



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

October 23, 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 - September 25, 2007 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for September 14, 2007 and September 28, 2007; Estimated Payroll for October 12, 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
 - 7. Review of Closed Session Minutes 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.

Minutes of the Regular Board Meeting of Tuesday, September 25, 2007

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL	1
APPROVAL OF AGENDA	2
PRESENTATIONS	2
- None	2
STUDENT TRUSTEE REPORT	2
PRESIDENT'S REPORT	2
HARPER EMPLOYEE COMMENTS	3
CITIZEN COMMENTS	3
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Grants/Gifts Report	3
Bid Awards	3
Requests for Proposals	3
Purchase Orders	3
Personnel Actions	5
Faculty Tenure Recommendation (Mid-Year Hires)	6
Faculty Tenure Progress Recommendation (Mid-Year Hires)	6
Foundation Report	7
NEW BUSINESS	
- Second Reading of Modification of Policy 07.01.07 Annual Budget	7
- Affiliation Agreement with SwedishAmerican Health System.....	7
- Affiliation Agreement with Centegra Health System	8
- Affiliation Agreement with Advocate Health and Hospitals	8
- Resolution Designating a Person or Persons to Prepare a Tentative Budget for 2008-2009	8
- Retain Consulting Services to Monitor State Agencies and the Legislative Process	8
- Educational Service Providers - Addition	9
- Retain the Law Firm of Meltzer, Purtil and Stelle	9
ANNOUNCEMENTS BY CHAIR	9
Communications	9
Calendar Dates	9
OTHER BUSINESS	10
ADJOURNMENT	10
SUMMARY OF BOARD REQUESTS	11

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, September 25, 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, September 25, 2007 at 7:05 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

Chair Stone asked Member Botterman to serve as Secretary pro tem in the absence of Member Hoffman. She expects Member Hoffman to arrive momentarily.

ROLL CALL: Present: Members Botterman, Canning, Graft (7:06 p.m. arrival), Hoffman (7:20 p.m. arrival), Kelley and Stone; Student Member Borro
Absent: Member Hill

Also present: Robert Breuder, President; Catherine Brod, V.P. for Development; Phil Burdick, Assistant V.P. for Communications and Legislative Relations; Joan Kindle, V.P. Student Affairs and Assistant to the President; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Enrollment and Marketing; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Cathy Albergo; Mike Alsup; Carol Blotteaux; Dave Braunschweig; Orlando Cabrera; Maria Coons; Kim Dell'Angela; Earl Dowling; David Dwyer; Sally Griffith; Michael Harkins; Travaris Harris; Mary Hood; Mia Igyarto; Keith Jensen; Njambi Kamoche; Thea Keshavarzi; Keiko Kimura; Ashley Knight; Laura LaBauve; Justin LeBreck; Cynthia Luxton; Jim Ma; Jennifer Mathes; Mark Mrozinski; Michael Nejman; Kathi Nevels; Sheryl Otto; Stephen Petersen; Tammy Rust; Ilona Sala; Katherine Sawyer; Margie Sedano; Diana Sharp; John Smith; Doug Spiwak; Jane Swider; Dennis Weeks and Stasia Zwisler.

Guests: Sara Faiwell, Daily Herald.

Cathy Brod led the Pledge of Allegiance.

Chair Stone noted that there would be a closed session following the Regular meeting for the purpose of discussing

personnel matters. There will be no votes taken following closed session.

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

In a voice vote, the motion carried.

EDUCATIONAL
PRESENTATIONS

There were no presentations.

STUDENT TRUSTEE
REPORT

Student Member Borro noted that Welcome Week was a huge success. Students were very appreciative of the services offered to them; he received positive feedback regarding the programs. Student Member Borro noted that he is very impressed with the caliber of the candidates that were chosen to be senators and representatives in the Student Senate. He looks forward to working with each of them.

PRESIDENT'S
REPORT

Dr. Breuder noted that Board members received a copy of the 2007-2008 Budget, which had been approved recently. They also received a document prepared for the Higher Learning Commission Self-Study, which will take place in November. This document is three years in the making. They look forward to a positive visit by North Central Higher Learning Commission for the reaffirmation of accreditation.

He introduced three individuals with new positions at Harper College:

- Doug Spiwak, Director of Athletics and Fitness. He noted that Mr. Spiwak has been with Harper for some time but has now moved into administration. He has a Masters from Northern Illinois University.
- Kim Dell'Angela, Associate Dean of Wellness and Director of Health and Psychological Services. Dr. Dell'Angela has a PhD from Loyola University.
- Katherine Sawyer, Associate Executive Director of the Foundation and Director of Major Gifts. Ms. Sawyer has a Masters Degree in Business Administration from George Mason University and extensive experience in the private sector in fundraising.

HARPER EMPLOYEECOMMENTS

Board Liaison Committee Cathy Albergo, Chair of the Board Liaison Committee, introduced members of the Committee: Dave Braunschweig, Kathi Nevels and Travaris Harris. Ms. Albergo gave a short review of the tenure process at Harper College, since four individuals are being recommended for tenure this evening. She explained that these individuals are mid-year hires, so it is a mid-year tenure recommendation.

Tenure Process

During this three-year process, each year the faculty member goes through a rigorous evaluation and observation. Self-evaluation, peer and deans evaluations and student opinionaires are undertaken. Each year the Tenure Committee reviews the faculty member to ensure progress toward tenure. They make sure paperwork is in order, successful progress is occurring and personnel files are up-to-date. The Committee then sends recommendations to the President, and the President recommends to the Board. This is a vigorous and rigorous process. Members of the Tenure Committee from the Faculty include: Linda Campbell, Joan Fiske, Roger House, Julie Ellefson-Kuehn, Seema Kurup, Kurt Neumann and Shari Pergricht.

She listed those individuals being approved for mid-year tenure this evening: Patricia Bruner, Mary Hood, Keith Jensen and Gregory Horeni. She congratulated these mid-year faculty candidates.

On behalf of the faculty, Ms. Albergo wished Vice President Margaret Skold a Happy Birthday, and presented her with flowers.

CITIZEN
COMMENTS

There were no citizen comments.

Chair Stone noted that there were two changes to Board exhibits in the Consent Agenda. With regard to Exhibit IX-A.6, a salary adjustment has been withdrawn. With regard to Exhibit IX-A.7, a faculty member's name was added for mid-year tenure.

CONSENT AGENDA

Member Canning moved, Member Graft seconded, approval of the minutes of the August 28, 2007 regular Board meeting; bills payable; payrolls for August 17, 2007 and August 31, 2007; estimated payroll for September 14, 2007;

bid awards; requests for proposals; purchase orders; revised personnel action sheets; revised faculty tenure recommendations for mid-year hires; faculty tenure progress recommendations for mid-year hires; 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 \$4,247,898.43

The payroll of August 17, 2007 in the amount of \$973,802.36; and August 31, 2007 in the amount of \$1,618,584.70; and estimated payroll of September 14, 2007 in the amount of \$1,648,208.71.

Bid Award	Ex. IX-A.3.a	Award bid request Q00535 to Company Seven, the low bidder for a 1200GTO German Equatorial Mount, in the amount of \$11,032.18.
Requests for Proposals	There are no requests for proposals.	
Purchase Orders	Ex. IX–A.5.a	Approve issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, in the amount of \$13,728.44.
	Ex. IX–A.5.b	Approve issuance of a purchase order to Ingeniux Corporation to license the Ingeniux Content Management System (CMS), a Web based course catalog and document management system for the Harper community in the amount of \$16,800 for a 24-month period, support and maintenance, and hosting fees, an amount not to exceed \$25,000 for a one time turnkey implementation service package, and \$17,000 for on-site training for a total amount of \$58,800. In addition, authorization for the Vice President of Information Technology to sign contract agreement(s) with Ingeniux Corporation.
Personnel Actions	<u>Administrator Appointments</u>	

Kim Dell'Angela, Associate Dean of Wellness/Director,
Health & Psychological Services, WHP, 09/17/07,
\$83,000/year

Sally Griffith, Assistant Vice President for Career Programs,
CP/T, 09/09/07, \$126,498/year

Katherine Sawyer, Associate Executive Director of
Foundation/Director of Major Gifts, CR/F, 10/01/07,
\$99,500/year

Diana Sharp, Associate Vice President of Academic Affairs,
ACA AFF, 09/09/07, \$116,638/year

Douglas Spiwak, Director, Athletics and Fitness, WHP,
09/03/07, \$77,223/year

Professional/Technical Appointment

Lisa Fryhoff, Staff Interpreter, p/t, ADS, 09/04/07,
\$30,000/year

Supervisory/Confidential Appointments

Cathy Huxhold, Assistant Director of Annual Giving & Alumni
Relations, CR/F, 10/01/07, \$42,180/year

Paula Saltzman, Diverse Workforce Recruiter, p/t, HR/DOD,
09/04/07, \$31,125/year

Classified Staff Appointments

Roxanne Boersma, Administrative Assistant, PHY PLT,
09/17/07, \$36,075/year

Jennifer Kulczak, HR Office Assistant, HR, 09/04/07,
\$30,576/year

Karen Landoch, Administrative Assistant, IT, 08/13/07,
\$44,772/year

Ryan Larkin, Library Assistant I, RFL, 08/20/07,
\$28,119/year

Sharon Serafin, HR Office Assistant, p/t, HR, 09/04/07,
\$16,349/year

Classified Staff Retirement

Patty Seitzinger, Administrative Assistant, HR/DOD,
12/31/07, 31 years

Administrative Resignation

Daniel Corr, Associate Vice President of Academic Affairs
Career Programs and AE/LS, CP/AELS, 09/07/07, 5
years 8 months

Professional/Technical Resignation

Debra Walenga, Continuing Education Youth Program
Coordinator, CE, 09/01/07, 5 years 4 months

Classified Staff Resignations

Sharon Del Prete, Laboratory Assistant, Diagnostic Imaging,
p/t, HC/PS, 09/01/07, 2 years 2 months
Kathy Palmer, Students Accounts Representative, BUR
OFF, 09/21/07, 1 year 2 months

Harper #512 IEA-NEA Resignation

Teresa Herring, Custodian, PHY PLT, 08/14/07, 11 years 10
months

Faculty Tenure
Recommendation
(Mid-Year Hires)

Board members received the Faculty Tenure
Recommendation (Mid-year hires) for information purposes.
Following are the names of faculty hired mid-year who will be
tenured effective Spring Semester 2008:

First Year Eligible for Tenure (mid-year) Spring 2008

Mary Hood, Radiologic Technology (HCPS)
Keith Jensen, Humanities (LIB ARTS)
Patricia Bruner, Graphic Arts (TMS)
Greg Horeni, Nursing (HCPS)

Faculty Tenure Progress
Recommendation
(Mid-Year Hires)

Board members received the Faculty Tenure Progress
Recommendation (Mid-year hires) for information purposes.
Following are the names of faculty hired mid-year who are
currently non-tenured and the academic year each would be
first eligible for tenure:

First Year Eligible for Tenure (mid-year) Spring 2009

Margaret Bilos, Speech (LIB ARTS)
DuBoi McCarty, Counselor (STU DEV)

First Year Eligible for Tenure (mid-year) Spring 2010

Kirsten Matthews, Psychology (BUS/SS)
Kurt Billsten, Maintenance Technology (TMS)
Brenna Lorenz, Geology (TMS)

First Year Eligible for Tenure (mid-year) Spring 2011

Dominique Svarc, Accounting (BUS/SS)

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

Ayes: Members Botterman, Canning, Graft, Kelley
and Stone
Nays: None

Motion carried. Student Member Borro voted aye.

Foundation Report

Member Canning shared statistics surrounding the upcoming 40th Gala celebration this Saturday:

- They have grossed over \$500,000.
- Over 300 people are attending.
- They have 100 percent support from the Foundation Board and the Trustees, which says a lot about the kind of people who are involved.

Member Canning noted that the staff has done a magnificent job; the publicity has been fantastic. They are looking forward to the celebration.

The Leadership Gift Committee has raised \$613,000 to date. Of that, \$522,000 is from the Foundation Board and the Board of Trustees; \$91,000 is from the College Vice Presidents and the Administrators. She thanked everyone. In terms of the overall Major Gifts Campaign, chaired by Dick Hoffman and Carol Pankros, they have raised \$2.5 million to date.

Chair Stone congratulated them on the article placement in the *Daily Herald* yesterday; the celebration made front page news. She was proud to read the piece.

Member Hoffman entered the meeting at 7:20 p.m.

NEW BUSINESS:

Second Reading of
Modification of Policy
07.01.07 **Annual Budget**

Member Graft moved, Member Canning seconded, approval of the modification to the Board Policy on **Annual Budget** as presented, 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 SwedishAmerican
Health System

Member Graft moved, Member Kelley seconded, approval of the Affiliation Agreement between Harper College and *SwedishAmerican Health System* for the *Cardiac Technology and Diagnostic Medical Sonography* programs 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.

Affiliation Agreement
with Centegra Health
System

Member Graft moved, Member Canning seconded, approval of the Affiliation Agreement between Harper College and *Centegra Health System* for the *Diagnostic Medical Sonography* program as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, 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 Advocate Health
and Hospitals - Advocate
Christ Hospital

Member Graft moved, Member Hoffman seconded, approval of the Affiliation Agreement between Harper College and *Advocate Health and Hospitals – Advocate Christ Hospital* for the *Cardiac Technology* program 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.

Resolution Designating
a Person or Persons
to Prepare a Tentative
Budget for 2008-2009

Member Canning moved, Member Graft seconded, adoption of the Resolution Designating Robert Breuder, Judith Thorson and Tammy Rust to Prepare a Tentative Budget for 2008/09, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Retain Consulting
Services to Monitor
State Agencies and the
Legislative Process of
the Illinois General
Assembly, as
Requested by the
Office of the President

Member Graft moved, Member Hoffman seconded, approval of an amount not to exceed \$100,000 for the President to retain various consultants to work on the College's behalf. The President will inform the Board of any consultant who is retained and their purpose. All applicable State of Illinois rules will be followed, as outlined in Exhibit X-F (attached to minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone explained the reason behind this Board action. There are many items that will come before the Legislature for consideration in Springfield, some of which will occur in the Fall as a result of the veto session. There are many opportunities for Harper College to receive funds that would help fulfill the greatest wishes for building projects on campus. It is going to take some help down in Springfield to make sure that Harper's name stands in front of the funding agencies. Therefore, this request is being made.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Borro voted aye.

Educational Service Providers - Addition

Student Member Borro moved, Member Graft seconded, approval of the addition of Gallop Organization to the Fiscal Year 2007-2008 Educational Service Provider List, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Retain the Law Firm of Meltzer, Purtil and Stelle

Member Kelley moved, Member Graft seconded, to retain the law firm of Meltzer, Purtil and Stelle, 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.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Stone gave a special thanks to Cheryl Kisunzu for providing the Board with the wonderful photo album from the reception hosted by the Board for Harper employees. Each Board member should have received an album. Chair Stone noted that it was a great event, which they hope will become an annual one.

Member Graft asked if there will be something like this at the Gala to memorialize that event. It is such a great idea to have a photo album; however, it is probably not in the budget. Member Canning stated that they will be taking pictures during the cocktail hour on Saturday and displaying those pictures on a screen during the dinner.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Upcoming Regular Board meetings are scheduled for October 23, 2007 and November 13, 2007. Chair Stone noted that the November Board meeting is scheduled earlier because of the Thanksgiving holiday. She asked Board members to note that the Palatine Community Night is scheduled for December 5. She also noted that Board members should have Monday, November 5 reserved

on their calendars for their dinner with the Higher Learning Commission.

OTHER BUSINESS

There was no other business.

EXECUTIVE SESSION

Member Canning moved, Member Graft seconded, that the meeting adjourn into closed session.

In a voice vote, the motion carried at 7:30 p.m.

Member Graft moved, Member Kelley seconded, to end the closed session. The Regular meeting reconvened at 9:40 p.m.

ADJOURNMENT

It was moved and seconded to adjourn the meeting. No action was taken.

In a voice vote, the motion carried at 9:41 p.m.

Chair

Secretary

BOARD REQUESTS

SEPTEMBER 25, 2007 REGULAR BOARD MEETING

There were no Board requests.