



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

July 24, 2007  
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
  - None
- 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 - June 26, 2007 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for June 22, 2007 and July 6, 2007;  
Estimated Payroll for July 20, 2007 Exhibit IX-A.2
    - 3. Bid Awards Exhibit IX-A.3
    - 4. Requests for Proposals Exhibit IX-A.4
    - 5. Purchase Orders Exhibit IX-A.5
    - 6. Personnel Action Sheets Exhibit IX-A.6
  - 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, Consortiums  
or Cooperatives Exhibit IX-B.4

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

**X. New Business**

- A. RECOMMENDATION: Affiliation Agreements Between Harper College and Advocate Trinity Hospital for the Cardiac Technology Program Exhibit X-A

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

- |               |   |
|---------------|---|
| August 21     | Fall Orientation  |
| August 22     | 4:30 p.m. - 40 <sup>th</sup> Anniversary All Employee Celebration at the Avanté Reflecting Pool |
| *August 28    | 7:00 p.m. - Regular Board Meeting - W214-215  |
| September 3   | <b>Labor Day Observance - the College will be closed.</b>                                       |
| *September 25 | 7:00 p.m. - Regular Board Meeting - W214-215  |
| *October 23   | 7:00 p.m. - Regular Board Meeting - W214-215  |

**Off-Campus Events**

**XII. Other Business** (including closed session, if necessary)

**XIII. Adjournment**

**Minutes of the Regular Board Meeting of Tuesday, June 26, 2007**

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting .....	1
APPROVAL OF AGENDA .....	2
PRESENTATIONS .....	2
- Dave McShane: MyHarper Portal .....	2
STUDENT TRUSTEE REPORT .....	3
ADJOURN REGULAR MEETING .....	4
CALL TO ORDER / ROLL CALL - Emergency Board Meeting .....	5
- Authorize payment of expenses for restoration and repair of damage to Building X of Avanté .....	5
ADJOURN EMERGENCY MEETING .....	9
RECONVENE REGULAR BOARD MEETING .....	10
PRESIDENT'S REPORT .....	10
CITIZEN COMMENTS .....	13
HARPER EMPLOYEE COMMENTS .....	13
<b>CONSENT AGENDA</b>	
Minutes, Bills Payable, Payrolls, Financial Statements, Grants/Gifts Report .....	13
Bid Awards .....	14
Purchase Orders .....	15
Personnel Actions .....	16
Spring 2007 Student Service Awards .....	18
<b>NEW BUSINESS</b>	
- Educational Service Providers .....	18
- RAMP Document .....	19
- Second Reading of Modification of Board Policy on Distinguished Scholars Award .....	20
- Affiliation Agreement with Children's Memorial Hospital .....	20
- Preliminary Budget for Fiscal Year 2007-08 .....	21
- Resolution to Establish 2007-08 Budget Hearing Date .....	23
- Faculty Promotions - 2007-08 Academic year .....	23
- Educational Improvement and Work Experience Leave Request .....	23
- Resolution to Approve Strategic Long-Range Plan 2007-10 .....	24

ANNOUNCEMENTS BY CHAIR .....	24
Communications .....	24
Calendar Dates .....	24
OTHER BUSINESS .....	24
ADJOURNMENT .....	24
SUMMARY OF BOARD REQUESTS .....	25

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, June 26, 2007

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chair Pro Tem Kelley on Tuesday, June 26, 2007 at 7:08 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Botterman, Canning, Graft (7:25 p.m. arrival), Hill, Hoffman and Kelley; Student Member Borro  
Absent: Member Stone

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; 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; Michael Babb; Mike Barzacchini; Carol Blotteaux; Dave Braunschweig; Phil Burdick; Orlando Cabrera; Maria Coons; Daniel Corr; Laurie Dietz; Earl Dowling; David Dwyer; John Finan; Robert Getz; Sally Griffith; Mia Igyarto; Thea Keshavarzi; Ashley Knight; David Kobler; Paul LeBreck; Cynthia Luxton; Jim Ma; Craig Marscin; Fredia Martin; John McManus; Maria Moten; Mark Mrozinski; Linda Mueller; Regan Myers; Mike Nejman; Bob Parzy; Grant Prellwitz; Geetha Rao; Tammy Rust; Ilona Sala; Rich Seiler; John Smith; Jane Swider; Alicia Tomasian; Deanna White; Andrew Wilson; Beth Younglove and Stasia Zwisler.

Guests: Michael Lundeen, Legat Architects; Sara Faiwell, Daily Herald; Rick Mason, citizen.

It was noted that Vice Chair Bill Kelley would act as Chair pro tem in the absence of Laurie Stone.

Member Hill led the Pledge of Allegiance.

Chair Pro Tem Kelley announced that there will be an Emergency meeting tonight to discuss the recent water damage in Avanté Building X. However, six Board members must be present to vote on the matter. They will proceed

with the Regular meeting and defer the Emergency meeting until six Trustees are present. It was noted that Student Member Borro's vote could not be counted as one of the six.

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

In a voice vote, the motion carried.

## EDUCATIONAL PRESENTATIONS

Dave McShane –  
MyHarper Portal

Vice President David McShane explained that the Information Technology (IT) Department has many projects currently underway. His team this evening would focus on one of the projects, the MyHarper Portal, which is a method of access to the institution for students, faculty and staff. The Portal is off the ground, and Board members have been invited to use it. Vice President McShane introduced Director of Enterprise Systems Michael Babb, who gave a demonstration and explained highlights of the MyHarper Portal, which was launched in April 2007. The Board was just granted access in June 2007; student access is anticipated for August 2007.

### What does the Portal provide?

Mr. Babb demonstrated accessing the MyHarper Portal via the internet. He noted that there is a rich and robust set of services and information available. Board members may access the current agenda and corresponding exhibits for meetings. The E-business component is available, allowing employees to access time accounting, pay stub information and Human Resource (HR) services. There is also a news site. Other information available includes: locations of defibrillators on campus, the mission statement, the departments/divisions page, academic calendar, schedules, processes/ procedures, contact information, etc. Mr. Babb noted that each division has done a great job putting their information together in an organized fashion. The Portal provides local, remote access anytime, anywhere for any employee of Harper.

### Security

The Technical Services team, under the leadership of Regan Myers and John McManus, has put together an infrastructure that is highly secure. Data components and application components exist in separate entities, separated by firewalls, such that people coming in from the internet without appropriate authentication and access cannot get to

any of the critical data elements that exist within the Harper entity. Mr. Babb noted that Cisco has recognized that the design Harper put together is an industry leading approach, and they are actually writing a white paper on the design that Harper created for this particular application. It is a secure structure. It has content management components and identity management. As a new employee is added via the HR systems, their Portal access is automatically set up. Additionally, as employees leave Harper, they are automatically removed from the system.

Mr. Babb explained that, once the student component is live in August, students will have access to advising, registration, payment services, schedules, grade history and transcripts. There will be a smooth flow from registration and enrollment through the process in a logical manner. Currently, 2,700 accounts have been issued. On a daily basis, the Portal has some type of access from an end-user 350 times.

Mr. Babb introduced key members involved with the Portal project: Linda Mueller, John McManus, Regan Myers, Mike Barzacchini, Dave Braunschweig, Grant Prellwitz and Geetha Rao. It was noted that many people throughout campus were involved – it has been a collaborative effort.

In response to Member Hill, Linda Mueller noted that, in comparison to Roosevelt University's Portal, the MyHarper Portal rates higher – it will provide additional information and have more content in the student system. Regan Myers stated that, in comparison to Northern Illinois' Portal, the MyHarper Portal also rates higher. Chair Pro Tem Kelley stated that he has surfed the MyHarper Portal and found it to be very navigable for someone who is not computer literate. It will save him a lot of time.

## STUDENT TRUSTEE REPORT

Student Member Borro stated that they have 1,506 students involved in clubs and organizations – students who are taking their time to make Harper a better place. These students work, study, have lives, and are still focused on developing their leadership skills and contributing to the College. He, personally, has grown and learned from his involvement with the Excel Leadership Program and the Harbinger. He has also met many great people.

Student Member Borro noted that, this evening, the Board will vote on the Spring Semester Student Service Awards. A very diverse group of 50 students will be receiving awards of

almost \$25,000. He thanked Student Activities and the Educational Foundation for the funding and financial assistance.

Student Member Borro noted that all of the class gifts from the Student Senate are in place: the graphic in Building A; the maple tree in Parking Lot 1; and the welcome rug in Wellness and Human Performance Building with the new logo and colors. He listed several events that have taken place over the summer.

Member Graft entered the meeting at 7:25 p.m.

Chair Pro Tem Kelley asked for a motion to adjourn the Regular Meeting in order to convene the Emergency Meeting.

Adjourn Regular  
Meeting Sine Die

Member Hill moved, Member Canning seconded, to adjourn the Regular Meeting sine die.

In a voice vote, the motion carried at 7:27 p.m.

## Minutes of the Emergency Meeting of Tuesday, June 26, 2007

CALL TO ORDER: The emergency meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, June 26, 2007 at 7:28 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; 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; Michael Babb; Mike Barzacchini; Carol Blotteaux; Dave Braunschweig; Phil Burdick; Orlando Cabrera; Maria Coons; Daniel Corr; Laurie Dietz; Earl Dowling; David Dwyer; John Finan; Robert Getz; Sally Griffith; Mia Igyarto; Thea Keshavarzi; Ashley Knight; David Kobler; Paul LeBreck; Cynthia Luxton; Jim Ma; Craig Marscin; Fredia Martin; John McManus; Maria Moten; Mark Mrozinski; Linda Mueller; Regan Myers; Mike Nejman; Bob Parzy; Grant Prellwitz; Geetha Rao; Tammy Rust; Ilona Sala; Rich Seiler; John Smith; Jane Swider; Alicia Tomasian; Deanna White; Andrew Wilson; Beth Younglove and Stasia Zwisler.

Guests: Michael Lundeen, Legat Architects; Sara Faiwell, Daily Herald; Rick Mason, citizen.

Chair Pro Tem Kelley stated that the purpose of the Emergency meeting is to provide authorization for the payment of expenses for the restoration and repair of damage to Building X of Avanté. Dr. Breuder provided detail. On Sunday, June 17, there was a water line break in Avanté, which inundated much of the first floor of Building X. It precipitated a great deal of water damage. The College needs to execute repairs; the insurance companies have been notified accordingly. As they assess the damage, which takes some time, the College must begin the repairs to restore Avanté Building X first floor back to its original condition. Dr. Breuder explained that they need authorization from the Board to expend funds to be able to remediate the first floor. The insurance company

understands that they have responsibility (minus the deductible). They will reimburse the institution.

Member Hill moved, Member Graft seconded, authorization for the President to enter into contracts with and make payments to vendors involved in the clean up and restoration of Building X and its equipment. Contracts and payments may exceed \$10,000. Additionally, authorization for the President or designee to sign the contract agreements, as outlined in the Exhibit (attached to the minutes in the Board of Trustees' Official Book of Minutes).

There was a great deal of discussion. In response to Member Hill, Dr. Breuder asked Thea Keshavarzi to explain the conversation she had with the insurance company, and the way it would work on behalf of the institution in terms of primary coverage and secondary coverage. Ms. Keshavarzi explained that the first thing they did was call a restoration company that they had used before and had them begin water extraction right away. This company is acceptable to Harper's insurance carrier. The carrier was on campus the next day inspecting the damage. They have brought in their own experts and consultants. Ms. Keshavarzi explained that, in order to restore all the electrical and data components on the floor – they are working hand-in-hand with the College. The consortium pays \$250,000, and anything over \$250,000 kicks into Alliance, their secondary insurance company. She reassured the Board that she is working closely with the insurance companies to get all of this fixed. They are on top of it; they have experts and engineers out. She stated that she is confident, in the end, the College will have no problems with this claim, and their only cost will be their \$1,000 deductible.

In response to Member Hill, Ms. Keshavarzi stated that, at this point, they do not know the extent of the damage, and therefore, they cannot assess the total dollar amount. She feels it is unlikely to be more than \$1 million; possibly \$750,000. Vice President Thorson explained that the damage was in the allied health area with a lot of equipment. It will depend on how much of that equipment is damaged to the point that it has to be totally replaced. The more equipment that is salvageable, the more the cost stays down. The same is true for the data lines and electricity in that building. Experts have come in to test 18 dental chairs that were in water. Ms. Keshavarzi noted that the restoration people are being very aggressive, which makes her feel better. They will be doing a restoration, which takes

approximately 10 hours per dental chair, to make certain that months from now, they do not start having problems that should have been rectified.

In response to Chair Pro Tem Kelley, Ms. Keshavarzi stated that they should know the dollar amount by the July Board meeting. In response to Member Graft, Ms. Keshavarzi stated that the proper notice has been sent to the insurance company, and they have acknowledged receipt; the requirements have been fulfilled.

In response to Chair Pro Tem Kelley, Vice President Thorson stated that, while the insurance company is looking to determine an amount, they are beginning to send the College checks. Half of the \$250,000 retention pool is anticipated to arrive within the next two days to help the College get started. As the numbers come in, they will evaluate and send more.

Member Hoffman asked if there was a way the Board could put a limit on this first request. He does not intend to tie their hands; however, he has a problem with a total blanket deal. In 30 days, when the numbers have come in, the Board would then approve additional dollars. Ms. Keshavarzi explained that the broker authorized and sent a check to cover a payment she had to make today for workers beginning a project tomorrow. The check was for the total amount minus their \$1,000 deductible. She added that these companies want to be paid immediately, and she does not want to have her hands tied. She reminded them that they do get reimbursed by the insurance company very quickly. Dr. Breuder stated that the insurance company and the secondary coverage stand behind all losses of the institution. Ms. Keshavarzi affirmed.

Dr. Breuder stated that he does not understand the hesitation of the Board, because the College absolutely must bring the building back to its original condition in a timely manner. Member Hoffman stated that anything can happen in a claim. Ms. Keshavarzi reassured the Board that she is working hand-in-hand with the insurance company. Every indication she has gotten so far has been very positive. She is working with them in getting estimates, deciding whether to repair or replace items. She is trying to get the first floor of Building X back on line in two weeks. The insurance company has stepped up the number of crews that are in here; they are very supportive.

Member Hoffman suggested they use a differential approach – *the College's outlay minus the amount covered will not exceed "X"*. If they get close to that amount, a meeting will be called. He feels it would allow the Board some control without really tying any hands. Member Graft added that this will help Ms. Keshavarzi with a negotiating position, because if the insurance company knows the Board of Trustees has given a blank check, essentially, it may be more difficult for the College to collect money. A verbal agreement from the claims people is not enforceable. Vice President Thorson reminded everyone that they are in the Community College Pool and are basically self-insured for the first \$250,000, along with fellow community college members. She feels the situation is a bit different than if they were just dealing with any insurance company. Gallagher-Bassett is the claims processor for the pool, but the College has much more control. Once the claim reaches over \$250,000, they start to deal with Alliance, the other insurance company.

In response to Member Hill, Ms. Keshavarzi stated that she, personally, has not spoken to Alliance, the secondary carrier. However, Gallagher-Bassett has talked to them. They were out last Friday, and are returning when excavation begins. Alliance is very much aware; they have checked Gallagher-Bassett's files and will be on campus next week with one of the Gallagher-Bassett Vice Presidents. In response to Member Hill, Ms. Keshavarzi stated that, at this point, she has a commitment from the restoration people to have at least 95 percent completion in dental hygiene back on line a week from next Monday. They have given a commitment to having the rest of the floor back on line two weeks from next Monday. She noted that some of the electronics and other things may lag behind, but they will be able to start classes in dental hygiene and massage therapy. Vice President Margaret Skold explained that the good news is that limited enrollment classes are running in this space now; these classes have small sections in the summertime. On the other hand, they do run a full semester in an eight-week period. In dental hygiene, they plan to give the students their full amount of teaching that has been contracted, by moving part of their clinical time into the fall semester. All of the other programs have been relocated and are moving ahead as needed – not necessarily in ideal spaces. Vice President Skold cautioned that they do start the fall semester August 26, which is quickly approaching. If they delay too long, they will not be up and ready for the fall semester.

Dr. Breuder reiterated that they are only interested in bringing the building back to its original condition, affect teaching in there as quickly as possible this summer and not incur any loss over the deductible. Based upon what Ms. Keshavarzi and Vice President Thorson have told him, they are in as good a position as they could be relative to providing coverage. There is no indication that they will have problems. Member Hill stated that the College has to do two things simultaneously – get the building back on line, but also make sure they are managing the claim against the insurance company appropriately. That should be included in an amendment, because both of these things have to be taken into account.

Amended Motion

Member Hoffman moved, Member Graft seconded, to amend the motion as follows: authorization for the College to incur \$250,000 over the amounts of reimbursements that are made from the insurance companies between now and the next Board meeting. At the July Board meeting, the Board will expect a full report on the damages as well as a full report on the Alliance secondary carrier accepting liability.

In response to Chair Pro Tem Kelley, Dr. Breuder stated that this is workable, if it is the desire of the Board.

Upon roll call of the amended motion, the vote was as follows:

Ayes: Members Botterman, Canning, Hill, Hoffman, Graft and Kelley

Nays: None

Motion carried. Student Member Borro voted aye.

Adjourn Emergency Meeting

Member Botterman moved, Member Graft seconded, to adjourn the emergency meeting.

In a voice vote, the motion carried at 7:55 p.m.

Member Botterman moved, Member Graft seconded, reconvening the regular Board meeting.

In a voice vote, the motion carried at 7:56 p.m.

## PRESIDENT'S REPORT

Dr. Breuder asked Vice President Colleen Murphy to address the Board regarding scholarships. Vice President Murphy noted that the Board packet contains the second reading of the Distinguished Scholar Board Policy, which gives them the opportunity to talk a bit about their long-term vision for scholarships at Harper College. Historically, they have been passive with regard to scholarships. The Foundation has been extremely generous. They would like to be able to meet more students' needs in this area and be more intentional, influencing the types of students that are being drawn to Harper College.

With the new scholarship approach, they would like to achieve the following:

- Enroll more high achieving students in the high school districts.
- Enroll a more diverse student body to reflect the demographics of the district.
- Retain the currently enrolled students.

Vice President Murphy explained the changes included in the Distinguished Scholar Board exhibit.

- Class rank – rather than looking at the top ten percent of the class, they are looking at the ACT score. In this very highly recruited high school district, class rank is beginning to go away. Class rank has been removed at New Trier, Naperville Central and Barrington. She predicts it is only a matter of time that it happens in all districts. Vice President Murphy explained that kids in the top 20-30 percent of their classes would probably be in the top 5-10 percent in a different high school district, because of all the advanced placement (AP) classes. It is penalizing some very good students. They want to attract these good students to Harper College.
- Number of students to be awarded – they are recommending a cap of 50 new students and 50 continuing students in this scholarship program, for a total of 100 students. There has not been clarity in the past as to the number of students.
- Operational efficiencies – right now the policy calls for 100 percent tuition and fees to be given to these

students. They are recommending that students be responsible for the fees. The scholarship would pay all of the tuition, but there would be a partnership with the student to pay for the fees, which would give them some ownership.

Earl Dowling, Director of Scholarships and Financial Assistance, introduced other scholarship changes which are planned for Fall 2009.

- Changes to the Board of Trustees Scholarship are intended to reinforce the luster or premier status of this scholarship and will include the following:
  - Students who receive this award will be introduced as “Trustee Scholars.” Mr. Dowling noted that students who receive the Distinguished Scholarship award are introduced as “Distinguished Scholars.”
  - They have asked President Breuder to write a letter to all of the students who have been chosen to receive the Board of Trustees Scholarship. Mr. Dowling read a response to one of Dr. Breuder’s letters from an incoming Trustee Scholar. “Dear Dr. Breuder – I am writing this letter to express how honored and thankful I am for being chosen to receive the Harper Trustee Scholarship. It is truly an honor to accept this award. Thank you for considering me as an applicant and ultimately offering this scholarship to me. Harper College is a wonderful school, and I cannot wait to begin in the fall. I know the school’s dedication to excellence will help me thrive and be the student I want to be. Thanks to this scholarship, I will be able to enhance my knowledge and grow as an individual through the numerous courses and extracurricular activities Harper has. I look forward to being a part of the Harper community for the 2007/2008 school year. Thanks to your scholarship offer, I have been given this chance. I appreciate your generosity and look forward to attending Harper College in the fall.”
- As part of their Pathway to the Future initiative, they are initiating the Harper College Academic Recognition Scholarship (ARS), which has both a recruitment and retention theme. Currently, they do not have a scholarship to compete for students who rank in the top 20-30 percent of their class. This new scholarship will

help them recruit and retain students until graduation by offering them a \$1,000 renewable scholarship. Currently, they have approximately 188 students who would be eligible for that scholarship, if it existed. They believe, with the addition of the scholarship, that number will increase from 188 to 234.

- They are initiating a Math and Science Scholarship, with the intent to attract and enroll students who have successfully completed Algebra II, Trigonometry, Advanced Chemistry and Physics while in high school. They will recruit those students to Harper College with a \$1,000 scholarship, as long as they enroll full-time and enroll in a math class and a laboratory science class. Additionally, they are specifically targeting this scholarship to focus on underrepresented students. Harper College has 69 new freshmen who have qualified for a new federal grant program called the Academic Competitive Grant. This leads them to believe there are a number of underrepresented students in math and science. They will intentionally recruit these students to Harper College.
- The Harper College Visionary Award will be established to recruit those students in high school who daily face barriers, obstacles and challenges; and, in spite of those challenges, they continue to participate in high school and demonstrate excellence. These students may not be the president of the class or the leader of the club; however, they are the hard-working committee member who makes that team productive. They would like these students to bring their qualities to Harper College. Since Harper College cannot identify these students, they have invited the high school principals in each district to nominate a student who is overcoming daily challenges and experiencing leadership. This Visionary Award recipient will receive a 50 percent discount on in-state tuition and a \$350 bookstore voucher to offset the cost of textbooks. To help with retention, if the student maintains a 2.75 GPA, they are eligible for renewal of their 50 percent discount, and their bookstore voucher increases from \$350 to \$500.
- The Adult Learner Grant is being established with the intent to encourage students who have been out of high school for at least two years. They must enroll at Harper College in the Fast Track program. If those individuals maintain a 2.75 GPA, their scholarship will be renewed.

Mr. Dowling explained that the federal government recently reauthorized financial aid. The legislation gives rules for awarding all federal funds, which are outlined in a 534 page document for the 07/08 year. Not one of those pages is dedicated to how he can fund the adult learner. The Adult Learner Grant will help correct that.

In conclusion, Mr. Dowling noted that they have their work cut out for them. They are currently developing a five-year revenue stream. They will need to earn the support of the Harper College Educational Foundation, and they will need to finalize the Strategic Scholarship Plan. Their plan is to implement these scholarships in FY 09. This entire strategic plan is built around a theme that is summed up in the letter from the new 2007/08 Trustee Scholar – “I know the school’s dedication to excellence will help me thrive and be the student I want to be.”

Chair Pro Tem Kelley congratulated the scholarship team. The plan is fascinating and visionary. He is very impressed with the steps being taken to improve the institution and give opportunities to students who may not otherwise come to Harper College. He thanked them for answering all of his questions throughout the past month regarding the Distinguished Scholar Award. In response to Chair Pro Tem Kelley, Vice President Murphy explained that these are procedures and will be handled within the College budget and working with the Foundation. Chair Pro Tem Kelley asked if they may have an update regarding scholarships a year from now. Vice President Murphy affirmed they would update the Board.

HARPER EMPLOYEE  
COMMENTS

There were no employee comments.

CITIZEN  
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Member Canning seconded, approval of the minutes of the May 9, 2007 canvass and organizational meeting; May 22, 2007 regular meeting; bills payable; payrolls for May 11, 2007, May 25, 2007 and June 8, 2007; estimated payroll for June 22, 2007; bid awards; purchase orders; revised personnel action sheets; student service awards spring 2007; 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 \$4,308,944.10

The payroll of May 11, 2007 in the amount of \$1,748,869.52; May 25, 2007 in the amount of \$1,636,623.37; and June 8, 2007 in the amount of \$1,375,793.39; and estimated payroll of June 22, 2007 in the amount of \$1,587,095.43.

#### Bid Awards

- Ex. IX-A.3.a Split award bid request Q00526 to CCS Express, Inc., the lowest responsible bidder for an Altinex CableNook Jr. connection box, Wolfvision document cameras and JBL speakers, in the amount of \$32,152.50; Troxell Communication, the lowest responsible bidder for Hitachi projectors, Chief projector mounts and Crestron media internal communication hardware, in the amount of \$51,211.72; and Fox River Graphics, Inc., the lowest responsible bidder for Extron media internal communication hardware, in the amount of \$15,450 for a total award of \$98,814.22.
- Ex. IX-A.3.b Award bid request Q00528 to Doyle Signs, Inc., the lowest bidder for the fabrication and installation of an Exterior Signage Program for the Wojcik Conference Center including an illuminated ground mounted building sign and a pedestrian scaled building sign, in the amount of \$10,890.
- Ex. IX-A.3.c Award bid request for proposal Q00525 for the purchase, installation, customization, training, voicemail licenses, and one year software maintenance for a Cisco Unity Voicemail System for use by the Harper College campuses to Sentinel Technology, Inc., the vendor with the most responsive proposal, in the amount of \$84,709. In addition, approve authorization for the Vice President of Information Technology to sign the contract

agreement with Sentinel Technology, Inc.

Ex. IX-A.3.d Award bid request Q00529 to P&P Press, Inc., the low bidder for printing of the Fall 2007 Continuing Education Course Schedule, which is a major publication promoting enrollment, in the amount of \$37,824.

Ex. IX-A.3.e Award bid request Q00527 for a maintenance agreement for UNIX hardware and operating system software to System Maintenance Services, the low bidder meeting specifications, in the amount of \$15,528 for the period of August 1, 2007 through July 31, 2008 and approve the option, subject to the discretion of the administration, to renew the agreement for one additional year at the same or lower cost. In addition, approve authorization for the Vice President of Information Technology to sign the contract with System Maintenance Services.

Purchase Orders

Ex. IX-A.4.a Approve issuance of purchase order to Paddock Publications to authorize the placement of advertisements to be published in Paddock Publications, including the Daily Herald and Reflejos, to allow the College to efficiently and effectively promote credit and continuing education enrollment opportunities, the In Zone program, Adult Fast Track programming, cultural arts events, and the College's 40<sup>th</sup> anniversary celebration in an amount not to exceed \$220,000. All advertisements will be within the approved annual budget. This purchase complies with State Statute, Board Policy and Administrative Procedures.

Ex. IX-A.4.b Approve issuance of purchase order to R. J. Galla, Inc. for renewal of the treasurer's bond, the building fund bond

and the working cash fund bond, as well as the liquor liability, sports accident, pollution liability, travel accident and preschool accident policies and the broker's fee for the period of July 1, 2007 through July 1, 2008 in the amount of \$110,452.

Ex. IX–A.4.c Approve issuance of a purchase order to Comtext Systems Inc. for the purchase of Intelliresponse, an automated response system to support Web based services that will provide self-service for the Harper community in the amount of \$25,000 annually for an enterprise license fee, \$10,000 for a one time turnkey implementation service for two knowledge bases and \$5,000 for the first year maintenance and knowledgebase evolution for a total amount of \$40,000. In addition, approve authorization for the Vice President of Information Technology to sign the contract with Comtext Systems, Inc.

#### Personnel Actions

##### Administrator Appointments

Phillip Burdick, Assistant Vice President for Communications and Legislative Relations, DMC&LR, 07/01/07, \$124,159/year

Mia Igyarto, Director, Human Resources, HR, 07/01/07, \$115,478/year

Tammy Rust, Assistant Vice President for Administration and Controller, ACC SER, 07/01/07, \$130,991/year

Stephen Petersen, Campus Architect, ADM SER, 07/16/07, \$103,000/year

##### Faculty Appointments

Wayne Johnson, Assistant Professor-Law Enforcement & Forensic Science, HC/PS, 08/21/07, \$49,871/year

Kevin Long, Instructor-Speech, LIB ARTS, 08/21/07, \$41,809/year

##### Professional/Technical Appointment

Phillip Mortenson, Recruiting Specialist, ADM OUT, 05/29/07, \$40,000/year

##### Supervisory/Confidential Appointment

Nancy Savard, Logistics Supervisor, PHY PLT, 07/01/07,  
\$48,844/year

Classified Staff Appointments

Leslie Acuesta, Admissions Data Steward, p/t, ADM PRO,  
05/28/07, \$25,004/year

Joshua Rogers, Lead Admissions Data Steward, ADM PRO,  
06/04/07, \$34,067/year

Katherine Speer, Admissions Data Steward, ADM PRO,  
05/28/07, \$25,662/year

Harper #512 IEA-NEA Appointment

Jeffrey Serio, Custodian/Groundskeeper, PHY PLT,  
05/29/07, \$22,485/year

Professional/Technical Reclassifications

Joseph Greten, Technical Installation Specialist II, IT/TS,  
07/01/07, \$51,582/year

Michael Gleissner, Senior Local Area Network Specialist,  
IT/TS, 07/01/07, \$63,089/year

Susan McNamara, Program Specialist/Grant Writer, STU  
DEV, 07/01/07, \$53,142/year

Barbara Singer, Adult Education Grant Fund Coordinator &  
Recruitment Specialist, AE/LS-AED, 07/01/07,  
\$56,711/year

Supervisory/Confidential Reclassifications

Heather Engel-Zoldak, Director, Foundation Operations and  
Advancement Services, CR/F, 07/01/07, \$56,933/year

Linda Mueller, Manager, Application Development, IT/AS,  
07/01/07, \$75,529/year

Jane Swider, Senior Buyer, Purchasing, 07/01/07,  
\$53,394/year

Classified Staff Reclassifications

Susan Borchek-Smith, Student Activities Communications  
Assistant, STU ACT, 07/01/07, \$45,018/year

Laura Branski, Academic Division Assistant, ACA AFF,  
07/01/07, \$43,340/year

Denise Scheiden, Telecommunications Assistant, IT/TS,  
07/01/07, \$46,740/year

Classified Staff Retirements

Clarice Elders, Food Service Worker III, Dining &  
Conference Services, 04/30/07, 25 years

Cecilia Hanchar, Executive Assistant, ACA AFF, 07/09/07,  
13 years

Faculty Resignation

Corinne Moran-Lapat, Instructor-Art, LIB ARTS, 05/18/07, 4 years 8 months

Professional/Technical Resignation

Karen McBride, Instructional Assistant, LIB SER, 05/23/07, 15 years 11 months

Supervisory/Confidential Resignation

William Brown, Staff Development Coordinator, HR/DOD, 5/31/07, 6 years 11 months

Classified Staff Resignations

James Hojnacki, Customer Service Associate, BKST, 06/30/07, 6 years

Eulonda Wright, Senior Assessment and Testing Proctor, ATC, 04/17/07, 5 years 9 months

Harper #512 IEA-NEA Resignation

Patrick O'Conner, Custodian/Groundskeeper, PHY PLT, 05/25/07, 1 month

Spring 2007 Student Service Awards

Approval of the Spring 2007 Student Service Awards in the amount of \$21,546.00 from Account No. 3300-9010-858-5902001, \$2,187.00 from Account No. 0001-9010-187-5902001 and \$972.00 from Account No. 0001-0000-000-1309011.

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

Ayes: Members Botterman, Canning, Hill, Hoffman, Graft and Kelley

Nays: None

Motion carried. Student Member Borro voted aye.

NEW BUSINESS:

Educational Service Providers

Member Botterman moved, Member Graft seconded, approval of the list of Educational Service Providers for Fiscal Year 2007-08, 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.

The Resource Allocation and

Member Botterman moved, Member Hill seconded, approval of the capital request section of the RAMP

Management Plan for  
Community Colleges  
(RAMP)

document for submission to the Illinois Community College Board. Additionally, approval of the dollars set aside in the various funds to provide the necessary match, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Hoffman, Vice President Thorson explained that this RAMP document is due on July 1 each year. She explained the process. Every year, the College submits proposals. Two Harper projects are fairly high on a list at the State. If Governor Blagojevich follows the form and if capital funding becomes available, the College would expect to receive funding. The second two projects in the RAMP document have not made it to any list at the State level. Because nothing is really moving through this list process right now, she believes the ICCB has not been evaluating the proposals sent in. They used to evaluate them every year and add more to the list. Nothing has been moving on the list for some time.

Member Hoffman stated he has questions regarding the need and budget reasonability for the 650 Higgins project. He asked what would happen if they removed that item from the list. Vice President Thorson explained that they would certainly want to submit the two projects currently on the State list, or they would lose their place. Since 650 Higgins is not currently on the State list, the result of removing it from the RAMP document depends on what happens with the Governor's capital program. She reminded the Board that they are working ahead of time. This document is for 2009. If it was not submitted now, they would miss 2009, and it would not be eligible for the list until 2010. The RAMP document is due July 1 for a budget that the Governor and legislature will decide next year. Member Hoffman stated that, before this comes up again next year, he would like to have some discussions on the 650 Higgins project.

In response to Member Hill, Vice President Thorson explained that Buildings G and H are number 13 and the Campus Life One Stop Center is number 15 on the State list. Dr. Breuder explained that, if the State were to appropriate a quarter of a billion dollars, which is what Governor Ryan on average approved, both projects would come through the pike. In response to Member Hill, Phil Burdick stated that he would not count on money coming this way anytime soon. Dr. Breuder explained that there are over 100 projects sitting there that ICCB may log in and give a number. However, it means nothing right now, because the prioritized list is so

large. Mr. Burdick stated that, what really drives this is state legislature approving some sort of a fund stream (gambling, sales tax increase, etc.) for capital projects. Currently, there seems to be no consensus on creating the revenue stream to fund capital projects. The outlook is pessimistic. In response to Member Botterman, Dr. Breuder stated that the RAMP process through completion of the Performing Arts Center and Wojcik Conference Center was approximately 10 years. The estimated cost of that was to be approximately \$13 million in the beginning and ended up being \$23 million. It takes a long time for these things to clear in the State. It is a serious issue facing higher education all across this country. It is difficult to sustain the physical plant, because the States are not responsive. It will force the College to look for alternative strategies to take care of 1.3 million square feet.

In response to Member Botterman, Vice President Thorson explained that two-year institutions have a 25 percent match requirement and four-year schools do not have that. Dr. Breuder noted that they have the match set aside for Buildings G and H and the Campus Life One-Stop Center. They have not set aside funds for the remaining two projects, because they have not even made the list.

It was noted that there was no amendment to the motion.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Canning, Hill, Hoffman,  
Graft and Kelley  
Nays: None

Motion carried. Student Member Borro voted aye.

Second Reading of  
Modification of Board  
Policy 05.21.00  
Distinguished Scholars  
Award

Member Graft moved, Member Hill seconded,  
approval of the modification to the Board Policy on  
Distinguished Scholars Award, as outlined in Exhibit X-C  
(attached to the minutes in the Board of Trustees' Official  
Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement  
with Children's Memorial

Member Hill moved, Member Graft seconded,  
approval of the Affiliation Agreement between Harper

## Hospital

College and *Children's Memorial Hospital* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Preliminary Budget  
for Fiscal Year  
2007-2008

Member Canning moved, Member Graft seconded, acceptance of the preliminary budget as presented and authorization for the administration to begin spending from the budget as presented, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder highlighted a few items in the preliminary budget.

- The Education Fund, the largest fund, is balanced, with the exception that they draw down approximately \$1 million to be able to fund entrepreneurial, innovative enterprise on behalf of the institution. This has been done for two years. Because of sound fiscal management, they have not had to use the \$1 million.
- The greatest concern is in the Capital Fund, 02 Fund. They have an obligation to take care of the taxpayers' investment in excess of 1.3 million square feet. Almost 50 percent of the square footage of this campus is now older than 25 years of age. There is wear and tear on these buildings after pushing a half million people through. Any President will agree that it is a challenge to maintain the existing physical plant, to be able to develop it to be congruent with expectations and to be competitive. The RAMP enterprise is important, because it gives the College 75 cents on the dollar if it is ever funded. The reality is not much money is coming through. If the College does not generate money through some creative source, it becomes increasingly difficult to manage 1.35 million square feet. The preliminary budget suggests complete depletion of the 02 Fund balance. That would be the first time in 27 years of being at the top of the food chain in two presidencies that he has ever depleted a fund balance; however, there is no choice in the matter to be able to sustain the physical plant. The College cannot lose \$12 million in anticipated revenue over four or five years and be able to continue to meet the expectations of the community. The State must find a way to plug PTAB, look at the tax cap or start to fund

unfunded mandates, or all of higher education will be in serious trouble. Market share is the only resolution right now.

Dr. Breuder stated that this is a very responsible budget. Only five or ten percent is really discretionary. Of \$180 million, most of it is declared right away. They spend hours trying to figure out how to move this money around and how to economize so that Harper continues to be seen as among the most progressive community colleges in the State. They have done this well, in part, because they have enjoyed a 27 percent enrollment increase since 1998. That growth in enrollment sustains Harper.

In response to Member Hill, Dr. Breuder explained that the draw down includes a \$6 million match, which the College probably will not use this year. It means the College can spend it or not spend it. However, when the State approves the projects, they will then have to come up with the \$6 million. The match for Buildings G and H is covered in the 02 Fund, and the match for the Campus Life One-Stop Center is covered in the referendum account (\$8 million). Member Hill stated that the budget is a "heads-up." They cannot deplete the reserve two years in a row. He asked if the Board could have a full report of their financial options at the next meeting. They need to get a better grip on the full implications of this.

There was discussion regarding why the College is losing money on Illinois Veterans Grants. It is projected that they will lose \$350,000 for FY 08. Dr. Breuder explained that they are obligated to provide educational opportunities for veterans, and the State is to reimburse Harper. The State runs out of money very quickly, and cannot pay us, but Harper is still obligated to supply the service. That has been \$1.5 million over the last five years, with an additional estimate of \$350,000 next year. The State joyfully gives obligations, but no capacity to pay for it. It was emphasized that no one is disputing the fact that veterans are entitled to every break they get educationally. The State should step up and fund it. Dr. Breuder stated that the Governor would have us believe that this is included in the increased appropriation for community colleges, which is currently 1.7 percent. With regard to Harper College, that 1.7 percent equates to approximately \$200,000, and the Veterans Grant costs approximately \$350,000. They are still in arrears by approximately \$150,000. The increased funding from the

State is an illusion. It only means that they have to manage what they have more effectively than even before.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Canning, Hill, Hoffman,  
Graft and Kelley

Nays: None

Motion carried. Student Member Borro voted aye.

Chair Pro Tem Kelley noted that he never ceases to be amazed at how thoughtful and thorough the planning has been at Harper College. The entire administration has been prudent in managing the resources here.

Resolution to Establish  
the 2007-08 Budget  
Hearing Date

Member Botterman moved, Member Hill seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, as outlined in Exhibit X-F (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 Canning moved, Student Member Borro seconded, to approve the following promotions for the 2007-2008 academic year, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Associate Professor  
Teresa Chung - LIB ARTS  
Joshua Sunderbruch - LIB ARTS

To Assistant Professor  
Alicia Tomasian – LIB ARTS

To Professor  
Patricia Setlik – BUS/SS

In a voice vote, the motion carried.

Educational Improvement  
and Work Experience  
Leave Request

Member Hill moved, Member Canning seconded, to grant an Educational Improvement and Work Experience Leave for Dr. Alicia Tomasian for the 2007-2008 school year, as outlined in Exhibit X-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

It was noted that Dr. Tomasian will be at Framingham State College with privileges at Harvard. Board members wished her well.

Resolution to Approve Strategic Long-Range Plan: 2007-2010

Member Graft moved, Member Canning seconded, approval of the Strategic Long-Range Plan: 2007-2010, as outlined in Exhibit X-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Chair Pro Tem Kelley commended Sheila Bailey and her staff for doing a wonderful job putting together the Strategic Long-Range Plan (SLRP) and for answering all of his questions. It is outstanding, and is further testament to the planning here at Harper College. Member Graft stated that this SLRP is the gold standard and should be the gold standard for all municipal entities, school districts. Businesses could learn from this. Member Graft noted that Dr. Breuder brought this vision with him. Great planning is done at Harper. He is very proud to be a Trustee. Chair Pro Tem Kelley added that this is a testament to Vice President Judy Thorson, Dr. Breuder and the administration. Member Hill stated that, given the excellence of these documents, the College should be able to leverage this and have their projects moved up on the list at the State level. This is very high class work; the College should get more credit for this.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Pro Tem Kelley noted that the College will be closed July 4 for Independence Day. Upcoming Board meetings are July 24, 2007 and August 28, 2007.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Botterman moved, Member Canning seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:35 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### JUNE 26, 2007 REGULAR BOARD MEETING

1. Chair Pro Tem Kelley asked if they may have an update regarding scholarships a year from now. Vice President Murphy affirmed they would update the Board.