

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

January 21, 2003

7:00 p.m.

- I. Call to Order
- II. Roll Call
- 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 – December 17, 2002 Regular Board Meeting Exhibit VII-A.1
    - 2. Bills Payable, Payroll for December 13, 2002 and December 27, 2002; Estimated payrolls for December 28, 2002 through January 24, 2003 Exhibit VII-A.2
    - 3. Bid Awards Exhibit VII-A.3
    - 4. Purchase Orders Exhibit VII-A.4
    - 5. Personnel Action Sheets Exhibit VII-A.5
    - 6. Student Service Awards Fall 2002 Exhibit VII-A.6
  - 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: Public BINA Hearing Exhibit VIII-A
- B. RECOMMENDATION: Resolution of Intent for Funding Bonds and Claims Against the District Exhibit VIII-B
- C. RECOMMENDATION: Revisions to the 2002-2006 Collective Bargaining Agreement with the Professional/Technical Union Exhibit VIII-C
- D. RECOMMENDATION: Revisions to the 2002-2006 Collective Bargaining Agreement with the IEA/NEA Union Exhibit VIII-D
- E. RECOMMENDATION: Revisions to the 2002-2006 Collective Bargaining Agreement with the ICOPS Union Exhibit VIII-E

IX. Citizen Participation

X. Announcements by the Chair

- A. Communications
- B. Calendar Dates

(Note: \* = Required)

On-Campus Events

- |                                     |  |
|-------------------------------------|--|
| January 20                          | <b>CAMPUS CLOSED - Martin Luther King, Jr. Day</b>             |
| February 12                         | <b>CAMPUS CLOSED - President Lincoln's Birthday</b>            |
| February 16                         | 3:00 p.m. - Concert - Harper Symphony Orchestra - J143         |
| February 22                         | 7:00 p.m. - Madcap Puppet Theatre's The Enchanted World - J143 |
| *February 25                        | 7:00 p.m. - Regular Board Meeting - Room W214-215              |
| March 14, 15, 16,<br>20, 21, 22, 23 | Various - West Side Story - Performing Arts Center             |
| *March 25                           | 7:00 p.m. - Regular Board Meeting - Room W214-215              |
| *April 22                           | 7:00 p.m. - Regular Board Meeting - Room W214-215              |
| *May 27                             | 7:00 p.m. - Regular Board Meeting - Room W214-215              |
| *June 24                            | 7:00 p.m. - Regular Board Meeting - Room W214-215              |

Off-Campus Events

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

XII. Adjournment

## Minutes of the Regular Board Meeting of Tuesday, December 17, 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 Tuesday, December 17, 2002

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Tuesday, December 17, 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  
Absent: Student Member Chartrand

Also present: Robert Breuder, President; Joan Kindler, 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; Joe Accardi; Mike Alsup; Pat Beach; Larry Bielawa; Carol Blotteaux; Phil Burdick; Daniel Corr; Laura Crane; Lori Danaher; Jim Edstrom; Terry Engle; Robert Getz; Vickie Gukenberger; Julie Hennig; Linda Kelley; Thea Keshavarzi; Laura LaBauve-Maher; Jim Ma; Tom McCluskey; Sheryl Otto; Sue Overland; Jeanne Pankanin; Diana Sharp; Tom Thompson; Bob Vilsoet; and Deanna White. Students: Deborah Abbott; Amanda Alvarez; Lidia Brander; Amanda Crane; LorEllen Dobrow; Sarah Hahn; Jeanie Janz; Sheila Maloney; Jessica Reczek; Michelle Scripel and Annie Yurkewycz.

Guests: Chad Brooks, Daily Herald; Tim Kane, Chicago Tribune; Steven Sligar, Center for Sight and Hearing/Rockford; Bill Huley, Northwest Tax Watch; Lorence Slutzky, RSHL; Gary Clair, William Kelley, Matt Murphy, citizens.

Chair Howard noted that there were no changes to the agenda. There will be an executive session prior to Exhibit VIII-F.

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.

### PRESENTATIONS

Access and Disability  
Services

Tom Thompson, Director of Access and Disability Services, introduced Steven Sligar, who recently did his dissertation at Harper College for students who are deaf or hard of hearing. Mr. Sligar thanked Tom Thompson, Vice President Joan Kindle and Harper faculty and staff who helped and supported him in the process. He noted that a climate of acceptance has been built at Harper College. He presented a copy of his dissertation, which will be kept in the library.

Athletic Regional  
Championships

Sue Overland, Physical Education Faculty and Athletic Director, shared the accomplishments of four Harper teams, which won their way to national tournaments within the National Junior College Athletic Association (NJCAA) this fall.

- Men's and Women's Cross Country Teams sent four athletes to the National Championship in Texas. Eric Waller, men's cross-country runner, was the regional champion.
- Women's Soccer Team was crowned conference champions. They won the regional championship and playoff games before being crowned district champions. They placed sixth out of eight top teams in the country in the National Tournament in St. Louis. Four of their women were named to the First Team All Conference; four were named to All Conference Honorable Mention; several women were named to the First Team All Region. The Regional MVP was Harper goalie, Laura Digelky. Additionally, Jennifer Hyzer was named to the All National Tournament Team.
- Women's Volleyball, for the first time in Harper's history, became regional champions. They placed fourth in the National Tournament, which was held in Rochester, Minnesota. Many women on the team were named to All Conference, All Region. They also had two NJCAA All Americans, which was quite an honor. Additionally, Ms.

Overland noted that this is the first time in Harper's history that an entire athletic team has a GPA over 3.0. Because of that, Harper College Women's Volleyball Team has been given a special honor by the NJCAA – being named the All Academic Team of 2002. She introduced Head Coach Bob Vilsoet. It was noted that the Women's Soccer and Cross Country coaches could not be at the meeting this evening.

On behalf of the Board, Chair Howard noted that they were very proud of the students, athletically and academically. Ms. Overland added that many sophomores have received offers to move on to four year schools. It has been a good season all around.

## Curriculum Infusion

Jeanne Pankanin, Interim Dean, Wellness and Campus Activities, explained that Student Affairs has the tradition of working well with students outside the classroom. Tonight, they would be highlighting several ways they are working inside the classroom – infusing student life within the academic life. She introduced the following individuals who would be giving a presentation on Curriculum Infusion and the new Multicultural Faculty Fellows Program: Kris Conroy, Student Development Faculty/Counselor; Michael Nejman, Acting Director of Student Activities; and Laura LaBauve-Maher, Associate Dean of Multicultural Learning.

### Curriculum Infusion

Ms. Pankanin explained that Curriculum Infusion is information, services, or programming that is blended within the course content to enhance the academic experience and students' awareness. Examples included infusing a seminar on suicide prevention into a psychology class during a module on depression, or infusing drug and alcohol awareness into a chemistry class, where students measure concentrations in a blood level or into a math class, where students work through calculations.

Kris Conroy spoke about Curriculum Infusion in regard to **sexual assault prevention**. The Sexual Assault Prevention Team at Harper was formed in 1992 by a small group of Student Development Faculty when the Campus Psychologist realized that there was an alarming increase nationally of college-aged women who were reporting an experience of sexual assault. There seemed to be a need to do some educational outreach about date rape prevention. The founding group spent one year researching the topic and preparing a classroom module that would be an

effective learning tool to be offered to faculty for curriculum infusion. To date, they have presented the module in the following disciplines: English, Psychology, Sociology, Criminal Justice and Reading. Since 1992, the Sexual Assault Prevention Team has grown. In addition to date rape prevention, other topics include: communicating about sexual boundaries, dating relationships, sexual harassment prevention on campus and in the workplace, sex and advertising and the power of words. These topics are infused directly into an academic discipline, so they relate to the actual course content.

The classroom modules are very effective in raising awareness and increasing sensitivity. Over the past three years, they have presented the modules in over 50 classrooms and have reached over 800 students. She shared examples of positive feedback they have received from students.

Michael Nejman spoke about Curriculum Infusion in regard to **cultural arts programming**. One goal of Curriculum Infusion is to complement and enhance the classroom experience. Student Activities and the Cultural Arts Committee do this regularly by providing opportunities for guest speakers and performers to visit classrooms in addition to their regularly scheduled performances. Mr. Nejman noted that Physicist Dr. Brian Greene visited Paul Sipiera's Astronomy class to discuss super-strength theory, time travel and the evolution of the universe. Additionally, authors, theatrical troupes, poets and FBI professionals have visited creative writing, drama, poetry and criminal justice classrooms.

Mr. Nejman explained that the Student Activities program, through the Cultural Arts Series, brings excellent guest speakers and artists to campus for major evening presentations. They decided to make a concerted effort to partner with the faculty and bring the guest lecturers inside the classroom. It gives the students an opportunity to experience an "artist in residence" situation, something they perhaps would not experience at the state university level until graduate school. He gave examples of the positive impact this has had on students.

- 94 percent of the students polled felt the classroom visits helped to raise their understanding of the subject matter.
- 78 percent of the students polled felt that they were more likely to recommend Harper College to someone else.

- 73 percent of the students surveyed felt it made them more likely to stay enrolled.

Mr. Nejman noted that faculty members, especially, appreciate and value the experiences. He highlighted positive comments of faculty members.

#### Multicultural Faculty Fellows Program

Laura LaBauve-Maher explained that the Office of Multicultural Affairs has existed at Harper for 12 years. After recent restructuring, it is now the Center for Multicultural Learning (CML). The newest initiative is a plan to work with faculty to infuse diversity into the academic disciplines.

Ms. LaBauve-Maher introduced a new endeavor between Academic Affairs and Student Affairs – the Multicultural Faculty Fellows program. Four Faculty Fellows will participate in workshops of multicultural education and curriculum development, which will provide them with conceptual knowledge base and guidelines for integrating multicultural education into their curriculum. The multicultural curriculum development modules or workshops will deal with definitions of diversity, cultural awareness, introduction to multicultural education, curriculum development, guidelines and models, managing diversity issues in the classroom and exploring ways to research content.

Ms. LaBauve-Maher highlighted each of the four Faculty Fellows. **Valerie Harley**, Library Services, will be working on a project to gather resources for faculty who are interested in integrating multiculturalism or diversity into their curriculum. Her project will also include researching and gathering resources for multiculturalism that will be made available to faculty, staff and students. **Gatachew Begashaw**, Economics, will be serving several colleges, universities and colleagues in economics to see what methods are being used to integrate multicultural perspectives into economics. He will later gather materials specifically for courses that he teaches at Harper. He will focus on international trade, economic system and trade unions. **John Curran**, Speech and Theatre, will be looking at multicultural theater, cultural identity and performance theory as a means of attaining more content for his Introduction to Theater course. **Joyce Johnson**, English as a Second Language (ESL), will be looking at civil rights within American culture. She will focus on issues of ethnicities and how they affect the politics and the fabric of American culture. She will also look at racial discrimination, gender discrimination and sexual orientation.

Jeanne Pankanin concluded by stating that Academic Affairs has been a great partner with Student Affairs in the curriculum infusion endeavor. They have both collaborated to try to make remarkable learning opportunities for Harper students.

Chair Howard thanked them for the presentation. She added that this very exciting development seems to be "cutting edge."

Member Gillette briefly left the meeting.

### STUDENT TRUSTEE REPORT

Chair Howard noted that Student Member Chartrand has a class and will not be in attendance at the Board meeting. She read highlights from his written report. There is a Nursing Program Information Session on December 19, a Management Certificate Information Session on January 6 and a Paralegal Information Session on January 14. Credit classes begin January 21.

### PRESIDENT'S REPORT

There was no President's Report.

### CONSENT AGENDA

In the absence of Member Gillette, Member Shure asked that Exhibit VII-A.4.a and VII-A.4.c be removed from the Consent Agenda per Member Gillette's request.

Member Barton moved, Member Kolze seconded, approval of the minutes for the November 25, 2002 regular Board meeting; bills payable; payroll for November 15, 2002 and November 27, 2002; estimated payrolls for November 28, 2002 through December 27, 2002; bid awards; purchase orders (excluding Exhibit VII-A.4.a and VII-A.4.c); personnel action sheets; and for information: financial statements, committee and liaison reports and 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	\$2,494,665.21
Tuition Refunds	180,879.77

The payrolls of November 15, 2002 in the amount of \$1,969,811.04, and November 27, 2002 in the amount of \$1,955,573.77; and estimated payroll of November 28, 2002 through December 27, 2002 in the amount of \$3,925,384.81.

Bid Awards	Ex. VII-A.3.a	Award bid Q00265 to York International Corporation, the low bidder for a three-year maintenance agreement for 17 York chillers, in the amount of \$94,827.
	Ex. VII-A.3.b	Award bid 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.
Purchase Order	Ex. VII-A.4.b	Approve issuance of a purchase order to CCB for the acquisition of Macromedia software product licenses in the amount of \$28,929.10.

## Personnel Actions

Faculty Appointment

Samuel Giordano, Jr., Instructor-Fire Science Technology, TM/PS, 01/15/03, \$41,408/year

Classified Staff Appointment

Karen DeSalvo, Office Assistant II, p/t, BUS/SS, 11/20/02, \$10,335/year

Harper #512 IEA/NEA Appointments

Larry Caul, Maintenance Mechanic, PHY PLT, 12/02/02, \$43,930/year

Denise Cross, Maintenance Helper, PHY PLT, 12/09/02, \$33,800/year

Noe Ochoa, Custodian, PHY PLT, 12/09/02, \$21,008/year

Faculty Retirement

Anita Crawley, Counselor, STU DEV, 12/20/02, 11 years

Supervisory/Confidential Resignation

David Smalley, Manager, Data Research, OFC/RES, 01/03/03, 2 years 3 months

Harper #512 IEA-NEA Resignation

Laura Deal, Custodian, PHY PLT, 11/15/02, 1 year

Member Gillette re-entered the meeting.

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.

Exhibit VII-A.4.a

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

Member Gillette noted that this item began as a \$50,000 competitive contract, and now it will be close to \$90,000 non-competitive. He stated that he ran for the Board with a promise to his constituents that he would vote against non-competitive procurements. Therefore, he cannot vote in favor of this item. Chair Howard asked for an explanation. Vice President Thorson stated that it originally was a bid. They have since added copiers as new buildings were opened, which has increased the cost. Copiers were added at costs similar to what was originally bid. It was noted that Thea Keshavarzi was not in attendance at the Board meeting. Vice President Murphy explained that copiers have also been added to areas which had a greater demand, when one copier could not handle it. In response to Member Kolze, Member Gillette noted that copier prices continually drop, as computer prices do. Purchasing additional copiers at the same price that was originally bid may not be a good deal for Harper.

Upon roll call, the vote was as follows:

Ayes:           Members Barton and Kolze

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

Motion did not carry. Chair Howard suggested that the exhibit be reviewed again and brought back to the Board with more information.

Exhibit VII-A.4.c

Member Botterman moved, Member Kolze seconded, to approve issuance of a purchase order to SoftChoice Corporation for MS 2000 Server licenses in the amount of \$15,842.40, as outlined in Exhibit VII-A.4.c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette explained that, if this bid went competitive, the range of prices most likely would not vary much, because it is Microsoft software. Ordinarily he would vote in favor of this bid; however, because the College sent out for competitive bids for software in Exhibit VII-A.4.b to the same companies that would bid for this exhibit, he would have to vote against this. He feels the staff could have gone competitive on this item, without additional work. Vice President David McShane explained that Microsoft provides discounts under two different agreements. They provide desktop operating systems and their application software suite. With their select agreement, they recommend local suppliers, and SoftChoice is the supplier. The price would be the same. Member Gillette disagreed. He stated that he has seen a five percent leeway in bids at other institutions. The market leader in educational software is a company in Buffalo Grove, and they were not considered in this exhibit. In response to Chair Howard, Vice President McShane explained that they must have the agreement with Microsoft to ensure that all their licensing is validated with them. It goes through a particular regional partner, which he believes is SoftChoice. He added that it is a three-year agreement, and it will be up this fiscal year.

In response to Member Botterman, Vice President McShane explained that, if this item was tabled for a month, it would put them behind. The stations must be ready when classes start in January. There is only a short time between the break and the start of the spring semester. In response to Member Barton, Vice President McShane stated it comprises approximately 20 software licenses.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:  
Public Hearing on  
Tax Levy

Member Kolze moved, Member Gillette seconded, to adjourn the regular meeting to the hearing on the adoption of the tax levy.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Howard called to order the public hearing on the adoption of the Harper College tax levy at 7:38 p.m.

Vice President Judy Thorson explained that the numbers have not changed since the preliminary hearing in October. Certain numbers are being levied for each fund. Combined, they add up to approximately \$51,600,000 for 2002. Last year, the levy with the debt service was approximately \$49,274,000. The \$2.3M increase (4.75 percent) will raise the tax rate from 31 cents to 32.9 cents.

She reminded everyone that they no longer receive the amount levied, because of the tax cap. Instead of \$51.6M (the optimum), they expect to get approximately \$49,500,000. They believe the tax rate will barely change from its current 31 cent rate. Chair Howard explained that they ask for more in order to take advantage of new property coming on the tax rolls.

Chair Howard asked if there was anyone present who would like to comment on the levy. Hearing none, Chair Howard asked for a motion to close the hearing.

Member Barton moved, Member Kolze seconded, that the hearing be closed and they return to the regular meeting.

Upon roll call, the vote was as follows:

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

Motion carried and the hearing was closed at 7:42 p.m.

#### Levy Resolution

Member Kolze moved, Member Barton seconded, adoption of the Levy Resolution for 2002, 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.

#### Abatement of Taxes

Member Gillette moved, Member Kolze seconded, approval of the 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), and authorization of the transfer of \$524,585 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund, 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.

Chair Howard explained that this is similar to what they did with the Bookstore. The purchase of the land at 650 Higgins is being paid for by revenue; therefore, they are abating the tax.

#### Affiliation Agreement: Oak Park Hospital

Member Barton moved, Member Gillette seconded, approval of the Affiliation Agreement between William Rainey Harper College and Oak Park Hospital, 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.

#### Debt Certificate

Vice President Thorson explained that, when the tax cap legislation was passed in 1994, there was a provision that any debt Harper had on the books could be kept on the books forever without referendum of the people. At that time, Harper had approximately \$2.1M of debt on the books.

A strategy had been developed by the College to sell bonds to keep the debt at the \$2.1M level every two years. The money has gone primarily to funding the Tech Plan. Bonds have been sold in 1996, 1998, 2000 and now 2002. The strategy has been working for a number of cycles.

Vice President Thorson explained the steps involved in executing the bond sale.

1. Set a hearing date for the Bond Information Notification Act (BINA) hearing (to be completed at the current Board meeting).
2. Begin the process of authorizing a debt (to be completed at the current Board meeting). She explained that, in order to sell the bonds, there has to be an outstanding debt that the bonds will pay for.
3. Publish the hearing date in the newspaper (to be completed in January).
4. Hold the hearing January 21.
5. Publish the intention to sell bonds.
6. Sell the bonds (to be done in February/March).

She explained that they will be setting the hearing date for January 21, which will also be the next Board meeting date. The recommendation is to move the January 28 Board meeting to January 21, in order to satisfy the 30-day requirement between the January and February Board meetings. Vice President Thorson explained that the hearing on January 21 will be much like the tax levy hearing tonight. The Board will be asked to adopt a resolution called "claims against the district." By that time, the debt instrument will have been executed. After the January hearing, the College must publicize its intention to sell bonds (some refer to it as the "backdoor referendum"). During the next 30 days, if 10 percent of the voters objected to Harper selling the bonds, they could not sell them. She noted that it is highly unlikely that would occur, because 10 percent would mean 20,000+ voters objected.

Vice President Thorson explained that Harper typically sells bonds in February for reasons of efficiency and cost savings. She explained the two series of bonds that will be sold. The first series of bonds is for \$3.5M and will be used in the future to fund technology infrastructure efforts. In the past, this money has primarily been used for technology, but some has also been used to renovate the Northeast Center and to do major parking lot improvements on campus. Since the College does not typically have \$3.5M worth of unpaid bills

lying around, they must take out a bank loan, or debt certificate. This will be done in order to sell the bonds under the tax cap. The debt certificate will be used as the claim against the district at the January meeting; and bonds will be sold to pay off the claims against the district at the February meeting. Board members will be asked to vote on the debt certificate resolution, Exhibit VIII-D, at the current Board meeting.

Vice President Thorson explained that they have over accumulated approximately \$2M extra in the Bond and Interest Fund, which comes from the five percent automatically added by the tax extenders in the county for "Loss in Cost." Sometimes money sits in the bond fund for a period of time and earns interest. Currently, there is \$2M sitting in the fund, and the only way to get at it is by paying off a bond. In the second bond series (Series C), they will be selling a 30-day bond for \$2M. It will go from March 15 to April 15. Both of these series will be sold at the February meeting.

Vice President Thorson explained that the 60-day and the 30-day bonds are very different instruments, but they are thought of as very short-term bank loans. They have solicited three banks for these loans: Bank One, Harris Bank and Northern Trust. She had hoped to have the results by this evening; however, she did not have the final number. Each bank's proposal was a bit different, making it difficult to compare "apples-to-apples." She has asked the banks for clarification and is awaiting that. Because of this, they are asking that the Board authorize the Chair to execute the revised document (that will have been prepared by bond counsel) once the final interest rate has been determined. Obviously, they will choose whichever bank gives the best interest rate. Chair Howard reiterated that the interest rate will not exceed 4.25 percent. Vice President Thorson added that it will be significantly less than that.

In response to Member Gillette, Vice President Thorson explained that three banks would be a good representative sample, considering the interest will cost the College \$13,000-\$14,000. In response to Member Shure, Member Stone stated she would not vote on anything concerning Harris Bank, since she is on the Board of Directors for Harris Bank. In response to Member Shure's comment regarding Dr. Breuder's wife working for Bank One, Vice President Thorson clarified that, although Bank One is the College bank, Harper has never chosen Bank One, but rather

“inherited” it through the merger process. NBD became First Chicago, and First Chicago became Bank One.

In response to Member Gillette, Vice President Thorson explained that she has received three bids; she is just awaiting clarification from the banks, so they can compare apples-to-apples. Each bank proposed a formula based on different indices, rather than proposing an interest rate. In response to Member Gillette, Vice President Thorson explained that the 60-day \$3.5M bond must be executed around January 15; the 30-day \$2M bond must be executed around March 15.

Member Shure stated that he is not happy with a blind approval of a bank. He would like to know what he is voting for. Chair Howard reminded Board members that the interest dollars in consideration were approximately \$13,000. Vice President Thorson explained alternatives to voting on the resolution as it is worded this evening: (1) they could have a Special Board meeting to approve the interest rate, once the details are finalized; (2) they could move this item to the January Board meeting, and all of the steps discussed previously would need to be pushed back (this would mean they would irretrievably lose approximately \$350,000, because they could not get it on the 2002 tax bill).

In response to Member Gillette, Lorence Slutzky stated that some members could be in attendance via phone, but they would physically have to have a quorum present at a Special Board meeting. Member Botterman stated he would not have a problem having the Board Chair make the decision after the bids are in.

Dr. Breuder noted that there was no requirement for Vice President Thorson to get three quotes. She could have gone to any bank and negotiated a rate. At his suggestion, she got bids from three reputable banks. As soon as she gets the comparison, they will most likely be very close. Member Gillette clarified that there is no state requirement for the College to get three bids in this circumstance; however, there is a requirement from the Board for multiple bids. Two years ago, the Board rejected a single bank, because they wanted multiple bids.

Member Botterman moved, Member Kolze seconded, delegation of the execution of the final debt certificate to the Chair of the Board with an interest rate not to exceed 4.25 percent, as outlined in Revised Exhibit VIII-D (attached to

the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Stone, Mr. Slutzky recommended that she acknowledge her relationship to Harris Bank, but not vote for the item, so there is no appearance of impropriety. He added that he does not believe there is a direct or indirect conflict, because she is not a shareholder of greater than 7.5 percent.

Upon roll call, the vote was as follows:

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

Motion carried.

Establishment of  
 Funding Bond Hearing  
 Date

Member Botterman moved, Member Gillette seconded, adoption of the resolution providing for the establishment of the Funding Bond hearing date, and the change to the January Board meeting date from January 28, 2003 to January 21, 2003, as outlined in Exhibit VIII-E (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.

### EXECUTIVE SESSION

Member Barton moved, Member Kolze seconded, that the meeting adjourn into executive session for the purpose of discussing personnel and the employment of personnel.

Upon roll call, the vote was as follows:

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

The motion carried at 8:10 p.m.

Chair Howard noted that there would be a brief recess prior to executive session.

Following executive session, the Board reconvened the Regular meeting at 9:00 p.m.

President's  
Employment Contract

Member Kolze moved, Member Barton seconded, approval of the changes identified in the Ninth Addendum to the President's Employment Contract and authorization of the Board Chairman and Secretary to execute the Ninth Addendum to the President's Employment Contract on behalf of the Board of Trustees, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

CITIZEN PARTICIPATION

There was no citizen participation.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Howard wished everyone a very happy holiday.

Calendar Dates

Calendar dates are printed on the agenda for Board information. The winter holiday begins December 24, 2002 and ends January 1, 2003.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:10 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### DECEMBER 17, 2002 REGULAR BOARD MEETING

1. Chair Howard suggested that Exhibit VII-A.4.a be reviewed again and brought back to the Board with more information.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 21, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00268 for 25 Data/Video projectors for use in academic and administrative areas of the College to AV Marketplace, the lowest responsible bidder, in the amount of \$55,425.00.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00269 to Von Hoffman Corporation, the low bidder for printing of the 2003/04 College Catalog which provides official information about the College, in the amount of \$22,153.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00268 for 25 Data/Video projectors for use in academic and administrative areas of the College as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$55,425 are provided in the 2002/03 Education Fund budget, under account number 0122-025-586.

III. INFORMATION

A legal bid notice was published and 17 bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

AV Marketplace	\$ 55,425
United Visual, Inc.	63,750
MCSi	66,250

The equipment will be used to help meet three goals of the Media Services department: first, to update and increase the number of projectors available in classrooms and conference rooms for instruction and demonstration; second, to provide supplemental projectors for a wide variety of special events on campus; and third, to provide minimal necessary backfill when older units are out for repair or need replacement.

IV. RECOMMENDATION

The administration recommends that the Board award Q00268 for 25 Data/Video projectors for use in academic and administrative areas of the College to AV Marketplace, the lowest responsible bidder, in the amount of \$55,425.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00269 for printing of the 2003/04 College Catalog which provides official information about the College, as requested by the Marketing Services department.

II. BUDGET STATUS

Funds in the amount of \$22,153.00 are provided in the 2002/03 Educational Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 21 bids solicited. Five responses were received. The following is a recap of the bid tab sheet as pertains to a 336-page catalog:

Von Hoffman Corporation	\$22,153.00
Creasey Printing Services	22,225.00
Moore North America	26,870.00
All Printing & Graphics, Inc.	29,568.50
Stenzel Graphic Arts, Inc.	36,015.00

The catalog provides official information about Harper College. It lists all the programs of study and requirements for degree and certificate programs. In addition, it contains admission information as well as academic information and course descriptions.

IV. RECOMMENDATION

The administration recommends that the Board award Q00269 to Von Hoffman Corporation, the low bidder for printing of the 2003/04 College Catalog which provides official information about the College, in the amount of \$22,153.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

January 21, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for subscription service access to the Literature Resource Center Database via the World Wide Web, in the amount of \$17,578.72.
- Exhibit VII – A.4.b The administration recommends that the Board approve the issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, in the amount of \$14,164.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Gale Group, for subscription service access to the Literature Resource Center Database via the World Wide Web, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$17,578.72 are provided in the 2002/03 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The English and literature collections of the Library are among the most heavily used resources by students for their Harper College coursework. To help meet the demand for current resources, Library Services subscribes to the Literature Resource Center Database, which is a truly unique periodical reference tool that is only developed and provided by the Gale Group.

The Literature Resource Center Database is a complete literature reference database providing biographies, bibliographies and critical analysis of literary figures from all time periods, in genres such as fiction, nonfiction, poetry, drama, history and journalism. It provides coverage of more than 120,000 writers, including a wide array of full-text information. The database also provides access to current, full-text critical essays on major authors via World Wide Web links to more than 140 prominent literary journals, and includes over 4,300 explications and overviews of prominent literary works, as well as links to 5,000 websites focusing on major authors and their works.

The database amplifies and complements the Library's print collection in ways that have proven extremely effective for Harper College students. Like all of the Library's databases, it is accessible to students 24 hours a day from anywhere that they have access to the World Wide Web. Harper College students and faculty conducted more than 40,000 searches in the Literature Resource Center Database during 2002. They have commented that this electronic resource is a powerful reference tool to assist them in their coursework.

This recommendation is to renew subscription service access to the Literature Resource Center Database via the World Wide Web for the period of February 20, 2003 through February 19, 2004.

The database is a continuing work in progress. There is an increase in the fee each year because of the cost of updating the content information on a regular basis in order to build, strengthen and advance the database. This year the price is \$17,578.72, which is \$837.08, or five percent, more than last year's amount of \$16,741.64.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for subscription service access to the Literature Resource Center Database via the World Wide Web, in the amount of \$17,578.72.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Proquest Information and Learning for renewal of subscriptions to newspapers on microfilm as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$14,164.50 are provided in the 2002/03 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The acquisition of newspapers of record on microfilm is a vital component of long-term collection development in the Library. Through the analysis of usage statistics and in consultation with other College faculty, Library faculty identifies and selects specific newspaper titles that are acquired on microfilm for curriculum support, research, and study. These newspapers of record are regularly ordered on microfilm for access to full content, which is not available electronically, and because microfilm preserves the newspapers in a stable and long-lasting medium.

This request is to renew subscriptions to the following newspapers on microfilm for the 2003 calendar year:

- *Barron's*
- *Chicago Tribune*
- *New York Times*
- *Wall Street Journal*

Only Proquest is licensed to provide these newspapers on microfilm.

The charges for the New York Times Index and the Wall Street Journal Index, which cost \$3,840.00 plus a portion of the shipping and handling last year, are not included in the recommendation this year. The indexes are printed on paper and are not available on microfilm. The need for the paper indexes has been under re-evaluation, and only the New York Times index will be obtained this year, on a separate order. It will be evaluated again next year.

The amount of \$14,164.50 for the subscriptions is 7.33 percent, or \$968.25, more than last year's amount of \$13,196.25. The provider increased charges for the microfilm subscriptions by nine percent, due to a rise in costs to obtain and produce materials. In addition, there is a decrease in shipping charges because of the separate shipment of the paper index.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, in the amount of \$14,164.50.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

Board Action is required to ratify and approve personnel actions for all employees.

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Professional/Technical Appointment.
- C. Ratification of Supervisory/Confidential Appointment.
- D. Ratification of Classified Staff Appointment.
- E. Ratification of Administrator Reclassifications.
- F. Ratification of Professional/Technical Reclassifications.
- G. Ratification of Supervisory/Confidential Reclassification.
- H. Ratification of Faculty Retirements.
- I. Ratification of Professional/Technical Resignations.
- J. Ratification of Supervisory/Confidential Resignation.
- K. Ratification of Classified Staff Resignations.
- L. Ratification of Harper #512 IEA-NEA Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Fall 2002

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in eXcel, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$6,572.00 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000), \$5,797.00 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4), and. In addition, the Educational Foundation will also contribute \$930.00 for the Student Trustee's award. The 26 awards this semester total \$13,299.00.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Fall, 2002 Student Service Awards in the amount of \$6,572.00 from Account No. 0538-858-59900, \$5,797.00 from Account No. 0134-125-592.4, and \$930.00 from Account No. 01-00-039-13916.

Fall 2002

STUDENT SERVICE AWARDS

First	Last	S.S.#	Organization/Club	Rebate	Amount
Patrick	Chartrand		Student Trustee	Full	\$ 930.00
Arpan	Shah		Student Senate	Full	\$1,054.00
Stacey	Vest		Student Senate Student Ambassadors	Half	\$ 496.00
Chris	Dozois		Student Senate	Half	\$ 465.00
Mandy	Withem		WHCM	Full	\$ 558.00
Maham	Kahn		Speech Team	Full	\$ 868.00
Eric	Brooks		Theatre	Full	\$ 806.00
James	Anders		Theatre	Full	\$ 744.00
Patrick	Andrews		Harbinger	Full	\$ 806.00
Anthony	McGinn		Harbinger	Full	\$ 930.00
Sean	Kelly		Harbinger	Half	\$ 279.00
Nicole	Heinz		Harbinger	Half	\$ 403.00
Chris	Lavidas		Program Board	Full	\$ 744.00
Christie	Wagner		Program Board	Full	\$ 744.00
Young	Kim		Program Board	Half	\$ 217.00
Pete	Cangialosi		Program Board Harper Pride	Half	\$ 186.00
Kevin	Wood		Food Service Club	Half	\$ 155.00
Dharmesh	Bhagat		Juggling Club	Half	\$ 186.00
Charles	Cann		Black Student Union	Half	\$ 465.00
Elizabeth	Gomez de la Casa		Harper InterVarsity Christian Fellowship	Half	\$ 310.00
Alejandro	Mendoza		Latinos Unidos Student Organization	Half	\$ 403.00
Nicole	Giannelli		Harper College Dance Company	Half	\$ 279.00
Nita	Noerjadi		Student Ambassadors International Students' Club	Half	\$ 403.00
Abdulrahman	Habeeb		International Students' Club	Half	\$ 434.00
Stephanie	Pierucci		Honors Society	Half	\$ 341.00
Diane	Smith		SAIFD	Half	\$ 93.00

**Total \$13,299.00**

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

Exhibit VII-B.1  
January 21, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 19,243,057	275,254	700,000
OPERATIONS, & MAINT. FUND	7,184,848	95,303	180,000
OPERATIONS, & MAINT. FUND (Restricted)	2,865,943	38,306	70,000
BOND & INTEREST	2,728,808	50,497	0
AUXILIARY ENTERPRISES	1,203,670	17,841	70,000
RESTRICTED FUNDS	1,483,661	19,784	60,000
WORKING CASH FUND	12,362,297	168,968	340,000
AUDIT FUND	131,388	2,074	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,285,708</u>	<u>20,166</u>	<u>75,000</u>
Total	<u>\$ 48,489,380</u>	<u>688,193</u>	<u>1,500,000</u>

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

Exhibit VII-B.1  
January 21, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 12/31/2002	Market Value
<b><u>Certificates of Deposits</u></b>							
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: 2.59					<b>39,800,000.00</b>	39,800,000.00 *
<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>Illinois Funds</b>	Monthly Average			1.24		<b>6,694,380.11</b>	6,694,380.11
<b>TOTALS AS OF:</b>	12/31/2002				\$	<b>48,489,380.11</b>	<b>48,518,068.21</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**  
**December 31, 2002**

Jan. 21, 2003  
 Exhibit VII-B.1

**EDUCATION FUND**

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
<b>Institutional</b>					
Admin Services	9,565,001.00	3,007,263.87	221,834.23	33.76%	6,335,902.90
<b>Sub-Total</b>	<b>\$9,565,001.00</b>	<b>\$3,007,263.87</b>	<b>\$221,834.23</b>	<b>33.76%</b>	<b>\$6,335,902.90</b>
<b>President</b>					
Development Office	388,865.00	187,936.00	123,456.71	80.08%	77,472.29
Pres/Brd of Trustees	345,539.00	172,413.66	126,835.59	86.60%	46,289.75
Strategic Alliance	165,240.00	80,927.25	71,512.87	92.25%	12,799.88
Assoc VP Development	177,626.00	87,759.50	75,978.11	92.18%	13,888.39
<b>Sub-Total</b>	<b>\$1,077,270.00</b>	<b>\$529,036.41</b>	<b>\$397,783.28</b>	<b>86.03%</b>	<b>\$150,450.31</b>
<b>Student Affairs</b>					
Student Activities	361,483.00	128,303.11	132,081.52	72.03%	101,098.37
Student Development	3,270,393.00	1,360,486.87	956,377.21	70.84%	953,528.92
Wellns/Human Perform	665,107.00	323,845.89	143,128.72	70.21%	198,132.39
<b>Sub-Total</b>	<b>\$4,296,983.00</b>	<b>\$1,812,635.87</b>	<b>\$1,231,587.45</b>	<b>70.85%</b>	<b>\$1,252,759.68</b>
<b>VP Academic Affairs</b>					
Acad Enrich/Lang Std	3,641,283.00	1,526,070.15	1,256,858.72	76.43%	858,354.13
Academic Affairs	531,360.00	128,327.87	80,945.02	39.38%	322,087.11
Assoc VP Aca Affairs	244,502.00	97,133.67	86,624.59	75.16%	60,743.74
Bus/Social Sciences	5,122,639.00	2,209,633.36	1,257,488.49	67.68%	1,655,517.15
Corporate Services	189,706.00	84,361.93	79,769.69	86.52%	25,574.38
Dean of Cont Educ	452,488.00	172,926.45	150,697.30	71.52%	128,864.25
Liberal Arts	5,165,964.00	2,244,610.13	1,487,925.01	72.25%	1,433,428.86
Life Sci/Hum Services	4,046,181.00	1,669,986.42	1,190,920.97	70.71%	1,185,273.61
Resource for Learning	2,049,544.00	908,025.22	647,725.06	75.91%	493,793.72
Tech/Math & Phy Sci	4,246,964.00	1,911,014.24	1,221,425.14	73.76%	1,114,524.62

**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	388,002.30	311,345.56	69.27%	310,236.14
<b>Sub-Total</b>	<b>\$26,700,215.00</b>	<b>\$11,340,091.74</b>	<b>\$7,771,725.55</b>	<b>71.58%</b>	<b>\$7,588,397.71</b>
<b>VP Admin Services</b>					
Admin Services	1,541,601.00	654,599.28	667,226.71	85.74%	219,775.01
Strategic Planning	10,393.00	5,258.81	0.00	50.60%	5,134.19
<b>Sub-Total</b>	<b>\$1,551,994.00</b>	<b>\$659,858.09</b>	<b>\$667,226.71</b>	<b>85.51%</b>	<b>\$224,909.20</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	274,070.16	210,504.44	47.25%	540,935.40
<b>Sub-Total</b>	<b>\$1,038,839.00</b>	<b>\$274,070.16</b>	<b>\$210,504.44</b>	<b>46.65%</b>	<b>\$554,264.40</b>
<b>VP Info Technology</b>					
Info Technology	4,907,741.00	2,292,766.48	1,763,629.01	82.65%	851,345.51
<b>Sub-Total</b>	<b>\$4,907,741.00</b>	<b>\$2,292,766.48</b>	<b>\$1,763,629.01</b>	<b>82.65%</b>	<b>\$851,345.51</b>
<b>VP Mktg &amp; Advancement</b>					
VP Mktg & Advancemnt	1,266,545.00	424,120.60	505,884.48	73.43%	336,539.92
Enrollment Mgmt	1,827,445.00	830,500.88	557,144.42	75.93%	439,799.70
Pub/Comm Services	1,403,391.00	769,336.27	555,093.58	94.37%	78,961.15
<b>Sub-Total</b>	<b>\$4,497,381.00</b>	<b>\$2,023,957.75</b>	<b>\$1,618,122.48</b>	<b>80.98%</b>	<b>\$855,300.77</b>
<b>Grand Total:</b>	<b>\$53,635,424.00</b>	<b>\$21,939,680.37</b>	<b>\$13,882,413.15</b>	<b>66.79%</b>	<b>\$17,813,330.48</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

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: January 21, 2003

**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>NEW</u>			
<b>Energy &amp; Recycling Used Tire Recovery Program Wellness &amp; Human Performance J. Pankanin</b>	<b>Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.</b>	<b>DCCA \$15,000</b>	<b>07/01/02 04/03/04</b>
<hr/>			
<u>NEW</u>			
<b>Tire Crumb Rubber Contribtution Agreement Wellness &amp; Human Performance J. Pankanin</b>	<b>Contribution to help offset cost of the crumb rubber used in Harper's athletic field.</b>	<b>FORD MOTOR CO. \$15,000</b>	<b>0701/02 04/03/04</b>
<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
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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
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Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,728	07/01/02 06/30/03

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$288,799	07/01/02 06/30/03
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction (Staff Technical Skills, \$68,163; Advance Tech Support, \$147,363; Tech Support, \$108,228).	ICCB \$323,754	07/01/02 06/30/03
Advanced Technology Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	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

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS - ENDS</b>
<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
<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. <b>(Full grant is \$78,471 – FY03 \$53,000, FY04 \$25,471)</b>	ISBE <b>\$53,000</b>	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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE	AWARD AMOUNT	DATES STARTS - ENDS
<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	\$123,129 (F) (\$41,043 per officer x 3)	8/01/02 07/31/03

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**Total as January 21, 2003**

**\$3,072,922**

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association  
 COPS Community Oriented Policing Services  
 DCCA Department of Commerce & Community Affairs  
 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  
December Fundraising Report FY03**

<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>
Unknown	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Past and Present Board/Trustee Pacesetters	10	\$7,150.00	\$2,059.20	\$0.00	\$0.00	\$9,209.20
Direct Mail	17	\$2,815.00	\$0.00	\$0.00	\$0.00	\$2,815.00
Harvest Gala	3	\$3,075.00	\$0.00	\$0.00	\$0.00	\$3,075.00
Jim McGuire Golf Open	15	\$1,820.00	\$0.00	\$0.00	\$0.00	\$1,820.00
Memorial	2	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00
Performathon 2002	2	\$55.00	\$0.00	\$0.00	\$0.00	\$55.00
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$31,500.00	\$31,500.00
Stewardship	1	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00
Tradition of Excellence Campaign 2002	4	\$26.00	\$0.00	\$0.00	\$0.00	\$26.00
Theatre Seat Campaign	4	\$1,415.00	\$0.00	\$0.00	\$0.00	\$1,415.00
Unsolicited	1	\$590.00	\$0.00	\$0.00	\$0.00	\$590.00
<b>Grand Totals:</b>	<b>62</b>	<b>\$17,802.00</b>	<b>\$2,059.20</b>	<b>\$0.00</b>	<b>\$31,500.00</b>	<b>\$51,361.20</b>

**Harper College Educational Foundation  
Year to Date Fundraising Report FY03 (as of 12/31/2002)**

<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>
Unknown	12	\$183.00	\$0.00	\$0.00	\$0.00	\$183.00
Direct Mail	37	\$5,613.00	\$0.00	\$0.00	\$0.00	\$5,613.00
Past and Present Board/Trustee Pacesetter	10	\$7,150.00	\$2,059.20	\$0.00	\$0.00	\$9,209.20
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	351	\$75,845.00	\$6,950.00	\$12,248.08	\$155.00	\$95,198.08
Matching	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Jim McGuire Golf Open	82	\$6,370.00	\$0.00	\$0.00	\$0.00	\$6,370.00
Memorial	4	\$108.00	\$0.00	\$0.00	\$0.00	\$108.00
Performathon 2002	83	\$3,953.00	\$0.00	\$0.00	\$0.00	\$3,953.00
Personal Solicitation	5	\$15,505.00	\$0.00	\$0.00	\$0.00	\$15,505.00
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$31,500.00	\$31,500.00
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	9	\$4,391.43	\$0.00	\$0.00	\$0.00	\$4,391.43
Tradition of Excellence Campaign 2002	43	\$228.00	\$260.00	\$0.00	\$0.00	\$488.00
Theatre Seat Campaign	8	\$4,565.00	\$0.00	\$0.00	\$0.00	\$4,565.00
Unsolicited	10	\$2,005.82	\$0.00	\$1,750.00	\$0.00	\$3,755.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
<b>Grand Totals:</b>	<b>675</b>	<b>\$172,977.27</b>	<b>\$11,269.20</b>	<b>\$13,998.08</b>	<b>\$31,655.00</b>	<b>\$229,899.55</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Public BINA (Bond Issue Notification Act) Hearing for Issuance of Funding Bonds.

II. REASON FOR CONSIDERATION

BINA law requires that a public hearing be held prior to the selling of general obligation bonds.

III. RECOMMENDATION

The administration recommends that the Board conduct the public BINA Hearing necessary for the issuance of funding bonds in the amount of \$5,500,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution of Intent for Funding Bonds and Claims Against the District

II. REASON FOR CONSIDERATION

This resolution sets forth the exact nature of the obligations the College will satisfy as it issues funding bonds.

III. BACKGROUND INFORMATION

Funding bonds require that the College have identifiable obligations, which will be satisfied through the sale of the funding bonds. The College has developed a 10-year bond sale strategy. The 2003 series was identified as support to the College Technology Plan, and to support early retirement costs. The attached Claim Against the District is in the form of a debt obligation with Northern Trust in the amount of \$3,500,000 and early retirement obligations which are greater than \$2,000,000.

IV. RECOMMENDATION

The administration recommends that the Board approve the resolution establishing claims against the district.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the revisions to the four-year 2002/06 Collective Bargaining Agreement with the Professional/Technical Union.

II. REASON FOR CONSIDERATION

Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was initially reached between the negotiating teams on July 15, 2002. The vote taken by the Professional/Technical membership to ratify the Agreement was held on July 22 and July 23, 2002. The Board of Trustees approved the Agreement on July 23, 2002.

On October 25, 2002 the Professional/Technical Union requested to reopen negotiations to discuss medical insurance benefit levels and met with the administration to negotiate changes to the medical insurance benefit levels of Article 12.4 and Side Letter #2 of the Agreement. Tentative agreement on the revised medical insurance benefit levels was reached on December 9, 2002 and approved by the Professional/Technical Union on December 11, 2002.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the attached revisions to the four-year Collective Bargaining Agreement with the Professional/Technical Union effective July 1, 2002 and ending June 30, 2006, and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

2002-06 PROFESSIONAL/TECHNICAL AGREEMENT

**12.4 Health/Major Medical**

The Board shall contribute the amount of \$2,776.80 toward the 2002 plan year premium for either the PPO or HMO individual medical insurance coverage selected by the employee.

The Board shall contribute toward the premium for individual and dependent medical insurance coverage for either the PPO or HMO coverage for which the employee qualifies, in the following amounts for the 2002 plan year:

Individual and Spouse	\$5,515.38
Individual and Children	\$5,855.72
Individual, Spouse and Children	\$8,273.46

Future increases in the Board contribution for either the PPO or the HMO medical insurance coverage shall be based on the premium increase to the HMO coverage. The Board shall assume eighty percent (80%) of the HMO premium increase and the employee shall assume ~~the remainder~~ twenty percent (20%) of the HMO premium increase. The Board contribution to PPO insurance coverage will be the same dollar amount as the Board contribution to the HMO insurance coverage. An employee who selects PPO coverage will be responsible for any additional premium increase above the Board contribution for the plan of their choice, subject to the following paragraph.

In the event the premium contribution required by an employee would exceed twenty percent (20%) of the premium cost for the medical insurance coverage selected by the employee, the premium contribution of the employee shall be limited to twenty percent (20%) of the premium cost.

Future changes over the term of this Agreement to the PPO or HMO insurance coverage shall be in accordance with Side Letter #2 to this Agreement.

## SIDE LETTER #2 TO THE 2002-06 PROFESSIONAL/TECHNICAL AGREEMENT

### CHANGES TO THE HEALTH INSURANCE PROGRAM

The medical insurance benefits referred to in Article XII of this Agreement shall be revised as follows:

#### HMO Coverage

- 1) Prescription Drug coverage will change in Calendar 2003 from \$3 Generic and \$8 Brand Name to \$5 Generic, \$10 Formulary Brand Name and \$25 Non Formulary.
- 2) Physician Office visit co-payment will change in Calendar 2003 from \$0 to \$10 per visit.
- 3) Emergency Medical/Accident Care co-pay will change in Calendar 2004 from \$10 to \$50. Co-pay waived if admitted to hospital.
- 4) Prescription Drug coverage will change in Calendar 2005 from \$5 Generic, \$10 Brand Name and \$25 Non Formulary, to \$10 Generic, \$20 Formulary Brand Name and \$50 Non Formulary.

#### PPO Coverage-In Network

- 1) Prescription Drug coverage will change in Calendar 2003 from \$5 Generic and \$10 Brand Name to \$5 Generic, \$10 Formulary Brand Name and \$25 Non Formulary. Out of network remain at 75% after co-pay.
- 2) Physician Office visit co-payment will change in Calendar 2003 from \$0 to \$10 per visit. Out of network will be 70% instead of 80%.
- 3) Well Baby Care in Calendar 2003 will add a \$10 co-payment.
- 4) Well Child Care in Calendar 2003 will add a \$10 co-payment.
- 5) Individual deductible will change in Calendar 2004 from \$100 to \$250 and Family deductible will change from \$300 to \$750. Out of network will be \$500/\$1,500.
- ~~6) Individual Out of Pocket Maximum will change in Calendar 2004 from \$750 to \$1,500 and Family will change from \$2,250 to \$4,500. Out of network will remain at \$5,000/\$15,000.~~
- 7) All other benefits covered at 100% will change in Calendar 2004 to be covered at 90% with a 10% employee coinsurance. Out of network will be 70% instead of 80%.
- 8) Prescription Drug coverage will change in Calendar 2005 from \$5 Generic, \$10 Brand Name and \$25 Non Formulary to \$10 Generic, \$20 Formulary Brand Name and \$50 Non Formulary.

Also, as a means of resolving the health insurance grievance arbitration and implementing the new medical insurance plan design changes identified in this Side Letter #2, a covered and employed employee or retiree on the medical insurance plan shall be provided an annual premium insurance support of \$675 toward their respective health insurance premium for each of the four (4) medical insurance plan years, starting with the first pay period in January 2003, and ending with the last pay period in December 2006. The premium increase support shall be withdrawn from the fund balance in the insurance grievance and dental/short term disability insurance fund and applied to the insurance deduction.

An employee who retires during the term of this Agreement and who has medical insurance coverage under the College Insurance Program offered by Central Management Services, shall be considered an eligible retiree for an annual premium increase support reimbursement of up to \$675 toward their respective health insurance premium for each of the four (4) medical insurance plan years, starting in January 2003, and ending in December 2006.

The total amount of funds to be withdrawn from the insurance grievance and dental/short term disability insurance fund under this side letter for all eligible Harper employees and retirees shall not exceed \$2,106,000 over the four year period ending the last pay period in December 2006.

Effective for the 2006 plan year, should the annual premium increase by sixteen percent (16%) or more for either the HMO or the PPO over the previous year's premium for either the HMO or the PPO respectively, the Insurance Committee shall recommend plan design changes to reduce the premium increase to sixteen percent (16%) for the plan that the premium is sixteen percent (16%) or more.

The Insurance Committee shall forward the recommendation to reduce the premium increase to sixteen percent (16%) to the Faculty Senate for approval and submission to the Board of Trustees for approval. If the Faculty Senate rejects the recommendation it shall be returned to the Insurance Committee for reworking and re-submission, within three weeks, to the Faculty Senate for approval. If the Faculty Senate rejects the recommendation for the second time, or if the Insurance Committee or Faculty Senate fails to submit the recommendation within the time frame set forth herein, the Board of Trustees will choose the lowest amount of change(s) necessary to reduce the premium increase to sixteen percent (16%). The recommendation shall be sent to the Board of Trustees at least ten calendar days prior to the October Board of Trustees meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the revisions to the four-year 2002/06 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA.

II. REASON FOR CONSIDERATION

Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was initially reached between the negotiating teams on August 8, 2002. The ratification vote taken by the membership to ratify the Agreement was held on August 21, 2002. The Board of Trustees approved the Agreement on August 22, 2002

On November 6, 2002 the Harper 512 Association Union requested to reopen negotiations to discuss medical insurance benefit levels and met with the administration to negotiate changes to the medical insurance benefit levels of Article 12.3 and the Side Letter to the Agreement. Tentative agreement on the revised medical insurance benefit levels was reached on November 26, 2002 and approved by the Harper 512 Association on December 5, 2002.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the attached revisions to the four-year 2002/06 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

## **Article XII. Insurance**

- 12.1 The Board shall provide group term life insurance equal to two (2) times the annual salary, rounded off to the next \$1,000 for each eligible employee, but not to exceed \$100,000.
- 12.2 The Board shall provide Accidental Death and Dismemberment Insurance equal to two (2) times the annual salary, rounded off to the next \$1,000 for each eligible employee, but not to exceed \$100,000.
- 12.3 The Board shall contribute the amount of \$2,776.80 toward the 2002 plan year premium for either the PPO or HMO individual medical insurance coverage selected by an employee.

The Board shall contribute toward the premium for individual and dependent medical insurance coverage for HMO coverage for which the employee qualifies, in the following amounts for the 2002 plan year:

Individual and Spouse	\$5,515.38
Individual and Children	\$5,855.72
Individual, Spouse and Children	\$8,273.46

Future increases in the Board contribution for either the PPO or the HMO medical insurance coverage shall be based on the premium increase to the HMO coverage. The Board shall assume eighty percent (80%) of the HMO premium increase and the employee shall assume the remainder of the premium increase, depending on the plan of their choice.

In the event the premium contribution required by an employee would exceed twenty percent (20%) of the premium cost for the medical insurance coverage selected by the employee, the premium contribution of the employee shall be limited to twenty percent (20%) of the premium cost.

Future changes over the term of this Agreement to the PPO or HMO insurance coverage shall be in accordance with the Side Letter to this Agreement.

## SIDE LETTER TO THE 2002/06 HARPER 512 ASSOCIATION AGREEMENT

### CHANGES TO THE HEALTH INSURANCE PROGRAM

~~In order to support, control and minimize future medical insurance premium increases~~ The medical insurance benefits referred to in Article XII of this Agreement shall be revised as follows:

#### HMO Coverage

- 1) Prescription Drug coverage will change in Calendar 2003 from \$3 Generic and \$8 Brand Name to \$5 Generic, \$10 Formulary Brand Name and \$25 Non Formulary.
- 2) Physician Office visit co-payment will change in Calendar 2003 from \$0 to \$10 per visit.
- 3) Emergency Medical/Accident Care co-pay will change in Calendar 2004 from \$10 to \$50. Co-pay waived if admitted to hospital.
- 4) Prescription Drug coverage will change in Calendar 2005 from \$5 Generic, \$10 Brand Name and \$25 Non Formulary, to \$10 Generic, \$20 Formulary Brand Name and \$50 Non Formulary.

#### PPO Coverage-In Network

- 1) Prescription Drug coverage will change in Calendar 2003 from \$5 Generic and \$10 Brand Name to \$5 Generic, \$10 Formulary Brand Name and \$25 Non Formulary. Out of network remain at 75% after co-pay.
- 2) Physician Office visit co-payment will change in Calendar 2003 from \$0 to \$10 per visit. Out of network will be 70% instead of 80%.
- 3) Well Baby Care in Calendar 2003 will add a \$10 co-payment.
- 4) Well Child Care in Calendar 2003 will add a \$10 co-payment.
- 5) Individual deductible will change in Calendar 2004 from \$100 to \$250 and Family deductible will change from \$300 to \$750. Out of network will be \$500/\$1,500.
- ~~6) Individual Out of Pocket Maximum will change in Calendar 2004 from \$750 to \$1,500 and Family will change from \$2,250 to \$4,500. Out of network will remain at \$5,000/\$15,000.~~
- 6) All other benefits covered at 100% will change in Calendar 2004 to be covered at 90% with a 10% employee coinsurance. Out of network will be 70% instead of 80%.

- 7) Prescription Drug coverage will change in Calendar 2005 from \$5 Generic, \$10 Brand Name and \$25 Non Formulary to \$10 Generic, \$20 Formulary Brand Name and \$50 Non Formulary.

Also, as a means of resolving the health insurance grievance arbitration and implementing the new medical insurance plan design changes identified in this Side Letter, a covered and employed employee or retiree on the medical insurance plan shall be provided an annual premium insurance support of \$675 toward their respective health insurance premium for each of the four (4) medical insurance plan years, starting with the first pay period in January 2003, and ending with the last pay period in December 2006. The premium increase support shall be withdrawn from the fund balance in the insurance grievance and dental/short term disability insurance fund and applied to the insurance deduction.

The total amount of funds to be withdrawn from the insurance grievance and dental/short term disability insurance fund under this side letter for all eligible Harper employees shall not exceed \$2,106,000 over the four year period ending the last pay period in December 2006.

Effective for the 2006 plan year, should the annual premium increase by sixteen percent (16%) or more for either the HMO or the PPO over the previous year's premium for either the HMO or the PPO respectively, the Insurance Committee shall recommend plan design changes to reduce the premium increase to sixteen percent (16%) for the plan that the premium is sixteen percent (16%) or more.

The Insurance Committee shall forward the recommendation to reduce the premium increase to sixteen percent (16%) to the Faculty Senate for approval and submission to the Board of Trustees for approval. If the Faculty Senate rejects the recommendation it shall be returned to the Insurance Committee for reworking and re-submission, within three weeks, to the Faculty Senate for approval. If the Faculty Senate rejects the recommendation for the second time, or if the Insurance Committee or Faculty Senate fail to submit the recommendation within the time frame set forth herein, the Board of Trustees will choose the lowest amount of change(s) necessary to reduce the premium increase to sixteen percent (16%). The recommendation shall be sent to the Board of Trustees at least ten calendar days prior to the October Board of Trustees meeting.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Ratification of the revisions to the four-year 2002/06 Collective Bargaining Agreement with the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL-CIO.

II. REASON FOR CONSIDERATION

Ratification by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the Agreement.

III. BACKGROUND INFORMATION

Tentative agreement was initially reached between the negotiating teams on August 7, 2002. The ratification vote taken by the membership to ratify the Agreement was held on August 14, 2002. The Board of Trustees approved the Agreement on August 22, 2002.

On November 4, 2002 the ICOPS Union requested to reopen negotiations to discuss medical insurance benefit levels and met with the administration to negotiate changes to the medical insurance benefit levels of Article 12.4 and the Side Letter #1 of the Agreement. Tentative agreement on the revised medical insurance benefit levels was reached on November 5, 2002 and approved by the ICOPS Union on November 19, 2002.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the attached revisions to the four-year 2002/2006 Collective Bargaining Agreement with the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL-CIO and the administration further recommends that the Board Chairman and Secretary be authorized to execute such Agreement on behalf of the Board of Trustees.

## 2002/2006 ICOPS AGREEMENT

### 12.4 Health/Major Medical Insurance

The College shall contribute the amount of \$2,776.80 toward the 2002 plan year premium for either the PPO or HMO individual medical insurance coverage selected by the employee.

The College shall contribute toward the premium for individual and dependent medical insurance coverage for either the PPO or HMO coverage for which the employee qualifies, in the following amounts for the 2002 plan year:

Individual and Spouse	\$5,515.38
Individual and Children	\$5,855.72
Individual, Spouse and Children	\$8,273.46

Future increases in the College contribution for either the PPO or the HMO medical insurance coverage shall be based on the premium increase to the HMO coverage.

The College shall assume eighty percent (80%) of the HMO premium increase and the employee shall assume ~~the remainder~~ twenty percent (20%) of the HMO premium increase. The College contribution to PPO insurance coverage will be the same dollar amount as the College contribution to the HMO insurance coverage. An employee who selects PPO coverage will be responsible for any additional premium increase above the College contribution for the plan of their choice, subject to the following paragraph.

In the event the premium contribution required by an employee would exceed twenty percent (20%) of the total premium cost for the medical insurance coverage selected by the employee, the premium contribution of the employee shall be limited to twenty percent (20%) of the total premium cost.

Future changes over the term of this Agreement to the PPO or HMO insurance coverage shall be in accordance with Side Letter #1 to this Agreement.

## CHANGES TO THE HEALTH INSURANCE PROGRAM

~~In order to support, control and minimize future medical insurance premium increases~~ The medical insurance benefits referred to in Article XII of this Agreement shall be revised as follows:

### HMO Coverage

- 1) Prescription Drug coverage will change in Calendar 2003 from \$3 Generic and \$8 Brand Name to \$5 Generic, \$10 Formulary Brand Name and \$25 Non Formulary.
- 2) Physician Office visit co-payment will change in Calendar 2003 from \$0 to \$10 per visit.
- 3) Emergency Medical/Accident Care co-pay will change in Calendar 2004 from \$10 to \$50. Co-pay waived if admitted to hospital.
- 4) Prescription Drug coverage will change in Calendar 2005 from \$5 Generic, \$10 Brand Name and \$25 Non Formulary, to \$10 Generic, \$20 Formulary Brand Name and \$50 Non Formulary.

### PPO Coverage-In Network

- 1) Prescription Drug coverage will change in Calendar 2003 from \$5 Generic and \$10 Brand Name to \$5 Generic, \$10 Formulary Brand Name and \$25 Non Formulary. Out of network remain at 75% after copay.
- 2) Physician Office visit co-payment will change in Calendar 2003 from \$0 to \$10 per visit. Out of network will be 70% instead of 80%.
- 3) Well Baby Care in Calendar 2003 will add a \$10 co-payment.
- 4) Well Child Care in Calendar 2003 will add a \$10 co-payment.
- 5) Individual deductible will change in Calendar 2004 from \$100 to \$250 and Family deductible will change from \$300 to \$750. Out of network will be \$500/\$1,500.
- 6) ~~Individual Out of Pocket Maximum will change in Calendar 2004 from \$750 to \$1,500 and Family will change from \$2,250 to \$4,500. Out of network will remain at \$5,000/\$15,000.~~
- 6) All other benefits covered at 100% will change in Calendar 2004 to be covered at 90% with a 10% employee coinsurance. Out of network will be 70% instead of 80%.

- 7) Prescription Drug coverage will change in Calendar 2005 from \$5 Generic, \$10 Brand Name and \$25 Non Formulary to \$10 Generic, \$20 Formulary Brand Name and \$50 Non Formulary.

Also, as a means of resolving the health insurance grievance arbitration and implementing the new medical insurance plan design changes identified in this Side Letter #1, a covered and employed employee or retiree on the medical insurance plan shall be provided an annual premium insurance support of \$675 toward their respective health insurance premium for each of the four (4) medical insurance plan years, starting with the first pay period in January 2003, and ending with the last pay period in December 2006. The premium increase support shall be withdrawn from the fund balance in the insurance grievance and dental/short term disability insurance fund and applied to the insurance deduction.

The total amount of funds to be withdrawn from the insurance grievance and dental/short term disability insurance fund under this side letter for all eligible Harper employees shall not exceed \$2,106,000 over the four year period ending the last pay period in December 2006.

Effective for the 2006 plan year, should the annual premium increase by sixteen percent (16%) or more for either the HMO or the PPO over the previous year's premium for either the HMO or the PPO respectively, the Insurance Committee shall recommend plan design changes to reduce the premium increase to sixteen percent (16%) for the plan that the premium is sixteen percent (16%) or more.

The Insurance Committee shall forward the recommendation to reduce the premium increase to sixteen percent (16%) to the Faculty Senate for approval and submission to the Board of Trustees for approval. If the Faculty Senate rejects the recommendation it shall be returned to the Insurance Committee for reworking and re-submission, within three weeks, to the Faculty Senate for approval. If the Faculty Senate rejects the recommendation for the second time, or if the Insurance Committee or Faculty Senate fail to submit the recommendation within the time frame set forth herein, the Board of Trustees will choose the lowest amount of change(s) necessary to reduce the premium increase to sixteen percent (16%). The recommendation shall be sent to the Board of Trustees at least ten calendar days prior to the October Board of Trustees meeting.