



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

May 22, 2007
7:00 p.m.

I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Presentations

- Sheila Bailey: Community Survey Results - Elizabeth Cohen of The Melior Group
- Jim Ma: Energy Savings This Year - introduce Lisa Starks of the Illinois Clean Energy Community Foundation

V. Student Trustee Report

VI. President's Report

VII. Harper Employee Comments

VIII. Citizen Comments

IX. Consent Agenda* (Roll Call Vote)

A. For Approval

1. Minutes - March 20, 2007 Regular Board Meeting Exhibit IX-A.1
2. Bills Payable, Payroll for March 16, 2007 and March 30, 2007 Exhibit IX-A.2
(March Report); Payroll for April 13, 2007 and April 27, 2007
(April Report); Estimated Payroll for April 13, 2007 (March Report)
and May 11, 2007 (May Report)
3. Bid Awards Exhibit IX-A.3
4. Purchase Orders Exhibit IX-A.4
5. Personnel Action Sheets Exhibit IX-A.5
6. Academic Calendar 2009-2010 Exhibit IX-A.6
7. Revisions to Academic Calendars 2007-2008 and 2008-2009 Exhibit IX-A.7
8. First Reading of Modification of Board Policy 05.21.00 Exhibit IX-A.8
Distinguished Scholars Award
9. Faculty Promotions 2007-2008 Academic Year Exhibit IX-A.9

B. For Information

1. Financial Statements Exhibit IX-B.1
2. Committee and Liaison Reports Exhibit IX-B.2
3. Grants and Gifts Status Report Exhibit IX-B.3
4. Summary of Items Purchased from State Contracts, Consortia Exhibit IX-B.4
or Cooperatives

* 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.

X. New Business

- A. RECOMMENDATION: Employment Services Contractors List Exhibit X-A
- B. RECOMMENDATION: Hire 3D/I for Facility Assessment Exhibit X-B
- C. RECOMMENDATION: Affiliation Agreement between Harper College and *Provena Mercy Medical Center* for the *Phlebotomy* Exhibit X-C
- D. RECOMMENDATION: Professor Emeritus Exhibit X-D
- E. RECOMMENDATION: Prevailing Wage Act Exhibit X-E
- F. RECOMMENDATION: Retain Zack Stamp, Ltd. for Consulting Services to Monitor State Agencies and the Legislative Process of the Illinois General Assembly Exhibit X-F
- G. RECOMMENDATION: Award of Request for Proposal to Provide Various Food and Hot Beverage Vending Services Exhibit X-G
- H. RECOMMENDATION: Award of a Request for Proposal for a Web Based Student Payment System Exhibit X-H
- I. RECOMMENDATION: Award of Request for Proposal for an Electronic Student Refund System Exhibit X-I
- J. RECOMMENDATION: Ratification of a Four-Year 2006-2010 Collective Bargaining Agreement with Harper College Adjunct Faculty Association, IEA/NEA - Adjunct Faculty Counselors and Librarians Exhibit X-J
- K. RECOMMENDATION: Administrative Employment Contract Exhibit X-K
- L. RECOMMENDATION: Classified, Food Service and Supervisory/Confidential Salary and Fringe Benefits Exhibit X-L

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

May 28	Memorial Day Observance - the College will be closed.
* June	7:00 p.m. - Regular Board Meeting - W214-215
* July	7:00 p.m. - Regular Board Meeting - W214-215
* August	7:00 p.m. - Regular Board Meeting - W214-215
September 3	Labor Day Observance - the College will be closed.
* September	7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

June 4	Harper College Educational Foundation Annual Golf Open at Boulder Ridge in Lake-in-the-Hills
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XII. Other Business (including closed session, if necessary)

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, April 24, 2007

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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, April 24, 2007

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, April 24, 2007 at 7:03 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Canning, Gillette, Graft, Hoffman, Kelley, and Stone; Student Member Kudia
Absent: Member Hill

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Colleen Murphy, V.P. Enrollment and Marketing; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Catherine Brod, V.P. for Development; Deborah Abbott; Carol Blotteaux; Dave Braunschweig; Orlando Cabrera; Daniel Corr; Laura Crane; Janice Cutler; Earl Dowling; David Dwyer; Robert Getz; Sam Giordano; Sally Griffith; Kathy Hanahan; Michael Harkins; Travaris Harris; Mia Igyarto; Njambi Kamoche; Thea Keshavarzi; Ashley Knight; Paul Lebreck; Jim Ma; Fredia Martin; Mike Nejman; Tammy Rust; Margie Sedano; Rich Seiler; Diana Sharp; John Smith; Doug Spiwak; Jane Swider; Jose Vital; Dennis Weeks and Deanna White. Students: Carlos Borro, Fernando Diaz, AnKita Lal, Victoria McClellan, Bill Rosemeyer.

Guests: Mike Kudia, Harper parent; Jack Thomas, Harper parent.

Vice President David McShane led the Pledge of Allegiance.

APPROVAL OF AGENDA Member Graft moved, Member Canning seconded, approval of the Agenda.

In a voice vote, the motion carried.

EDUCATIONAL
PRESENTATIONS
40th Anniversary
Celebration

Catherine Brod noted that the Educational Foundation will be hosting a 40th Anniversary Celebration Gala on September 29, 2007, with Rita Canning and Diane Hill Co-Chairing the event. The goal is to raise \$250,000 to \$300,000 for student scholarships. The Gala is just one of many activities and events that have been planned over the past several months in celebration of Harper College's 40th anniversary. The Strategic Communications Team, which is comprised of all people formally responsible for communications within the College, has been instrumental in planning for the anniversary. It was noted that the team was formed three years ago with the planning of the Avanté celebration and has continued to work on many of the major initiatives for the College.

On behalf of the entire Strategic Communications Team, Fredia Martin, Communications Manager and Co-Chair, gave an overview of the 40th anniversary plan.

She noted that the overarching theme is ***Harper College – 40 Years and Forward***. They will celebrate the very rich history of academic excellence, changing lives and enriching the local community as they continually prepare for the future. They can be proud of a long-standing tradition of progress, innovation, forward-thinking and leading change to continually meet the varying needs of the communities. Harper College is *going forward*. Ms. Martin noted that the year-long events, campaigns and celebrations tied to the 40th anniversary will be launched officially over the next academic year, July 2007 through June 2008, which is commensurate with Harper's opening date 40 years ago. In 1965, State legislature passed the Illinois Community College Act which allowed residents to form their own community college district. District #512 was established via a referendum in 1965, and Harper opened in September of 1967, offering its first classes on the campus of Elk Grove High School. Ms. Martin noted that Harper College has a very rich archive department with documents, records and photos. Additionally, the archivist has put out a call for more photos and artifacts throughout the College.

Ms. Martin displayed a logo, developed by Marketing Services, which has been placed on various communications to begin to build awareness of the

upcoming anniversary. From July 2007 through June 2008, they will have many opportunities to communicate the anniversary through various formats:

- **existing Harper events and publications** (Annual Report, *Inside Harper* – employee newsletter, *Learning Life* – e-newsletter distributed to community, Course Schedule, and *Community Catalyst* – published by the Foundation and distributed to donors and community members);
- **community outreach programs and events** (Community Nights, Harper College Speakers' Bureau, visits to local community groups);
- **special events, celebrations and publications that have been developed solely around the 40th anniversary** (interior and exterior banners, 40th Anniversary Community Magazine, Accomplishment Ads, "40 and Forward Stories," Educational Foundation sponsored 40th Anniversary Gala).

These are designed to communicate the anniversary message and engage key constituent groups, such as students, potential students, alumni, employees, retirees, donors and business and community leaders.

Ms. Martin noted that the Community Relations Department coordinates the College's sponsorship of community events. It was noted that Harper will be featured on the cover of the 2007/08 Palatine Chamber of Commerce Community Guide, highlighting the 40th anniversary. It will be distributed to every residence and business in the Palatine and Inverness area - a circulation of approximately 36,000. Additionally, the Media Relations Department is working on a partnership that will engage area high schools, similar to the writing contest that was held during the opening of Avanté.

Additional events include:

- an all-employee first Friday in May (2008) barbecue;
- employee/department or division contest to create a 40-year pictorial display to engage all employee groups;
- Foundation-sponsored reception in Fall 2007 with the Theatre Department's production of *Cabaret*;
- Alumni Concert in the spring of 2008, featuring faculty and students from the Music Department.
- During the 2008 Commencement, they will be honoring four distinguished alumni by decade for outstanding contributions to their field and community.

On behalf of the Board, Chair Stone thanked Ms. Martin for a wonderful presentation. They appreciate the comprehensive program.

Member Graft suggested that they place more emphasis on the taxpayer constituent group during this 40th anniversary celebration. Harper has a great story to tell. The taxpayers see Harper on their real estate bill each time they pay it. This would be a great opportunity to thank, update and focus communication to the taxpayer group – give them a direct message of the value they are receiving for being a taxpayer in the district. Ms. Martin thanked Member Graft for the suggestion. In response to Vice President Murphy, Member Graft stated that some people may not read the community magazines. However, they may read a shortened form, a piece of communication directly from Harper College to the taxpayer.

STUDENT TRUSTEE REPORT

Student Member Kudia noted that two Phi Theta Kappa members were nationally recognized by the American Association of Community Colleges – Stacy Knepp and AnKita Lal.

Bill Rosemeyer, Senate Environmental Committee, addressed the Board. He noted that, following Harper's Environmental Week several weeks ago, the Harper College Student Senate felt inspired to develop an Environmental Committee to address students' responses and concerns regarding environmental policies and actions. After several meetings, the Environmental Committee has decided they feel strongly about the College building a "green" building the next time they must refurbish or build another building on campus. Students were overwhelmingly in support of the idea. He explained that, according to the EPA, "green" buildings are energy efficient, conserve water, reduce waste, and are sustainable. Although they are more expensive to build initially, they will save a great amount of taxpayer money in the future. Colleges that already have green buildings include Cape Cod Community College in Massachusetts and DeAnza College in California. Long-term benefits include lower future costs, healthier for community, environment and students. Additionally, it would give Harper College national notoriety.

Fernando Diaz listed Student Senate accomplishments made throughout the year:

- established change in Harper College blue and gray colors and logo;
- revised clubs' constitution – added an amendment to protect the rights of ADS students;
- created the Cafeteria Investigative Committee – to investigate prices and recommend food options;
- contributed to the Textbook Committee – helped to create a 60-page national report to work toward reducing price of textbooks;
- selected class gifts – window graphic to be installed in Building A, and a tree to be planted on campus in support of the environmental effort;
- attended shared governance committees.

Mr. Diaz reminded everyone that, in addition to volunteering for many activities and accomplishing all of this, many students are at Harper full-time and they work. He has great respect for these students. Mr. Diaz introduced and welcomed newly-elected Student Senate President Victoria McClellan.

Student Member Kudia thanked the entire Board, Dr. Breuder, Michael Nejman and Joan Kindle for their support and encouragement throughout the year. This is his last meeting. He will be transferring to University of Illinois next year and hopefully moving on to law school. He thanked everyone for the opportunities he has been given; he appreciates the lessons he has learned throughout the year. He introduced newly-elected Student Trustee Carlos Borro.

Student Member Borro stated that it is an honor for him to take on this responsibility. He looks forward to working with the Board of Trustees at the next meeting. Mr. Borro excused himself from tonight's meeting to attend class, where he is in the middle of a project. It was noted that Student Member Kudia would stay through the end of the meeting.

PRESIDENT'S REPORT

Vice President Margaret Skold introduced and welcomed Njambi Kamoche, the new Dean of Resources for Learning. Ms. Kamoche is well-traveled; she began her life in Kenya and most recently came from Oklahoma.

Vice President Skold explained that, approximately two years ago, Sheila Quirk and Julie Hennig brought an idea to the Director of Nursing about starting a partnership cohort – offering a nursing class in partnership with the hospitals as a

separate group. The results were just received – there was a 95 percent pass rate, which is wonderful!

Vice President Skold noted that partnerships help keep a community college going – partnership with the State and partnership with the community. Several years ago, Harper’s Heating and Air Conditioning Program was recognized for its leadership, style and communication with students. With Jose Vital’s help with one of his students and with Trustee Dick Hoffman, a great partnership has brought several thousand dollars of new equipment to Harper’s exemplary Heating and Air Conditioning program. Vice President Skold thanked everyone.

HARPER EMPLOYEE
COMMENTS

There were no employee comments.

CITIZEN
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Chair Stone noted that Exhibit IX-A.2, Accounts Payable, will be removed from the Consent Agenda and placed on the agenda at the May Board meeting. It was noted that deferring this item will not affect payroll checks or any other payments.

Member Graft moved, Member Gillette seconded, approval of the minutes of the March 20, 2007 regular Board meeting; payrolls for March 16, 2007 and March 30, 2007; estimated payroll for April 13, 2007; bid awards; purchase orders; personnel action sheets; review of closed session minutes; financial statements, committee and liaison reports, grants and gifts status report, summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Revised Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds \$3,979,691.47

The payroll of March 16, 2007 in the amount of \$1,712,567.51 and March 30, 2007 in the amount of \$1,714,011.92; and estimated payroll of April 13, 2007 in the amount of \$1,713,373.05.

Bid Awards

Ex. IX-A.3.a Award bid request Q00509 to Precise Printing Network, Inc., for printing of the Summer 2007 Continuing Education Course Schedule, which is a major

publication promoting enrollment, in the amount of \$32,607.50.

	Ex. IX-A.3.b	Award bid request Q00508 to Colfax Corporation, the low bidder for asbestos abatement on the first floor of Building I and the knuckle of Building J in the amount of \$52,900 and for consulting fees to United Analytical in an amount not to exceed \$9,300, for a total award of \$62,200.
	Ex. IX-A.3.c	Award bid request for proposal Q00512 for the purchase and installation of a fiber optic network backbone cabling system for Avanté to Building D to TelePlus, Inc., the low bidder, in the amount of \$107,933.
	Ex. IX-A.3.d	Award bid request Q00506 to Lansing Sport Shop, Inc., the low bidder for football jerseys, football pants and belts, in the amount of \$12,396.10.
Purchase Order	Ex. IX-A.4.a	Approve issuance of purchase order to BEW Global Inc. for the purchase, installation, training and one year software maintenance for Vontu data loss prevention software in the amount of \$45,425. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with BEW Global Inc.
	Ex. IX-A.4.b	Approve issuance of purchase order to Cognos Corporation for renewal of a software maintenance agreement in the amount of \$11,607 for fiscal years 2006/07 and 2007/08, July 1, 2006 through June 30, 2008, for a total of \$23,214. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Cognos Corporation.

Ex. IX–A.4.c Approve issuance of purchase order to Selah Solutions, LLC for renewal of software licenses and maintenance and hardware maintenance in the amount of \$14,425 for fiscal year 2006/07 and \$18,681 for fiscal years 2007/08 and 2008/09 for the period of May 27, 2007 to May 27, 2010, for a total award of \$51,787. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Selah Solutions, LLC.

Personnel Actions

Professional/Technical Appointment

Ernie Kimlin, Diverse Programming Coordinator, STU ACT, 06/18/07, \$45,500/year

Harper #512 IEA-NEA Appointments

Eduardo Montiel, Groundskeeper, PHY PLT, 02/19/07, \$26,853/year

Patrick O'Connor, Custodian/Groundskeeper, PHY PLT, 04/02/07, \$22,485/year

Administrator Resignation

Vickie Gukenberger, Dean, Health Careers/Public Safety, HC/PS, 05/31/07, 4 years 8 months

Harper #512 IEA-NEA Resignation

Ramiro Lira, Custodian/Groundskeeper, PHY PLT, 03/09/07, 1 year 5 months

Review of Closed Session Minutes

The closed session minutes of December 12, 2006 and January 23, 2007 will remain confidential.

In a voice vote, the motion carried.

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

Ayes: Members Canning, Gillette, Graft, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Kudia voted aye.

With regard to Exhibit IX-B.2, Member Hoffman highlighted several items. He thanked Cathy Brod and her staff for their

hard work in creating the new Case for Support brochure for the Educational Foundation Major Gifts Campaign. He added that the work that Harper College produces from a marketing standpoint is outstanding. The Foundation has already raised \$1.5 million towards the campaign. He thanked Board members who have contributed toward the Pacesetters Campaign.

NEW BUSINESS:

New AAS Degree Program in Nanoscience Technology

Member Graft moved, Member Gillette seconded, approval of the new AAS degree program in Nanoscience Technology. Upon approval, it will be submitted to the Illinois Community College Board and the Illinois Board of Higher Education for approval and implementation in the 2007-2008 academic year, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement with University of Illinois-Chicago

Member Canning moved, Member Graft seconded, approval of the Affiliation Agreement between Harper College and *University of Illinois-Chicago* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Faculty Promotions - 2007-2008 Academic Year

Member Graft moved, Member Canning seconded, approval of the following promotions for the 2007-2008 academic year, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Associate Professor
Chris Conroy – STU DEV
Wendy Mertes – BUSS
Regina Rector – TMS

To Assistant Professor
Samuel Giordano – HC/PS
David Antonides – STU DEV
Bobby Summers – BUSS
Linda Frank – STU DEV

In a voice vote, the motion carried.

Façade of Wojcik
Conference Center

Member Gillette moved, member Kelley seconded, to award bid request Q00514 for the Wojcik Conference Center Façade Correction to Stuckey Construction Company, Inc., the low bidder, in the amount of \$807,000, plus the Architectural fees in the amount of \$88,900, reimbursables in the amount of not to exceed \$8,000, a contingency of not to exceed \$77,000, and landscape corrections in the amount of \$15,000 for a total award of \$995,900. The alternate, in the amount of \$32,000, for the flat stainless steel panels is included in this recommendation. A final decision regarding this upgrade will be made after review with the architects. This decision will be made prior to executing the contract. This approval is subject to review by the College attorneys, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Canning, Gillette, Graft, Kelley and Stone
Nays: Member Hoffman

Motion carried. Student Member Kudia voted aye.

ANNOUNCEMENTS BY
CHAIR

Communications

Chair Stone noted that she, along with Trustees Kelley and Gillette, attended the Wheeling Community Night several weeks ago. She thanked everyone who organized the excellent, well-attended program.

Chair Stone read a Resolution honoring Michael Kudia for his service to Harper College as Student Trustee. Among many other duties, Mr. Kudia represented Harper at the Illinois Community College Board Student Advisory Committee meetings and the Illinois Community College Student Activities Association Fall Conference, and collaborated with College of DuPage to bring together members of their Student Leadership Council and the Harper College Student Senate to discuss matters of importance. Mr. Kudia received Student Service Awards for Fall 2006, attended meetings of student clubs to inform club members of current Senate and Board issues and was instrumental in raising funds for Hurricane ravaged Mississippi Gulf Coast Community College. Mr. Kudia has chaired the Environmental Committee, the Student Senate Election Promotional Committee and the Cafeteria

Investigative Committee. He served as a member of the Student Senate in 2006/07, was a member of the Textbook Committee working to reduce textbook costs and worked to bring about Harper's new logo and school colors. On behalf of the Harper College Board of Trustees, the College community and the citizens of District #512, Chair Stone expressed appreciation for the dedication, loyalty and service given by Michael Kudia and presented him with a framed copy of the Resolution.

Additionally, Chair Stone noted that she wanted to recognize a man who is the longest-serving Harper College Trustee, Richard Gillette. She noted that the first time she ran for the Harper College Board of Trustees, Mr. Gillette was also running. She has never forgotten how he went out of his way to make sure that she felt comfortable at the forums where they appeared together. It was all very new to her, and she very much appreciated his kindness.

On behalf of the Board, Chair Stone read a Resolution honoring Richard Gillette, which highlighted his contributions to the Board from 1993 through April 2007.

Among many contributions, Mr. Gillette assisted in a successful referendum campaign which resulted in the construction of Avanté, the Science, Emerging Technology and Health Careers Center, provided leadership on the Board of Trustees in his capacity as Board Secretary, April 2004 to April 2007, served as Liaison to the Campus Master Planning and Construction Committee, was the ACCT Leadership Congress Voting Delegate for the 2005 Leadership Congress, represented Harper College at meetings of ICCB, ICCTA and ACCT in Springfield and Washington, DC., was diligent in his exercise of responsibilities, offered constructive dialogue, and was faithful in attendance at Board meetings. She thanked him for his dedication to Harper College. It was noted that the Board of Trustees of William Rainey Harper College awards the title of Trustee Emeritus to Richard F. Gillette.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The Board Organizational meeting will be held on May 9 at 7:00 p.m. The Regular Board meeting is May 22 at 7:00 p.m. Chair Stone encouraged Board members to participate in Commencement on May 18. It is a wonderful experience.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Kelley moved, Member Graft seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 7:53 p.m.

Chair

Secretary

BOARD REQUESTS

APRIL 24, 2007 REGULAR BOARD MEETING

1. Member Graft suggested that they place more emphasis on the taxpayer constituent group during this 40th anniversary celebration. Harper has a great story to tell. The taxpayers see Harper on their real estate bill each time they pay it. This would be a great opportunity to thank, update and focus communication to the taxpayer group – give them a direct message of the value that they are receiving for being a taxpayer in the district. Member Graft stated that some people may not read the community magazines. However, they may read a shortened form, a piece of communication directly from Harper College to the taxpayer.