871
Bigane Paving Co.	144,500

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 \$124,5000, 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 RAINEY 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.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

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 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 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 RAINEY 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.

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

Exhibit VII-B.1  
September 24, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 20,856,349	54,325	700,000
OPERATIONS, & MAINT. FUND	6,271,747	16,505	180,000
OPERATIONS, & MAINT. FUND (Restricted)	2,440,393	7,015	45,000
BOND & INTEREST	5,624,416	13,116	0
AUXILIARY ENTERPRISES	553,134	5,784	70,000
RESTRICTED FUNDS	2,046,114	1,786	60,000
WORKING CASH FUND	12,244,464	30,047	340,000
AUDIT FUND	190,509	459	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,422,153</u>	<u>5,376</u>	<u>75,000</u>
Total	<u>\$ 51,649,279</u>	<u>134,412</u>	<u>1,475,000</u>

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

Exhibit VII-B.1  
September 26, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 8/31/2002	Market Value
<b><u>Certificates of Deposits</u></b>							
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	08/20/02	05/15/03	268	2.12	23,375.98	1,500,000.00	
PMA/MBNA America NA	08/20/02	05/29/03	282	2.12	24,610.69	1,500,000.00	
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	
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00	
	Weighted Average: 2.82					<b>45,200,000.00</b>	45,200,000.00 *
<b><u>Government Securities</u></b>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	2,005,593.00
	Weighted Average: 3.05					<b>1,995,000.00</b>	2,005,593.00 **
<b>ISDMAX</b>		8/02 Monthly Average		1.25		<b>2,160.68</b>	2,160.68
<b>Illinois Funds</b>		8/02 Monthly Average		1.69		<b>4,452,118.25</b>	4,452,118.25
<b>TOTALS AS OF:</b>	8/31/2002				\$	<b>51,649,278.93</b>	<b>51,659,871.93</b>

\*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- ICCTA Report - Dr. Kolze
- ACCT Report - Kris Howard

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: September 24, 2002

**NOTE: ADJUSTED ITEMS ARE IN BOLD**

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<b>NEW</b>			
<b>ACHA Building Healthy Campus Community Project Health &amp; Wellness Denise Yurik</b>	<b>Cultural competency demonstration site</b>	<b>ACHA/CDC \$12,200</b>	<b>09/01/01 09/24/03</b>
<b>RENEWAL</b>			
<b>Illinois Century Network Regional Technology Center Program Dave McShane</b>	<b>Technical Service and Support for Region II</b>	<b>IBHE \$81,347</b>	<b>07/01/02 6/30/03</b>
Minority Student Transfer Center Student Development L. LaBauve-Maher	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	<b>08/21/01</b> 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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
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 12/20/02
Adult Education & Literacy Adult Educational Development D. Corr	Continuation of FY 01 Supports Adult Educational Development Programs (Federal Basic, <b>\$153,418</b> ; EL/Civics, <b>\$41,154</b> ; State Basic, <b>\$130,527</b> State Public Aid, <b>\$19,040</b> ; State Performance, <b>\$102,321</b> ) <b>\$'S CHANGED TO REFLECT UPDATED NUMBERS FOR FY03</b>	ICCB <b>\$446,460</b> (\$478,311 FY02)	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 <b>CHANGE IN FUNDING SOURCE</b>	<b>ICCB</b> \$263,497	07/01/02 06/30/03
Program Improvement Grant J. Hennig	Continuation of FY 01 <b>CHANGE IN FUNDING SOURCE</b>	<b>ICCB</b> \$30,649	07/01/02 06/30/03
Federal Tech Prep J. Hennig	Continuation of FY01 Grant Comprehensive Career Development Program <b>\$'S CHANGED TO REFLECT UPDATED NUMBERS FOR FY03</b>	ISBE/USDE <b>\$24,783</b> (\$29,685 FY02)	07/01/02 06/30/03
Federal Tech Prep Education to Careers S. Simmons	Continuation of FY01 Grant Comprehensive Career Development Program <b>\$'S CHANGED TO REFLECT UPDATED NUMBERS FOR FY03</b>	ISBE <b>\$218,661</b> <b>{ \$87,928 [F] &amp; \$130,733 [S] }</b> (\$232, 272 FY02)	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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
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Work Based Learning NSET-Education to Careers S. Simmons	Continuation of FY01 Grant To provide experiences for students of the workplace	ISBE <b>\$15,684</b> (\$13,500 FY02)	07/01/02 06/30/03
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**\$'S CHANGED TO REFLECT UPDATED NUMBERS FOR FY03**

Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Magno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF <b>\$19,306</b> (\$222,449)	07/01/02 06/30/03
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**\$'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 Access & Disability Services T. Thompson/D. Kevin	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
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Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	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
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Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	New project. Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$42,000	10/01/02 06/30/03
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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**

<b>Description</b>	<b>No. Gifts</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>In-Kind Gifts</b>	<b>Other</b>	<b>Total</b>
Matching Gifts	2	\$2,042.00	\$0.00	\$0.00	\$0.00	\$2,042.00
Golf Open 2002 -- Event Day Proceeds	3	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Golf Open 2002 -- Underwriting	4	\$8,475.00	\$2,000.00	\$0.00	\$0.00	\$10,475.00
Proposal	4	\$35,500.02	\$0.00	\$0.00	\$0.00	\$35,500.02
Stewardship	2	\$1,966.43	\$0.00	\$0.00	\$0.00	\$1,966.43
Employee Campaign	22	\$150.00	\$260.00	\$0.00	\$0.00	\$410.00
Theatre Seat Campaign	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Unsolicited	5	\$225.00	\$0.00	\$750.00	\$0.00	\$975.00
<b>Grand Totals:</b>	<b>43</b>	<b>\$51,858.45</b>	<b>\$2,260.00</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$54,868.45</b>

WILLIAM RAINEY 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.

**(For Board Chair)**

**WILLIAM RAINEY 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.

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Secretary, Board of Trustees

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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

Exhibit VIII-A  
September 24, 2002

**STATE OF ILLINOIS**  
**COMMUNITY COLLEGE DISTRICT #512**

**Annual Budget for Fiscal Year 2003**

**Harper College**  
**1200 West Algonquin Road**  
**Palatine, IL 60067**

WILLIAM RAINEY 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 RAINEY 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:

Schaefges Brothers, Inc.	\$1,125,100.80
G. F. Structures Corporation	1,268,541.10
Valley Construction Landscape, Inc.	1,396,101.00

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 Schaeffges 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 \$ \_\_\_\_\_.