



Harper College  
1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

November 13, 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 - October 23, 2007 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for October 12, 2007 and October 26, 2007; Estimated Payroll for November 9, 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. Career Advisory Appointments 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**

- None

**XI. Announcements by the Chair**

A. Communications

B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

November 14	2:00 p.m.	- Protecting the People We Love from On-line Predators with William Plahm - Room A238 Student Center
November 14	7:00 p.m.	- Protecting the People We Love from On-line Predators with William Plahm - J Building Theatre
November 15	7:30 p.m.	- Pulitzer Prize Winning Poet Gary Snyder - Performing Arts Center
November 16-17	8:00 p.m.	- Cabaret - Performing Arts Center
November 18	2:00 p.m.	- Cabaret - Performing Arts Center
November 22-25	<b>Thanksgiving Holiday - the College will be closed.</b>	
December 5	5:30 p.m.	- Palatine Community Night - Wojcik Conference Center Dining Room
*December 11	7:00 p.m.	- Regular Board Meeting - W214-215
December 22 - January 1	<b>Holiday Break - the College will be closed.</b>	
February 6	5:30 p.m.	- Arlington Heights Community Night - Wojcik Conference Center Dining Room

**Off-Campus Events**

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

**XIII. Adjournment**

**Minutes of the Regular Board Meeting of Tuesday, October 23, 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, October 23, 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, October 23, 2007 at 7:01 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: 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; Colleen Murphy, V.P. Enrollment and Marketing; Sheila Quirk Bailey, Associate V.P. for Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Cathy Albergo; Mike Alsup; Carol Blotteaux; Dave Braunschweig; Orlando Cabrera; Kris Conroy; Maria Coons; David Dwyer; Joyce Grattoni; Sally Griffith; Michael Harkins; Travaris Harris; Mia Igyarto; Njambi Kamoche; Thea Keshavarzi; Keiko Kimura; Ashley Knight; Laura LaBauve; Cynthia Luxton; Jim Ma; Fredia Martin; Jennifer Mathes; Mark Mrozinski; Michael Nejman; Sheryl Otto; Stephen Petersen; JJ Pionke; David Richmond; Tammy Rust; Chet Ryndak; Tim Samson; Katherine Sawyer; Margie Sedano; John Smith; Doug Spiwak; Jane Swider; Dennis Weeks; Deanna White and Stasia Zwisler. Students: Andrzej Baklazec; Matthew Brandt; Jennifer Coladarci; Lynn Foosamer; Alaine Garcia; Ray Irizarry; Juan Leyva; Christian Lopez; Victoria McClellan; Syeda Warda Saeed; Reid Seidner.

Guests: Michael Lundeen and Vuk Vujovic, Legat Architects; Cathy Baumann and Jeff Markert, KPMG; Ad Verhees, RDC Midden-Brabanv, Netherlands; Gary Buczkowski, Hoffman Estates Park District; Rick Gruber, Ann and Mark Libner, citizens.

Member Kelley 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 Canning seconded, approval of the Agenda.

In a voice vote, the motion carried.

### EDUCATIONAL PRESENTATIONS

There were no presentations.

### STUDENT TRUSTEE REPORT

Student Member Borro gave the following highlights:

- Liverpool Legends and the Sci Fi Channel's *Ghost Hunters* were wonderful programs. Both events drew large crowds, with *Ghost Hunters* selling out two weeks in advance.
- A total of 218 students have enrolled in the Excel Leadership program, which is up from the previous record of 194. The second session focused on discovering strengths, which correlates with the campus-wide emphasis on building on individual strengths.
- There is a new Student Trustee Blog, which is a great way to reach out to students. It allows Student Member Borro to complete the communication loop quicker and get more students involved and interacting.
- Kent McDill, newly-hired Harbinger adviser, is currently organizing a student staff of writers and hoping to have a paper published in the next four to six weeks.
- For eight consecutive years, the Harper College Student Senate has won the Illinois Community College Student Activities Association (ICCSAA) Student Government Merit Award. (Harper is the only community college to win this award eight years in a row.) Student Member Borro thanked the College for allowing students to be actively involved and for taking the student voice very seriously.

Student Member Borro stated that he is very impressed with the Student Senate members; some work one or more jobs – they have work, family, school, and still they volunteer their time in clubs/organizations. They take their responsibility very seriously. He asked several of the members to stand and be recognized. Alaine Garcia, Syeda Warda Saeed, Christian Lopez and Victoria McClellan spoke to the Board

about their journey to Harper, their involvement at the College and what they plan to accomplish this year. Student Senate President McClellan noted that this great group of senators and representatives comes from very diverse backgrounds. They really take charge in their committees and find ways to be more accommodating. She is looking forward to seeing each of them continue to grow.

Student Member Borro noted that he was very fortunate to take part in the Multicultural Retreat, which was an amazing educational experience. He invited Laura LaBauve to speak about the retreat. Ms. LaBauve noted that this Multicultural Retreat is one of those life-altering activities, preparing students for the global society. It is the one weekend she will never give up as an administrator. They take 27 students and approximately nine faculty/staff to Lake Geneva for two days. On the first day, they look at diversity in a very open way, creating a safe environment to talk about stereotypes that exist within each of their racial/ethnic groups and within each of their sexual orientation groups. It is amazing to see the bond that these students create. On the second day, they move to coalition building. It is important for them as communities to build a community alone, but it is also important for them to understand that in order to build a global society, they need to work together and build coalitions. They learn how to become team players.

Ms. LaBauve noted that, invariably every year after the retreat, the students become a cohesive group; they are all together in the Multicultural Drop-In Center each day. They plan things together. In the spring, they will be doing a cultural simulation on campus so that students can experience one of the events that they did. Ms. LaBauve invited students to come forward and share their experience while presenting a PowerPoint presentation of the retreat. Ray Irizarry, Azzizia Cameron and Juan Leyva each shared how the retreat impacted them:

- The retreat made them feel more comfortable with other people, getting to know their differences and learning to accept them.
- It became evident that students are all working for the same goal, gaining an education and showing who they are as individuals.
- It showed how diverse Harper's campus is, but how unified it can be.

- It opened up their minds and their hearts and changed the way their minds work. Clubs/organizations are now interweaving and more accepting of others.
- They would like to spread the word and have as many people as possible join them for the next retreat; it really is a life-changing experience.

Student Member Borro noted that he respects the Trustees' time and knows his report was lengthy this evening; however, he felt it was very important to highlight the students and show the great things Student Activities is doing for those students. The students are the heart of the campus. Chair Stone noted that this was probably one of the best Student Trustee Reports they have had. She thanked him for putting it together.

## PRESIDENT'S REPORT

### Insurance Committee

Dr. Breuder asked David Richmond, Co-Chair of the Insurance Committee, to address the Board. Mr. Richmond explained that the Insurance Committee meets annually to review the insurance plans and make recommendations that can improve services or decrease the cost of premiums. The Insurance Committee, which has representatives from Faculty, Administration, Pro/Techs and Physical Plant, worked closely with the Harper insurance broker and Human Resources to gather information and consider multiple options for insurance plans. The Insurance Committee unanimously approved two recommendations; the recommendations have also been approved by the Faculty Senate, and are now being submitted to the Board for their approval tonight.

In response to Member Graft, Mr. Richmond explained that they had excellent people working with them who know the market and were able to explain the options. Their insurance broker, Karen Ruggles of Willis Corroon, brought information, helped them run numbers and explained outcomes depending on certain scenarios. Mia Igyarto and Angela Bowling, from Human Resources, presented the Committee with options. The Committee reviewed the options and made recommendations. Member Graft stated that there is a very significant premium increase. He appreciates the work that was done by the Insurance Committee; however, he is concerned with the fiscal health of the College, because the insurance market is affecting the expense side of the house. In response to Member Graft, Mr. Richmond explained that they recommended a number

of changes to try to level the playing field between the two plans that are offered.

Dr. Breuder complimented Mr. Richmond and the Insurance Committee for doing their work in a very responsible manner. He noted that, whenever they have increases as a result of utilization, by contractual relationship they are obliged to look for ways to be able to adjust the benefit package to reduce costs. In the HMO program, they saw an increase of 19 percent, so the Committee took on the responsibility of finding a way to get that premium increase down to below 16 percent. They did their work responsibly and professionally, and took it back to the Faculty Senate for approval. In essence, the system works. In the end, Harper must provide quality health insurance, but also must curtail the increases to maintain fiscal responsibility. He thanked everyone involved.

### Sustainable Design

Dr. Breuder invited Vice President Judy Thorson to explain Harper's interest in "Sustainable Design" or LEED (Leadership in Energy and Environmental Design), which are buzz words relative to architecture and the design of facilities. Vice President Thorson explained that she and Jim Ma have been talking for the last six months about how they want to refocus the physical plant. In addition to that, they have been talking with Legat Architects about various projects. The idea of "Sustainable Design" was coming up in both conversations. They realized that, with some of the projects they have recently done, they were moving toward this as an unintended consequence; they were not really planning this as a direction. It is their desire to introduce the concept to the Board this evening. Eventually they would like to move in a more planned way toward a Sustainable Design philosophy for Harper College. She introduced Michael Lundeen and Vuk Vujovic, both LEED accredited professionals from Legat Architects, to give a brief presentation.

Mr. Lundeen explained that, after leading renovation projects and new construction projects for the College over the last 12 years, he has come to appreciate working with the Board and the administration. Harper has been a leader in the community. In many of the projects they have done over the last 10 years, from light bulb replacement to constructing the newer buildings, they have been including many of the "sustainability," LEED or green strategies; however, they have not been publicly pointing it out. They are now looking at taking this on as a more organized effect – trying to stay

ahead of the curve before the State comes down with mandates, via the Capital Development Board or ICCB. He anticipates that very soon, the State will say, "If you want the money, you need to be making your projects LEED projects or meet Energy Star standards."

It was noted that Vuk Vujovic, co-chair of the American Institute of Architects for the Committee on the Environment, gave a presentation to educate the Board about sustainability and how it applies to Harper's campus. The goal of Legat Architects would be to assist the College in putting together a policy to move forward in an organized fashion.

Mr. Vujovic explained that sustainability is not just the design of buildings, but also the operations and purchasing of the future.

**External scan** - input that comes from the external environment, influencing decision-making on sustainability, making it easier to implement.

- *Rising energy costs* – will impact operations and budgets in the future. It is good to have a plan in place to build energy efficient sustainable buildings.
- *Students' interest in sustainability* – grassroots efforts and interests are occurring. The general public and communities are demanding efforts to impact the quality of life.
- *Illinois Sustainable University Compact* – policies are being put together by the State of Illinois (Lieutenant Governor's Office), a set of guidelines reflecting best practices. These are now being recommended to community colleges for implementation and soon may become law.

Best practices include: meeting the Energy Star challenge, recognizing the EPA's Best Practices in Energy Management, promoting sustainable transportation, being close to public transportation, providing space for carpooling, reducing water usage on campus, having permeable parking lots, purchasing non-toxic green products, etc. Additionally coming to the State is LEED certification for buildings, a checklist that defines how sustainable, how energy efficient, or how green the building is. LEED certification is capturing the market and may be used by the Capital Development Board or the State of Illinois as a way to measure or as a requirement. LEED for Schools 2007, which came out in January 2007, is a very simple checklist that has 79 points.

Depending on how well the building scores, it will get rated, and the State may tie certain levels to funding. Grant funding is now being related to achieve the LEED certification level. Mr. Vujovic gave an illustration of why this would be meaningful to Harper College – in terms of saving money, being able to capture their own funding and translating that through energy savings and transferring that into other programs. They would propose using today's technology and ability to design buildings and figure out the performance of the building ahead of time, translate that into high performance design and construction (designed to LEED) and lower utility costs. They would capture savings and reinvest it into better student programs, which would be a better use of funding than giving it to utility companies.

He listed typical strategies that have been done in sustainable or LEED based design:

- *Installing parking lots with bioswales* – these are vegetative areas, inserted between stalls to catch water instead of building a large retention pond and giving real estate to water. Instead of pavement, materials are engineered to capture water.
- *Use of low recycled VOCs* (volatile organic compounds) - VOCs are emitted as gases from certain solids or liquids, and include a variety of chemicals. The College has already gone through an extensive carpet replacement program using carpet tiles, which is a sustainable product. Carpet tile was engineered as a product to enable easier maintenance. Some carpet is made out of recycled glass, others can be made out of half nylon and half corn (which is grown in Illinois). Recycled materials and healthy materials can be exhibited on campus and can be used to teach students about sustainability and about the future society in which they will live.
- *Cool roofs* – these are white, light-reflective. As the College goes through replacement or new construction, it is good to consider this. The temperature will rise, on regular dark surface asphalt roofs, up to 150 – 175 degrees on a 95 degree day. The intake of air being used to circulate air throughout the building is actually getting that hot air. Cool roofs will be approximately 80 degrees on a 95 degree day. Mr. Vujovic added that there is a ban on using dark colored roofs in Chicago. Also, green roofs are an option. This is additional green area on top of the building that can be used for gardens, for student research in conjunction with science programs on campus.

- *Use of daylighting/daylight harvesting* – introducing daylight into the classrooms. Harper has this in some areas, but it needs some fine-tuning. The addition of photo sensors to the lights would create daylight harvesting; the lights would shut down or turn on automatically as needed, based on lighting levels available on site. Studies show that this improves test scores; people react positively to natural light. This would also reduce energy use.
- *Purchasing/using green cleaning products* – recycling and being committed to purchasing recycled products or easily-recycled products is useful and prevalent today. It may be simply asking the cleaning service to switch to biodegradable, healthy products.
- *Use of flex fuels or alternative fuel vehicles* - the College could look at ways to improve their fleet of vehicles; perhaps they could look at using bio fuels or natural gas. He showed a map with locations of Ethanol 85 stations. He noted that Harper College buys natural gas during the summer (when it is cheaper) and stores it. If College vehicles are running on natural gas, this would be a very good way to make Harper immune to increases in gasoline costs.
- *Renewable energy sources* – the College could consider buying renewable energy through the regular energy supplier. It would support the market and showcase to students and faculty certain environmental and social consciousness.
- *Use of locally produced/organic food supply* – this could be done with the culinary arts program or in the cafeteria. Typical food in the U.S. travels 1,500 miles before getting to the consumer. If the College focuses on local farmers and local supplies that exist in Illinois, it can reduce the cost and provide healthy nutrition to students and faculty.

Mr. Vujovic suggested that Harper consider a policy for their goals regarding sustainability. He added that these are all of Harper's ideas; Legat Architects is formulating the approach.

Member Graft applauded Legat Architects for working with Harper on this effort. He is a big believer in green as a sustainable design and likes the idea of Harper being a leader for this. However, since the funding from the State is less every year, he would like to emphasize this effort with the taxpayers. It could be articulated to taxpayers in the community that Harper is a leader in this area. Many of the businesses that pay real estate taxes to Harper are already

doing this. There is an opportunity for partnership and philanthropy. Member Hoffman stated that he assumes when the College looks at these projects, they will balance the potential additional cost to go LEED vs. the payback. There must be a balance. Mr. Vujovic stated that they typically advise clients to avoid options that take longer than eight years to pay back. The project would go through comprehensive study before an investment is made.

Chair Stone asked if this initiative will be part of the Master Plan. Dr. Breuder stated that, if the Board embraces the concept, the next step would be to create a policy which would advocate moving toward sustainable design in the future. That is one part of it. He might then bring to the Board a small project as a sample, to see what this is like. After the Board gets a feeling for it and endorses the policy direction, the site facilities updates would have sustainability embedded into them. This is the way people want to go today - not only for concerns about costs to operate a house this big, but because they are increasingly concerned about the environment. It makes a lot of sense. Dr. Breuder noted that Legat Architects has a fair amount of expertise in this area. He feels the College should be thoughtful about it.

Chair Stone thanked Dr. Breuder for introducing the topic and beginning the process. She noted that the Board will want more information before going forward. There is a lot to consider. Member Hoffman added that this is a great concept; it has been around, and it is the way Harper should go. However, they must make sure they look at the payback involved. Some of the projects make sense from the economic standpoint, but some do not. There must be a balance, and the College must be responsible.

Student Member Borro noted that there is a great deal of interest in environmental issues from students on campus. He would like to focus on the health and welfare of the students, and keep students involved in this process if possible. Chair Stone reiterated that they have a responsibility to study this in great detail and understand the financial impact, as well as environmental implications.

#### HARPER EMPLOYEE COMMENTS

Board Liaison Committee Cathy Albergo and Dave Braunschweig distributed the 2007 Faculty Climate Study to Board members. Mr. Braunschweig explained that the Faculty Senate commissioned this survey in order to measure and track the

attitude of Harper faculty with regard to academics, facilities, grounds, administration, communication, IT and the Faculty Senate itself. In turn, the Faculty Senate will use this information to advocate on behalf of the faculty with the administration, the Harper College Board of Trustees, the Higher Learning Commission and the wider Harper community. The Senate has asked the Board Liaison Committee to share the results of the study with the Board of Trustees as it has been presented to the faculty. The Climate Study was first commissioned in spring 2005, with the intent that it be repeated every two years for comparison. The next study will be completed in Spring 2009. The 2007 results show the excellence of Harper College as an educational institution, as well as opportunities for improvement. Mr. Braunschweig noted that the Board Liaison Committee looks forward to working with the Board and the administration on these opportunities. Chair Stone asked that the Board receive a full copy of the Climate Survey, so they can look at the entire picture, rather than a few select results. It appears that the Board was given just some of the numbers covered in the results. Mr. Braunschweig affirmed that a full copy would be provided.

CITIZEN  
COMMENTS

Park Management/Plant  
Science Program

Jennifer Coladarci stated that, as a student at Harper College, she has completed the majority of her classes toward a degree in Park and Golf Management, taking 15 classes over the last several years. She deeply regrets that Harper is not interested in keeping the program alive. She knows there is a great shortage of educated people in the landscape industry to fill the jobs. The classes she has taken at Harper have offered her so much more than just an education. The instructors in the department are top notch educators who also work in the landscape field. Their advice and instruction are invaluable. Students sit through classes that can be up to five hours long, and the teachers hold their attention. The majority of the students in the program are mature, working full-time and coming to class in the evenings. They are dedicated to learning and succeeding in this field.

Ms. Coladarci noted that, in this time of global warming, environmental awareness, and the introduction of sustainable design on campus, it is ironic that Harper cannot "Go Forward," as their motto says. To educate people about the correct use of land is the best way to make progress - help people understand their soil, their water, their plants

and how to make their trees grow correctly. She received a letter in August which stated that Harper will help her “make arrangements” to complete her class requirements at a nearby college. Joliet Junior College is 57 miles from her house; that is not nearby. College of Lake County and College of DuPage are over 35 miles away. In the Board action, it mentions there are no predictors on the horizon to suggest an upturn in employment or wages for workers in this area in the near future. She asked them to consider tonight’s presentation on sustainable design. If the College is going to be working on environmental improvement on campus, they could work with these students in the program. It would be a great opportunity.

Gary Buczkowski, Hoffman Estates Park District (HEPD) and resident in the district, addressed the Board. He noted that he is a registered landscape architect and has worked in the district for 28 years. It is estimated that his industry will grow 20 percent in the period between now and 2015. They will need qualified individuals who do exactly what Legat Architects is proposing. Everyone recognizes that there is an obligation to look at environmental issues. He has people asking him often, “Where do I go to get training to do what you do?” He has referred many people to Harper College, and he has worked with a number of Harper graduates. They were professional and knowledgeable, a real tribute to Harper College and to this program. Harper has made an impact on the landscape industry in the Northwest Suburbs by training these individuals.

Mr. Buczkowski stated that, when he worked toward his degree at Michigan State University in the late 70’s, he was well aware of the fact that his program, a class of only 30, was the second most expensive run program at MSU (second only to veterinary medicine). He hopes that the Harper Board members’ decisions tonight are based on doing what they think is right, as opposed to being based solely on the economics of the program. Harper does make a difference in the field. As a staff member of the HEPD, he has been authorized to inform the College of a new program that will be offered by the HEPD – the Vision for Voagelei. The old Voagelei property, a 10-acre site on the northwest corner of Golf Road and Higgins Road, is intended to be a learning laboratory to reintroduce the public back to nature. The HEPD is looking for partnerships with school districts, and they want to partner with Harper College. The hands-on experience is an expensive component of educating in this field. Landscape architecture is not an online program. It



Requests for Proposals	There are no requests for proposals.	
Purchase Orders	Ex. IX–A.5.a	Approve issuance of a change order in the amount of \$11,380 to CCS Express, Inc., for Purchase Order 505232 for Wolfvision document cameras and JBL speakers; in the amount of \$20,985.13 to Troxell Communication, for Purchase Order 505230, for Hitachi projectors, Chief projector mounts and Crestron media internal communication hardware; and in the amount of \$6,180 to Fox River Graphics, Inc., for Purchase Order 505231 for Extron media internal communication hardware for a total change order of \$38,545.13.
	Ex. IX–A.5.b	Approve issuance of a purchase order to University of Illinois for periodical databases, for the period of July 1, 2007 through June 30, 2008, in the amount of not to exceed \$15,902.
	Ex. IX-A.5.c	Approve issuance of a purchase order to the Brodart Company, for “leased books” through the McNaughton Book Service, for the period of October 1, 2007 through September 30, 2008, in an amount not to exceed \$11,297.
Personnel Actions	<u>Professional/Technical Appointment</u> Brian Thomason, Senior Network VoIP Specialist, IT/TS, 10/08/07, \$80,000/year	
	<u>Supervisory/Confidential Appointments</u> Elissa Anderson, Campus Horticulturist, PHY PLT, 10/15/07, \$51,000/year Susan Contarino, Enterprise Operations Manager & Information Security Officer, IT/TS, 10/15/07, \$90,000/year	
	<u>Classified Staff Appointments</u> Victoria Andrade, Student Account Representative, ACCT SER, 10/22/07, \$31,688/year Catherine Borst, Administrative Secretary, HC, 10/08/07, \$35,978/year Tamara Douglas, Financial Aid Assistant, OSFA, 10/08/07, \$32,507/year	

Theresa Horwath, Administrative Services Assistant, HC,  
09/24/07, \$35,100/year  
Joy Komitas, Foundation Assistant, CR/F, 10/01/07,  
\$28,275/year

Harper #512 IEA-NEA Appointment

Isael Perez, Maintenance Helper, PHY PLT, 09/24/07,  
\$33,155/year

Supervisory/Confidential Retirement

Monica Lynn, Foreman, Custodial, PHY PLT, 09/28/07, 23  
years

Supervisory/Confidential Resignations

Bridgette Bauman, Credentials Analyst, REG OFF, 08/31/07,  
1 year 6 months

Shannon Donahue, Enterprise Operations Manager and  
Information Security Officer, IT/TS, 09/28/07, 1 year 5  
months

Jom John, Manager, Identity Management, IT/TS, 09/21/07,  
8 months

Classified Staff Resignations

Marian Alvarado, Secretary, p/t, HC, 09/24/07, 11 months

Mary Ellen Davidsen, Office Assistant II, p/t, BUS/SS,  
09/05/07, 2 years 7 months

Donna Egelski, Administrative Services Assistant, HC,  
09/14/07, 3 years 1 month

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

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

Nays: None

Motion carried. Student Member Borro voted aye.

Review of Closed  
Session Minutes

Member Botterman moved, Member Graft seconded, to  
approve that the closed session minutes of June 19, 2007;  
July 24, 2007; August 15, 2007; August 28, 2007;  
September 20, 2007 and September 25, 2007 will remain  
confidential.

In a voice vote, the motion carried.

Foundation Report

Member Canning gave the following Educational Foundation  
highlights:

- The Gala grossed \$508,000 and netted \$389,000.
- In the last three months, the Educational Foundation has raised \$2 million.
- Since the Major Gifts Campaign was undertaken 14 months ago, they have raised \$4.2 million.

Member Canning added that this group of individuals is an incredible asset to the College. They are fantastic. Chair Stone thanked Member Canning for the wonderful report.

#### NEW BUSINESS:

##### Annual Financial Audit for FY2006-07

Jeff Markert, KPMG, explained that he led the audit for Harper College and is happy to present the findings to the Board. He noted that there are three documents in the packet given to Board members. He thanked Vice President Thorson and Tammy Rust for their hard work with the audit. They are very diligent; it took a lot of their time.

Mr. Markert called attention to the Table of Contents. He noted that, in addition to the Auditor's Report, there are Financial Statements of the College, Financial Statements of the Educational Foundation (which are reported as a component unit), some historical supplemental financial information, tax data, debt maturities and debt margins. In addition to the College's main financial statements, which are prepared on the basis similar to a commercial organization, they also have financial reporting as required by ICCB, which are the financial statements that look more like fund-based statements. This is the information that the Board is traditionally used to seeing. In addition to the fund-based ICCB financial statements, the College has a number of grant audits performed for ICCB, and an enrollment audit that KPMG attests to the enrollment statistics, which drives the funding by the ICCB in the State of Illinois each year.

Mr. Markert called attention to the Opinion on the Financial Statements of the College. KPMG is prepared to issue an unqualified (or clean) audit opinion on the financial statements, which means the auditors believe the financial statements of the College are fairly presented in accordance with Generally Accepted Accounting Principles (GAAP). He then called attention to the report entitled "Internal Control and Compliance Over Financial Reporting." The purpose of this report is to tell the Board whether there is any material noncompliance that KPMG identified or whether there are any material weaknesses in internal control. Mr. Markert stated that this is a clean report. There was not any that they have reported here. He explained that the guidance

they have used this year has changed in what they would consider to be a control deficiency. The auditing world has changed, and a lot of thresholds have gone down in what they are professionally required to report to the Board and how they characterize it to the Board. A lot of the things that previously had been reported in management letters throughout the country are now rising to a higher level of prominence, as far as potential deficiencies, and are considered to be significant deficiencies and material weaknesses. He is happy to say there are none this year. He added that this is quite an accomplishment for Ms. Rust and Vice President Thorson.

Mr. Markert called attention to Page 21. The College's financial statements are presented in several different ways within this report. Pages 21 and 22 are presented in accordance with GAAP (single column or full accrual basis of accounting). This is similar to corporate America, where they measure all assets and liabilities, including capital assets; depreciate the capital assets, and long-term debt is recorded on the balance sheet. It is meant to look at the organization from an economic perspective, fiscal health/long-term perspective, as opposed to the fund-based/short term perspective. This is meant to demonstrate accountability and fiscal accountability over the spending of the budget and the current resources. Page 21 is Statement of Net Assets, which presents all of the assets, liabilities and net assets of the College or equity. At the end of the day, the equity of the College increased from \$151 million to \$165 million; from an economic perspective, Harper is approximately \$14 million better off at the end of the year than it was in the beginning of the year, after considering all activities that have occurred at the College. The long-term debt has decreased from \$74 million to \$67 million, which is the planned payout of that debt.

Page 22, the Statement of Revenues, Expenses and Changes in Net Assets, shows all of the revenues and expenses for the year for the College. The Operating section is designed to be the main operations of the College, including its operating revenues and all of its expenses. Operating revenues total \$51 million this year; it includes student tuition and direct fees from auxiliary enterprises, etc. Operating expenses total \$112 million; it includes primarily all of the College expenses. Operating losses total approximately \$60 million. That is designed to show what costs are being financed by non-operating revenues (or general revenues, which are primarily property taxes, state

appropriation and investment income, etc.) Mr. Markert emphasized that this shows what a deal it is to come to Harper College, in terms of price of tuition vs. the cost of the education. It shows how much is being financed by other financial sources. Net assets have increased by \$14 million, from \$151 million to \$165 million. He noted that funding does become more difficult as time goes on. State funding has significantly declined. In the management's discussion and analysis up front, Ms. Rust has a write-up that shows the historical perspective of State funding over the past six years.

Pages 25 and 26 are the financial statements of the Educational Foundation. The Foundation is presented as a "discreetly presented component unit." It is not part of the main operations of the College; it has a separate governing Board. The Foundation is audited by different auditors, but due to the interrelationship of the College, they are presented within the same document or the same set of financial statements of the College.

The Uniform Financial Statements on Page 47 are the fund-based financial statements that are reported to ICCB. This is what the College is more used to seeing, as far as how they manage the operations of the College and how they budget their resources and appropriations process. The fund balance in the Education Fund has maintained strong from \$23 million to \$26 million; the Operations and Maintenance Fund from \$11 million to \$13 million. Mr. Markert complimented them with regard to the Auxiliary Enterprises fund. The College has done a good job of operating this at close to a break-even point. This becomes a difficult part for many colleges, and has been a losing operation in many of them.

Mr. Markert stated that the management letter and standard communications to the Board have been submitted. The audit went very well. Management was prepared with all the schedules requested by KPMG. With this being the second year of operations with Oracle, their audit approach has changed. They have gone through a more automated process, embracing the technology, and certainly that has changed their audit approach. A lot of time and effort was spent, and they appreciate everybody's help.

Chair Stone thanked Trustees Kelley and Hoffman for taking time out of their schedule to meet separately with KPMG on

behalf of the Board. She also thanked Mr. Markert for his time.

Member Hoffman complimented Dr. Breuder, Tammy Rust and Vice President Thorson. It was a clean audit. The management letter that Mr. Markert prepared brought up some great comments, items to think about and watch. This is a good balance. Member Kelley stated that it was an exceptional job, as always.

In response to Member Graft, Mr. Markert stated that most of the comments related to IT were new this year. This was the first full year they were auditing the Oracle system as part of the audit; therefore, it is natural that comments are going to focus on those things for items to consider for improvements and operations.

Member Graft moved, Member Kelley seconded, to accept the annual financial audit for Fiscal Year 2006-07, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Borro voted aye.

#### Resolution for 2007 Estimated Tax Levies

Member Botterman moved, Member Canning seconded, adoption of the Resolution providing for the estimated tax levies, required publication, and hearing date for 2007, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson made several comments regarding the levy.

- The Board may see changes between this and the final Resolution, because the Cook County numbers for this year were not done when this was prepared. All of this is based on Harper's assumptions about what this year's numbers are going to be so they can plan for next year. Any changes would reflect the slowness in Cook County getting out their taxes this year.
- The negative effect of the tax cap over the past eight years has resulted in approximately \$42 million that Harper may have had, but did not get. Approximately \$9

million will be lost this year alone, and the amount is growing exponentially as the difference between the property values (or Equalized Assessed Valuation [EAV]) and Consumer Price Index (CPI) are widening. It is creating a bigger gap between what Harper is actually able to collect because of the tax cap, and what Harper would have been able to collect without the tax cap.

Vice President Thorson reiterated that they are losing millions to PTAB, they are losing State money and the tax cap has affected Harper negatively. Dr. Breuder noted that everyone understands the purpose of the tax cap; nevertheless, it negates the College's ability to attract the kind of resources that are needed to provide a quality education and to strengthen and expand services. Consider what Vice President Thorson just observed with regard to the tax cap; add to that the PTAB impact, along with the reduced State funding (which has cost \$10 million over the last four years); and add to that the unfunded mandates (which costs approximately \$500,000 each year). Additionally, the College has not had any capital funding from the State in four years. Yet, these people grew the overall financial standing by approximately \$14 million. That is an incredible accomplishment, given the environment in which we work. Chair Stone noted that the Board is very appreciative of those efforts.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Borro voted aye.

Reduction in Force  
(Full-Time Faculty)

Member Botterman moved, Member Hoffman seconded, acknowledgement that the reduction of a full-time faculty member of PKM/PST program area is necessary, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Kelley, Vice President Margaret Skold explained that, for all classes at the College, they have a class size of 15 minimum in the smaller lab settings, 17 minimum in lecture settings and 20-24 in most of the lab classes. Dean Sally Griffith noted that the average class size in Plant Science right now is quite low, because they have been running extra sections to help students finish. In

the past, they would allow any class to run with ten students; and the average class size was 11-12 students. This semester, Plant Science classes are running with an average of seven students. In response to Member Kelley, Dean Griffith stated that for FY 2006, the program lost \$42,000. In response to Member Kelley's question regarding the collaborative effort with Hoffman Estates Park District, Dean Griffith stated that tonight was the first time she had heard about that suggestion. Vice President Skold clarified that the speaker was talking about landscape design; landscape design is one certificate that is part of the degree program. The College is discontinuing Park Management, Park and Golf Management and Plant Science.

In response to Member Graft, Dean Griffith noted that enrollment has seen a significant downturn since 2004. She calculated that if they did not run all the sections they did this semester in order to allow students to finish, they would have been down in enrollment 57 percent since 2004. This semester, four classes would have been offered; however, 15 classes are running now to allow students to finish. Enrollment has fluctuated from time to time. They have seen a significant downturn in the last few years, but it has never been a large program. As they have looked at wages and possibility of jobs, they cannot find them for people with associate degrees. There are many jobs in the industry, but they are for on-the-job-training. Dean Griffith noted that they do have agreements with the University of Illinois for students to finish their degrees.

In response to Member Hoffman, Dean Griffith noted that College of Lake County is seeing a significant decline in enrollment in this program as well. The strongest program in the area is Joliet Junior College, which has a large program. In response to Chair Stone, Dean Griffith explained that they have tried to run absolutely every class they can this fall and spring so students could take as many courses as they are able. They are also talking with neighboring colleges and plan to have chargeback agreements so students can attend those programs at in-district rates.

In response to Student Member Borro, Vice President Skold explained that, in order to be viable, the program needs to attract approximately 100 students per year. In 2002, the program was in a severe decline. They went from two full-time faculty to one. In 2004, when the entire institution had an upswing, there was also an upswing in the program. It

has maintained a very low enrollment and a very low interest for a significant amount of time. She added that, as the Chief Academic Officer, she faces the challenge of being asked by the Board, "How are we going to pay for these programs?" when new ones are being added. Unfortunately, sometimes they have to cut one program to make room for another. Vice President Skold stated that she does not doubt what the students have said. She is confident they have had good education in the classes they have taken. When the decision was made last spring, they notified the faculty member right away and the Faculty Senate. Students were notified this summer. They have had an ongoing and consistent plan for the students so that they would be able to complete the program.

Upon hearing audience comments, Chair Stone explained that she would not be turning this topic into a debate. If there is something germane to add to the conversation, she will allow a comment from one spokesperson.

Joyce Grattoni, coordinator and full-time faculty from the Plant Science Technology and Park and Golf Management Program, addressed the Board. She reiterated that this is a fabulous program at Harper. She spoke with colleagues from other community colleges. They are continuing to run classes with five, seven or eight students, because they know the trend will change again. The horticulture program is an integral part of Harper's campus; they provide a service. Their students have an opportunity to work on whatever function is happening at Harper. They have supplied plants for different events – graduation, the 40<sup>th</sup> Anniversary party, etc. A total of 20 students helped with the delivery and setup. It was an on-site/hands-on experience for them. They do more than just teach students and send them out to the workforce. They have students who are working at every golf course, park district, nursery and garden center in the area. Harper graduates are very well respected, and they are sought after.

Ms. Grattoni stated that she cannot deny that numbers are down. Part of the problem is that classes were being cancelled with 10-12 students. Some students were being told to go to another community college. That is not what Harper should do to build up the program. She added that, as a student, she would not want to drive another 45 minutes to attend a community college outside the district, when she has a college right here that her taxes support.

Ms. Grattoni stated that Harper has a great program, wonderful facility and quality instructors. She asked the Board and administration to reconsider and look at some of the facts. Yesterday, the *Daily Herald* ran an article on the front page about agricultural education, and how the high schools are getting back into agricultural education. They are no longer working on the family farm, they are now working in landscape design, horticulture and plants, and anything to do with the environment. This is a service Harper needs to provide for the community. This is not something that is going to go away. Harper will be the only community college in the Northwest Suburbs without a horticulture program. What will that say about Harper? It makes no sense to have a green roof, but no horticulture program. Recently, she received phone calls regarding partnering with the Hoffman Estates Park District, as Gary Buczkowski mentioned earlier, and from the Barrington Conservancy. Ms. Grattoni stated that there is anticipated growth of at least 20 percent. If someone is qualified, they can get a job and make decent money. On-the-job-training is for the person digging the ditch; it is not for the landscape designer, or the golf course superintendent, or the managers at the large landscape companies. She asked the Board and administration to think about the community and think about the students, and then reconsider their decision.

Dr. Breuder noted that he has had the opportunity to work with Ms. Grattoni many times during the past nine years. He admires her passion for plant material and her passion for this program at Harper. Everyone who works here is grateful for her contributions; they have all benefited from them. He agrees that this is a good program. The tragedy is that even good programs fall out of favor with the market, for whatever reason. There is simply not enough demand for it. It is a challenge to find a way to balance the numbers every year in such a way as to be able to make sure that Harper is fiscally sound and capable of delivering the full array of services to the public. Earlier, Jeff Markert from KPMG spoke about Auxiliary Enterprises and suggested that Harper does very well relative to other institutions that they audit. In part, this is because Harper has had to make difficult decisions from time to time in the auxiliary piece of business. They had to discontinue the flower shop and they had to make changes in cardiac care, because those programs were losing over a couple hundred thousand dollars per year. Harper simply could not sustain them any longer. As they look at the portfolio of programming each year, they look at those programs that are holding their own financially. Overall, like

any retail business, they can only handle so many products, so many programs that cost money. Less than a year ago, Dr. Breuder came to the Board and said that nursing is costing almost a half million dollars each year. He recommended to the Board that Harper double the tuition for people coming into the nursing program, in the hopes that this would negate the loss. They could not sustain it given tax caps, PTAB, unfunded mandates, reduction in state funding, no capital appropriation, etc.

Dr. Breuder reiterated that the conversation tonight and his recommendation to the Board are not predicated on whether or not Harper has a fabulous program. It is a great program, and it has served the College well. Unfortunately, there does not appear to be a demand for it at the moment. As a result, they cannot afford to lose \$40,000 - \$50,000 each year. They have to look at all of their programs. He noted that there was a time where community colleges were said to be all things to all people. Community Colleges cannot be all things to all people anymore, because they do not have the financial wherewithal to do that. Therefore, they have to make choices that are sometimes not popular.

In response to Student Member Borro, Dr. Breuder explained that they can only double the tuition in a program if the supply and demand allows them to do that. In the case of nursing, the demand for it far exceeds Harper's capacity to deliver. They can increase the price of the service and still have the FTE quota that they need. He doubts this would be the case in the Park Management area, given the fact that at the current tuition level, they were unable to sustain the kind of enrollment necessary. It would not serve the College well to double the tuition.

Chair Stone noted that some members, who have been on the Board for a while, have had to go through several similar discussions; they are never easy. Every single Trustee who has been involved with facing an exhibit of this type has to dig deep within to try to balance their own decision-making, to look at what is best for the institution, what is best for the students and what is best for the faculty involved. It is not an easy decision for any of the Trustees. She also recognizes the fact that it is not easy for the administration to bring forward these issues. On behalf of the Board, she stated that they never look at these kinds of matters in a light way. They consider them very carefully.

Vice President Skold reminded the Board that the recommendation is to acknowledge the need for a reduction in force; the recommendation is not about the continuation or discontinuation of the program. Chair Stone thanked her for the clarification.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Borro voted nay.

Recommendation for  
Approval for the  
Issuance of a  
Partnership Fee for  
Two Community  
Outreach Centers

Member Graft moved, Member Canning seconded, approval of issuance of the partnership fee in the amount of \$20,000 (\$10,000 per center) for the Palatine Opportunity Center and the Police Neighborhood Research Center in Rolling Meadows, Illinois, 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.

Annual Insurance  
Renewal

Member Botterman moved, Member Kelley seconded, acceptance of the proposal of Willis of Illinois and the College administration to have CIGNA provide the College with Term Life, not to exceed \$0.21 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.019 per \$1,000 of covered payroll; Long-Term Disability insurance coverage, not to exceed \$0.19 per 1% of payroll per month; and CoreSource to provide claims administration, not to exceed \$3.75 per employee for dental and \$1.25 per employee for Short-Term Disability. In addition, acceptance of Blue Cross Blue Shield of Illinois and HMO Illinois to provide the College with medical insurance coverage, not to exceed the proposed Board contribution per covered individual based on level of coverage, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Botterman thanked the committee their efforts.

In a voice vote, the motion carried.

ANNOUNCEMENTS BYCHAIR

## Communications

Chair Stone noted that the Higher Learning Commission Reaccreditation visit will occur November 5 through 7.

## Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Regular Board meeting is November 13, 2007, which is earlier because of the Thanksgiving holiday. The College will be closed November 22 through 25. The Palatine Community Night is December 5.

OTHER BUSINESS

Member Hoffman thanked Thea Keshavarzi and her committee on the insurance renovation in Avanté, which was no small undertaking. He thanked them for their promptness in getting the building back up properly and for their financial responsibility.

Dr. Breuder noted that this was Thea Keshavarzi's last Board meeting. She will be retiring at the end of next week. He thanked her for her many years of service to the College. Ms. Keshavarzi thanked this Board and previous Boards for the support they have given her and those who work with her. This enables them to do their jobs in a professional manner. She noted that she has enjoyed her 25 years at Harper and will miss many people. The College will always have a special place in her heart. Ms. Keshavarzi noted that, during retirement, she looks forward to focusing on her greatest passion - music. She is a freelance musician in the area, and will be spending the next few months marketing her quartet.

EXECUTIVE SESSION

Member Graft moved, Member Kelley seconded, that the meeting adjourn into closed session to discuss personnel matters.

In a voice vote, the motion carried at 8:55 p.m.

Member Botterman moved, Member Graft seconded, to end the closed session. The Regular meeting reconvened at 10:39 p.m.

ADJOURNMENT

Member Canning moved, Member Botterman seconded, to adjourn the meeting. No action was taken.

In a voice vote, the motion carried at 10:40 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### OCTOBER 23, 2007 REGULAR BOARD MEETING

1. Chair Stone asked that the Board receive a full copy of the Climate Survey, so they can look at the entire picture, rather than a few select results. It appears that the Board was given just some of the numbers covered in the results. Mr. Braunschweig affirmed that a full copy would be provided.