

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

October 24, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
- V. Student Trustee Report
- VI. President's Report
- VII. Consent Agenda* (Roll Call Vote)
 - A. For Approval
 - 1. Minutes – September 24, 2002 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for September 20, 2002 and October 4, 2002; Estimated payrolls for October 5, 2002 through November 1, 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. Approve Executive Session Minutes Exhibit VII-A.6
 - 7. Faculty Leave of Absence Exhibit VII-A.7
 - B. For Information
 - 1. Financial Statements Exhibit VII-B.1
 - 2. Committee and Liaison Reports Exhibit VII-B.2
 - 3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Truth in Taxation Resolution and 2002 Estimated Tax Levies Exhibit VIII-A
- B. RECOMMENDATION: Life Safety Projects Exhibit VIII-B
- C. RECOMMENDATION: Second Reading of Change to Gift Ban Policy Exhibit VIII-C
- D. RECOMMENDATION: Affiliation Agreements Between William Rainey Harper College and Professional Billing Analysis and Practice Management Support Services Exhibit VIII-D

IX. Citizen Participation

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

On-Campus Events

- 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

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

Minutes of the Regular Board Meeting of Tuesday, September 24, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, September 24, 2002 at 7:07 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs and Assistant to the President; 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; Joe Accardi; Mike Alsup; Mary Azawi; Mike Barzacchini; Dianne Batzkall; Patrick Beach; Larry Bielawa; Carol Blotteaux; Cathy Brod; Phil Burdick; Steve Catlin; Daniel Corr; Laura Crane; Laurie Dietz; Dave Dluger; Jim Edstrom; Terry Engle; Julie Fleenor; Patti Ferguson; Robert Getz; Sally Griffith; Angela Guerrieri; Vickie Gukenberger; Paul Guymon; Michael Harkins; Julie Hennig; Paul Holdaway; Tom Johnson; Thea Keshavarzi; Cheryl Kisunzu; Laura LaBauve-Maher; Roberta Lindenthaler; Jim Ma; Sharon Martin; Russ Mills; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Jan Phillips; Kris Piepenburg; Greg Rogers Sheila Quirk; Diana Sharp; Tom Thompson; Cheryl Turnauer; Kay Turner; Pat Wenthold; Deanna White and Denise Yurik. Student: Krister Kittelson.

Guests: R. Machelski, SGJJR; Karen Ruggles, Willis; Tim Kane, Chicago Tribune; Shruti Daté Singh, Daily Herald; Bill Kelley, visitor; Gary Clair, Resident; Janie Peterson, Harper College Educational Foundation.

Chair Howard noted that the educational presentation from Greg Sutton, President of IT Launch Program, has been removed from the Agenda and postponed.

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

PRESENTATIONS

Assessment Outcomes

Vice President Margaret Skold noted that the assessment outcomes presentation this evening was at the request of the Board. She explained that assessment has been ongoing at Harper since classes began - teachers assess students. Assessment is a process that focuses on Harper's contribution to the students and to the students' learning. She broke down the assessment process into the following seven steps:

1. What do we want students to know or be able to do?
2. What would it look like? How would we recognize it if we saw it?
3. How do we teach students to exhibit what it is that we want them to demonstrate?
4. What degree of mastery do we expect?
5. How do we measure it?
6. What do the scores tell us?
7. What do we do with that information?

She introduced Steve Catlin, Interim Dean of Liberal Arts, and Diana Sharp, Associate Vice President for Academic Affairs, who would be giving much of the presentation.

Mr. Catlin explained that in 1992, the College undertook an in-depth analysis and study of its general education curriculum for all the associate degrees. That process, which included faculty and the Academic Standards Committee, resulted in the development of outcomes for each course and each program for the general education core curriculum of all the associate degrees. The process was also included in the annual program review process of the College – all programs are reviewed every five years.

At the course level, there are currently 1,198 credit courses with stated outcomes and appropriate assessments to measure those outcomes.

At the program level, each certificate and applied science degree has expected outcomes which were developed by the faculty and department chairs, and later reviewed and endorsed by the program advisory committees. In the general education core curriculum area, the Academic Standards Committee recommended (and the Board approved) a revised curriculum with outcomes. That curriculum was aligned with the Illinois Articulation Initiative so that it would parallel the transfer process for all students. The general education outcomes, or the general education core curriculum, include five areas: communications, mathematics, physical and life sciences, humanities and fine arts, social and behavioral sciences.

The College's Assessment Plan evolved in 1997 with the last visit of North Central Association. It was a collaborative effort, with more than 60 faculty involved in the Assessment Plan process. Harper's Assessment Plan was submitted to the Higher Learning Commission of the North Central Association in May 1999 and endorsed and approved by them in November 1999.

The Assessment Plan calls for assessment in the general education areas every five semesters. They do the assessment in one term and the analysis and report writing of those results in the next term. They finished the first assessment cycle of all general education areas this past year. Mr. Catlin gave an example of an assessment for a Chemistry course and an assessment for a Speech course, which have different measurements.

Dr. Sharp showed examples of career program assessment results and transfer program assessment results. In the nursing program, they found the following results:

- 100 percent of Harper nursing graduates are employed in nursing;
- 97 percent of employers are satisfied or highly satisfied with nursing students' performance and preparation;
- 95 percent of Harper's nursing graduates pass the National Council Licensing Exam.

Transfer program assessment results showed that in Chemistry 100, students demonstrated acceptable performance on four of the expected learning outcome areas, but were lower in a fifth.

Courses are reviewed to determine whether Harper is teaching the things that they want students to learn and whether or not the students are learning it. They look at teaching practices, course materials, course sequencing and learning objectives.

Steve Catlin shared the following findings, which came as a result of the first cycle of assessments:

1. No one assessment can be applied to all of the courses or all disciplines.
2. Most departments doing this assessment for the first time found some shortcomings in the methodologies that were used and cited that in the reports.
3. Variations in instructional methods may contribute to inconsistent outcomes. When 700+ people teach credit classes, undoubtedly they will have different instructional methods. Sometimes that is going to lead to different outcomes.
4. Identified the need to modify assessment process when multiple raters are involved in assessing the students' work, such as multiple raters doing assessments of speeches or writings.
5. A common theme among mathematics, physical sciences and some social science areas showed weaknesses in interpretation of graph information.
6. Many believe that one snapshot assessment every five semesters is insufficient. Therefore, most of the departments are continuing to do some form of assessment each term and a culminating report every five semesters.
7. The original learning outcomes were not all sufficiently measurable.

Dr. Sharp noted that, after evaluating the Assessment Plan, they saw some successes and some weaknesses. They are determining what improvements to make and what additional documentation to collect, especially in preparation for the next North Central Association visit.

They will be looking at some additional end-of-program measures. This next year, the Illinois Board of Higher Education (IBHE) and Illinois Community College Board (ICCB) are sponsoring several conferences on Assessment; they are hoping to get a good number of Harper faculty to the conferences.

In response to Member Kolze, Mr. Catlin noted that the department faculty members shouldered the burden of the original project for course outcomes in the mid-1990s. Currently, when there is substantial analysis and report writing to be done, they provide some release for the faculty so they have the time to do it without interfering with their teaching process. Dr. Sharp added that it also depends on what is being assessed and the scope of the assessment. The amount of time varies between departments.

Chair Howard added that this is one way Harper measures its quality to make sure that courses are up-to-date and meeting the needs of the students. She thanked them for the presentation.

STUDENT TRUSTEE REPORT

Chair Howard explained that Student Member Chartrand had another commitment this evening and would not be at the meeting. She distributed a written copy of the Student Trustee Report and highlighted several upcoming events.

PRESIDENT'S REPORT

Dr. Breuder had no report.

CONSENT AGENDA

Member Gillette asked that Exhibits VII-A.5 and VII-A.6 be removed from the Consent Agenda.

Member Gillette moved, Member Kolze seconded, approval of the minutes for the August 22, 2002 regular Board meeting; bills payable; payroll for August 8, 2002, August 23, 2002 and September 9, 2002; estimated payrolls for September 7, 2002 through October 4, 2002; bid awards; purchase orders; and for information: financial statements, committee and liaison reports, grants and gifts status report, and first reading of an addition to the Gift Ban Policy in the Board Policy Manual; as outlined in Exhibits VII-A.1 through VII-A.4 and VII-B.1 through VII-B.4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,081,458.24
Tuition Refunds	140,662.23

The payrolls of August 8, 2002 in the amount of \$1,457,126.77, August 23, 2002 in the amount of \$1,465,312.32 and September 6, 2002 in the amount of \$1,836,192.49; and estimated payroll of September 7, 2002 through October 4, 2002 in the amount of \$3,838,495.59.

Bid Awards	Ex. VII-A.3.a	Award bid 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.
	Ex. VII-A.3.b	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.
Purchase Orders	Ex. VII-A.4.a	Approve issuance of a purchase order to Power Technology, Inc., for Industrial Electronics Training Systems, in the amount of \$34,835.
	Ex. VII-A.4.b	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.
First Reading of an Addition to the Gift Ban Policy in the Board Policy Manual		<p>Policy 13.05.00 (26) was presented as a first reading by the Board of Trustees.</p> <p>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.</p> <p>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.</p> <p>Upon roll call on the Consent Agenda, the vote was as follows:</p> <p>Ayes: Members Barton, Botterman, Gillette, Howard, Kolze, Shure and Stone</p> <p>Nays: None</p> <p>Motion carried.</p>

Report on Insurance

Chair Howard noted that Dr. Breuder has invited the insurance broker to give a brief update on the College's insurance renewal. Larry Bielawa introduced Karen Ruggles, Willis Corporation, who recently brought the 2003 medical insurance renewal to Harper College. Her presentation included the following information.

Components of Insurance Renewal

- Paid claims are the largest portion of Harper's medical premiums, having increased by 31 percent over the last year.
- Trend, or medical inflation, has increased 18 percent for medical and 21 percent for prescription drug plans.
- Prescription drugs are a very high percentage of total claim costs at 27.98 percent. The average is 15 percent of total claims.
- Paid claims are running almost neck-to-neck with paid premiums – claims should be approximately 80 percent of premiums. Blue Cross needs administrative costs of approximately 25 percent to pay Harper's claims.
- Brand-name drug costs have decreased and generics have increased. Total drug costs have increased by approximately 30 percent; however, average cost per prescription has decreased slightly because of the large generic utilization.
- HMO renewal shows an increase of 22.7 percent. Each month, the primary care physician receives a flat amount from Blue Cross for each patient who has signed up to receive services from them. Those "capitation fees" have increased by 50.41 percent, due in part to physicians renegotiating their contracts with Blue Cross for higher payments. This year's trend for HMO hospital claims was 13 percent; last year it was three percent. This large increase is also due to hospitals renegotiating their contract.

Ms. Ruggles showed graphs of the three-year HMO claim history. It has been steadily increasing, without as many variances as the PPO plan. She noted that Blue Cross/Blue Shield is not making money on a Harper plan. In fact, they have been in a deficit position for every policy year since the plan was implemented. The total deficit stands at over \$1M.

The 2003 renewal increases are 41.6 percent for the PPO plan and 41.4 percent for the HMO plan. These are due directly to claim utilization and trend increases.

Plan Alternatives

An alternative to the currently rich PPO plan with first dollar coverages would be to add a \$10 office visit co-pay and to change the prescription drug card from the current \$5 - \$10 co-pay to a three-tiered \$5, \$10, \$25 co-pay. That would reduce the renewal from a 41.6 percent to a 33.71 percent increase. If there is no change made to the PPO plan for family coverage, the annual premium rates will increase from \$17,473 to \$24,742.

An alternative to the HMO plan would be to add a \$10 physician office co-pay and change the prescription drug card from a \$3 - \$8 co-pay to a \$5, \$10, \$25 co-pay. That would reduce the renewal from a 41.4 percent to a 31.81 percent increase.

At the request of Member Stone, Larry Bielawa agreed to provide Board members with a copy of each of the slides from the presentation.

In response to Member Gillette, Dr. Breuder explained that a five percent salary increase across the board costs the College \$2.2M. The health insurance increase at 40 percent costs the College \$2.6M. Member Gillette stated that, for those employees who have accepted their contract, salary and benefits will be close to 8+ percent. Dr. Breuder felt it would be greater than that once everything was factored in. Chair Howard reiterated that the employee needs to realize that this kind of investment is being made by the College in their health insurance.

In response to Member Gillette, Larry Bielawa stated he would look into providing information to the Board regarding State Retirement Program cost in benefits in comparison to Harper's insurance cost in benefits.

Personnel Actions

Member Kolze moved, Member Stone seconded, approval of Personnel Actions, as outlined in Exhibit VII-A.5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrator Appointments

Robert Breuder, President, PR & BD, 07/01/02,
\$185,192/year

Cheryl Kisunzu, Assistant Vice President,
Diversity/Organizational Development, DIV/ORG
DEV, 09/10/02, \$89,166/year

Professional/Technical Appointments

Salvatore Barbaro, Technical Installation Specialist II, IT/TS,
07/01/02, \$43,997/year
Cyrus Johnson, Student Activities Coordinator, STU ACT,
09/16/02, \$39,000/year
Heidi Scheuer, Client Coordinator, CONF CTR, 09/09/02,
\$37,500/year
Daniel Yi, Operations Analyst, IT/AS, 09/09/02, \$37,500/year

Supervisory/Confidential Appointments

Anna Ghiotti, Strategic Marketing Specialist/Adult &
Business Learner, MSC, 09/09/02, \$43,000/year
Thomas Lange, House Manager, THEA/BOX OFF, 09/23/02,
\$34,200/year

Classified Staff Appointments

Mary Jane Clark, Information Receptionist, p/t, STU DEV,
09/03/02, \$6,396/year
Gail Hoban, Secretary, ATM/PS, 08/19/02, \$27,300/year
Christel Kedzie, Administrative Assistant, DEV OFF,
07/01/02, \$30,408/year
Mary Mikell, Administrative Secretary, ATM/PS, 08/28/02,
\$31,280/year
Jason Mutzenberger, Payroll/Accounting Assistant, ACCT
SER, 09/09/02, \$30,000/year
Lori Turinsky, Administrative Assistant, CAR PRO, 07/01/02,
\$33,383/year

Harper #512 IEA/NEA Appointments

Carlos Berrios, Custodian, PHY PLT, 09/16/02, \$20,384/year
Aniela Fudala, Custodian, PHY PLT, 09/03/02, \$20,384/year

Professional/Technical Reclassification

Guy Leahy, Fitness Assessment Coordinator, WHP,
07/01/02, \$40,573/year

Supervisory/Confidential Reclassifications

Donna Harwood, Strategic Marketing Specialist/Special
Projects, MKT SER, 07/01/02, \$58,517/year
Michael Held, Manager, Student Systems, IT/AS, 07/01/02,
\$64,986/year
Susanne Starck, Web Content Manager, MKT SER,
07/01/02, \$50,791/year
Lisa Tompkins, Employment Specialist, DIV/ORG DEV,
07/01/02, \$54,070/year

Classified Staff Reclassifications

Craig Ferengul, Buyer III-Books, BKST, 07/01/02,
\$33,616/year
Helen Matteson, Secretary, WHP, 07/01/02, \$28,622/year
Marlene Resner, Administrative Secretary, LS/HS, 07/01/02,
\$32,811/year

Administrator Retirement

Thomas Johnson, Dean, Business/Social Science, BUS/SS,
07/31/04, 28 years

Classified Staff Retirement

Eloyse Amato, Executive Assistant, DIV/ORG DEV,
11/29/02, 13 years

Faculty Resignation

Deborah Nance, Instructor-Art, LIB ARTS, 08/09/02, 1 year

Professional/Technical Resignation

Paul Lemrise, ESL Academic Advisor & Registration
Specialist, AE/LS-ESL, 08/30/02, 2 years 5 months

Classified Staff Resignations

Lezlie Hill, Clerk Typist III, p/t, ATM/PS, 08/01/02, 3 years 5
months

Kathleen Jordan, Secretary, ATM/PS, 08/15/02, 4 years 10
months

Harper #512 IEA-NEA Resignation

David Milligan, Custodian, PHY PLT, 08/19/02, 1 month

Member Shure read the following prepared statement: "I'm against Dr. Breuder's raise because I believe he is overpaid and his performance does not warrant an increase. I participated in the Board evaluation of Dr. Breuder last week, and I voiced my concerns. In April, I asked the Board to make policy changes to put a check on Dr. Breuder's expenses and to find out what he does with his time. As of this day, I have received no response to my request for information or for action to insure that his personal expenses are not out of control. Secondly, I do not feel that he should be given a raise until all the employee contracts are completed and signed. I do feel that granting him a raise at this time will aggravate negotiations between the faculty and administration. His inability and unwillingness to deal with faculty concerns has contributed to the present situation."

In response to Member Shure, Chair Howard noted that it is the responsibility of the Chair of the Board to review the

President's expenses regularly. She has found that Dr. Breuder's expenses are within his expense budget, and she has found nothing inappropriate.

Member Barton noted that all of the administrators received an increase, and, as an administrator, the President is receiving the same percentage as everyone else in the College. She believes he has earned it.

Member Shure stated that he feels Dr. Breuder's expenses, as reported in the newspaper, are outrageous and embarrassing.

Member Kolze added that he feels Dr. Breuder is doing an excellent job. After attending an all-employee meeting recently, he was impressed with Dr. Breuder's ability to communicate and felt he represented the Board in a very positive way. He sees nothing that would indicate Dr. Breuder's performance is unsatisfactory; therefore, he supports the salary increase. He also feels it is not exorbitant in terms of what other CEOs are making.

Chair Howard stated that they look at the market range for comparable positions when considering salaries for all employees. With regard to the College President's salary, they consider the level of education, the years of experience, the record of achievement as demonstrated in the outcomes every year, and comparable salaries at institutions of this size (the size of the budget, the size and number of students, the number of employees). His salary is in the marketplace.

Member Stone stated that she feels it is inappropriate to lump expenses along with salary increases, because they are two separate issues. In addition, she feels that last month's presentation on Institutional Outcomes was quite impressive. Harper College is constantly receiving accolades for its sound financial management, and that is more than enough reason for the President to receive an increase. It is certainly in keeping with what every other employee of the College will receive.

Member Botterman noted that he participated in the evaluation of the President and was critical in areas where he thought there was need for improvement. He took the evaluation process seriously and offered his comments to the Chair and to the Board members. Member Botterman believes that the President is deserving of an increase.

Obviously, Board members would like to see all contracts negotiated on time. Dr. Breuder has helped secure additional funding for the College and is building a caucus down in Springfield, which not only benefits Harper College, but every educational institution within their taxing body. Member Botterman feels Dr. Breuder is deserving of the same pay raise that every other administrator of this campus has received.

Upon roll call, the vote was as follows:

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

Nays: Members Gillette and Shure

Motion carried.

Disposal of Obsolete and Unrepairable Personal Property Owned by the College

Member Barton moved, Member Kolze seconded, approval of 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, as outlined in Exhibit VII-A.6 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette explained that he issued a number of questions regarding this exhibit, and he has received positive answers. He found out that the College eliminated mechanical engineering because it was a loss leader; there were not enough students taking the course. As a result of that, the machines in this exhibit are no longer being used. Additionally, he found out that Harper is forming a partnership with Conant High School. Conant will use their machines and some of Harper's machines during the day; at night Harper will use their high school facility on a rent-free basis to offer job training. Member Gillette noted that he was impressed with the answers he received.

However, Member Gillette was concerned about two specific pieces of equipment – the Mazak vertical mill and the Mazak lathe, both of which are fairly new. Because he believes the disposal value of these two items is well in excess of \$10,000, he would like the Board to have the ability to approve the disposition of them. In response to Chair Howard, Member Gillette asked that the disposal of the “top three” items be approved by the Board, After a great deal of discussion, Sally Griffith explained that three Bridgeport mills and a lathe would be transported to

Conant High School, where Harper would continue to teach classes. It is not truly a donation, because the College is going to continue to use the equipment. Others on the list do not have much value to them. They have wanted to group this as a package because they want to get rid of all of it. Some of the pieces are more expensive to haul off than they are worth.

Member Gillette feels that someone in the machine tool industry will see an ad from someone else in the business (through an auction house) before they will see an ad from Harper. He feels the dollars will be much higher that way. Ms. Griffith affirmed that they would take the suggestion of Member Gillette and contact some auction houses directly with regard to the disposal of the machine tools.

Upon roll call, the vote was as follows:

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

Nays: Members Botterman and Shure

Motion carried.

NEW BUSINESS:
Budget Hearing

At 7:55 p.m., Chair Howard recessed the regular meeting and called to order the public hearing on the FY 2002-2003 budget.

Vice President Judy Thorson highlighted the major differences between the Preliminary Budget, presented in June, and the Budget as presented for approval this evening. She explained the difference between the Legal Budget, as attached to the resolution, and the detailed Budget, which Board members received as a supplement. She highlighted pages from the detailed budget supplement.

Changes from Preliminary Budget to Current Budget

The preliminary budget was finished in early to mid-June. At that time, the legislature had not completed all of their actions; therefore, the College had to make some assumptions with regard to the State. In the end, the State Base Operating Grant was reduced by 10 percent, which equals \$75,000. This budget has \$75,000 less in revenue from the State than the preliminary budget had.

The O&M Fund reflects \$730,000 that was unspent at the end of June. Some projects were not finished in the

previous budget year and had to be carried over into this year. In the Auxiliary Fund, Continuing Education added revenue and reduced overall expenditures. The Liability and Protection Fund reflects an additional \$100,000 to account for the increased renewal rates for property insurance. The O&M Restricted Fund reflects adjustments for year-end accruals.

Budget Highlights

Pages 5-8 show a three-year headcount of various employee groups. This gives an idea of how any given employee group has increased or decreased over a period of time. This document was prepared at the request of Member Kolze and is now incorporated into the budget document. Vice President Thorson noted that Member Kolze has asked to see the information for five years. She is not sure they can provide that in time for this budget; however, they will add two more years in the future.

Page 19 focuses on the six Institutional Priorities. This links the Budget to the annual priorities from the Strategic Plan. Excerpts only from the Institutional Priorities are included in the Budget, in an effort to keep the size of the document manageable. The details of how the priority will be accomplished help everyone get a better picture of how the Strategic Plan and the Budget are linked. She noted that 81 percent of the Educational Fund is in salary and fringe benefits. Therefore, most of the priorities do get accomplished with staff time.

Page 44 gives an overview of all of the funds, with footnotes following on the next page. Combined revenue for next year is approximately \$124M and combined expenses for next year are approximately \$173M - expenses are greater than revenue by approximately \$49M. She noted that the major deficit is in the O&M Restricted Fund, which shows a \$48M deficit of the \$49M. This is for the construction of the referendum building.

With regard to the Bond and Interest Fund, Member Gillette asked about the \$2M in transfers. Vice President Thorson explained that the \$2M reflects the bonds that were sold to fund technology. The \$2M was moved over to Fund 06. A bond sale is planned every two or three years, and there is one planned for next year.

Page 53 focuses on the Education Fund. She pointed out that revenue and expenditures balance on this page, and it

was not an easy task this year for her, for her colleagues on President's Council or throughout the College. Most revenue sources were either up only modestly, or they were down. In response to Member Gillette, Vice President Thorson noted that they used a 15 percent increase for insurance in the Preliminary Budget. After hearing the presentation this evening, everyone is aware that it was not accurate.

Vice President Thorson explained that they knew there would be two very volatile items that would be difficult to predict when they built the Preliminary Budget – health insurance costs and State funding. Mid-year rescissions from the State are a very real possibility after the election. In order to put a cushion in the budget, they set aside some undesignated money to take care of the volatility in these two items. They do have enough money set aside to cover the insurance renewal increase, because it reflects only one-half of the year in this budget. It will cost the College approximately \$350,000 more than was budgeted. She feels comfortable at this point; however, if they get huge rescissions from the State, they would have to revisit the budget.

She reminded everyone that, in order to get to this point in the Preliminary Budget, everyone had to cut two percent out of their budget. For the most part, they did not touch salary and fringe benefits, so the cuts across the College came out from many other lines (primarily supplies, services, travel, etc.).

Pages 56-59 show details of the tax data. Last year, the Northwest Suburbs were reassessed, which happens every third year. That is planned in the budgeting cycle. During the third year, property values go way up, because people are reassessed. Under the tax cap, Harper's tax income is capped at the rate of inflation, which is 3.4 percent of what they received last year. When property values go up, the tax rate goes down, and that is what has happened this year. The College also made some provision for refunds that are occurring under the Property Tax Appeal Board (PTAB). This is a process by which property tax owners can appeal assessments. Businesses have been very aggressive in using the PTAB methodology – they have been appealing their assessments, and they have been winning. That means the College would have to give a refund for taxes that were already paid to them. They have spreadsheets to help predict what will happen with all of the appeals.

Member Gillette reiterated that when businesses and homeowners are assessed the higher assessment, Harper's tax rate drops. When they appeal to lower it, Harper cannot make it up. He gave an example of a taxpayer being erroneously assessed high: a mistake reflected his assessment to be \$1M instead of \$1. Because he was assessed at \$1M, Harper's tax rate would drop down significantly. When his assessment is reduced from \$1M to \$1, the tax rate is not recalculated for Harper.

Vice President Thorson explained that her philosophy is that the tax cap not only caps Harper, but it guarantees the rate of inflation. As Member Gillette just illustrated, that guarantee is not happening right now with all of the refunds. Harper is getting something less overall. It was noted that the PTAB refunds are causing serious problems for K-12 schools.

Page 60 details some of the revenue sources in the Education Fund. There are some negative numbers in the change column. State government is down \$565,000 in the credit hour grant.

Page 63 focuses more on Education Fund expenditures. Salaries are 68 percent of the Fund, and fringe benefits are 13 percent. Combined, they account for approximately 81 percent of Education Fund expenditures.

Page 89 shows a summary of the Operation & Maintenance (Restricted) Fund. The \$48M will be used to pay for that share of the referendum building in this year.

Page 90 shows a clear picture of the referendum money. Actual Fiscal Year 2000-2001 is the year the bond was sold - \$102M came in as revenue. In that year, only a little under \$10M was spent. A total of \$95M was carried forward. In each succeeding year, the College is spending some of the bond proceeds that were received in 2000/01 as the building is being built.

The next pages list the dollars for the capital projects that are expected to be completed throughout campus this year. It is a combination of referendum dollars, life safety dollars and projects from the Operation & Maintenance Fund dollars.

Pages 92-93 reflect the longer range plan of funding the new buildings as they come online. Operating expenses on page

95 reflect approximately \$7,100,000 for Fiscal Year 2002, and reflect a projection of greater than \$9M by 2006.

As Vice President Thorson concluded her presentation, she noted that Member Gillette had called in a few minor concerns earlier today. They are looking at some adjustments on a couple of pages reflecting those concerns.

Board members thanked Vice President Thorson for the format, which is easy to follow. Ms. Thorson recognized Laurie Dietz and Donna Drake, who worked very hard on the budget document.

Krister Kittelson, student, addressed the Board. He asked how much new money was coming into this budget, which revenues actually increased. Vice President Thorson noted that property tax did increase. Chair Howard added that it will not cover the increase in expenses. Member Gillette clarified that 2.8 percent additional money will come in from property taxes, less the PTAB refunds. Additionally, the tuition increase of \$4 per credit hour will be coming in. Board members reiterated that the tax cap is negatively impacting revenues, along with the fact that the State is giving less money each year. Krister Kittleson was asked to give Carol Blotteaux his name, so that she could provide him with a copy of the budget after it is in final print.

Member Gillette noted that, after reviewing the budget thoroughly, he called in about picky typos – nothing of substance. He thought the budget was very well done and easy to understand. He thanked everyone who worked on the budget.

In addition to thanking everyone for the easy format, Member Stone thanked those individuals involved in achieving the budget cuts to balance the budget. It was an extremely difficult task.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Howard declared the budget hearing closed and reconvened the regular Board meeting at 8:35 p.m.

Adoption of Budget

Member Kolze moved, Member Barton seconded,

Resolution adoption of the Budget Resolution as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2003/2004 Member Stone moved, Member Gillette seconded, adoption of the Resolution Designating Robert Breuder and Judith Thorson to Prepare a Tentative Budget for 2003/04, 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 Barton, Botterman, Gillette, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Award Bid for Outside Site Work at the Performing Arts Center and Wojcik Conference Center Member Barton moved, Member Gillette seconded, approval of bid request Q00248 for outside 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, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kolze, Dr. Breuder explained that a typical fee is anywhere from 5 percent to 10 percent; the fee for the big referendum building is 6 percent. The larger projects tend to have smaller fee percentages; therefore, the 7.5 percent fee is reasonable.

Member Gillette noted that the art sculpture was placed in the circle outside the Performing Arts Center this evening.

In response to Member Kolze, Dr. Breuder noted that they should be finished with the exterior landscaping work by mid-December.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Exterior Signage

Member Barton moved, Member Kolze seconded, approval 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 to Doyle Signs, Inc., the low bidder, in the amount of \$539,760. The recommendation is made contingent upon shop drawings and manufactured mockups meeting the approval of the College and the College sign consultant, as outlined in Revised Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton emphasized the importance of clear signage, especially when visitors come on campus in the winter, when it is snowing and pitch black.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Affiliation Agreement: MetroHealth Medical Center

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

In response to Member Barton, Cheryl Kisunzu stated that Harper College has approximately 50 affiliation agreements. Chair Howard suggested that a brief summary regarding affiliation agreements be prepared for the Board and for the Press. She feels it is a remarkable collaboration with the community to benefit Harper students.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

On behalf of the Harper College Board of Trustees, Chair Howard read a statement regarding Faculty Contract Talks, which she had issued earlier today and given to the Press, to the Foundation Board members and legislators.

“We deeply regret the lack of progress in contract talks between leaders of the Faculty Senate/Union and our negotiating team. The Board again reaffirms its respect and admiration for all Harper faculty members. There is no question Harper’s national reputation for excellence is due in large part to our outstanding faculty and the care and concern they show for our students.

“Historically, Harper College has provided competitive salaries, superior benefits and first-rate facilities to attract and retain highly skilled, energetic and motivated employees. Our current offer underscores this commitment. It is important to know the salary and benefits package offered to the faculty has been accepted by Harper’s three other employee unions: PRO/TECH, ICOPS and IEA-NEA. Although leaders of the Faculty Senate/Union disagree with us, we feel our offer of accumulated salary increase of 23.12 percent over the next four years is generous in light of the State cutbacks, which we heard about tonight, the property tax caps and the poor state of the economy, which obviously affects our interest income.

“The Board also feels our healthcare proposals are fair and reasonable, given the escalating cost of medical insurance. Harper College faces an astounding 41 percent increase in healthcare premiums next year alone. The College has budgeted for a 15 percent increase. In view of these enormous price hikes, we have asked all covered employees to assume a modest share of the increase. Even with our current offer, the Board is facing possible budget deficits over the next four years, due in part to salary increases and substantial increases in health insurance premiums. To prevent deficits, we will need to exercise both tight fiscal management and restrained spending. The taxpayers’

message to this Board is loud and clear: 'Live within your means.' We hear you. This Board will not resort to deficit spending to finance a labor settlement. This Board cannot and will not shield our employees from economic realities at taxpayer expense.

"This Board is willing to endure the pain of a walk-out, whatever the length, in order to ensure the financial stability of this institution, which is essential if we wish to support top quality education. While we will continue to make every effort to reach a settlement, we are developing detailed contingency plans in the event of a strike. We deeply regret the uncertainty and anxiety felt by our students caused by the threat of a faculty strike. Students are truly the real victims of the current contract dispute. A strike benefits no one.

"While it is clear there are differences between the Board and leaders of the Faculty Senate/Union, which remain to be resolved, I believe I speak for everyone when I say to students that Harper College and the Harper faculty are both committed to your education. The faculty will not abandon you, nor will the administration of the College. All parties will make every effort to reach a new contract agreement and avoid any interruption of the fall semester. If there is a strike and subsequent resolution, all parties will work together to complete the fall semester. All Harper employees are dedicated to serving the educational needs of the community.

"In the days ahead, the Board pledges to resolve the contract dispute in accordance with Harper's core values – respect, integrity, collaboration and excellence. The taxpayers who support us, and the students who depend on us, deserve no less."

CITIZEN
PARTICIPATION

Mary Azawi read the following prepared statement: "On September 13, 2002, a statement on negotiations by Dr. Bonnie Henry was published on the Harper website. It was in another place, as well. In it, Dr. Henry referred to the fact that three of the organized employee groups had signed contracts with the Board, which is correct. However, her comment that this underscores the fact that those groups (which include the Professional/Technical employees, of which I am a member) thought the Board's salary and insurance benefit offers were generous -- that was not correct. To set the record straight, Pro/Tech officers met and crafted a response to Dr. Henry's misleading statements

and asked that the response be posted on the same place where her statement was posted. Our response was in fact posted briefly and then was withdrawn. We were informed that we could not use the website for union statements and furthermore, we could not use email to translate union-related information to our members. This, despite a long history of using email for just that purpose. So, I am here tonight to read our response to Dr. Henry's statement of September 13, and to protest the censorship which allows Dr. Henry to misrepresent our position, but does not allow us to clarify that position. Following is the main body of our brief response, which we want to be heard.

'Dr. Henry reports that the Board negotiators offered \$3,200 to employees enrolled in the PPO and \$1,600 in the HMO to be paid to employees over the next four years to offset the employee's contributions to rising insurance premiums. As for this expensive concession, as she expressed it, it is our belief that the money proposed as the rebate to cushion increased insurance costs for all Harper employees is available as a result of the Faculty Senate arbitration victory on the insurance grievance. The arbitrator ruled that these dollars belong to the employees as part of the negotiated employee contract package. From the beginning, the Faculty Senate's position has remained steadfast in insisting that all employees benefit from this settlement. Dr. Henry also states that the Board's offers have been extremely generous and the fact that the salary and health benefit packages have been acknowledged and approved by the College's three other unions underscores this point. We would like to clarify that, yes, we have settled our contract. But, we would not go so far as to call it "extremely generous." We settled because the union believed the total contract package was the best we could do at the time. However, as part of our negotiations, we also received assurance that should any other group receive a better salary or an insurance settlement, all employees would receive it also. Finally, the comparison of current negotiations to past negotiations is disturbing and unnecessary. It is our feeling that not only this negotiation, but also all past negotiations, have been conducted in a professional manner. Those who have participated should be commended for representing the needs and concerns of their constituencies. For a balanced understanding of the differences in positions in these negotiations, we suggest that interested parties consult the Harper Faculty website at harperfacultyorganization.org as well as the Harper College website.'

In response to Chair Howard, Ms. Azawi stated that she will leave a copy of her document with Carol Blotteaux so that it can be reproduced and distributed to Board members.

On behalf of the Faculty Senate, Paul Holdaway read a prepared statement which responded to statements recently released by the Board of Trustees' negotiating team.

1. *We respectfully request that communications regarding contract negotiations be factually correct. Please know that the Board will be very aggressive in setting the record straight on erroneous statements.*

Our response: 'The Faculty Senate Union has been forced by the Board's consistent misrepresentations and misleading statements to set their record straight via the use of handouts to its members. The Faculty Senate/Union will also aggressively pursue setting the record straight on erroneous or misleading information that the Board has consistently disseminated regarding negotiations with the Faculty Union.'

2. *The Board is offering a five percent raise to the Faculty salary pool in the first year of the contract. It is the same offer that was accepted by other employee groups. The faculty union asked for and received their current system of salary distribution where promotions and step increases were automatic. Under the Board's current salary proposal, some faculty members will receive 4.4 percent salary increase.*

Our response: 'The Faculty Senate is gratified to see that the Board has finally admitted that the salary offer amounts to an increase of 4.4 percent rather than 5 percent. We trust that this means the Board is determined to cease its efforts to mislead the public into believing all faculty will receive 5 percent raises.'

3. *The amount of money involved in the insurance grievance is still in arbitration process. The KPMG audit authorized by the Board has determined the amounts in the insurance run-out fund to be \$8M. The Faculty Senate leaders believe the amount could be \$3.5M.*

Our response: 'The amount of \$3.5M is based upon the following figures: \$1.8M is in the run-out fund; \$1.1M is in savings as specified in the 1997 addendum to the

contract and \$600,000 in interest accruing from the run-out fund. Those are our figures. The Board team has not yet, in any serious effort, contested these figures.'

4. *PRO/TECH, IEA-NEA and ICOPS Unions have the right to re-open negotiations if they feel their salary and benefit package is inequitable to that given to the Faculty Senate/Union.*

Our response: 'We can do no better than to quote the recent statement from the officers of the Professional/Technical Union. "We settled because the Union believed the total contract package was the best we could do at the time. However, as a part of our negotiations, we also received assurance that should any group receive a better salary or insurance settlement, all employees would receive it.'

5. *Faculty Senate/Union statement – 'There is no insurance crisis.' To say there is no insurance crisis indicates thinking that is out of step with economic realities.'*

Our response: 'The Faculty Senate/Union defies the Board and College administration to point to any document or public statement by the Senate that "there is no insurance crisis." In fact, we have never said any such thing. The Senate, however, has always maintained the long-term resolution of escalating insurance cost will require determined and cooperative effort of all constituent groups on campus. In truth, the Board's attempt to attribute the statement in question to the Faculty Senate is nothing more, nor less, than an effort by the Board and administration to detract attention to the facts contained in the recent insurance grievance. In that decision, arbiter Robert McAlister emphasized that the College failed in its responsibility to provide timely information to the Insurance Committee. That "was obviously pertinent to the Committee's approach to the large foreseeable increase. The College's lack of action interfered with the Committee's ability to function." The Faculty Senate/Union brought about the insurance grievance specifically because we foresaw the insurance issues would continue to be a troubling problem. Our actions and words alike sharply contradict any claim that the Senate ever contended "there is no insurance crisis.'" Board members requested copies of the document.

ANNOUNCEMENTS BY

CHAIR

Communications

Chair Howard noted that she attended the National Meeting of the Association of Community College Trustees in Philadelphia. The focus was on "Securing a Sound Financial Future in Community Colleges." Community colleges across the country are facing the same kind of fiscal challenges that Harper College is facing, including state budget cuts and the state of the economy. There were substantive discussions. Chair Howard brought back materials for Cathy Brod and the Educational Foundation regarding endowments and for Vice President Margaret Skold regarding the "Intercultural Connection." Chair Howard distributed to Board members copies of information regarding "The Role of Technology in Supporting Higher Education." She announced that James Ayres from Illinois was elected new At-Large Director; Dave McGuire was elected to the ACCT Board of Directors as the new Regional Director, and Barbara Auschlager was elected to the Nominating Committee. There are strong representatives from Illinois.

Chair Howard noted that, in keeping in line with the topic of assessments this evening, the Board does participate in an annual Board retreat where they conduct their own Board evaluation. Individual Board members will receive a questionnaire this evening for them to complete and send directly to the facilitator of the evaluation retreat – Gary Davis, Executive Director of Illinois Community College Trustees Association. Dr. Davis is also a Facilitator of Board Retreats and Training for the National Association of Community College Trustees. The retreat will be held on October 8 in the Wojcik Conference Center.

Calendar Dates

Calendar dates are printed on the agenda for Board information. The next two Board meetings are scheduled for Thursday, October 24 and Monday, November 25. It was noted that the dates were not listed on the Agenda.

Dr. Breuder introduced and welcomed the new Director of the Physical Plant, Jim Ma. He also acknowledged that Vice President Bonnie Henry is present at her last Board meeting. She is retiring after 20 years of service at Harper College.

Member Gillette noted that the Board has not officially met the new Dean of Math and Science, Sally Griffith. The Board welcomed Ms. Griffith. Vice President Joan Kindle introduced the new Associate Dean from Multicultural Learning, Laura LaBauve-Maher.

Member Howard announced that the Educational Foundation is sponsoring a Harvest Gala on Friday, November 1, 2002 at the Hyatt Regency Woodfield. She hopes all of the other Board members, as well as the Harper family, will be supportive of the event. The Foundation is raising money for student scholarships, for faculty development and adding the edge of excellence to many of the programs on campus.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 9:15 p.m.

Chair

Secretary

BOARD REQUESTS

SEPTEMBER 24, 2002 REGULAR BOARD MEETING

1. At the request of Member Stone, Larry Bielawa agreed to provide Board members with a copy of each of the slides from the insurance presentation.
2. In response to Member Gillette, Larry Bielawa stated he would look into providing information to the Board regarding State Retirement Program cost in benefits in comparison to Harper's insurance cost in benefits.
3. Ms. Griffith affirmed that they would take the suggestion of Member Gillette and contact some auction houses directly with regard to the disposal of the machine tools.
4. Chair Howard suggested that a brief summary regarding affiliation agreements be prepared for the Board and for the Press. She feels it is a remarkable collaboration with the community to benefit Harper students.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 24, 2002

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00256 for the production and mailing of Forms 1098-T for the Accounting Services Department to NCS Pearson, Inc., the low bidder, in the amount of \$12,640 each for calendar years 2002 through 2004 with an option to renew, at the same or lower cost, for an additional two years through 2006.
- Exhibit VII – A.3.b The administration recommends that the Board award bid request Q00258 for electrical power for exterior signage for the main campus, the Northeast Center, and the Harper Professional Center to _____, the low bidder, in the amount of \$_____.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00253 for a Computer Room Uninterruptible Power Supply (UPS) to D&B Power Associates, Inc., the lowest responsible bidder, in the amount of \$48,921, and approve an extended maintenance agreement through fiscal year 2005/06 in the amount of \$14,510 for a total of \$63,431.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00257 to College Class Schedule Specialists, the low bidder meeting specifications for printing of the Spring 2003 and Summer 2003 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, in the amount of \$98,119.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00256 for the production and mailing of Forms 1098-T, for Accounting Services as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$12,640 are provided in the 2002/03 Education Fund budget, under account number 0192-039-539.

III. INFORMATION

A legal bid notice was published and six bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 21,000 forms:

NCS Pearson, Inc.	\$12,640
1099 Pro, Inc.	12,850
Affiliated Computer Services, Inc.	15,120

Effective fiscal year 1998, the Taxpayer Relief Act (TRA) provides benefits for persons who pay for post-secondary education for themselves and members of their families. The benefits include the federal Hope Scholarship and Lifetime Learning Credits, which help families reduce out-of-pocket expenses for college and reduce their tax liability. As mandated by the Taxpayer Relief Act of 1997 (TRA) and the amended §6050S of the Internal Revenue Code, colleges are required to provide an information return, Form 1098-T, to every student enrolled and provide copies to the IRS.

The services to be provided include exchanging electronic data files, producing and mailing Forms 1098-T to students, generating and submitting copies of the forms to the IRS and providing financial summary data to Harper College.

This request is for calendar years 2002 through 2004 with an option to renew, at the same or lower cost, for an additional two years through 2006.

IV. RECOMMENDATION

The administration recommends that the Board award Q00256 for the production and mailing of Forms 1098-T for the Accounting Services Department to NCS Pearson, Inc., the low bidder, in the amount of \$12,640 each for calendar years 2002 through 2004 with an option to renew, at the same or lower cost, for an additional two years through 2006.

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 Q00258 for electrical power for exterior signage for the main campus, the Northeast Center, and the Harper Professional Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$200,000 are provided in the 2002/03 Operations and Maintenance Restricted Fund budget, under account number 0392-039-539.00-9301. These funds are capital development funds and cannot be used for operating expenses.

III. INFORMATION

A legal bid notice was published and _____ 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 was approved by Board action on September 24, 2002. This request is for the work and materials needed to bring electricity to all relevant locations before the signs are installed.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00258 for electrical power for exterior signage for the main campus, the Northeast Center, and the Harper Professional Center to _____, the low bidder, in the amount of \$_____.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00253 for a Computer Room Uninterruptible Power Supply (UPS), and an extended maintenance agreement, as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$63,431 are provided in the 2002/03 Operations and Maintenance Fund budget, under account numbers 0295-245-585.10 and 0295-256-534.

III. INFORMATION

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

D&B Power Associates, Inc.	\$48,921
Rex Electric, Inc. & Technologies	50,272
Zonatherm Products, Inc.	56,877
Kramer Datapower, Inc.	71,874

The current UPS unit was installed over a decade ago. It was acquired to support computer equipment that is no longer manufactured and has been replaced. The makeup and volume of equipment has changed significantly over the past 10 years, placing a heavy burden on the UPS unit.

The requested UPS unit will provide for business continuity by protecting equipment from power fluctuations and surges, and will permit the graceful power-down of critical and sensitive technology in the event of prolonged power loss. This includes the

enterprise UNIX platforms and 65 Local Area Network (LAN) servers.

The bid price includes an eighteen-month maintenance agreement that provides 24X7 maintenance, with 4-hour response time, parts and semi-annual preventative maintenance. Also included in the bid is the removal and disposal of the existing UPS unit.

This request includes the purchase of an extended maintenance agreement through fiscal year 2006, in the amount of \$14,510. The College will receive a 57% discount off of the extended maintenance if it is purchased with the initial UPS unit.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00253 for a Computer Room Uninterruptible Power Supply (UPS) to D&B Power Associates, Inc., the lowest responsible bidder, in the amount of \$48,921, and approve an extended maintenance agreement through fiscal year 2005/06 in the amount of \$14,510 for a total of \$63,431.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00257 for printing of the Spring 2003 and Summer 2003 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$98,119.80 are provided, \$36,794.92 in the 2002/03 Education Fund budget, under account number 0181-060-547 and \$61,324.88 in the 2002/03 Auxiliary Enterprise Fund budget, under account number 0548-133-547.4.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Six responses were received. The following is a recap of the bid tab sheet for 193M copies each of the 80-page Spring 2003 and Summer 2003 Continuing Education Comprehensive Course Schedules, 72M copies each of the 40-page Spring 2003 and Summer 2003 Continuing Education Personal Enrichment Course Schedules, and 64M copies each of the 24-page Spring 2003 and Summer 2003 Continuing Education Computer Training Course Schedules:

Warner Offset, Inc.	\$ 94,930.40
College Class Schedule Specialists	98,119.80
Ripon Community Printers	125,748.00
Strathmore Printing Co.	170,145.28
Resource Development Institute	274,615.00
Copy-Mor, Inc.	321,300.00

The bid from Warner Offset, Inc. was disallowed because Warner Offset, Inc. does not meet the specification requirement that the vendor must own and operate all equipment required for the bid service onsite in its print facility.

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Continuing Education Comprehensive, Continuing Education Computer Training, or Continuing Education Personal Enrichment class offerings for the Spring 2003 or Summer 2003 term.

IV.

RECOMMENDATION

The administration recommends that the Board award Q00257 to College Class Schedule Specialists, the low bidder meeting specifications for printing of the Spring 2003 and Summer 2003 Continuing Education Comprehensive, Personal Enrichment, and Computer Training Course Schedules, which are major publications promoting enrollment, in the amount of \$98,119.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

October 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 Peregrine Systems, Inc., for renewal of a software maintenance agreement, in the amount of \$47,026.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Peregrine Systems, Inc. for the renewal of a software maintenance agreement as requested by Information Technology for Client Services.

II. BUDGET STATUS

Funds in the amount of \$47,026 are provided in the 2002/03 Education Fund budget, under account number 0195-245-534.01.

III. INFORMATION

The cost of the maintenance agreement is \$47,026 which is \$9,962, or 26.9%, more than last year's amount of \$37,064. The amount has increased because modules purchased last year are now moving into the maintenance cycle. The maintenance agreement covers software support, upgrades, and training. It supports the Service Desk functions pertaining to clients, as well as the inventory and Web interfaces. The renewal period is July 1, 2002 through June 30, 2003.

Peregrine Systems, Inc. is the sole provider for the maintenance of its software.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Peregrine Systems, Inc., for renewal of a software maintenance agreement, in the amount of \$47,026.

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 Supervisory/Confidential Appointment.

B. Ratification of Classified Staff Appointments.

C. Ratification of Harper #512 IEA-NEA Appointments.

D. Ratification of Faculty Resignation.

E. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Review of Executive Session Minutes

II. REASON FOR CONSIDERATION

Public Act 85-1355 requires each Board to review at least every six months the minutes of closed sessions to determine whether the minutes, in whole or in part, may be made part of the public record. The Act became effective January 1, 1989.

III. BACKGROUND INFORMATION

In compliance with Public Act 85-1355, the Board of Trustees has scheduled the review of executive session minutes in April and October of each year. On Thursday, October 24, 2002, a review may take place in closed session to be followed by action on disclosure during regular session.

IV. RECOMMENDATION

BE IT RESOLVED that the Board approve for public record the executive session minutes (date[s] of executive session[s])

and/or

BE IT RESOLVED that the executive session minutes of (date[s] of executive session[s]) remain confidential.

Chair

Secretary

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

Exhibit VII-B.1
October 24, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 17,592,938	144,019	700,000
OPERATIONS, & MAINT. FUND	5,215,399	43,299	180,000
OPERATIONS, & MAINT. FUND (Restricted)	2,950,004	19,626	45,000
BOND & INTEREST	5,991,491	40,263	0
AUXILIARY ENTERPRISES	2,309,250	12,535	70,000
RESTRICTED FUNDS	1,400,660	9,813	60,000
WORKING CASH FUND	12,244,464	87,252	87,252
AUDIT FUND	112,110	1,163	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,311,454</u>	<u>11,758</u>	<u>75,000</u>
Total	<u>\$ 49,127,770</u>	<u>369,728</u>	<u>1,222,252</u>

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

Exhibit VII-B.1
October 24, 2002

<u>Depository or Instrument</u>	<u>Date Purchased</u>	<u>Date of Maturity</u>	<u>Term (Days)</u>	<u>Rate (%)</u>	<u>Earnings to Maturity</u>	<u>Principal Invested @ 9/30/2002</u>	<u>Market Value</u>
<u>Certificates of Deposits</u>							
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/First NA of AZ	09/06/02	03/06/03	181	2.01	14,990.74	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/Metrobank	09/06/02	03/20/03	195	1.91	15,345.80	1,500,000.00	
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					43,700,000.00	43,700,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
	Weighted Average: 3.05					1,995,000.00	2,022,431.25 **
ISDMAX		9/02 Monthly Average		1.40		2,163.16	2,163.16
Illinois Funds		9/02 Monthly Average		1.78		3,430,607.11	3,430,607.11
TOTALS AS OF:	9/30/2002				\$	49,127,770.27	49,155,201.52

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

Reported: October 24, 2002

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
NEW			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 09/24/03
RENEWAL			
Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$81,347	07/01/02 6/30/03
FY 02 CONTINUATION			
Minority Student Transfer Center Access & Dis. Services L. LaBauve-Maher	To improve the successful transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	IBHE HECA \$45,500	8/20/02 8/31/03
NEW			
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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Advanced Technology Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students \$12,025	ICCB \$12,025	07/01/02 06/30/03
Deferred Maintenance Physical Plant R. Getz	State Allocation Grant Help reduce backlog of neglected maintenance projects.	ICCB \$118,954	07/01/02 06/30/03
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$ 74,445	07/01/02 06/30/03
Health & Safety Physical Plant R. Getz	Installation of ADA accessible chair lifts in Building "D"	ICCB \$235,808	01/01/01 12/20/02
<u>FY01 Continuation</u> Adult Education & Literacy Adult Educational Development D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$153,418; EL/Civics, \$41,154; State Basic, \$130,527 State Public Aid, \$19,040 State Performance, \$102,321)	ICCB \$446,460	07/01/02 06/30/03
<u>FY01 Continuation</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/02 06/03/03
<u>FY01 Continuation</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$67,000	07/01/02 06/30/03
<u>FY01 Continuation</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$263,497	07/01/02 06/30/03
<u>FY01 Continuation</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$24,783	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep Education to Careers S. Simmons	Comprehensive Career Development Program	ISBE \$218,661 { \$87,928 [F] & \$130,733 [S] }	07/01/02 06/30/03
<u>FY01 Continuation</u> Transitions Grant NSET-Education to Careers S. Simmons	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
<u>FY01 Continuation</u> Work Based Learning NSET-Education to Careers S. Simmons	To provide experiences for students of the workplace	ISBE \$15,684	07/01/02 06/30/03
NEW HELP Health Services D. Yurik	Become national pilot site to develop innovative health interventions to reduce student risk for HIV or other diseases.	NASPA \$2,000	10/02 3/31/03
<u>NEW</u> Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Magno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$19,306	07/01/02 06/30/03
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/02 09/30/02
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$49,500	10/01/02 06/30/03
<u>NEW</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$42,000	10/01/02 06/30/03
NEW COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$41,043 (F)	08/01/02 07/31/03

Total as October 24, 2002

\$2,907,836

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association	ISBE	Illinois State Board of Education
COPS	Community Oriented Policing Services	NASPA	National Assoc. of Student Personnel Administrators
DoIT	Department of Instructional Technology	NSF	National Science Foundation
HECA	Higher Education Cooperation Act	NSET	Northwest Suburban Employment and Training Center
HELP	Health Education and Leadership Program	TMPS	Technology, Math & Physical Science
IBHE	Illinois Board of Higher Education	USDE	United States Department of Education
ICCB	Illinois Community College Board	USDJ	United States Department of Justice
IDHS	Illinois Department of Human Services		
IDL	Illinois Department of Labor		

(F) Federal funds (S) State funds

Harper College Educational Foundation
 FY03 Fundraising Report (through September 30, 2002)

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Direct Mail	1	\$2,017.00	\$0.00	\$0.00	\$0.00	\$2,017.00
Golf Open 2002	7	\$9,975.00	\$2,000.00	\$0.00	\$0.00	\$11,975.00
Harper Symphony Orchestra	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala 2002	65	\$14,100.00	\$0.00	\$7,244.55	\$155.00	\$21,499.55
Matching	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Personal Solicitation	4	\$5,505.00	\$0.00	\$0.00	\$0.00	\$5,505.00
Proposal	4	\$35,500.02	\$0.00	\$0.00	\$0.00	\$35,500.02
Stewardship	3	\$2,041.43	\$0.00	\$0.00	\$0.00	\$2,041.43
Employee Campaign	33	\$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	11	\$1,262.22	\$0.00	\$1,750.00	\$0.00	\$3,012.22
Grand Totals:	132	\$72,825.67	\$2,260.00	\$8,994.55	\$155.00	\$84,235.22

**Harper College Educational Foundation
September 2002 Fundraising Report**

Appeal ID	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Harper Symphony	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala	65	\$14,100.00	\$0.00	\$7,244.55	\$155.00	\$21,499.55
Matching	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Personal Solicitation	4	\$5,505.00	\$0.00	\$0.00	\$0.00	\$5,505.00
Stewardship	1	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00
ToE2002	11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unsolicited	5	\$1,012.22	\$0.00	\$1,000.00	\$0.00	\$2,012.22
Grand Totals:	89	\$20,967.22	\$0.00	\$8,244.55	\$155.00	\$29,366.77

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution for 2002 Estimated Tax Levies

II. REASON FOR CONSIDERATION

In accordance with the Truth in Taxation Act, a resolution must be adopted showing the 2002 estimated tax levies.

III. BACKGROUND INFORMATION

The Truth in Taxation Act requires that the Board of Trustees determine the estimated amounts of taxes necessary to be levied for the year at least thirty (30) days before the official adoption of the tax levies and to give public notice and schedule a public hearing.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the estimated tax levies, required publication, and hearing date for 2002 be adopted.

**RESOLUTION REGARDING ESTIMATED AMOUNTS
NECESSARY TO BE LEVIED FOR THE YEAR 2002**

WHEREAS, the *Cook County Truth in Taxation Law* requires a taxing district that has territory in Cook County, Illinois to determine the estimated amounts of taxes necessary to be levied for the year not less than 30 days prior to the official adoption of the aggregate tax levy of the district; and

WHEREAS, said statute further requires a tax district to give public notice and to hold a public hearing on the district's intent to adopt an aggregate tax levy; and

WHEREAS, it is hereby determined that the estimated amounts of money necessary to be raised by taxation for the year 2002 upon the taxable property of the district are as follows:

Education Purposes	\$26,884,075
Operations and Maintenance Purposes	11,494,210
Liability Insurance, Workers' Compensation, Unemployment Insurance, Property Insurance	500,000
Medicare Contributions	600,000
Audit	125,000
Life Safety	1,200,000
TOTAL	40,803,285

WHEREAS, the *Cook County Truth in Taxation Law* requires that all taxing districts in the State of Illinois provide data in the Notice concerning the levies made for debt service made pursuant to statute, referendum, resolution or agreement to retire principal or pay interest on bonds, notes, and debentures or other financial instruments which evidence indebtedness; and

WHEREAS, the aggregate amount of property taxes extended for bond and interest purposes for 2001 was **\$10,977,714**; and it is hereby determined that the estimated amount of taxes to be levied for bond and interest purposes for 2002 is **\$10,298,375**.

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

Section 1: The aggregate amount of taxes estimated to be levied for the year 2002 is **\$39,103,285**.

Section 2: The aggregate amount of taxes estimated to be levied for the year for 2002 for debt service is **\$10,298,375**.

Section 3: Public notice shall be given in the *Daily Herald* and *The Journal and Topics*, both being newspapers of general circulation in said district, and a public hearing shall be held, all in the manner and time prescribed in said notice, which notice shall be published not more than 14 days nor less than 7 days prior to said hearing, and shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF PROPOSED PROPERTY TAX LEVY FOR
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

- I. A public hearing to approve a proposed property tax levy for William Rainey Harper Community College District No. 512 for 2002 will be held on **December 17, 2002** at **7:00 p.m.** in the Wojcik Conference Center, Room W-214 at Harper College, 1200 W. Algonquin Road, Palatine, Illinois.

Any person desiring to appear at the public hearing and present testimony to the taxing district may contact **Carol Blotteaux**, (telephone **847.925.6390**).

- II. The corporate and special purpose property taxes extended or abated for the year 2001 were **\$37,557,598**.

The proposed corporate and special purpose property taxes to be levied for 2002 are **\$40,803,285**. This represents a **8.6% increase** over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2001 were **\$10,977,714**.

The estimated property taxes to be levied for debt service and public building commission leases for 2002 are **\$10,298,375**. This represents a **6.2% decrease** over the previous year.

- IV. The total property taxes extended or abated for 2001 were **\$48,535,312**.

The estimated total property taxes to be levied for 2002 are **\$50,101,660**. This represents a **5.3% increase** over the previous year.

(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8 PAGE IN SIZE.)

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this 24th day of October, 2002.

BOARD OF TRUSTEES
WILLIAM RAINEY HARPER COMMUNITY
COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE,
LAKE and MCHENRY
STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Secretary

CERTIFICATE OF COMPLIANCE WITH
THE COOK COUNTY TRUTH IN TAXATION LAW

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 2002", at a regularly convened meeting held on the **24th** day of **October, 2002**, said date being at least 30 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to adopt an aggregate tax levy was published on **Monday, December 9, 2002**, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community District No. 512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on the proposed tax levy was held in said district on **December 17, 2002**; and

I do further certify that the aggregate tax levy of the district was adopted on **December 17, 2002** after public notice and a hearing, all in accordance with the *Cook County Truth in Taxation Law*.

CHAIRMAN
BOARD OF TRUSTEES
WILLIAM RAINEY HARPER
COMMUNITY COLLEGE
DISTRICT NO. 512
COUNTIES OF COOK, KANE,
LAKE AND MCHENRY
STATE OF ILLINOIS

**RESOLUTION REGARDING THE AMOUNT
OF TAXES LEVIED FOR THE YEAR 2002**

WHEREAS, the *Cook County Truth in Taxation Law* requires that if the final aggregate tax levy adopted by a district exceeds the amount of the proposed levy as stated in its published Truth in Taxation notice, public notice of its action shall be given within 15 days of the adoption of said levy; and

WHEREAS, this Board of Trustees has adopted a final aggregate tax levy for the year 2001 in the amount of \$ _____, which exceeds the amount of the proposed levy as stated in its Truth in Taxation notice;

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

Section 1: Public notice shall be given in a newspaper of general circulation in the district, which notice shall be not less than 1/8 page in size, with no smaller than twelve (12) point, enclosed in a black border not less than 1/4 inch wide and in substantially the following form:

**NOTICE OF ADOPTED PROPERTY TAX INCREASE FOR
WILLIAM RAINEY HARPER COMMUNITY COLLEGE DISTRICT NO. 512**

I. The corporate and special purpose property taxes extended or abated for the year 2000
\$_____.

The proposed corporate and special purpose property taxes to be levied for 2001 are
\$_____. This represents a ____% [increase] [decrease] over the previous year.

II. The property taxes extended for debt service and public building commission leases for
2000 were \$_____.

The estimated property taxes to be levied for debt service and public building
commission leases for 2001 are \$_____. This represents a ____% [increase]
[decrease] over the previous year.

III. The total property taxes extended or abated for 2000 were \$_____.

The estimated total property taxes to be levied for 2001 are \$_____. This
represents a
____% [increase] [decrease] over the previous year.

**(NOTE: THIS MUST BE IN AT LEAST 12 POINT TYPE, THE BLACK BORDER
MUST BE NOT LESS THAN 1/4 INCH WIDE, AND THIS NOTICE MUST BE 1/8
PAGE IN SIZE.)**

Section 2: This resolution shall be in full force and effect forthwith upon its passage.

ADOPTED this ____ day of ____, 2001.

BOARD OF TRUSTEES
WILLIAM RAINEY HARPER
COMMUNITY COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE,
LAKE AND MCHENRY
STATE OF ILLINOIS

By: _____
Chairman

ATTEST:

Secretary

**CERTIFICATE OF COMPLIANCE WITH
THE COOK COUNTY TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am Chairman of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary To Be Levied for the Year 2000", at a regularly convened meeting held on the 30th day of **October**, 2001, said date being at least 30 days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the district's intent to adopt an aggregate levy was published on **November 26, 2001**, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community College District No. 512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on the proposed tax levy was held in said district on **December 7, 2001**, and that the aggregate tax levy of the district was adopted on **December 7, 2001** after public notice and a hearing; and

I do further certify that public notice of the district's adoption of a final aggregate tax levy exceeding the amount of the proposed levy as stated in its Truth in Taxation notice was published on _____, 2000, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in a newspaper of general circulation in William Rainey Harper Community College District No. 512, as evidenced by the Certificate of Publication attached hereto, and that said notice was published within 15 days after the adoption of said levy, all in accordance with the *Cook County Truth in Taxation Law*.

CHAIRMAN
BOARD OF TRUSTEES
WILLIAM RAINEY HARPER
COMMUNITY COLLEGE
DISTRICT NO. 512
COUNTIES OF COOK, KANE,

LAKE AND MCHENRY
STATE OF ILLINOIS

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 2002 Tax Levy, Harper College is required to submit to the Illinois Community College Board for approval the 2002 Life Safety projects which will be included in the 2002 Tax Levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

The following projects are being recommended for 2002 Life Safety Tax Levy funding:

Proposed Work Item	Estimated Project Cost
2004 – Masonry Tuck Pointing	\$291,448
ADA Automatic Door Openers FY-2004	\$95,000
Walking Bridge and ADA Sidewalk Access to Tennis Court and Ball Fields – FY-2004	\$91,400
W.R. Harper College Tunnel Repairs	\$250,000
Sidewalk Replacement FY-2004	\$272,152
2004 – Campus Wide Asbestos Abatement	\$200,000
Total Project Cost	\$1,200,000

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administration further recommends that the Board of Trustees approve the employment of Legat Architects to provide the architectural services specified for the 2002 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

Proposed Work Item	Estimated Project Cost
2004 – Masonry Tuck Pointing	\$291,448
ADA Automatic Door Openers FY-2004	\$95,000
Walking Bridge and ADA Sidewalk Access to Tennis Court and Ball Fields – FY-2004	\$91,400
W.R. Harper College Tunnel Repairs	\$250,000
Sidewalk Replacement FY-2004	\$272,152
2004 – Campus Wide Asbestos Abatement	\$200,000
Total Project Cost:	\$1,200,000

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and approved the 24th day of October 2002.

APPROVED:

Chairman
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and
McHenry

ATTEST:

Secretary
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and McHenry

Exhibit VIII-B
October 24, 2002

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 24th day of October 2002.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 24th day of October, 2002.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Second 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. The first reading took place at the Board Meeting of September 24, 2002.

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

It is recommended that the Board of Trustees approve the change to Policy 13.05.00 (26) to the Board of Trustees Policy Manual.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

- Practice Management Support Services
- Professional Billing Analysis

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Practice Management Support Services and Professional Billing Analysis are consistent with the clinical objectives of the Harper College Medical Office Administration Program.

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

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Practice Management Support Services and Professional Billing Analysis be approved as submitted.