

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

November 25, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
 - Election of Officers
- III. Approval of Agenda
- IV. Educational Presentations
 - None
- V. Student Trustee Report
- VI. President's Report
- VII. Consent Agenda* (Roll Call Vote)
 - A. For Approval
 - 1. Minutes – October 22, 2002 Special Board Meeting, Exhibit VII-A.1
October 24, 2002 Regular Board Meeting
 - 2. Bills Payable, Payroll for October 18, 2002 and November 1, Exhibit VII-A.2
2002; Estimated payrolls for November 2, 2002 through
November 27, 2002
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - 6. Resolution to Approve Board Meeting Dates Exhibit VII-A.6
 - 7. Career Advisory Appointments Exhibit VII-A.7
 - 8. 2003-2004 Academic Calendar Exhibit VII-A.8
 - 9. Disposal of Obsolete and Unrepairable Property Owned by Exhibit VII-A.9
the College
 - B. For Information
 - 1. Financial Statements Exhibit VII-B.1
 - 2. Committee and Liaison Reports Exhibit VII-B.2
 - 3. Grants and Gifts Status Report Exhibit VII-B.3
 - 4. Faculty Tenure Status Report Exhibit VII-B.4

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

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

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

Minutes of the Regular Board Meeting of Thursday, October 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 Thursday, October 24, 2002 at 7:05 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; Student Member Chartrand
Absent: None

Also present: Robert Breuder, President; 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; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Mike Alsup; Larry Bielawa; Carol Blotteaux; Cathy Brod; Phil Burdick; Daniel Corr; Laura Crane; P. Robert Dix; Dave Dluger; Terry Engle; Vickie Gukenberger; Michael Harkins; Thea Keshavarzi; Roberta Lindenthaler; Jim Ma; Russ Mills; Maria Moten; Sheryl Otto; Diana Sharp; Tom Thompson; Deanna White and Denise Yurik.

Guests: Tim Kane, Chicago Tribune; Shruti Datè Singh, Daily Herald; William Kelley and Billy Kelley, citizens; Gary Clair, citizen; Bill and Helen Huley, Northwest Tax Watch; Ernest Leaf, Stanley Construction; Michael Lundeen, Legat Architects.

Chair Howard noted that there were no changes to the Agenda.

APPROVAL OF AGENDA Member Barton moved, Member Stone seconded, approval of the agenda.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Chartrand voted aye.

PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE REPORT

Student Member Chartrand highlighted several events which recently took place at Harper College. On Tuesday, October 8, over 300 people attended the Student Discussion Strike Panel. A discussion regarding the impending strike took place among students, faculty and administration. The media was also present to hear both sides of the discussion and the concerns of the students. Student Member Chartrand noted that students were grateful to have the opportunity to share their comments and concerns.

Twenty student leaders from Harper College attended the Illinois Community College Student Association (ICCSA) Conference held in Rockford, Illinois on October 11. During the Conference, the Harper College Student Senate was awarded the Merit Award for 2001/2002, for the third consecutive year.

When classes resumed Monday, October 21, clubs and organizations began planning events for this semester and next.

Chair Howard thanked Student Member Chartrand for his leadership of the students during the difficult times. The Board greatly appreciated his efforts.

PRESIDENT'S REPORT

Dr. Breuder noted that they are delighted to be back in business again. Over the past several days, he asked many students whether they were happy to be back. The overwhelming majority stated they were pleased to be back, but a few students felt that the eight days off were a nice respite from their demanding schedule.

Dr. Breuder noted that there were several events happening this week to reintegrate everybody, to get off on the right foot and to look forward with great optimism. They supplied Krispy Kreme doughnuts to students, as they welcomed them back. Prior to the Board meeting, they hosted a reception in the new Performing Arts Center and invited the whole College community. Over 250 members of the College community attended the event. They are optimistic, as they move forward and put behind them the events of the past several months.

Dr. Breuder announced that the Illinois Community College Board (ICCB) met recently and declared that two of Harper's projects—the renovation of the Engineering and Technology Center and the construction of the One-Stop Student Life Center—have moved up on the list for priority funding. The renovation project is ranked number six and the construction project is ranked number ten. There is a possibility that Harper could receive approximately \$14M in FY 2004/05 and another \$27M in FY 2005/06. The money that Harper needs to match the State funds is already set aside. Once they receive approval from the State, they can begin the process of adding approximately \$60M in new construction beginning in FY 2004/05.

The Capital Development Board (CDB) notified Dr. Breuder this week that the new John Medwedeff bronze sculpture "Oasis," located in front of the Administration Building and adjacent to the new Performing Arts Center, has been selected for the statewide award in terms of sculptures sponsored or endorsed by the CDB. Several members from the Harper community will be going to Springfield November 1 to receive the recognition. Dr. Breuder noted that water and lighting were added recently. Once the landscaping is finished, Dr. Breuder feels the sculpture will be one of the most photographed places at Harper College. He is pleased that Harper is being recognized for its courage to make that definitive statement in the Arts.

Dr. Breuder noted that this would not have been possible without the generous \$75,000 contribution of David and Diane Hill. The sculpture was funded with private sector funds and publicly endorsed funds from the CDB. Chair Howard explained that the CDB has built into their funding for community college campuses a requirement that an investment be made in the arts. David Hill, member of the Harper College Educational Foundation Board, and his wife contributed significantly for the commissioning and purchase of the sculpture. Additionally, Chair Howard gave credit to Dr. Breuder for his leadership in helping Harper get funding from the State, not only for the sculpture, but for the renovation of the Engineering and Technology Center and construction of the Student Life Center, as well. She also expressed appreciation to State legislators who have been very effective in advocating for Harper College. The Student Life Center will be entirely for the benefit of Harper students; the renovation of the Engineering and Technology Center

(Buildings G & H), will benefit both students and faculty. She thanked everyone who has been a part of that effort.

CONSENT AGENDA

Member Gillette asked that Exhibit VII-A.3.d be removed from the Consent Agenda. He also noted that he would like to make a comment on Exhibit VII-A.3.b without removing it from the Consent Agenda.

Member Barton moved, Member Kolze seconded, approval of the minutes for the September 24, 2002 regular Board meeting; bills payable; payroll for September 20, 2002 and October 4, 2002; estimated payrolls for October 5, 2002 through November 1, 2002; revised bid awards (excluding VII-A.3.d); purchase order; personnel action sheets; approval of executive session minutes; faculty leave of absence; and for information: financial statements, committee and liaison reports, grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,070,232.52
Tuition Refunds	864,197.67

The payrolls of September 20, 2002 in the amount of \$2,014,660.96, and October 4, 2002 in the amount of \$1,969,537.88; and estimated payroll of October 5, 2002 through November 1, 2002 in the amount of \$3,984,198.84.

Bid Awards

Ex. VII-A.3.a Award bid 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.

Revised
Ex. VII-A.3.b Award bid request Q00258 for electrical power for exterior signage for the main campus, the Northeast Center, and the Harper Professional Center to Grace Electrical Construction Corp., the low bidder, in the amount of \$195,150 plus a lump sum engineering fee of \$21, 800

and a contingency in the amount of \$19,000, for a total award of \$235,950.

Ex. VII-A.3.c 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.

Purchase Order Ex. VII-A.4.a Approve issuance of a purchase order to Peregrine Systems, Inc., for renewal of a software maintenance agreement, in the amount of \$47,026.

Personnel Actions

Supervisory/Confidential Appointment

David Berrios, Campus Setup Coordinator, PHY PLT,
10/09/02, \$39,000/year

Classified Staff Appointments

Barbara Koenig, Secretary, BUS/SS, 09/23/02, \$28,275/year
Nancy Savard, Administrative Assistant, PHY PLT, 10/09/02,
\$36,500/year

Ashley Zimmerman, Receptionist/Clerk Typist I, AE/LS-ESL,
09/26/02, \$24,000/year

Harper #512 IEA/NEA Appointments

Angel Bayron, Custodian/Groundskeeper, PHY PLT,
10/07/02, \$20,384/year

Jose Chacon, Custodian/Groundskeeper, PHY PLT,
10/07/02, \$20,384/year

Maria Rodriguez, Custodian/Groundskeeper, PHY PLT,
10/07/02, \$20,384/year

Rogoberto Sosa, Custodian/Groundskeeper, PHY PLT,
10/07/02, \$20,384/year

Faculty Resignation

Timothy Littell, Counselor, STU DEV, 12/20/02, 2 years 4
months

Classified Staff Resignation

Carlo Bevilacqua, Mail Clerk, MKT SER, 09/25/02, 4 years

Approval for public record, the executive session minutes of May 21, 2002; June 25, 2002; July 23, 2002; August 22, 2002; August 29, 2002 and September 17, 2002.

Approval of Associate Professor Anita Crawley's 4/5 Educational Improvement and Work Experience Leave of Absence without benefits for the Fall 2002 semester and the Spring 2003 semester.

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

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

Motion carried. Student Member Chartrand voted aye.

Regarding Exhibit VII-A.3.b, Member Gillette stated that, although he voted in favor of it, he felt they could have had more bidders involved if they would have been timely with the process. Vice President Judy Thorson explained that, when they first looked into it, they assumed the electrical would be a part of the Corbin Sign Contractor bid. However, when they found out it was not their center of expertise, they had to pull the electrical portion out and get Stanley Engineering involved. All of those steps took time. Given the changes that took place, she feels the process was done as quickly as possible.

Exhibit VII-A.3.d

Member Kolze moved, Member Barton seconded, to award bid request 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, as outlined in Exhibit VII-A.3.d (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette expressed his disapproval that Warner Offset was being disqualified, even though they were the low bidder. He felt that Harper should have congratulated them for finding an innovative way to lower costs and meet the specification by leasing the color printing equipment necessary for the job. Member Gillette noted that every contractor on the new building project has leased items. He feels that Warner Offset should have been rewarded rather

than disqualified; therefore, he will vote “no” for this Bid Request.

In response to Member Kolze’s question, Vice President Colleen Murphy explained that they have experienced problems in the past when certain equipment is not on the premises. It has caused time delays and quality issues. In the end, it has actually ended up costing Harper more because staff has had to put in extra time. There are also quality control issues. Warner Offset does not have the equipment to do what Harper needs to have done.

Upon roll call, the vote was as follows:

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

Nays: Members Gillette and Shure

Motion carried. Student Member Chartrand voted aye.

NEW BUSINESS:

Truth in Taxation
Resolution and 2002
Estimated Tax Levies

Member Gillette moved, Member Barton seconded, adoption of the resolution providing for the estimated tax levies, required publication, and hearing date for 2002, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees’ Official Book of Minutes).

Vice President Thorson explained that the hearing will take place on December 17, during the Regular Board meeting. She reminded everyone that, in the past, the levy was a meaningful thing, because it drove the kinds of tax dollars that came into the College. However, since the tax cap has come into play, the tax levy is not as meaningful. Harper will only receive the rate of inflation, or five percent, whichever is less. For next year, the rate of inflation has been established at 1.6 percent. Harper will receive, from the current property in the district, a 1.6 percent increase over what they received the year before—regardless of what numbers they include in the levy. However, they want to make sure that they make the numbers high enough so that if new property ends up being higher than estimated, they do not leave anything on the table. For that reason, they have prepared the levy (for “uncapped” funds) at \$40,803,285—an 8.6 percent increase over the previous year. The Truth in Taxation hearing must be held regardless of what the numbers are. Vice President Thorson explained that, although they put \$40,803,285 on the tax levy, they expect to receive something closer to \$38,700,000. If there is more

new property in the district, Harper can collect all of the new money from it.

The uncapped funds are all the bond funds. Amounts are entered that will be collected to pay the principle and interest on the bonds. Those numbers vary with the principle and interest payments. In addition, Vice President Thorson explained that property tax refunds will also affect the dollars coming into Harper.

In response to Member Kolze, Vice President Thorson recalculated the total property taxes to be levied. It was noted that there was a typo in the handout. The total should be \$51,101,660 rather than \$50,101,660.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Member Gillette noted that, during the strike, he received many letters from people who were very concerned. One of the recurring themes of the letters was "why doesn't Harper take sidewalk repair money and use it to pay teachers or stop building the buildings and use the money to pay for teachers." He wanted to make it very clear that if any of them did that, they would be in jail. Illinois State Law does not allow them to take maintenance or construction dollars to pay teachers' salaries. Chair Howard reiterated that they cannot use Capital Funds, voted on by the taxpayers for construction purposes, for any other use. It is very restricted.

Life Safety Projects

Member Gillette moved, Member Kolze seconded, adoption of the resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act; additionally, approval of the employment of Legat Architects to provide the architectural services specified for the 2002 Life Safety repair and renovation project, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Botterman, Vice President Thorson explained that they do not know the exact location of all of

the asbestos. Dr. Breuder explained that carpet has been laid over old tile, which contains asbestos. When they pull up the carpet, the tile comes up with it. Vice President Thorson added that they have suspicions about which areas contain asbestos. They are going through the buildings where there is tile underneath the carpet, and they are testing the tile for asbestos. If it contains asbestos, they will abate the asbestos and lay new carpet.

Member Gillette suggested that the College look into using the strippable cement used for carpet tile. It would not pull up the tile beneath carpet. Jim Ma noted that he has heard about the product and will look into it. Thea Keshavarzi noted that they recently used a similar product in the new construction.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Second Reading of Change to Gift Ban Policy

Member Kolze moved, Member Gillette seconded, approval of the change to Policy 13.05.00 (26) to the Board of Trustees Policy Manual, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard noted that the only change to the existing policy reflects the addition of a dollar amount. They can accept something in the amount of \$100 or less. She added that it has been reviewed by the attorney.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Affiliation Agreements: Professional Billing Analysis and Practice Management Support

Member Stone moved, Member Gillette seconded, acceptance of the Affiliation Agreements between William Rainey Harper College and Professional Billing Analysis; and between William Rainey Harper College and Practice

Services

Management Support Services for the clinical education of students in the health career programs, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

CITIZEN
PARTICIPATION

Bill Huley of Northwest Tax Watch (NTW) addressed the Board. He stated that, although they are gratified that the recent 12-day labor strike is ended, NTW and many taxpayers have ongoing underlying concerns. He reiterated that his comments and those of NTW are not a "lonely voice" in public opinion. He referenced an article in an October 2000 issue of the Harper Harbinger, which explained the underlying problems on campus at the time. The article proclaimed that "there exists an atmosphere of fear and loathing on campus." It elaborated that there exists a "dictatorial exercise of power that is supported by a select majority of the Board."

Mr. Huley added that NTW and countless taxpayers agree that this destructive culture of confrontation and insensitivity has permeated this otherwise fine institution of higher learning for the past four years, right up to the present. The Harbinger article stated that "Harper's image will only be restored when it is clear, to the public and to the College's students, that the culture of fear and loathing has finally left this institution." Mr. Huley concluded by saying that, just because the faculty strike is settled, nothing is evident that the atmosphere of culture has changed.

Chair Howard commented that it is interesting the Board does not get any credit from the taxpayers for helping to preserve the fiscal integrity of the College and for its Aaa bond rating.

ANNOUNCEMENTS BY
CHAIR

Communications

Chair Howard highlighted several events involving the Harper College Educational Foundation. The Planned Giving Committee of the Foundation and Northwest Community Hospital's Foundation, recently co-chaired an

Estate Planning Seminar, which was designed to inform estate planners and trust officers of the opportunities to work with their clients for suggestions on philanthropic giving in the Northwest suburbs. Northwest Philanthropic Trust and Barrington Leave a Legacy Organization were also involved in the presentation. The seminar was well-done and received excellent attendance. On behalf of the Board, Chair Howard thanked the Foundation for sponsoring the seminar.

Chair Howard added that, earlier that day, she attended a seminar sponsored by the Northwest Philanthropic Trust which focused on increasing diversity on the Boards of not-for-profit organizations in the Northwest suburbs. Seven members of the Harper College Educational Foundation Board, as well as Cathy Brod, attended the event. They are looking at increasing the diversity of the Foundation Board to reflect the make-up of the ever-changing population in the area. She thanked the Foundation for their continued volunteer work on behalf of the College.

Chair Howard read the following letter of appreciation by the Board of Trustees to the community. She noted that it was the same letter read at the Special Board meeting Tuesday evening; however, there were very few people in the audience on Tuesday and there was nobody from the press. She would like those they are thanking to hear it personally. It was noted that the letter would be placed on the website after the Board meeting.

“On behalf of the Harper College Board of Trustees, I am writing to express our thankfulness that the strike is over, the students are back in class and a four-year contract has been signed with the Faculty Union which benefits both faculty members and the College. I also want to express the Board's deep appreciation to the entire Harper community for their dedication, hard work and care and concern for our students during the strike.

“This message of appreciation is addressed to all employee groups at Harper:

“First, I would like to thank the members of both the administrative and faculty negotiating teams, who have worked diligently since April to reach an equitable contract. These negotiations have been carried out at a difficult time, as the College must deal with constraints in revenue and escalating health insurance costs. Although we sat on

opposite sides of the negotiating table, the Board understands and respects the long hours, hard work and dedication of the Faculty Union negotiating team. The Board also wants to recognize and thank the members of the administrative negotiating team, led by our attorney, Hank Sledz.

“The Board recognizes that these difficult, time-consuming and emotional negotiations took a toll on each member of the negotiating teams, both personally and on their families, as discussions continued over several months. It was their marathon negotiations, over 30 hours between Friday morning and 2:00 a.m. on Sunday, that ultimately brought the strike to an end and resulted in a successful outcome.

“The Board also wishes to express our thanks and appreciation to all the Harper Public Safety officers who worked long hours under difficult conditions. They often put themselves at risk in order to protect picketers and motorists at busy intersections. Many officers gave up personal commitments, family time and vacations in order to serve the College in its time of need. The Board salutes the courage and professionalism of Harper's Public Safety Department.

“The Board also recognizes and thanks the many Harper College employees who manned the phone lines at the call center and in the counseling centers throughout the strike. You were also on the front lines, answering calls from angry and frustrated students and parents. The Board has heard how important it was for callers to hear a real, live voice on the other end of the phone line, someone who could answer questions and explain the situation in a calm, professional and understanding manner. Your personal dedication in putting in long hours under trying circumstances will leave a lasting impression on members of the community that Harper cares about its students and is responsive to community concerns in both good and bad times.

“The Board also wishes to express its appreciation and thanks to Harper's Information Technology staff, who worked many hours putting phones and computers in place so that employees had the means to communicate effectively during the strike. Your speed in getting the faculty's computer and phone systems up and running quickly following the strike helped the campus return to much needed normalcy on Monday.

“The Board also wishes to express its appreciation to our Marketing and Communications staff, which kept Harper's web-site current, fielded calls for information and handled a huge influx of media with efficiency and professionalism.

“The President, Dr. Robert Breuder, and President's Council members worked early and late overseeing all these activities, striving to successfully continue those College programs which were not on hold and developing contingency plans.

“Finally, as Chair of the Board, I want to express my appreciation and thanks to my fellow Board members for their leadership. We held four Special Board meetings in one week, which were attended by all of the Board members. These citizens of our community serve without compensation (and I might say a lot of people don't understand that), and they also took time away from their families and jobs because they believe in the mission of the College. As you are probably aware, the Board members were subjected to...to put it diplomatically...intense lobbying throughout the strike. We received calls and letters at home, as well as being the target of letters to the editor. No one on this Board wanted a strike or to interrupt the lives of 14,500 students. Being at the helm during the first strike in the history of the College was not easy for any of us, and we all felt a personal responsibility to end it as soon and as responsibly as possible. And I thank you all.

“We are relieved and delighted, therefore, that we reached a faculty contract which is fair to all parties and which will enable this Board to carry out its duties in a manner which supports both high quality education and is also fiscally responsible. This is what taxpayers expect of this Board, and I believe that, despite this painful process, we have lived up to our responsibility.

“Now we need to Go Forward Together! For our part, the Board re-dedicates itself to open communication with all members of the Harper College community. Because of the fallout from the strike, we will make a special effort to communicate with the faculty. We must all talk with each other - not past each other - and learn to understand each other's values, concerns and needs. Only then can we work together in a manner consistent with our Core Values of respect, integrity, collaboration and excellence.

“We invite you all to join us in keeping William Rainey Harper one of the premier community colleges in the nation!”

Chair Howard noted that she is expressing the feeling of the whole Board when she says they are very appreciative of how everybody pulled together. Everyone fully expects to move ahead and work together.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Barton moved, Member Stone 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 7:50 p.m.

Chair

Secretary

BOARD REQUESTS

OCTOBER 24, 2002 REGULAR BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 25, 2002

SUMMARY OF BIDS

Exhibit VII – A.3.a The administration recommends that the Board award Q00260 for the purchase and installation of stage curtains for the Performing Arts Center to Mainstage Theatrical Supply, Inc., the low bidder, in the amount of \$39,915.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00260 for the purchase and installation of stage curtains for the Performing Arts Center as requested by the Liberal Arts Division for the Theater department.

II. BUDGET STATUS

Funds in the amount of \$39,915 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

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

Mainstage Theatrical Supply, Inc.	\$39,915.00
I. Weiss & Sons, Inc.	44,140.00
Syracuse Scenery & Lighting Co., Inc.	46,967.00
Tiffin Scenic Studios, Inc.	51,055.08
Texas Scenic Co.	51,350.00
Stagecraft Industries, Inc.	52,283.00

In an attempt to bring the construction of the Performance Arts Center in at the amount budgeted, the various loose stage curtains were taken out of the bid package. This request includes all of the various loose stage curtains needed for theatrical performances.

IV. RECOMMENDATION

The administration recommends that the Board award Q00260 for the purchase and installation of stage curtains for the Performing Arts Center to Mainstage Theatrical Supply, Inc., the low bidder, in the amount of \$39,915.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

November 25, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Schuler & Shook, Inc., for professional design services, construction documents, bid documents, and construction and installation management services needed for the acoustical curtains and the acoustical orchestra shell in the Performing Arts Center, in the amount of \$43,700 plus reimbursables of not to exceed \$2,500 for a total of \$46,200.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to The Beautiful Sound, Inc., for two Steinway Concert Grand pianos to be used in the new Performing Arts Center, in the amount of \$144,300.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to Landmark Ford, Inc., for a 2003 Ford Crown Victoria police vehicle for use by the Public Safety department, in the amount of \$20,672.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Schuler & Shook, Inc. for professional design services, construction documents, bid documents, and construction and installation management services needed for the acoustical curtains and the acoustical orchestra shell for the Performing Arts Center, as requested by the Liberal Arts Division for the Music department.

II. BUDGET STATUS

Funds in the amount of \$50,000 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-533.00-9065.

III. INFORMATION

In an effort to bring the construction of the Performing Arts Center within budget, the design of the acoustical curtains and orchestra shell needed for musical performances was deleted from the original construction plans. This recommendation is to have Schuler & Shook, Inc. The Talaske Group, Inc. and Metro Design Associates, Inc., the original acoustical engineers for the building, work together to design, write construction documents and bid specifications for and supervise the installation of the acoustical curtains and orchestra shell.

This recommendation includes fees of \$43,700 plus reimbursables of not to exceed \$2,500 for a total of \$46,200.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Schuler & Shook, Inc., for professional design services, construction documents, bid documents, and construction and installation management services needed for the acoustical curtains and the acoustical orchestra shell in the Performing Arts Center, in the amount of \$43,700 plus reimbursables of not to exceed \$2,500 for a total of \$46,200.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Beautiful Sound, Inc., for two Steinway Concert Grand pianos to be used in the new Performing Arts Center as requested by the Liberal Arts Division for the Music department.

II. BUDGET STATUS

Funds in the amount of \$144,300 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

The Beautiful Sound, Inc. is the sole distributor of new Steinway pianos in the Chicago area. The College is receiving Steinway's institutional pricing which is 20% off the list price.

Included in the planning process for the Performing Arts Center are two Steinway D nine-foot grand pianos with matching artist benches. Steinway is the piano of choice of the majority of active professional performing pianists. The pianos will be hand selected by two Harper Music department faculty members along with consultation from the College piano technician. Both pianos will be voiced alike, which will enable increased participation by students in duo piano classes and performances. The pianos, if well maintained, will have a performance life of at least thirty years and probably more. These will be the first top quality pianos to be owned by the College and will be a great asset in attracting first class teachers, performers and students to the College.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Beautiful Sound, Inc., for two Steinway Concert Grand pianos to be used in the new Performing Arts Center, in the amount of \$144,300.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Landmark Ford, Inc., for a 2003 Ford Crown Victoria police vehicle as requested by Administrative Services for the Public Safety department.

II. BUDGET STATUS

Funds in the amount of \$20,672 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

This police vehicle will be added to the Public Safety fleet. It is replacing a 1997 Chevrolet S10 Blazer with 70,000 plus miles. The 1997 Blazer is experiencing major mechanical issues such as electrical problems, brake malfunction and rusting. The cost for repairs would far exceed the present value of the vehicle.

The purchase of the new police car will bring the Public Safety fleet back to its authorized strength, thereby helping to ensure the safety and security of the College community.

The current vehicle will be disposed of according to Board Policy.

This purchase is from the State of Illinois Joint Purchasing Agreement, Contract number 4010495.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Landmark Ford, Inc., for a 2003 Ford Crown Victoria police vehicle for use by the Public Safety department, in the amount of \$20,672.

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 Administrator Reclassifications.
- E. Ratification of Professional/Technical Reclassification.
- F. Ratification of Supervisory/Confidential Reclassification.
- G. Ratification of Faculty Resignation.
- H. Ratification of Classified Staff Resignations.
- I. Ratification of Public Safety–ICOPS 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 Administrator, the Professional/Technical and the Supervisory/Confidential Reclassifications; the Faculty, the Classified Staff and the Public Safety-ICOPS Resignations and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

2002-2003 Board Meeting Dates

II. REASON FOR CONSIDERATION

The Board of Trustees must annually approve dates for the meeting of the Board of Trustees.

IV. RECOMMENDATION

It is recommended that the 2002-2003 Board meeting dates be approved.

William Rainey Harper College
Board of Trustees
2002-2003 Meeting Schedule

Resolution

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, that, with the exceptions of certain dates noted in the schedule below, the regular meetings of said Board of Trustees will be held on the fourth Tuesday of each month (except for December) at 7:00 p.m. in the Wojcik Conference Center, Room W-214, 1200 West Algonquin Road, Palatine, Illinois.

Following are the Regular Board meeting dates for 2002-2003:

Monday	November 25, 2002	Regular Board Meeting Organizational Meeting
Tuesday	December 17, 2002	Tax Levy Hearing Regular Board Meeting
Tuesday	January 28, 2003	Regular Board Meeting
Tuesday	February 25, 2003	Regular Board Meeting
Tuesday	March 25, 2003	Regular Board Meeting
Monday	April 7, 2003	Canvass
Tuesday	April 22, 2003	Regular Board Meeting
Tuesday	May 27, 2003	Regular Board Meeting
Tuesday	June 24, 2003	Regular Board Meeting
Tuesday	July 22, 2003	Regular Board Meeting
Tuesday	August 26, 2003	Regular Board Meeting
Tuesday	September 23, 2003	Regular Board Meeting
Tuesday	October 28, 2003	Regular Board Meeting

Dated this 25TH day of November, 2002.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 2002-2003 academic year.

II. REASON FOR CONSIDERATION

Board policy requires notification be given Advisory Committee appointees on an annual basis.

III. BACKGROUND INFORMATION

For the current year, 260 prospective committee members representing 28 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 2002-2003 academic year.

November 25, 2002

«Gender» «FirstName» «LastName»
«Company»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 2002-03 academic year.

We appreciate your willingness to commit time and energy to this endeavor. Your background and experience qualify you as a valuable member of this advisory team. The students who enter Harper's programs deserve the most current, practical and theoretical information available. Your contributions to this advisory committee will provide them that opportunity.

With your expert advice, we can continue to offer our students courses that are designed to provide the skills that are required in today's workplace.

Sincerely,

Robert L. Breuder

RLB: It

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

2003 – 2004 Academic Calendar.

II. REASON FOR CONSIDERATION

Under the authority of the Public Community College Act, the Board of Trustees of the local community college districts shall establish an academic calendar for the college district.

III. BACKGROUND INFORMATION

The Academic Calendar for 2003 - 2004 has been reviewed and endorsed by the Faculty Senate and Dean's Council. Upon approval, the calendar will be published in the College Bulletin, on the Web Site and in other appropriate publications.

IV. RECOMMENDATION

The Administration recommends that the Board adopt the proposed 2003 – 2004 Academic Calendar.

**WILLIAM RAINEY HARPER COLLEGE
ACADEMIC CALENDAR
2003-2004**

FIRST SEMESTER - FALL, 2003

Registration as scheduled	April through August 16
Final Registration Week	August 18 - 23
Faculty Report	August 19
Classes Begin*	August 25
Labor Day Observed (Classes Not in Session)	September 1
Last Day for Refunds**	September 9
Midterm	October 18
Veterans Day Observed (Classes Not in Session)	November 11
Last Day for Withdrawals (16 week classes)***	November 15
Thanksgiving Holiday (Classes Not in Session)	November 27 – November 30
Last Week of Fall Term (Final Exams)	December 15 - 19
Semester Break Begins	December 20

SECOND SEMESTER - SPRING, 2004

Registration as scheduled	November through January 10
Final Registration Week	January 12 - 17
Faculty Report	January 14
Martin Luther King's Birthday Observed (Classes Not in Session)	January 19
Classes Begin*	January 20
Last Day for Refunds**	February 3
Lincoln's Birthday Observed (Classes Not in Session)	February 12
Midterm	March 13
Spring Break	March 22 – 28
Classes Resume	March 29
Reading Day (Classes Not in Session)	April 9
Non-Instructional Day (Classes Not in Session)	April 11
Last Day for Withdrawals (16 week classes)***	April 17
Last Week of Spring Term (Final Exams)	May 17 - 21
Graduation	May TBA

SUMMER SESSION, 2004

Registration as scheduled	March through May 29
Final Registration Week	May 30 - June 5
Classes Begin*	June 7
Last Day for Refunds**	June 10
Midterm	July 1
Last Day for Withdrawals***	July 15
Final Exams	July 28 – July 29

* Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

** Per institutional tuition refund policy in the College Catalog

*** Per institutional policy, deadline varies for non 16-week courses

NOTE: The Academic Calendar may be revised, if necessary, by the William Rainey Harper Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

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

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

- A. Donations be made to nonprofit institutions unable to purchase equipment needed to carry out their missions.
- B. The public be notified, through a public notice in the newspaper, of the intent to accept sealed bids for the remaining personal property. Bids will be accepted from anyone, except the College Board of Trustees.
- C. Items not disposed of by donation or the bid process be advertised as available for sale to the public, except the College Board of Trustees. This can be accomplished either through a direct sale handled by the College or by an auction; whichever best fits the needs of the College.
- D. Items that are left over can be offered for sale to a scrap dealer.

E. Items not purchased by the scrap dealer be disposed of in the most appropriate manner.

IV. RECOMMENDATION

The administration recommends that the Board approve the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

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

Exhibit VII-B.1
November 25, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 16,063,493	178,480	700,000
OPERATIONS, & MAINT. FUND	4,981,567	54,461	180,000
OPERATIONS, & MAINT. FUND (Restricted)	2,486,770	24,376	70,000
BOND & INTEREST	7,165,126	59,901	0
AUXILIARY ENTERPRISES	1,949,301	16,266	70,000
RESTRICTED FUNDS	1,386,526	13,041	60,000
WORKING CASH FUND	12,244,464	116,051	340,000
AUDIT FUND	119,817	1,463	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,288,643</u>	<u>14,734</u>	<u>75,000</u>
Total	<u>\$ 47,685,707</u>	<u>478,773</u>	<u>1,500,000</u>

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

Exhibit VII-B.1
November 25, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 10/31/2002	Market Value
<u>Certificates of Deposits</u>							
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	
Harris Bank	10/25/02	11/29/02	35	1.73	6,675.81	4,000,000.00	
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	
LaSalle Bank	10/23/02	01/23/03	92	1.68	4,293.33	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/Discover Bank	10/28/02	05/01/03	185	1.97	20,005.61	2,000,000.00	
PMA/MBNA America NA	08/20/02	05/15/03	268	2.12	23,375.98	1,500,000.00	
PMA/MBNA America NA	08/20/02	05/29/03	282	2.12	24,610.69	1,500,000.00	
PMA/Cole Taylor Bank	10/30/02	06/12/03	225	1.90	15,263.14	1,300,000.00	
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: 2.63					43,300,000.00	43,300,000.00 *
<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	2,023,688.10 **
ISDMAX	10/02 Monthly Average			1.40		2,165.65	2,165.65
Illinois Funds	10/02 Monthly Average			1.69		2,388,541.06	2,388,541.06
TOTALS AS OF:	10/31/2002				\$	47,685,706.71	47,714,394.81

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

- ICCTA Report - Kris Howard
- Legislative Report - Barbara Barton

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.

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 10/31/2002)**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Direct Mail FY02 -- Lapsed	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	190	\$49,850.00	\$6,950.00	\$11,595.48	\$155.00	\$68,550.48
Matching	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Jim McGuire Golf Open	67	\$4,550.00	\$0.00	\$0.00	\$0.00	\$4,550.00
Memorial	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Personal Solicitation	5	\$15,505.00	\$0.00	\$0.00	\$0.00	\$15,505.00
Proposal	4	\$35,500.02	\$0.00	\$0.00	\$0.00	\$35,500.02
Special Initiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	5	\$2,366.43	\$0.00	\$0.00	\$0.00	\$2,366.43
Tradition of Excellence Campaign 2002	35	\$163.00	\$260.00	\$0.00	\$0.00	\$423.00
Theatre Seat Campaign	1	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Unsolicited	15	\$1,473.82	\$0.00	\$1,750.00	\$0.00	\$3,223.82
Grand Totals:	336	\$123,975.27	\$9,210.00	\$13,345.48	\$155.00	\$146,685.75

Harper College Educational Foundation October Fundraising Report FY03

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Harvest Gala 2002	125	\$35,750.00	\$6,950.00	\$4,350.93	\$0.00	\$47,050.93
Jim McGuire Golf Open	67	\$4,550.00	\$0.00	\$0.00	\$0.00	\$4,550.00
Memorial	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Personal Solicitation	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Special In Initiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	2	\$325.00	\$0.00	\$0.00	\$0.00	\$325.00
Tradition of Excellence Campaign 2002	2	\$13.00	\$0.00	\$0.00	\$0.00	\$13.00
Unsolicited	4	\$211.60	\$0.00	\$0.00	\$0.00	\$188.60
Grand Totals:	204	\$51,149.60	\$6,950.00	\$4,350.93	\$0.00	\$62,450.53

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

Reported: November 25, 2002

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD>

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<u>NEW</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 09/24/03
<u>RENEWAL</u>			
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
<u>FY 02 CONTINUATION</u>			
Minority Student Transfer Center Access & Dis. Services L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	8/20/02 8/31/03
<u>NEW</u>			
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 Education-To-Careers Transition Grant S. Simmons	To assist in continued development of sustainable, systemic change in ETC region.	ISBE \$78,471	10/01/02 09/30/03
<u>NEW</u> 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 03/31/03
<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
<u>NEW</u> 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)	8/01/02 07/31/03
Total as November 25, 2002		\$2,986,307	

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
COPS Community Oriented Policing Services
DoIT Department of Instructional Technology
HECA Higher Education Cooperation Act
HELP Health Education and Leadership Program
IBHE Illinois Board of Higher Education
ICCB Illinois Community College Board
IDHS Illinois Department of Human Services
IDL Illinois Department of Labor

ISBE Illinois State Board of Education
NASPA National Assoc. of Student
Personnel Administrators
NSF National Science Foundation
NSET Northwest Suburban Employment
and Training Center
TMPS Technology, Math & Physical Science
USDE United States Department of Education
USDJ United States Department of Justice
(F) Federal funds (S) State funds

November 25, 2002

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2002-2006 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. BACKGROUND INFORMATION

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

Following is the name of faculty hired mid-year who is eligible for tenure and the academic year eligible for tenure.

FIRST YEAR EMPLOYED (MID-YEAR)

**FIRST YEAR ELIGIBLE
FOR TENURE (MID YEAR)**

1999-2000

2002-2003

Joan Fiske *mid-year -Adult Ed Development*

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

The annual financial audit for Fiscal Year 2001-02.

II. REASON FOR CONSIDERATION

The Board of Trustees approved the appointment of the firm of KPMG Peat Marwick to conduct the annual financial audit for Fiscal Year 2001-02 as required by the Illinois Public Community College Act.

III. BACKGROUND INFORMATION

Each year a certified public accounting firm conducts an audit of the College financial records and transactions and issues a report. Submitted herewith is the audit as prepared by the firm of KPMG Peat Marwick.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the annual financial audit for Fiscal Year 2001-02.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Designation of Election Official

II. REASON FOR CONSIDERATION

Approval of this resolution by the Board of Trustees is necessary to establish the procedures to be followed in the conduct of the April 1, 2003 Election.

III. BACKGROUND INFORMATION

College legal counsel has reviewed this resolution and made appropriate changes to conform to new laws regarding Trustee Elections.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the attached resolution regarding the notice related to the filing of nomination petitions for Board candidacy.

EXHIBIT A

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

NOTICE OF TIME AND PLACE FOR FILING NOMINATING PETITIONS

PLEASE TAKE NOTICE that petitions nominating candidates as Members of the Board of Trustees of William Rainey Harper College District No. 512, Counties of Cook, Kane, Lake and McHenry, Illinois, in the election to be held in such District on Tuesday **April 1, 2003**, must be received and filed with the Secretary of such Board, or her designated representative, between the hours of 8:00 a.m. and 4:30 p.m., in the offices of the V.P. Administrative Services of the College, Algonquin and Roselle Roads, Palatine, Illinois.

The first day for filing such nominating petitions is **January 13, 2003**, and the last day for such filing is **January 21, 2003**. The office will remain open for acceptance of petitions until 5:00 p.m. on the last day of filing.

Petitions filed with any other person other than the Secretary or his designated representatives are invalid. The Secretary has designated Ms. Judith A. Thorson, V.P. Administrative Services, as his representative for the purposes of receiving and filing nominating petitions. Ms. Thorson's office at the College is in Wojcik Conference Center, Room W350, Algonquin and Roselle Roads, Palatine, Illinois.

Nominating papers are not valid unless the candidate named therein files with the Secretary of the Board a receipt from the County Clerk showing that the candidate has filed a Statement of Economic Interests, as required by the Illinois Governmental Ethics Act within the period for filing nominating petitions or within the same calendar year in which

such nominating papers were filed. Such receipt shall be filed not later than the last day on which nominating petitions may be filed.

Forms for Nominating Petitions and Statements of Candidacy may be obtained from the office of the V.P. Administrative Services.

The procedure to be used by the Secretary (or her designated representative) for the receipt and filing of nominating petitions and accompanying documents shall be made available to any citizen upon request.

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

Secretary, Board of Trustees
William Rainey Harper College
Community College District No. 512

**RESOLUTION ESTABLISHING PROCEDURE FOR ACCEPTING AND
CERTIFYING NOMINATING PETITIONS FOR THE ELECTION
FOR MEMBERS OF THE BOARD OF TRUSTEES
TO BE HELD ON TUESDAY, APRIL 1, 2003**

WHEREAS, pursuant to the terms of Section 3-7 of The Public College Act (110 ILCS 805/3-7), an election is to be held in William Rainey Harper College District No. 512, Cook, Kane, Lake and McHenry Counties, State of Illinois, for the election of three members for three six-year terms to such Board; and

WHEREAS, Section 5/10-6 of the Election Code and 805/3-7.10 of the Public Community College Act (110 ILCS 805/3-7.10) provide that nominating petitions, statements of candidacy and receipts evidencing the filing of economic interests statements are to be filed by candidates for such offices with the Secretary of the Board or his/her designated representative, not more than 78 nor less than 71 days prior to the Consolidated Election; and

WHEREAS, the Secretary of the Board may give notice setting forth the time and place for filing nominating petitions and accompanying documents, to be published at least once in a newspaper of general circulation within the District, not less than 10 days prior to the first day for filing nominations and accompanying documents; and

WHEREAS, it is deemed necessary by the Secretary of the Board that Judith A. Thorson, V.P. Administrative Services or her designee, act as his representative to receive and file nominating petitions.

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

Section 1: The place for receiving and filing nominating petitions and accompanying documents for the election to be held on **Tuesday, April 1, 2003**, is hereby

designated as the Office of the V.P. Administrative Services at 1200 W. Algonquin Road, Palatine, Illinois.

Section 2: Ms. Judith A. Thorson, V.P. Administrative Services, Community College District No. 512 or her designee as may be needed, is hereby designated as the assistant of the Secretary for the purpose of receiving and filing such nominating petitions and accompanying documents.

Section 3: The office of the V.P. Administrative Services will be open for the receiving and filing of nominating petitions and accompanying documents between 8:00 a.m. and 4:30 p.m., Mondays through Fridays, beginning on **January 13, 2003** and ending on **January 21, 2003**. (10 ILCS 5/10-6.2). However, the offices of the College will be closed on January 20, 2003 in observance of Martin Luther King Holiday. The office will remain open until 5:00 p.m. on **Tuesday, January 21, 2003**. (10 ILCS 5/1-4).
subsequent petitions shall be void. (10 ILCS 5/10-6.2).

Section 4: That for said election those persons selected by the County Board of Cook, Kane, Lake and McHenry Counties shall serve as judges of election in each election precinct, and they are hereby appointed to act as judges of election for said election.

Section 5: That said election shall be held and conducted and the returns thereof duly canvassed, all in the manner and the time as provided by law.

Section 6: That all resolutions and parts of resolutions in conflict herewith be, and the same are hereby, repealed, and this resolution shall be in full force and effect forthwith upon its passage.

APPROVED:

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

ATTEST:

Secretary, Board of Trustees

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:

- Behavioral Health Care Associates
- FOCUS Treatment Center
- Dr. Kenneth Tomchik

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 Behavioral Health Care Associates and FOCUS Treatment Center 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 Behavioral Health Care Associates and FOCUS Treatment Center be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Recommendation for the issuance of purchase orders to CoreSource, Hartford Life Insurance Company, Blue Cross Blue Shield of Illinois, and HMO Illinois.

II. REASON FOR CONSIDERATION

Annual insurance renewal. Funds are or will be provided for in the Board approved budgets: FY 2003 and FY 2004.

III. BACKGROUND INFORMATION

At the direction of the College administration, Willis of Illinois, the College broker for employee insurance plans, reviewed the insurance program and contacted several insurance companies including Hartford Life, CNA, Aetna, MetLife, and Unum to secure the lowest cost for the current employee insurance plans. As a result, Willis has recommended remaining with the current insurance companies for the various plans as identified in the attached report for medical and dental insurance, and short-term disability. They have further recommended, to change the carrier of the life insurance, and accidental death and dismemberment plan and long term disability plan from Unum/Provident Life Insurance Company and CNA respectively to Hartford Life. Willis also recommends that Harper remain with Blue Cross Blue Shield and HMO Illinois, but because of the ever increasing cost of health care, has recommended that Harper implement several benefit changes that have been negotiated into the current contracts.

IV. RECOMMENDATION

It is recommended that the Board of Trustees accept the proposal of Willis of Illinois and the College administration to have Hartford Life provide the College with Term Life, not to exceed \$0.24 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.02 per \$1,000 of covered payroll; Long-Term Disability insurance coverage, not to exceed \$0.22 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$3.10 for dental and \$1.15 for Short-Term Disability. Further, it is recommended that Blue Cross Blue Shield of Illinois and HMO Illinois provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month.

**WILLIAM RAINEY HARPER COLLEGE
SUMMARY COSTS FOR THE 1/1/03 RENEWAL**

<u>PROVIDER (MEDICAL)</u>	<u>2002 Premium</u>	<u>2003</u>
<u>Premium</u>		
HMO ILLINOIS		
Annual Total	\$2,215,410	\$2,628,655
• Number of covered employees = 381		
BLUE CROSS BLUE SHIELD PPO		
Annual Total		
• Number of covered employees = 342	\$3,570,819	\$4,774,403
Total HMO IL and PPO	\$5,786,229	\$7,403,058
LIFE – HARTFORD		
\$1,000 Payroll	0.28	0.24
Annual Total	\$236,004	\$202,289
AD&D - HARTFORD		
\$1,000 Payroll	0.024	0.020
Annual Total	\$15,752	\$13,127
Total Life/AD&D	\$251,756	\$215,416
LONG-TERM DISABILITY - HARTFORD		
Per 1% Payroll/Month	0.29	0.22
Total Long Term Disability	\$103,182	\$78,276
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ADMINISTRATION FEES - CORESOURCE		
Dental		
Employee/Month = 767	2.92	3.10
STD		
Employee/Month = 675	1.10	1.15
Total Administration Fees	\$35,786	\$37,847
GRAND TOTAL OF PLAN EXPENSES	\$6,176,953	\$7,734,597
Percent Change		25.2%