



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

August 28, 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 - July 24, 2007 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for July 20, 2007 and August 3, 2007; Estimated Payroll for August 17, 2007 Exhibit IX-A.2
 - 3. Bid Awards Exhibit IX-A.3
 - 4. Requests for Proposals Exhibit IX-A.4
 - 5. Purchase Orders and Adjustments Exhibit IX-A.5
 - 6. Personnel Action Sheets Exhibit IX-A.6
 - 7. First Reading of Modification of Policy 07.01.07 Annual Budget Exhibit IX-A.7
 - 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: Annual Hearing of Budget for FY 2007-2008 Exhibit X-A
- B. RECOMMENDATION: Adoption of FY 2007-2008 Budget Exhibit X-B
- C. RECOMMENDATION: New Levy - College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects Exhibit X-C
- D. RECOMMENDATION: Information Technology Employment Services Contractors List Exhibit X-D

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- September 3 **Labor Day Observance - the College will be closed.**
- *September 25 7:00 p.m. - Regular Board Meeting - W214-215
- *October 23 7:00 p.m. - Regular Board Meeting - W214-215
- *November 13 7:00 p.m. - Regular Board Meeting - W214-215
- November 22-25 **Thanksgiving Holiday - the College will be closed.**
- *December 11 7:00 p.m. - Regular Board Meeting - W214-215
- December 22 - **Holiday Break - the College will be closed.**
- January 1

Off-Campus Events

- September 29 6:30 p.m. - 40th Anniversary Celebration Benefiting Future Scholars
- Renaissance Schaumburg Hotel and Convention Center

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

XIII. Adjournment

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

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting	1
APPROVAL OF AGENDA	1
PRESENTATIONS	2
- None	2
STUDENT TRUSTEE REPORT	2
PRESIDENT'S REPORT	3
HARPER EMPLOYEE COMMENTS	3
CITIZEN COMMENTS	3
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Grants/Gifts Report	3
Bid Awards	4
Requests for Proposals	4
Purchase Orders	4
Personnel Actions	4
NEW BUSINESS	
- Affiliation Agreement with Advocate Trinity Hospital	5
ANNOUNCEMENTS BY CHAIR	7
Communications	7
Calendar Dates	7
OTHER BUSINESS	7
ADJOURNMENT	7
SUMMARY OF BOARD REQUESTS	8

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, July 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, July 24, 2007 at 7:03 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: 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; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Sheila Bailey, Associate V.P. for Strategic Planning and Alliances Catherine Brod, V.P. for Development; Deborah Abbott; Cathy Albergo; Mike Alsup; Carol Blotteaux; Dave Braunschweig; Orlando Cabrera; Maria Coons; Daniel Corr; Laura Crane; David Dwyer; Robert Getz; Sally Griffith; Mia Igyarto; Njambi Kamoche; Thea Keshavarzi; Ashley Knight; Justin LeBreck; Jim Ma; Jennifer Mathes; Mark Mrozinski; Kathi Nevels; Sheryl Otto; Stephen Petersen; Rich Seiler; Diana Sharp; John Smith; Jane Swider; Dennis Weeks and Deanna White.

Guests: There were no guests.

Chair Stone announced that there would be a closed session at the end of the meeting to discuss personnel issues. She anticipates no action taken following the closed session.

Bob Getz led the Pledge of Allegiance.

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

In a voice vote, the motion carried.

Vice President Judy Thorson acknowledged that Bob Getz is retiring on July 31, 2007, and this is his last Board meeting.

They had a celebration this afternoon to thank Bob for his 14 years of service. She explained that she has very much appreciated Bob's forethought. Many times when the College prepared for a project, Bob would say, "If we do 'X', we could also do these three things to accomplish several objectives instead of one, with minimal added cost." As a result of that, many strides have been made on campus. She thanked Bob for his planning and thinking years ahead for the College.

On behalf of the Board, Chair Stone expressed appreciation for everything Mr. Getz has done during his tenure at Harper. The Board will have the pleasure of continuing to work with Mr. Getz as a fellow Trustee as he represents Elgin Community College. They look forward to seeing him at meetings in the future.

Mr. Getz noted that he is writing a book entitled, *There are Two F's in Education – Faculty and Facilities*. These are most important within the College - faculty and the people who support the facilities. The people he has worked with for the past 31 years in higher education are very important. Without toilet paper in the bathrooms, without working plumbing, air conditioning, heating, etc., it is difficult to have classes. He encouraged everyone to always be thankful for those people who provide necessary things in an organization. He added that it has been a great 14 years at Harper, 31 years total in higher education. He loved it, and he looks forward to working with the Board in the future as a fellow Trustee.

Vice President Thorson introduced Stephen Petersen, Campus Architect, who will be replacing Bob Getz. She noted that the title of the position has changed. Mr. Petersen most recently was with the Village of Glenview. Prior to that, he was with an architectural firm in Barrington that was involved with many schools in the area. She welcomed Mr. Petersen.

EDUCATIONAL PRESENTATIONS

There were no presentations.

STUDENT TRUSTEE REPORT

Student Member Borro stated that it is finals week. The students are excited about the flexible opportunities they have for summer school – four-week, eight-week or sixteen-week classes. He listed several events this summer which included: *Conversation with Thomas Jefferson*, outdoor

lawn screening of *Grease*, and Mallory Lewis and Lamb Chop.

Student Member Borro noted that they have a new vending provider on campus which offers a larger variety of food. This has brought many compliments, especially from evening students who are now able to come right from work, use their credit cards and eat more substantial food, including pizza, fries and chicken tenders from the vending machines.

Student Member Borro noted that they have received many applications for Student Senate. They look forward to a great Senate this year with a lot of student involvement.

Chair Stone noted that she had the pleasure of having breakfast with Carlos recently. She was absolutely impressed by his dedication to Harper and for doing as much as he can to benefit the students and improve the environment at Harper.

PRESIDENT'S REPORT

There was no President's report.

HARPER EMPLOYEE COMMENTS

There were no employee comments.

CITIZEN COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Member Kelley seconded, approval of the minutes of the June 26, 2007 regular Board meeting; bills payable; payrolls for June 22, 2007 and July 6, 2007; estimated payroll for July 20, 2007; bid awards; requests for proposals; purchase orders; personnel action sheets; financial statements, committee and liaison reports, grants and gifts status report, summary of items purchased from state contracts, consortiums or cooperatives, as outlined in 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	\$4,324,371.60
------------------------------------	----------------

The payroll of June 22, 2007 in the amount of \$1,715,689.35; and July 6, 2007 in the amount of \$1,726,711.66; and estimated payroll of July 20, 2007 in the amount of \$1,721,200.51.

Bid Awards	Ex. IX-A.3.a	Award bid request Q00530 to Cardinal Cartridge, Inc., the low bidder for remanufactured laser toner cartridges for printers, in the amount of \$33,546.19, and to The Tree House, Inc., the low bidder for new color laser toner cartridges, drum kits and transfer kits for printers, in the amount of \$27,036.25 for a total award of \$60,582.44.
	Ex. IX-A.3.b	Award bid request Q00524 to Unifirst Uniforms, the low bidder for the lease and purchase of uniforms for associates in the Custodial, Utilities, Maintenance, Shipping & Receiving and Roads & Grounds departments, in the amount not to exceed \$15,000 per year for the period of August 1, 2007 through June 30, 2010 and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2010/11 and 2011/12.
Requests for Proposals		There are no requests for proposals.
Purchase Orders	Ex. IX-A.5.a	Approve issuance of a purchase order to Thomson West for a three year contract for Westlaw Premier Library on-line at \$13,878 per year with yearly increases of not to exceed 2.5 percent and print services at \$14,690 per year for a total amount of \$28,568 per year.
	Ex. IX-A.5.b	Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for the period of July 1, 2007 through June 30, 2008 in an amount not to exceed \$75,020.35.
Personnel Actions		<u>Classified Staff Appointments</u> Karen Cutlan, Senior Testing Assistant, Evenings, p/t, A/TC, 07/01/07, \$29,179/year Janice Thomas, Testing Assistant, p/t, A/TC, 06/25/07, \$16,589/year

Hung-Ling S. Walczynski, Executive Assistant, ACA AFF,
07/09/07, \$43,990/year

Professional/Technical Incentive Compensations

Margaret Franks, Business Consultant, HCB, \$11,986 FY
2006/07

Robyn Leslie, Business Consultant, HCB, \$19,993 FY
2006/07

Supervisory/Confidential Resignations

David Cirillo, Manager, Student Account Receivables, ACC
SER, 07/17/07, 1 year 3 months

David Harding, Assistant Production Supervisor,
Dining/Conference Services, 07/05/07, 3 years 10
months

Classified Staff Resignations

Helen Matteson, Secretary, W/HP, 06/25/07, 7 years

Joyce Stewart, Food Service Worker II, D&CS, 06/21/07, 5
years 7 months

Foundation Report

Member Canning announced that the Educational Foundation Board has raised \$2 million during FY 2007, which is fantastic. Square D/Schneider has committed \$310,000 to Harper College; \$100,000 will allow them to be the presenting sponsor at the 40th Anniversary Gala, and \$210,000 is earmarked for the Safety Program and the Nursing Program. Chair Stone congratulated Catherine Brod and the Foundation.

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

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

Nays: None

Motion carried. Student Member Borro voted aye.

NEW BUSINESS:

Affiliation Agreement
with Advocate Trinity
Hospital

Member Graft moved, Member Canning seconded, approval of the Affiliation Agreement between Harper College and *Advocate Trinity 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-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY
CHAIR

Communications There were no communications.

Calendar Dates Calendar dates are printed on the Agenda for Board information. Chair Stone noted that Fall Orientation will begin on August 21, 2007. The Board is sponsoring a 40th Anniversary All-Employee Celebration at the Avanté Reflecting Pool on August 22, 2007. The next Regular Board meeting is August 28, 2007 at 7:00 p.m.

OTHER BUSINESS

Member Graft thanked Trustee Botterman for his help on the legislative front. He noted that most of them are involved in politics in one way or the other, and it really comes to bear with the things they do at Harper. Mr. Botterman's assistance in meetings on legislative issues will help Harper, its students and all of the constituents.

EXECUTIVE SESSION

Member Kelley moved, Member Botterman seconded, that the meeting adjourn into closed session.

In a voice vote, the motion carried at 7:17 p.m. Following a short break, the executive session began at 7:20 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:37 p.m.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:38 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 24, 2007 REGULAR BOARD MEETING

There were no Board requests this month.