

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

December 17, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
  - Steve Sligar: Access and Disability Services
  - Laura LaBauve-Maher, Michael Nejman, Kris Conroy, Jeanne Pankanin: Curriculum Infusion
  - Sue Overland: Athletic Regional Championships
    - Coach Jack Ary - Cross Country; Coaches Dwayne and Nova Cruz - Women's Soccer;
    - Coaches Bob Vilsoet and Melanie Kwasniewski - Volleyball
- V. Student Trustee Report
- VI. President's Report
- VII. Consent Agenda\* (Roll Call Vote)
  - A. For Approval
    1. Minutes – November 25, 2002 Regular Board Meeting Exhibit VII-A.1
    2. Bills Payable, Payroll for November 15, 2002 and November 27, 2002; Estimated payrolls for November 28, 2002 through December 27, 2002 Exhibit VII-A.2
    3. Bid Awards Exhibit VII-A.3
    4. Purchase Orders Exhibit VII-A.4
    5. Personnel Action Sheets Exhibit VII-A.5
  - B. For Information
    1. Financial Statements Exhibit VII-B.1
    2. Committee and Liaison Reports Exhibit VII-B.2
    3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Adoption of Levy Resolution Exhibit VIII-A
- B. RECOMMENDATION: Abatement of Taxes and Authorization of Transfer of Funds Exhibit VIII-B
- C. RECOMMENDATION: Affiliation Agreements Between William Rainey Harper College and Oak Park Hospital Exhibit VIII-C
- D. RECOMMENDATION: Authorization to Execute Debt Certificate Exhibit VIII-D
- E. RECOMMENDATION: Resolution to Set BINA Hearing Date and Change January Board Meeting Date Exhibit VIII-E
- F. RECOMMENDATION: President's Employment Contract Exhibit VIII-F

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: \* = Required)

On-Campus Events

December 24, 2002 -

January 1, 2003 **Winter Holiday - Classes Not In Session - Campus Closed**

Off-Campus Events

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

XII. Adjournment

## Minutes of the Regular Board Meeting of Monday, November 25, 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 Monday, November 25, 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 Monday, November 25, 2002 at 7:02 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: 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; Catherine Brod, Assistant V.P. for Development; Associate V.P. for Strategic Alliance; Mike Alsup; Larry Bielawa; Carol Blotteaux; Phil Burdick; P. Robert Dix; Terry Engle; Robert Getz; Michael Harkins; Thea Keshavarzi; Laura LaBauve-Maher; Roberta Lindenthaler; Jim Ma; Russ Mills; Sheryl Otto; Janie Peterson and Deanna White.

Guests: Shruti Daté Singh, Daily Herald; William Kelley, citizen; Gary Clair, citizen; Bill Huley, Northwest Tax Watch; Michael O'Toole, citizen; Cathy Baumann and Jeff Markert, KPMG; Neal Peterson, citizen; Ryan Mahoney, citizen.

ELECTION OF 2002-03 OFFICERS: Chair Howard noted that the first order of business would be the election of Board officers. She asked for nominations for the position of Board Chair.

Member Stone recognized Kris Howard for her leadership over the past year and thanked her for all the work that she has done. She added that she is proud to nominate Kris Howard for Board Chair.

Member Stone moved, Member Barton seconded, that Kris Howard be elected to serve as Chair for a one-year term. There were no other nominations. 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.

Chair Howard asked for nominations for Vice Chair of the Board.

Member Barton moved, Member Gillette seconded, that Patrick Botterman be elected to serve as Vice Chair. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Chair Howard congratulated Member Botterman. She asked for nominations for Secretary of the Board.

Member Gillette moved, Member Barton seconded, that Laurie Stone be elected to serve as Secretary of the Board. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Chair Howard congratulated Member Stone.

APPROVAL OF AGENDA Member Kolze moved, Member Gillette 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. Frank Abagnale, whose life is portrayed in an upcoming movie produced by Steven Spielberg, recently visited Harper. The movie is entitled "Catch Me If You Can" and stars Leonardo Decaprio and Tom Hanks.

The Tree Trimming Celebration will take place December 4 at the Student and Administration Center. Students, faculty and staff are welcome. The Harper Gospel Choir will be singing seasonal music as each group places their unique ornament onto a Christmas tree.

On December 5 Robert Hellenga will be conducting a special presentation for aspiring writers at Harper College and in the area.

Winter Break begins on December 22. Student Member Chartrand congratulated the Women's Volleyball and Women's Soccer Teams as Regional Champions and for their strong performances at Nationals.

In response to Member Barton's question, Vice President Joan Kindle stated that, although positive comments have been received regarding the marquee on Algonquin Road, they do not have research information regarding its effect on attendance at Harper events.

Assistant Vice President Cheryl Kisunzu noted that the visitors for the nursing accreditation were welcomed on the marquee, and they noticed it.

## PRESIDENT'S REPORT

Chair Howard explained that Dr. Breuder would not be present at the Board meeting, because he was recovering from a recent surgery. She added that his surgery was a success, and that he is following doctor's orders to rest at home. On behalf of the Board, Chair Howard wished him well and a rapid recovery.

## CONSENT AGENDA

Chair Howard noted that Anita Crawley's resignation should be removed from Exhibit VII-A.5 Personnel Action Sheets.

Member Gillette asked that Exhibit VII-A.4.b be removed from the Consent Agenda.

Member Stone requested that there be an educational presentation in the near future regarding Career Advisory Appointments. Specifically, she would like information on the selection process and how the committees work.

With regard to Exhibit VII-A.6, Member Stone requested that Board members receive the Board packets earlier than Friday if Board meetings are going to be changed to Tuesdays. Carol Blotteaux affirmed. Chair Howard added that the Board packets will go out on Wednesday, the week prior to the Board meeting. At times, an exhibit will be sent to Board members Special Delivery, if it did not make the earlier deadline.

In regard to Member Kolze's question regarding Exhibit VII-A.5 Personnel Appointments, Vice President Colleen Murphy explained that Matthew McLaughlin was an internal candidate. The position is a replacement, but also a promotion for Matthew. Because the position will have more responsibility than it did in the past, it is getting reclassified.

Member Gillette moved, Member Barton seconded, approval of the minutes for the October 22, 2002 special Board meeting and the October 24, 2002 regular Board meeting; bills payable; payroll for October 18, 2002 and November 1, 2002; estimated payrolls for November 2, 2002 through November 27, 2002; bid award; purchase orders (excluding Exhibit VII-A.4.b); personnel action sheets (excluding the resignation of Associate Professor Anita Crawley); resolution to approve Board meeting dates; career advisory appointments; 2003-2004 academic calendar; disposal of obsolete and unrepairable property owned by the college; and for information: financial statements, committee and liaison reports, grants and gifts status report, and faculty tenure status report, as outlined in Exhibits VII-A.1 through VII-B.4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,691,163.37
Tuition Refunds	235,456.80

The payrolls of October 18, 2002 in the amount of \$1,523,345.40, and November 1, 2002 in the amount of \$1,896,016.54; and estimated payroll of November 2, 2002 through November 27, 2002 in the amount of \$3,419,361.94.

Bid Award	Ex. VII-A.3.a	Award bid 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.
Purchase Orders	Ex. VII-A.4.a	Approve 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.
	Ex. VII-A.4.c	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.
Personnel Actions		<p><u>Supervisory/Confidential Appointment</u> Matthew McLaughlin, Admissions Coordinator, ADM OFF, 01/02/03, \$46,000/year</p> <p><u>Classified Staff Appointments</u> Darrell Berg, Mail Clerk, MSC, 10/30/02, \$19,013/year Patricia Seitzinger, Administrative Assistant, DIV/ORG DEV, 11/18/02, \$40,284/year</p> <p><u>Harper #512 IEA/NEA Appointments</u> Martin Stojanovich, HVAC Mechanic Operator, PHY PLT, 10/28/02, \$45,261/year Ping Feng, Custodian/Groundskeeper, PHY PLT, 11/04/02, \$20,384/year</p> <p><u>Administrator Reclassifications</u> Kathleen Canfield, Director, Career Services and Women's Program, STU AFF, 07/01/02, \$60,998/year Sheryl Otto, Assistant Vice President Student Affairs, STU AFF, 07/01/02, \$88,818/year Tom Thompson, Director of Disability Services and ADA Compliance Officer, STU AFF, 07/01/02, \$79,588/year</p>

Professional/Technical Reclassification

Ronald Stefick, Information Technology Specialist, IT/TS,  
01/01/03, \$43,709/year

Supervisory/Confidential Reclassification

Stephanie McLoughlin, Installation Coordinator, IT/TS,  
01/01/03, \$56,885/year

Faculty Resignation

Ellen Freeman, Associate Professor/Nursing, LS/HS,  
12/20/02, 13 years 4 months

Classified Staff Resignations

Linda Mikel, Data Entry Clerk, p/t, ADM OFF, 09/07/02 1  
year 4 months

Jessica Semar, Clerk/Receptionist, p/t, Information Center,  
10/08/02, 1 year 7 months

Public Safety – ICOPS Resignation

Russell Young, CSO I – Dispatch, PUB SAF, 11/22/02, 7  
years 9 months

Approval of the 2002-2003 Board meeting dates.

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

Adoption of the calendar for the 2003-2004 academic year.

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.

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.

Member Gillette suggested that a student organization look  
into refurbishing used PCs, that would otherwise be  
disposed of, and donate them to charity or to needy

students. He feels they could mix and match computer parts and put together working computers that would benefit others.

Chair Howard noted that each year the College does give computers that are in working condition to charitable groups. Member Gillette is speaking about the computers that need some attention or some parts and labor.

Vice President Dave McShane explained that there is an issue with the license to the operating system. A number of machines are on a donation schedule. Chair Howard asked Vice President McShane to work with Student Activities to find out if Member Gillette's suggestion is feasible.

Exhibit VII-A.4.b

Member Kolze moved, Member Barton seconded, to 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, as outlined in Exhibit VII-A.4.b (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette explained that he cannot support this sole-source procurement. He has not received educational information which shows comparison cost to any other grand piano or to alternate sources for a Steinway. Since Board policy is to get competitive bids, he cannot support it.

Thea Keshavarzi explained that The Beautiful Sound is the sole source for Steinways in the Midwest area. No one else sells them. One cannot compare a Steinway to a Yamaha or other pianos. She stated that 98 percent of the performing artists require Steinway. There are no other sources for Steinway in the Chicago area.

Member Botterman stated that the administration should make sure there is only one sole source. Chair Howard asked Thea Keshavarzi for confirmation that there is indeed only one sole source. Ms. Keshavarzi stated she has a letter in her office that would suffice. Chair Howard noted that the Board will proceed with the vote.

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:

Annual Financial  
Audit for  
FY2001-2002

Vice President Judy Thorson introduced Jeff Markert, partner with KPMG. She explained that, in the past, Stuart Miller has made the Board presentation. However, since Harper has decided to move toward the new Governmental Accounting Standards Board (GASB) reporting requirements, Jeff Markert (the Chicago expert on GASB) is working with the College to help implement the changes.

Mr. Markert explained that it was a big undertaking by Roberta Lindenthaler and Judy Thorson to implement the new GASB standards this year. It is one of the most significant changes in financial reporting for governments. He noted that they should both be commended for their hard work. In response to Chair Howard, Mr. Markert affirmed that Harper is ahead of the game by making these changes this year; the requirement would be in effect next year.

Financial Statements

The financial statements are made up of three different parts: Financial Statements of the College; Illinois Community College Board (ICCB) Requirement (Uniform Financial Statements) and Individual Grant Audits. He explained that ICCB regulates community colleges in the State of Illinois. They require all community colleges to prepare their statements on a similar basis, so they have developed Uniform Financial Statements.

The new narrative on pages 6 and 7 is called "Management Discussion and Analysis." This provides a description of the financial statements and what has transpired during the year. Pages 9, 10 and 11 show the new single column financial statements. The old financial statements listed all of the funds separately, (i.e., Education, O&M, Restricted, etc.). They are now combined and presented as if Harper College were a commercial organization. Assets, liabilities and net assets of the College are listed on page 9.

Mr. Markert explained that the new format focuses on assets minus liabilities equal net assets, or what is available for future resources. In response to Member Gillette, Mr. Markert explained that, beginning on page 9, the amounts are shown in dollars. The pages in the Management Discussion showed the amounts in different units; however,

they will be changing that section back to dollars so the document will be consistent.

The Statement of Net Assets, or the balance sheet, shows a total of \$246M in assets and \$136M in liabilities, creating total net assets available for resources of \$110M. Page 10 is the Statement of Revenues, Expenses and Changes in Net Assets. This is on an accrual basis, which is different than in the past. Depreciation expense is being recorded, and capital asset purchases are now recorded as assets and not reflected as expenses.

In response to Member Gillette, Mr. Markert explained that they calculated the depreciation of the assets at the beginning of the year as a baseline to start. They then calculated depreciation at the end of the year. He pointed out that they have an increase in net assets of \$12.6M on page 10. From the beginning of the year to the end of the year, their net assets (or financial condition) improved by \$12.6M (after measuring assets, liabilities, recorded depreciation, etc.).

Pages 21 and 22 show Harper's capital asset activity. At the beginning of the year, the net book value of capital assets was \$45M; at the end of the year it was \$62.9M. There is approximately \$18M in additions this past year for the new buildings.

In response to Member Gillette, Mr. Markert highlighted the footnote on page 18, which explains that the deposits are either entirely insured or collateralized with securities held by the bank in the College's name. Investments are different than deposits. Investments are the actual securities.

In response to Vice President Thorson, Mr. Markert explained how property tax revenue is categorized differently than in the past. Referring to page 10, he explained that GASB is now requiring them to classify revenues based on operating and non-operating revenues. Their operating revenues reflect \$36M, and their operating expenses reflect \$92M. This shows an operating loss of \$56M. GASB is requiring them to classify revenues that are more "exchange-like transactions" (for example, student fee revenue is a direct value, going back and forth between the student and the College) as operating revenues; non-exchange revenues (such as property taxes and state appropriations) must be classified as non-operating revenues. The College is generating revenue of \$36M, but the services being provided

are costing \$92M. The operating loss of \$56M is the amount that has to be financed by taxes and by appropriations to the institution.

In response to Chair Howard, Mr. Markert explained that the operating budget will not necessarily correlate to these expenses, because Harper budgets on a different basis, such as a cash basis. Capital outlay is budgeted as expenditures, which is a different basis of accounting. It is difficult to correlate this to the operating budget.

There was discussion regarding the new statements. Mr. Markert added that it will help to look at it from a long-term perspective - to see the financial health and position of the institution from a longer-term perspective, as opposed to the more traditional budgetary approach of looking at it from a current spending of resources.

Member Gillette reiterated the point that nobody going to school (at a community college or a private school) pays their total cost of education. Even at a private school, the operating expenses are greater than the operating revenue. Students are being helped by alumni and grants, and in public school cases, taxes. We, therefore, have an obligation to help others when we are able.

Mr. Markert called attention to page 21, which showed a significant increase in the capital assets of the College, and page 22, which showed related debt financing activities. While capital assets went up by approximately \$18M, actual outstanding debt decreased by approximately \$7M to \$8M.

Pages 32 and 33 are the Uniform Financial Statements that are submitted to ICCB. These more traditional fund-based statements show the Education Fund, the Operations and Maintenance Fund, the Restricted Fund, the Bond and Interest Fund, etc. He pointed out that the Education Fund balance decreased by approximately \$500,000. They took the excess revenues over expenditures of \$644,000 and transferred out \$1.1M. Those two create a decrease of approximately \$500,000. He noted that it was originally reported to the Board that there would be a surplus of \$720,000. The main reason for this is property tax appeals/refunds. They recorded an extra accrual or liability of \$1.18M at year-end, an amount they think will be charged back to the College in future years as a result of appeals to the assessment process. There was discussion regarding the negative effect of the tax cap and the appeal process.

Mr. Markert reiterated that revenue is lost permanently for the year that the taxes are successfully appealed. Board Members affirmed that a substantial amount of revenue is lost every year.

Vice President Thorson called attention to a handout which was distributed to Board members. The College had budgeted for the year that just ended a deficit of \$1.5M. As the year progressed, and it was clear the State was getting into a problem, Dr. Breuder did not want to end up the year in a deficit position. Therefore, the College took a proactive stance to start cutting back on their spending last year. The handout showed that if they had not had to make the final tax entry in the Education Fund of \$1,181,040 entry, they would have ended up with \$720,000 at the end of the year. They ended up with a negative \$460,000. The tax entry reserve pushed them into the negative. In order to come up with the reserve amount, Dr. Breuder and Vice President Thorson benchmarked with other community colleges in Cook County who are affected by the tax appeal. They chose to use one and one-half times the current year entry.

Mr. Markert noted that his organization performed a single audit on the federal funding the College received. The predominant amount in the federal funding is through student financial awards, such as PELL grants. They are ready to issue the single audit with no findings – they issued a clean opinion.

Mr. Markert announced that there will be another change to the financial statements next year, and it is causing some discomfort with the Boards. GASB is requiring that they include the Harper College Educational Foundation within the College financial statements. The Foundation's purpose is to provide funding solely to the College. They will, at least, separate the Foundation on its own page.

In response to Chair Howard, Mr. Markert affirmed that the new reporting has been a very sensitive subject – Foundations view themselves very autonomously to the affiliated institution.

In response to Member Gillette, Mr. Markert explained that they did a targeted, or focused, audit on cash collected at the College, which included the cashier's office, bookstore and cafeteria/food services. There was discussion regarding who made the decision to include or not include certain cash

entities. KPMG made scoping decisions as they focused on where they believed to be the most risk and the most dollars.

Member Gillette noted that the auditor is supposed to work for the Board. He believes there should be an audit committee on the Board. In his opinion, in the corporate world these days, many of the financial failings have come down to the Board not doing its job. He wants to make sure their Board is doing its job.

Vice President Thorson explained that the auditor must follow certain standards. Mr. Markert is duty-bound to report any problems he encounters. Mr. Markert explained that they do the audit of the financial statements autonomously of management. It is the auditor's decision of what they look at. They speak to a number of people throughout the institution and the organization and set the scope. He added that KPMG recognizes the Board as the client. If there were any issues they thought were important or significant, they would be bringing them to the attention of the Board.

Chair Howard noted that the Board is very pleased to get a clean audit. It is very reassuring. Mr. Markert explained that they will not get a "management letter" because there were no material weaknesses to present in the internal control, and KPMG had no comments to present. They will be issuing "agreed upon procedures" with regard to the cash procedures of the targeted audit.

In response to Member Kolze, Mr. Markert explained that the Board will receive a communication which states what occurred during the audit and that there were no problems. The communication has already been prepared, and it is ready to distribute. On behalf of the Board, Chair Howard thanked Mr. Markert for his presentation.

Vice President Thorson recognized Roberta Lindenthaler, Controller, for her extra efforts in converting all of the systems and all of the reports into the new GASB format; it was quite an effort. She thanked Ms. Lindenthaler. Vice President Thorson also recognized Vice President Colleen Murphy and her staff in Financial Aid, because it is a tremendous accomplishment to receive no findings on a financial aid audit. That is due to the people in the Financial Aid Office following all of the thousands of regulations. Mr. Markert affirmed that it is a very complex area.

Member Kolze moved, Member Barton seconded, acceptance of the annual financial audit for Fiscal Year 2001-02, 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. Student Member Chartrand voted aye.

Designation of Election  
Official

Member Botterman moved, Member Kolze seconded, approval of the resolution regarding the notice related to the filing of nomination petitions for Board candidacy, 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. Student Member Chartrand voted aye.

Affiliation Agreements:  
Behavioral Health  
Care Associates;  
FOCUS Treatment  
Center; Dr. Kenneth  
Tomchik

Member Barton moved, Member Stone seconded, approval of the Affiliation Agreements between William Rainey Harper College and Behavioral Health Care Associates; between William Rainey Harper College and FOCUS Treatment Center; and between William Rainey Harper College and Dr. Kenneth Tomchik, for the clinical education of students in health career programs, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Chartrand voted aye.

Insurance Renewal

Member Barton moved, Member Kolze seconded, acceptance of 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. In addition, acceptance of Blue Cross Blue Shield of Illinois and HMO Illinois to provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he would vote in favor of this item. However, in the future, he would like to see a summary sheet outlining the competitive pricing. In response to Chair Howard, Larry Bielawa affirmed that he would include the summary sheet for the record of the current meeting.

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

Michael O'Toole addressed the Board regarding the Core Value of "integrity." He thanked Member Gillette for asking the questions he did this evening – he felt this showed a high standard of integrity and respect for the Board, taxpayers and students.

Mr. O'Toole noted that WBBM radio recently featured a discussion on the topic of public institutions in the State of Illinois. In this broadcast, it was noted that 45% of all revenue goes to actually paying teachers' salaries and the direct costs of a classroom education, while 55% of all revenue goes to administrator salaries. Mr. O'Toole stated that the Harper College Board of Trustees had the opportunity to hold the line on administrators' salaries. He commended the few Board members who voted "no" to Dr. Breuder's salary increase. This showed a high integrity of respect for costs. Mr. O'Toole called attention to the fact that the largest two-year community college in Illinois, College of DuPage (COD), has more administrators and

faculty than Harper College; however, COD has lower tuition and fees than Harper.

Chair Howard reminded Mr. O'Toole of his time limit.

Mr. O'Toole concluded by stating that his mother still has not received an apology from Dr. Breuder regarding an incident which has been brought to the attention of the Board on several occasions. Mr. O'Toole stated that he has seen a low standard of ethics in the Board, because they have not held Dr. Breuder accountable for his behavior.

Gary Clair addressed the Board. He first explained that his daughter, a student at Harper, is doing well and enjoys school. He added that he knows something good is happening at the institution. Mr. Clair noted that he has been present at many of the Board meetings and has followed the "behavior of the Board" for seven months. Usually quiet at these meetings, he only speaks up when he sees behavior by elected officials that is detrimental to the organization.

In reference to a letter that was "leaked" to the Daily Herald, Mr. Clair asked Trustee Shure if the eight statements that were attributed to him by the Daily Herald in the editorial dated November 13, are correct, and if they were penned by him. Member Shure responded that they were penned by him, and they were satire.

Member Shure proceeded to ask Mr. Clair questions regarding his past experience as a superintendent of a small school district. In response to Member Shure's questions, Mr. Clair explained that one school district had 885 students and the other had 750 students. When they ran a referendum in Diamond Lake District #76, as superintendent, Mr. Clair recommended that they go to the public with a lower tax rate. The Board, at the time, rejected his recommendation, and the referendum failed on the first attempt, as referendums do quite often.

Member Shure accused Mr. Clair of being a failed superintendent who has outraged the community and this Board. Chair Howard stated that Member Shure was out of order.

Mr. Clair stated that he had not intended to be interrogated; however, he had no trouble answering the questions. He emphasized that in this situation, there is a trustee who is

censured by the Board, who writes a satirical letter that somehow is leaked to the press. He feels that any public official should have given a second thought to penning a letter such as the one in question – just in case it would ever “get out.” He explained that, in the mid-70’s he watched a school Board go down the drain because of a single individual who affected the climate and the process of Board functioning. Member Shure accused Mr. Clair of trying to get revenge on a different school district. Chair Howard interjected that Mr. Clair is a citizen who has addressed the Board. She added that his time was up.

Member Shure inquired as to whom was asking Mr. Clair to make the kind of statements he did. He asked if Mr. Clair is running for office, specifically trustee. Mr. Clair responded that he seeks no limelight; he is not running for trustee or any elected official; he seeks no positions at Harper; he does not want a job. Member Shure stated that Mr. Clair’s opinion is valueless. In response to Member Shure, Chair Howard noted that this is a citizen who has addressed the Board; the Board does not engage in a debate.

ANNOUNCEMENTS BY  
CHAIR

Communications

Chair Howard read the following letter, written to Dr. Breuder, from Township High School District #211 Superintendent, Robert Malito. “Please accept my sincere thank you for the generous donation of three milling machines and one lathe to our Machine Tool Technology Program located at James B. Conant High School. The Machine Tool Technology Program in District #211 is an example of a business-school partnership that has been very successful. The exchange of equipment and the opportunity for use in the evening for Harper College students is another example of how partnering benefits education and the community-at-large. I’m glad we were able to work it out. Once again, on behalf of District #211 students, thank you.”

Chair Howard also noted that the Board of Trustees held a retreat for the purpose of evaluating the Board. It was facilitated by Gary Davis, Executive Director of the Illinois Community College Trustees Association. During the retreat, the Board spent time talking about the financial future of the College, the constraints with which the College is faced, and how the Board might effectively address the issues. The Board discussed standards of conduct and ethics that come from the National Association of Community College Trustees. They discussed

communication, teamwork, and how to work more effectively with administration, faculty and other employees in order to move forward. Chair Howard added that it was a very sincere effort on the part of the Board to improve its own performance. Every member of the Board, including the student trustee, attended the retreat, with the exception of Member Shure. Board members who attended the retreat benefited greatly from the time spent together.

Calendar Dates

Calendar dates are printed on the agenda for Board information. The Harper Symphony Orchestra is performing on December 15 at 3:00. Chair Howard encouraged everyone to attend.

OTHER BUSINESS

There was no other business. Chair Howard wished everyone safe travel and a happy Thanksgiving holiday.

ADJOURNMENT

Member Stone moved, Member Barton 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 8:18 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

## NOVEMBER 25, 2002 REGULAR BOARD MEETING

1. Member Stone requested that there be an educational presentation in the near future regarding Career Advisory Appointments. Specifically, she would like information on the selection process and how the committees work.
2. With regard to Exhibit VII-A.6, Member Stone requested that Board members receive the Board packets earlier than Friday if Board meetings are going to be changed to Tuesdays. Carol Blotteaux affirmed.
3. Member Gillette suggested that a student organization look into refurbishing used PCs, that would otherwise be disposed of, and donate them to charity or to needy students. He feels they could mix and match computer parts and put together working computers that would benefit others. Chair Howard asked Vice President McShane to work with Student Activities to find out if Member Gillette's suggestion is feasible.
4. Chair Howard asked Thea Keshavarzi for confirmation that there is indeed only one sole source for Steinways.
5. In regard to the insurance renewal, Member Gillette requested that a summary sheet outlining the competitive pricing be provided in the future. In response to Chair Howard, Larry Bielawa affirmed that he would include the summary sheet for the record of the current meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 17, 2002

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00265 to York International Corporation, the low bidder for a three-year maintenance agreement for 17 York chillers, in the amount of \$94,827.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00264 for 14 Precision Top-Loading Balances and accessories for the Chemistry department to Fisher Scientific Company LLC., the low bidder, in the amount of \$22,190.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00265 for a three-year maintenance agreement for 17 York chillers as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$29,395 are provided, and funds in the amount of \$32,232 and \$33,200 will be provided respectively, in the 2002/03, 2003/04, and 2004/05 Building Fund budgets, under account number 0276-068-534.

III. INFORMATION

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

York International Corporation	\$ 94,827
Kroeschell Engineering Service, Inc.	111,448 No Bid One Item
Carrier Corporation	149,491 No Bid One Item

This is a three-year maintenance agreement that will cover the period of January 1, 2003 through December 31, 2005. The agreement includes annual shutdown, inspection and preventive maintenance of the equipment, as well as operating season start-up and inspection. One purpose of the work is to ensure that all units are operating reliably and efficiently through the cooling season. Another is to extend the life of the chillers and reduce their energy consumption.

IV. RECOMMENDATION

The administration recommends that the Board award Q00265 to York International Corporation, the low bidder for a three-year maintenance agreement for 17 York chillers, in the amount of \$94,827.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00264 for 14 Precision Top-Loading Balances and accessories as requested by the Applied Technology, Mathematics and Physical Science Division for the Chemistry department.

II. BUDGET STATUS

Funds in the amount of \$22,190 are provided in the 2002/03 Education Fund budget, under account number 0111-516-586.

III. INFORMATION

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

Fisher Scientific Company LLC.	\$22,190.00
VWR International	22,429.88
Thomas Scientific	27,941.69
Wilkins-Anderson Company	33,213.60

Enrollment in Chemistry classes has increased 57 percent over the last two years. The Precision Top-Loading Balance is an integral part of the laboratory component of the classes. Most experiments require at least one weighing and, at times, six to eight students are sharing a balance. The additional balances and accessories will eliminate the students' wait period for shared balances, hence enabling them to spend critical classroom time on data analysis and classroom discussion.

IV. RECOMMENDATION

The administration recommends that the Board award Q00264 for 14 Precision Top-Loading Balances and accessories for the Chemistry department to Fisher Scientific Company LLC., the low bidder, in the amount of \$22,190.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 17, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a change order to purchase order to 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$52,656 for a new total of \$142,841.84.
- Exhibit VII – A.4.b The administration recommends that the Board approve issuance of a purchase order to CCB for the acquisition of Macromedia software product licenses in the amount of \$28,929.10.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to SoftChoice Corporation for MS 2000 Server licenses in the amount of \$15,842.40.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a change order to purchase order 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$52,656 are provided in the 2002/03 Education Fund budget, under account 0193-127-562.

III. INFORMATION

The lease and maintenance for all campus copiers, in the amount of \$75,693.84 per year through September 30, 2005, was approved by Board action September 28, 2000 and adjusted to \$90,185.84 by Board action July 25, 2001. The College has added two new buildings, the Wojcik Conference Center and the Performing Arts Center, which require five copiers. Four copiers will be located in the Wojcik Conference Center, to support the needs of both The Business Center and College employees. One copier is needed for the Performing Arts Center. The copier that is currently in the Liberal Arts Division office will be moved to the Performing Arts Center. This will allow for replacement of the copier in the Liberal Arts Division office, which has the highest usage on campus, with a machine that is appropriate for the high volume of copies generated.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order to 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$52,656 for a new total of \$142,841.84.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to CCB for the purchase of Macromedia software product licenses as requested by Information Technology/Client Services.

II. BUDGET STATUS

Funds in the amount of \$28,929.10 are provided in the 2002/03 Technology Fund budget, under account number 0695-245-544.80-4509.

III. INFORMATION

Dreamweaver MX, Fireworks MX, Flash MX and Freehand 10.0 are Macromedia software products utilized by instructional programs and administrative areas for various purposes, including WEB page development and maintenance.

Macromedia provides its software through regional channel partners. Bids are not required for the purchase of data processing software, per Statute 805/3-27-1 of the Illinois Public Community College Act. However, educational volume pricing was solicited from the following:

CCB	\$ 28,929.10
SoftChoice Corporation	28,933.66
Software Plus	29,921.86

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to CCB for the acquisition of Macromedia software product licenses in the amount of \$28,929.10.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to SoftChoice Corporation for MS2000 Server licenses as requested by Information Technology/Client Services for the Business and Social Science Division.

II. BUDGET STATUS

Funds in the amount of \$15,842.40 are provided in the 2002/03 Technology Fund budget, under account number 0695-245-544.80-4509.

III. INFORMATION

The MS2000 Server software product is comprised of Windows 2000 Advanced Server, SQL 2000 Client Access and SQL Server 2000 Standard Edition. This recommendation is to acquire 20 licenses for the product, which will be utilized by the CIS program to provide students the opportunity to configure and operate servers.

The College acquires all Microsoft server software via the Microsoft Academic Select v5.1 Agreement through Microsoft's business partner, SoftChoice Corporation, valid from 2001 through 2003.

Bids are not required for the purchase of data processing software, per Statute 805/3-27-1 of the Illinois Public Community College Act.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to SoftChoice Corporation for MS 2000 Server licenses in the amount of \$15,842.40.

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 Faculty Appointment.
- B. Ratification of Classified Staff Appointment.
- C. Ratification of Harper #512 IEA-NEA Appointments.
- D. Ratification of Faculty Retirement.
- E. Ratification of Supervisory/Confidential Resignation.
- F. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

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

Exhibit VII-B.1  
December 17, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 21,228,682	248,457	700,000
OPERATIONS, & MAINT. FUND	1,609,411	41,895	180,000
OPERATIONS, & MAINT. FUND (Restricted)	1,255,950	21,188	70,000
BOND & INTEREST	8,877,946	86,574	0
AUXILIARY ENTERPRISES	1,578,644	17,818	70,000
RESTRICTED FUNDS	1,235,678	14,914	60,000
WORKING CASH FUND	12,488,230	143,338	340,000
AUDIT FUND	56,257	1,281	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>429,578</u>	<u>11,574</u>	<u>75,000</u>
Total	<u>\$ 48,760,377</u>	<u>587,040</u>	<u>1,500,000</u>

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

Exhibit VII-B.1  
December 17, 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 @ 11/30/2002</u>	<u>Market Value</u>	
<b><u>Certificates of Deposits</u></b>								
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		
LaSalle Bank	11/21/03	04/03/03	133	1.30	7,204.17	1,500,000.00		
LaSalle Bank	11/21/02	04/16/03	146	1.30	7,908.33	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/First State Bank	11/21/02	05/29/03	189	1.74	18,019.42	2,000,000.00		
PMA/Discover Bank	11/21/02	05/29/03	189	1.45	3,761.58	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/Discover Bank	11/21/02	06/25/03	216	1.47	13,078.39	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: 2.56						<b>42,300,000.00</b>	42,300,000.00 *
<b><u>Government Securities</u></b>								
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00		
	Weighted Average: 3.05						<b>1,995,000.00</b>	2,023,688.10 **
<b>ISDMAX</b>		11/02 Monthly Average				<b>0.00</b>	-	
<b>Illinois Funds</b>		11/02 Monthly Average		1.69		<b>4,465,377.00</b>	4,465,377.00	
<b>TOTALS AS OF:</b>	<b>11/30/2002</b>				<b>\$</b>	<b>48,760,377.00</b>	<b>48,789,065.10</b>	

\*Market value not available

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

**WILLIAM RAINEY HARPER COLLEGE**  
**FY2002/2003 BUDGET AND EXPENDITURES**  
**November 30, 2002**

Dec. 17, 2002  
 Exhibit VII-B.1A

<b>EDUCATION FUND</b>					
<b>DIVISION</b>	<b>BUDGET</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>					
Admin Services	9,565,001.00	2,436,939.71	196,643.13	27.53%	6,931,418.16
<b>Sub-Total</b>	<b>\$9,565,001.00</b>	<b>\$2,436,939.71</b>	<b>\$196,643.13</b>	<b>27.53%</b>	<b>\$6,931,418.16</b>
<b>President</b>					
Development Office	388,865.00	158,292.18	146,456.95	78.37%	84,115.87
Pres/Brd of Trustees	345,539.00	163,311.57	149,835.50	90.63%	32,391.93
Strategic Alliance	165,240.00	69,308.24	84,436.65	93.04%	11,495.11
Assoc VP Development	177,626.00	72,692.49	89,764.20	91.46%	15,169.31
<b>Sub-Total</b>	<b>\$1,077,270.00</b>	<b>\$463,604.48</b>	<b>\$470,493.30</b>	<b>86.71%</b>	<b>\$143,172.22</b>
<b>Student Affairs</b>					
Student Activities	361,483.00	104,165.24	154,164.70	71.46%	103,153.06
Student Development	3,270,393.00	1,112,290.56	1,149,205.07	69.15%	1,008,897.37
Wellns/Human Perform	665,107.00	261,015.05	178,173.81	66.03%	225,918.14
<b>Sub-Total</b>	<b>\$4,296,983.00</b>	<b>\$1,477,470.85</b>	<b>\$1,481,543.58</b>	<b>68.86%</b>	<b>\$1,337,968.57</b>
<b>VP Academic Affairs</b>					
Acad Enrich/Lang Std	3,641,283.00	1,354,534.67	1,495,079.97	78.26%	791,668.36
Academic Affairs	531,360.00	108,164.95	95,669.40	38.36%	327,525.65
Assoc VP Aca Affairs	244,502.00	81,670.62	101,588.10	74.95%	61,243.28
Bus/Social Sciences	5,122,639.00	2,026,840.64	1,565,353.87	70.12%	1,530,444.49
Corporate Services	189,706.00	70,928.21	93,712.65	86.79%	25,065.14
Dean of Cont Educ	452,488.00	146,535.85	175,561.50	71.18%	130,390.65
Liberal Arts	5,165,964.00	2,018,189.03	1,809,555.40	74.10%	1,338,219.57
Life Sci/Hum Services	4,046,181.00	1,419,169.79	1,440,789.33	70.68%	1,186,221.88
Resource for Learning	2,049,544.00	782,662.96	727,122.76	73.66%	539,758.28
Tech/Math & Phy Sci	4,246,964.00	1,722,137.63	1,466,976.24	75.09%	1,057,850.13

**EDUCATION FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
Wellns/Human Perform	1,009,584.00	345,269.77	383,995.98	72.23%	280,318.25
<b>Sub-Total</b>	<b>\$26,700,215.00</b>	<b>\$10,076,104.12</b>	<b>\$9,355,405.20</b>	<b>72.78%</b>	<b>\$7,268,705.68</b>
<b>VP Admin Services</b>					
Admin Services	1,541,601.00	612,257.36	778,058.80	90.19%	151,284.84
Strategic Planning	10,393.00	4,330.30	0.00	41.67%	6,062.70
<b>Sub-Total</b>	<b>\$1,551,994.00</b>	<b>\$616,587.66</b>	<b>\$778,058.80</b>	<b>89.86%</b>	<b>\$157,347.54</b>
<b>VP Diversity/Org Dev</b>					
Human Res/Int. Affairs	13,329.00	0.00	0.00	0.00%	13,329.00
Asst VP Diversity/Org	1,025,510.00	233,944.20	241,487.75	46.36%	550,078.05
<b>Sub-Total</b>	<b>\$1,038,839.00</b>	<b>\$233,944.20</b>	<b>\$241,487.75</b>	<b>45.77%</b>	<b>\$563,407.05</b>
<b>VP Info Technology</b>					
Info Technology	4,907,741.00	1,969,107.50	2,083,244.51	82.57%	855,388.99
<b>Sub-Total</b>	<b>\$4,907,741.00</b>	<b>\$1,969,107.50</b>	<b>\$2,083,244.51</b>	<b>82.57%</b>	<b>\$855,388.99</b>
<b>VP Mktg &amp; Advancement</b>					
VP Mktg & Advancemnt	1,266,545.00	355,605.52	569,596.14	73.05%	341,343.34
Enrollment Mgmt	1,827,445.00	707,080.07	674,242.52	75.59%	446,122.41
Pub/Comm Services	1,403,391.00	683,116.02	658,151.45	95.57%	62,123.53
<b>Sub-Total</b>	<b>\$4,497,381.00</b>	<b>\$1,745,801.61</b>	<b>\$1,901,990.11</b>	<b>81.11%</b>	<b>\$849,589.28</b>
<b>Grand Total:</b>	<b>\$53,635,424.00</b>	<b>\$19,019,560.13</b>	<b>\$16,508,866.38</b>	<b>66.24%</b>	<b>\$18,106,997.49</b>

Note: Future salary costs for all full-time and regular faculty and staff are encumbered as future commitments. Future commitments include salaries for adjunct faculty and overload only when these expenses enter the payroll system (which occurs during the Fall, Spring and Summer semesters). Salaries are not encumbered in future commitments for temporary employees (part-time and full-time) and student aids.

**WILLIAM RAINEY HARPER COLLEGE  
FY2002/2003 BUDGET AND EXPENDITURES**

November 30, 2002

Dec. 17, 2002

Exhibit VII-B.1B

**OPERATIONS AND MAINTENANCE FUND**

<b>DIVISION</b>	<b>BUDGET</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>FUTURE COMMITMENTS</b>	<b>% PAID OR COMMITTED</b>	<b>UNCOMMITTED BALANCE</b>
<b>Institutional</b>					
Admin Services	3,562,726.00	2,114,063.26	577,538.28	75.55%	871,124.46
<b>Sub-Total</b>	<b>\$3,562,726.00</b>	<b>\$2,114,063.26</b>	<b>\$577,538.28</b>	<b>75.55%</b>	<b>871,124.46</b>
<b>VP Admin Services</b>					
Construc/Spec Proj	83,316.00	35,038.86	45,943.35	<b>97.20%</b>	<b>2,333.79</b>
Physical Plant	7,470,081.00	2,517,526.65	2,241,180.36	<b>63.70%</b>	<b>2,711,373.99</b>
<b>Sub-Total</b>	<b>\$7,553,397.00</b>	<b>\$2,552,565.51</b>	<b>\$2,287,123.71</b>	<b>64.07%</b>	<b>2,713,707.78</b>
<b>VP Info Technology</b>					
Info Technology	1,183,859.00	393,783.40	455,550.20	71.74%	334,525.40
<b>Sub-Total</b>	<b>\$1,183,859.00</b>	<b>\$393,783.40</b>	<b>\$455,550.20</b>	<b>71.74%</b>	<b>334,525.40</b>
<b>Grand Total:</b>	<b>\$12,299,982.00</b>	<b>\$5,060,412.17</b>	<b>\$3,320,212.19</b>	<b>68.14%</b>	<b>3,919,357.64</b>

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: December 17, 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
<hr/>			
<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
<hr/>			
<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
<hr/>			
<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
<hr/>			
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
<hr/>			
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
<hr/>			
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,728	07/01/02 06/30/03
<hr/>			
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
<hr/>			
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
<hr/>			

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
<u>NEW</u> 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 <b>\$123,129 (F)</b> <b>(\$41,043 per officer x 3)</b>	8/01/02 07/31/03

**Total as December 17, 2002**

**\$3,068,393**

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

**Harper College Educational Foundation**  
**Year to Date Fundraising Report (as of 11/30/2002)**

<b>Description</b>	<b>No. Gifts</b>	<b>Cash</b>	<b>Pledges/Stocks</b>	<b>In-Kind Gifts</b>	<b>Other</b>	<b>Total</b>
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			\$11,975.00
Harper Symphony Orchestra	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala 2002	348	\$72,925.00	\$6,950.00	\$12,248.08	\$0.00	\$92,123.08
Matching Gift	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 Gifts	2	\$68.00	\$0.00	\$0.00	\$0.00	\$68.00
Performathon 2002	81	\$3,898.00	\$0.00	\$0.00	\$0.00	\$3,898.00
Personal Solicitation	5	\$15,505.00	\$0.00	\$0.00	\$0.00	\$15,505.00
Proposal	5	\$36,500.02	\$0.00	\$0.00	\$0.00	\$36,500.02
Special Intiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	8	\$4,366.43	\$0.00	\$0.00	\$0.00	\$4,366.43
Tradition of Excellence Campaign 2002	39	\$202.00	\$260.00	\$0.00	\$0.00	\$462.00
Theatre Seat Campaign	4	\$3,150.00	\$0.00	\$0.00	\$0.00	\$3,150.00
Unsolicited	19	\$1,588.82	\$0.00	\$1,750.00	\$0.00	\$3,165.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>Grand Totals:</b>	<b>594</b>	<b>\$155,175.27</b>	<b>\$9,210.00</b>	<b>\$13,998.08</b>	<b>\$0.00</b>	<b>\$178,538.35</b>

**Harper College Educational Foundation  
November Fundraising Report FY03**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unsolicited	4	\$115.00	\$0.00	\$0.00	\$0.00	\$115.00
Harvest Gala 2002	158	\$22,920.00		\$652.60		\$23,572.60
Memorial	1	\$18.00	\$0.00	\$0.00	\$0.00	\$18.00
Performathon 2002	81	\$3,898.00	\$0.00	\$0.00	\$0.00	\$3,898.00
Proposal	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Stewardship	3	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00
Tradition of Excellence Campaign 2002	4	\$39.00	\$0.00	\$0.00	\$0.00	\$39.00
Theatre Seat Campaign	3	\$1,150.00	\$0.00	\$0.00	\$0.00	\$1,150.00
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>Grand Totals:</b>	<b>258</b>	<b>\$31,200.00</b>	<b>\$0.00</b>	<b>\$652.60</b>	<b>\$0.00</b>	<b>\$31,852.60</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of Levy Resolution

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the adoption of the Levy Resolution.

III. BACKGROUND INFORMATION

The provisions of the Illinois Community College Act, 110-ILCS 805/3-20.5, require that the board of each community college district annually ascertain, as nearly as practical, how much money must be raised by special tax for Education; Operations and Maintenance; Tort Liability Insurance, Workers' Compensation and Occupational Diseases Insurance, and Unemployment Insurance; Medicare Insurance; Financial Audit; and Life Safety purposes for the next year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the Levy Resolution for 2002.

ADOPTION OF LEVY RESOLUTION

Member \_\_\_\_\_ moved, seconded by Member \_\_\_\_\_

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 2002 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of \$26,884,075 to be levied as a special tax for Educational purposes on the equalized assessed value of the taxable property of our district for the year of 2002.

We hereby certify that we require the sum of \$11,494,210 to be levied as a special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 2002.

We hereby certify that we require the sum of \$500,000 to be levied as a special tax for Tort Liability Insurance purposes, Workers' Compensation and Occupational Diseases Insurance purposes, Unemployment Insurance purposes and Tort Liability Prevention Items on the equalized assessed value of the taxable property of our district for the year 2002.

We hereby certify that we require the sum of \$125,000 to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 2002.

We hereby certify that we require \$600,000 to be levied as a special tax for Medicare Insurance and Social Security purposes on the equalized assessed value of the taxable property of our district for the year 2002.

Exhibit VIII-A  
December 17, 2002

We hereby certify that we require the sum of \$1,200,000 to be levied as a special tax for Energy Conservation, Health or Safety, Environmental Protection or Handicapped Accessibility purposes on the equalized assessed value of the taxable property of our district for the year 2002.

Bond and Interest levy to be determined by each of the County Clerks.

December 17, 2002

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Board Chairman

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Board Secretary  
Community College Dist. #512  
Cook, Kane, Lake and McHenry Counties  
State of Illinois

CERTIFICATE OF COMPLIANCE WITH  
THE 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 24<sup>th</sup> day of October 2002, said date being at least thirty (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 December 9, 2002, in accordance with the provisions of the *Cook County Truth in Taxation Law*, in newspaper of general circulation in William Rainey Harper Community District #512, a copy of which published certificate is attached hereto; and

I do further certify that a public hearing on 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*.

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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:

Abatement of Taxes levied for 2002 to pay the debt service on \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) and authorization to transfer \$524,585 from the Auxiliary Fund to the Bond and Interest Fund to provide funds for the abatement.

II. REASON FOR CONSIDERATION

The purpose of this abatement is to cover the debt service costs for the purchase of 650 Higgins from revenues generated. The Board of Trustees approved this funding approach at the time they authorized selling the Alternate Revenue Bonds.

III. BACKGROUND INFORMATION

The Board of Trustees, as part of the plan to purchase 650 Higgins, approved the sale of \$4,070,000 Alternate Revenue Bonds. As a condition of this action, it was agreed that the levy covering the payment of debt service for these bonds would be abated each year and that funds necessary to cover the debt payment would be transferred each year from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund. This recommendation is in keeping with the intended plan.

IV. RECOMMENDATION

It is recommended that the attached resolution abating the tax levied for 2002 to pay the debt service on the \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) be approved and the transfer of \$524,585 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund be authorized.

RESOLUTION abating the tax heretofore levied for the year 2002 to pay debt service on General Obligation Bonds (Alternate Revenue Source), Series 2001, of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

\* \* \*

WHEREAS, the Board of Trustees (the "*Board*") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "*Issuer*"), by resolution adopted on the 8th day of March, 2001 (the "*Bond Resolution*"), did provide for the issue of \$4,070,000 General Obligation Bonds (Alternate Revenue Source), Series 2001 (the "*Bonds*"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds; and

WHEREAS, any capitalized term used but not defined in this Resolution shall have the meaning as defined in the Bond Resolution; and

WHEREAS, the Issuer will irrevocably set aside Pledged Revenues in the Bond Fund for the purpose of paying the debt service due on the Bonds during the next succeeding Tax Year; and

WHEREAS, it is necessary and in the best interests of the Issuer that the tax heretofore levied for the year 2002 to pay such debt service on the Bonds be abated:

NOW, THEREFORE, Be It and It is Hereby Resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Exhibit VII-B

December 17, 2002

*Section 1. Deposit Authorized.* The Board hereby authorizes and directs that the sum of \$524,585 be irrevocably transferred forthwith from the tuition and fees charged by the Issuer for participation in the Issuer's TECH Program to the Alternate Bond and Interest Fund of 2001 for the purpose of paying the debt service due on the Bonds on June 1, 2003, and December 1, 2003.

*Section 2. Abatement of Tax.* The tax heretofore levied for the year 2002 in the Bond Resolution is hereby abated in its entirety.

*Section 3. Filing of Resolution.* Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Cook, Kane, Lake and McHenry Counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2002 in accordance with the provisions hereof.

*Section 4. Effective Date.* This resolution shall be in full force and effect forthwith upon its adoption.

Adopted December 17, 2002.

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Chairman, Board of Trustees

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Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Oak Park Hospital for use of clinical facilities for students in the Cardiac Technology Program.

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 educational opportunities available at Oak Park Hospital are consistent with the clinical objectives of the Harper College Cardiac Technology Program.

This agreement has been approved by appropriate officers of Oak Park Hospital.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Oak Park Hospital be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Debt Certificate

II. REASON FOR CONSIDERATION

The College has a bond selling strategy which maximizes our access to funds through bonds under the tax cap. This bond strategy includes selling "Funding Bonds". Funding Bonds require that the College have an "obligation" or a debt which will be paid through the issuance of funding bonds.

III. BACKGROUND INFORMATION

This year the College will be selling bonds for technology. Bond counsel advises that this can be put into a debt certificate that will satisfy the funding bond requirement for an obligation. The College will be soliciting three banks in order to determine the most competitive agreement.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees delegate the execution of the final debt certificate to the Chair of the Board with an interest rate not to exceed 4.25%.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish a hearing date for the sale of Limited Tax Funding Bonds (BINA Hearing) and to change January Board Meeting Date.

II. REASON FOR CONSIDERATION

January 1, 1997 the Bond Issue Notification Act (BINA) became law. This law requires that a public hearing be held prior to the selling of general obligation limited bonds. It also requires 30 days between the hearing and the actual sale date of the Bonds at the February Meeting. The January meeting set for January 28th does not meet this requirement.

III. BACKGROUND INFORMATION

The College has a 10-year bond selling strategy, which utilizes the Debt Service Extension Base available under recent law. In the near future we will be able to sell another \$5,500,000 of bonds for technology.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the establishment of a Funding Bond hearing date and to change the January Board meeting date to January 21, 2003 and the required public notice be adopted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

President's Employment Contract

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute changes to the President's Employment Contract.

III. BACKGROUND INFORMATION

The Board and the President entered into an Employment Contract on February 16, 1998 and that Contract has been amended eight times during the time of the Contract.

The Board and the President are desirous of modifying the terms of the current Contract that expires on June 30, 2005.

IV. RECOMMENDATION

The Chair of the Board of Trustees recommends approval of the changes identified in the Ninth Addendum to the President's Employment Contract and recommends that the Board Chairman and Secretary be authorized to execute the Ninth Addendum to the President's Employment Contract on behalf of the Board of Trustees.