



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

January 22, 2008
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 - December 11, 2007 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for December 7, 2007, December 21, 2007 and January 4, 2008; Estimated Payroll for January 18, 2008 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. Student Service Awards - Fall 2007 Exhibit IX-A.7
 - 8. Honors Student Merit Awards - Fall 2007 Exhibit IX-A.8
 - 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: Authorization for Architectural Services of Legat Architects and Holabird and Root Exhibit X-A
- B. RECOMMENDATION: Authorization to Purchase Cisco Voiceover Internet Protocol (VoIP) Telephony System Exhibit X-B
- C. RECOMMENDATION: Authorization to Retain the Services of Unicom/ARC for Community Input Exhibit X-C
- D. RECOMMENDATION: Affiliation Agreement Between Harper College and Westlake Hospital for the Nursing Program(s) Exhibit X-D
- E. RECOMMENDATION: Authorization to Offer the Faculty Senate a Two-Year Contract Extension Exhibit X-E

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- February 6 5:30 p.m. - Arlington Heights Community Night - Wojcik Conference Center Dining Room
- February 12 **Holiday - Abraham Lincoln's Birthday - the College will be closed.**
- *February 26 7:00 p.m. - Regular Board Meeting - W214-215
- *March 18 7:00 p.m. - Regular Board Meeting - W214-215
- March 21 **Friday Holiday - the College will be closed.**

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, December 11, 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, December 11, 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, December 11, 2007 at 7:09 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Botterman, Canning, Graft (7:12 p.m. arrival), Hoffman, Kelley and Stone; Student Member Borro
Absent: Member Hill

Also present: 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; Sheila Quirk Bailey, Associate V.P. for Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Fumiko Akutsu; Cathy Albergo; Mike Alsup; Orlando Cabrera; Maria Coons; Rich Costello; Laura Crane; Donna Drake; David Dwyer; Sara Gibson; Joyce Grattoni; Sally Griffith; Michael Harkins; Mia Igyarto; Ashley Knight; Jim Ma; Fredia Martin; Jennifer Mathes; Mark Mrozinski; Kathi Nevels; Alice Roberts; Chet Ryndak; Ilona Sala; Katherine Sawyer; Margie Sedano; Rich Seiler; John Smith; Doug Spiwak; Jane Swider and Dennis Weeks. Students: Lynn Aldrich; Cory Cosman; Debbie Danek; Alaine Garcia; Gayle Gillmann; Adam Keppel; Ann Libner; Victoria McClellan; Quentin Morrissey; Chris Pesche; Polly Sanders; Tim Samson; Doris Strom and Reid Seidner.

Guests: Charles Keppel, The Care of Trees; Shantelle Pesche, Pesche's Garden Center; Alex Grattow, citizen; Jim Platt, Sylvia's Flowers; Mike DeLuca, Taxpayer; Mike Nugent, Nugent; Carl Rabenaldt and Paul Hufford, (3D/I) Parsons.

Student Member Borro led the Pledge of Allegiance.

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

In a voice vote, the motion carried.

Chair Stone noted that she will change the order of the Agenda to allow for the citizens to be heard first under Citizen Comments, followed by Harper Employee Comments. The educational presentation will follow employee comments. She noted that last month, the Board gave 45 minutes to hearing the thoughts and opinions of all the speakers who came forward on behalf of the Plant Science program. Chair Stone reminded the speakers to be brief; the Board will strictly enforce the two minute time limit. Chair Stone stated that the Board was very thoughtful in considering the action that they took two months ago regarding the Plant Science program. The decision was not taken lightly, and it will not be reconsidered at this time. The Board does respect their thoughts and opinions; however, the Board's decision will not be reversed.

CITIZEN
COMMENTS

The following citizens addressed the Board on behalf of the Plant Science Technology program, urging the Board to reconsider their decision.

Charles Keppel

Mr. Keppel, Vice President of Midwest Sales with The Care of Trees, and member of the Board of Directors for the Illinois Landscape Contractors Association (ILCA), noted that one of the ILCA goals is to improve the amount of education of their Hispanic workforce, so they can improve the quality of service to their clients. Harper has been instrumental in helping them with their educational needs. Mr. Keppel noted that the ILCA would be interested in assisting Harper in developing other classes for their workforce. The Care of Trees would also like to assist Harper in educating high school students as to what programs are available and what opportunities exist in the field.

Jim Platt

Mr. Platt, co-owner of Sylvia's Flowers in Arlington Heights, explained that Sylvia's has been in the Harper community for almost 60 years. Over the last decade, they have been fortunate to have a relationship with Harper and its floral program. Harper students have come to Sylvia's for tours, and Sylvia's was the beneficiary of employing many from the Harper program. Currently, they have six employees who have come through the Harper program; which is 25 percent of their staff. Mr. Platt stated that he is a bit surprised that

the Board does not take more into consideration that people are interested in getting involved with the green movement. These types of plant programs and floral programs aid in that interest. Many people are leaving Corporate America and pursuing professional, creative jobs in his line of business. They are looking for an educational place to pursue this new career. He challenged the Board to look into the possibility of partnering up with businesses in the area. There are businesses with the desire to be actively involved in this program at Harper.

Debbie Danek

Ms. Danek is a landscape designer for Sheetz Landscaping in Barrington, and a horticulture student working to finish her degree. The program has been a wonderful and positive experience for her. She was a stay-at-home mom for many years. The instructors (her mentors) in the program helped her get her feet on the ground and start a new career. There are many students, like her, who wish the Board would reconsider their decision to cancel the program.

Chris Pesche

He distributed and read a letter from Gayle Schuman, horticulture professor from Marquette University. Ms. Schuman authored one of the textbooks used by Harper students in the program. In her letter, Ms. Schuman noted that "although it may seem that workers in these areas can learn on the job, it is very limited. People in these fields must choose the appropriate plants and where they should be established, maintain them in sustainable environments and find solutions to pest diseases and problems which they raise. It is necessary to understand plant biology, nutrition, plant and pathogen lifecycles and management, and environmental affects on all these aspects of plant growth and development. They also must understand how to use pesticides safely and how to minimize their use with resistant plants and cultural practices." She added that, "Employees without an academic background will have difficulty rising to leadership positions within their work."

Polly Sanders

Ms. Sanders noted that she is currently enrolled in her fourth course at Harper in the Plant Science Technology program. She was very disappointed when she received her letter informing her that the program was going to be ending. Instead of attending the school across the street from where she lives, in her community, she learned that she will soon have to travel quite a distance, to another community, to attend a school she really does not wish to attend. She works full-time; she has a degree in psychology. Ms. Sanders explained that she decided a year ago that she

wanted a change, and Harper allowed her to make that change. It has been a wonderful experience, the teachers are terrific. When she read the article in the *Chicago Tribune*, it said that, "there are ONLY fifty students in the program." She feels that these fifty students do not count.

Doris Strom

Ms. Strom is in her second class in the Plant Science program. She has found something that she truly loves to do. She is disappointed that Harper cannot be there as her school in her community to support her in that.

Shantelle Pesche

Ms. Pesche is the daughter of the owner of Pesche's Flowers in Des Plaines, Illinois. Her family has been in this business for over 80 years. She was planning on becoming a Harper student next semester in the Plant Science program. She wanted to become more educated in the family business so that one day, she could be a future owner and run their business effectively with her brother, Chris.

Gayle Gillmann

Ms. Gillmann distributed and read a letter from John Heaton, owner of Knupper's Nursery in Palatine. Knupper's has been in business for 80+ years; Mr. Heaton has been the owner for 40 years. In his letter, Mr. Heaton strongly recommended continuation of the Harper College Plant Science department. "The Plant Science department provides students with the technical expertise that is needed to succeed in the horticulture industry. It is not practical to get all the required skills in on-the-job training. You can certainly work in the horticulture industry without a formal education, but without the formal education, there is a lack of basic knowledge that is hard to fill on the job. This results with a less than ideal employee with limited advancement potential." Ms. Gillmann asked that the Board, in the near future, reconsider the viability of this program. Harper has quality teaching staff. She asked that Board members take a look, talk to the local owners and see if there is something that can be done together.

Ann Libner

Ms. Libner read a letter from Illinois Landscape Contractors Association (ILCA) Executive Director, Patricia Cassidy. In her letter, Ms. Cassidy stated that, "With the ever growing need for employees at all levels of the landscape contracting companies, it is difficult to understand the closing of a quality program that strives to produce qualified confident workers. The need for these workers is evidenced by the employers' calls to our office seeking assistance in recruiting and the industry's commitment and attempt in attracting students to college programs. Also increasing each year are the

classified ads in the monthly publication *The Landscape Contractor*.” She added that, “good wages, salaries and benefits can be earned in the industry, and the demand exceeds the supply for qualified available workers. The horticulture program at Harper is highly respected for its contributions to the industry, its willingness to address the needs of an expanding profession, and for helping students to better prepare for the workforce or excel beyond their current positions.” Ms. Cassidy added that Harper has “the support of the Association as well as all of us who employ your students wherever they may work.”

HARPER EMPLOYEE COMMENTS

Joyce Grattoni

Ms. Grattoni noted that the Plant Science Technology (PST) students have always been an important part of this community. They have been involved in many campus events:

- For the past ten years, floral students have designed and set up the flowers for the Foundation’s main fundraiser, whether it is called Harvest Ball, the Gala or the 40th Anniversary.
- Created the floral décor for the dedication of Avanté;
- Created the floral décor for the President’s Holiday Party;
- Made boutonnieres for vets on Veteran’s Day;
- Produced arrangements for the Student Awards Banquet and Dental Hygiene Pinning.

Floral students compete on a national level. Competition at the American Institute of Floral Designers Convention each July includes 14 colleges and universities from across the country. Harper students took second and third place in 2004, second place in 2005 and first place in 2006. It is not easy to find students so committed to a program that they are willing to take time out of their busy schedules to participate in whatever event is currently happening on campus. PST students are always there. There were 20 students who worked on the set-up on a Saturday for the 40th Anniversary celebration. They arranged, carried, set-up, and helped take down. They did a fabulous job.

Chet Ryndak

Mr. Ryndak has taught in the Plant Science program for more than 28 years and served on the Advisory Committee for the Park Management/Horticulture program. In those years, he has seen many Harper students become upstanding members of the community – serving as golf

course superintendents, naturalists, forestry supervisors, park district administrators, landscape designers and land planners, floral designers, managers and owners of landscape firms and nurseries, garden centers, educators, natural restoration and management specialists of wetlands and prairies. There is an exploding job market out there; Harper College should be looking at exploring ways of marketing to attract students to the program. In 2004 and 2005, the full-time student numbers in the program were at an all-time high of over 100, and then dipped again to an average number of 63. Harper should be looking at new approaches to increase the enrollment, just as the University of Illinois is doing, since they have also had a slight decline in enrollment in their Plant Science program. The infrastructure, faculty and equipment are still present and salvageable at Harper. He urged the Board to give this outstanding program their reconsideration.

**EDUCATIONAL
PRESENTATIONS**
Facility Assessment

Vice President Judy Thorson explained that, earlier in the year the Board approved that a Facilities Assessment would be conducted by a company named 3D/I. This would allow the College to have a better idea of the dollar value of deferred maintenance in this facility. Since Harper hired 3D/I, their company was bought out and they are now Parsons. Vice President Thorson introduced Carl Rabenaldt, executive in charge of the assessment, who would be doing the presentation. Mr. Rabenaldt introduced Paul Hufford, Project Manager.

Background

Mr. Rabenaldt explained that one of the reasons Parsons liked 3D/I so well was because of their assessment capabilities. In September 2007, Harper hired the best in the world to assess approximately 1.3 million square feet of the main campus. Parsons is a 200-office firm established in 1944, headquartered in Pasadena, California. Messrs. Rabenaldt and Hufford are from the Houston office, which is the center of excellence for the assessment group. In addition to assessments, Parsons has capabilities in project planning, program project management, construction management and estimating value engineering. He showed a list of community colleges with which they have done business. He noted that the California Community College System includes all 77 community colleges in the State of California.

Assessment

Mr. Rabenaldt explained that Parsons was hired to take a look at the existing condition of Harper's facilities (the way they are today), then model the buildings, and finally predict what is going to happen to the buildings in the future.

Steps involved in the assessment process were as follows:

- Teams were sent to collect the data;
- Data was input into a database;
- Items were priced and modeled;
- Analysis was run;
- A report was created.

Future steps include:

- Project plans must be drawn up from the data that was collected regarding the condition of the buildings and the work that needs to be addressed.
- Once the work is identified, the College must devise a plan to accomplish the work and to find the funding.
- The work can then be executed, either by hiring someone through a design/construction program, or it can be done internally.

Mr. Rabenaldt noted that they would be leaving the database in place so the College would be able to update it as work is completed.

During the assessment, the teams walked every room on the main campus. They opened every door and walked into every area. They looked at exterior systems (roofs, walls, window systems, doors). They went into interiors for flooring, walls, visual components, interior finishes, health, fire, life safety systems, HVAC, plumbing and electrical distribution. They looked at what was wrong in those buildings, and they modeled those buildings. He explained that, for example, certain roof structures will need to be replaced every 20 years. They would model the building and determine that every 20 years the College should budget for a new roof. That is how future failures are predicted.

Harper College has 23 buildings on campus, covering approximately 1.2 million square feet. They did a comprehensive assessment on 18 of the buildings (approximately 68 percent of the portfolio). Through the direction of Parsons, Harper did assessments on five of their own buildings (approximately 32 percent of the portfolio). Parsons will leave the software in place so that Harper can manage it; Parsons will train Harper staff.

Assessment Summary

It was discovered that, overall, the buildings are well maintained. Team members were amazed at the cleanliness, warmth, safety and dryness of the facilities. More than half of the buildings are over 30 years old; some are 35 years old. The older facilities will need reinvestment in the near future; their degradation rates are increasing. Mr. Rabenaldt explained that, when a building is brand new, not much has to be done during the first 10 years. However, after 10 years, the degradation increases.

The *Facilities Condition Index (FCI)* is a simple formula used to measure the condition of a building. He explained that, one would take the needed repairs and divide it by the replacement value of the facility to come up with the FCI. For example, following an assessment, if a building had \$10,000 worth of current needed repairs, and the building was worth \$100,000, the FCI on that building would be .10 (or 10 percent deficient) on that day. Mr. Rabenaldt explained that the following are generally accepted industry standards:

<u>FCI</u>	<u>Condition</u>
<5	good
5 – 10	fair
>10	poor

However, in Parsons' world, especially relating to community colleges, they are experiencing the following standards:

<u>FCI</u>	<u>Condition</u>
<10	good
15 – 20	average/fair shape
>45	consider renovation

He called attention to a chart which showed the year the building was built, the square footage and the FCI (percent deficient). Now, each of Harper's buildings on the main campus has an FCI associated with it. One of the worst buildings is Building D, which is rated 52 percent deficient. Mr. Rabenaldt noted that, normally he would recommend renovating and reinvesting in that building. However, the problem they are faced with in Building D right now is functional adequacy – there are several different levels in there, and it is very chopped up. He explained that when they are trying to consider whether to renovate or build new, they will not only look at the FCI, but at the adequacy of the

buildings. Building M has an FCI of approximately 24 percent. He reminded everyone that Building M is also the doorway to the public; many people see Building M. It would be terrible to have the College bring in an event and then have the air conditioning suddenly giving out.

Mr. Rabenaldt called attention to a slide which showed the cumulative summary of the entire campus. There is \$58 million in current needed repairs within the campus. The replacement value is approximately \$290 million. Therefore, the overall FCI is .202. This is not in real bad shape. He explained that, if Harper invested \$58 million today, and they were able to fix everything today, it would bring their FCI down to a theoretical zero. Obviously, if the College had \$58 million today, they could not fix everything "today," it would take a period of time. They must look at what time does to the \$58 million figure. He explained that *Extended Facilities Condition Index (EFCI)* is calculated by taking the current needed repairs plus the present value of the future repairs for the next ten years. This is taking a snapshot of a ten-year period. For example, \$58 million today is needed for repairs, but an additional \$66 million will be needed over the next 10 years, divided by \$290 million (replacement value), Harper's FCI will go up to 43 percent. Their FCI currently is 20 percent. Over the next ten years, their FCI could go up to 43 percent, which more than doubles. He explained that if they took that entire value of \$124 million (\$58 million plus \$66 million) and invested it over a ten-year period, they could take their FCI down to a theoretical zero. However, he would not recommend it, because there is no reason to take the FCI down to zero.

With the data received from the assessment, Parsons ran three possibilities. A chart was created to show the dollar amount of investment needed to maintain a 20 percent FCI, the dollar amount of investment needed to improve the FCI to 13 percent, and the dollar amount of investment needed to improve the FCI to six percent. Mr. Rabenaldt explained that Harper now owns the data and will be able to plug in different scenarios of investment to result in different FCIs.

To date, the following has been completed by Parsons:

- All surveys are complete;
- All data has been input;
- Partial training for Harper employees has been done;
- Draft report was created;
- Presentation of findings was given (tonight).

Next steps:

- Final report to be submitted December 21, 2007;
- Final training for Harper employees;
- Consider utility assessment (tunnel system, steam pipes, pump).

Mr. Rabenaldt explained that, in this assessment so far, they looked at only buildings on Harper's main campus. The College should start thinking about utilities, because if something happened to the tunnel system and the direct buried lines, they could have some major issues.

Throughout their previous work, Parsons has discovered that approximately 10-20 percent of the value of a college's building assessment was what they needed to reinvest in their utilities. Parsons is recommending that Harper consider a utility assessment. He estimated that, based on the figures from the assessment outcome (\$58.287million for current needs, plus \$66.289 million for the next ten years), approximately \$18 million would need to be reinvested in utilities (10-20 percent). From the study just completed, they believe Harper's total requirements on the existing facilities will be approximately \$143 million.

In response to Member Kelley, Mr. Rabenaldt explained that the Central Plant was part of this assessment; the boiler pipes that go underground from the Central Plant to the buildings were NOT part of the assessment. The College should consider expending the \$18 million for utilities over the next ten years. The infrastructure is getting old; there will be failures in the tunnel system and on the direct burial lines. Vice President Thorson affirmed that they do have failures almost every year on one of their pipes, usually in the middle of winter.

In response to Member Kelley, Jim Ma explained that they do not have a plan to replace the chillers or pumps; they just replace them when they are beyond repair. Mr. Rabenaldt stated that he sees that in many organizations - "run to failure," which is basically living on the edge. Vice President Thorson added that this is exactly the reason they have started the facilities assessment process. The next step will be to identify funding streams over the next ten years to be able to fund this.

In response to Member Graft, Mr. Rabenaldt affirmed that this assessment did not look at obsolescence or design obsolescence. For example, if a building was designed for

smaller classrooms originally, and the standard now is to have larger classrooms, they did not estimate the cost of making those classrooms larger. They figured in the cost of fixing the building to what the design requirements were originally. Member Graft suggested that Harper add the obsolescence component, energy efficiency component and perhaps a wish list from the campus architect. He would like to consider, in some cases, a demolition and replacement. With regard to energy efficiency, Mr. Rabenaldt explained that they priced some deficiencies like that into the project. For instance, if a window system in one of the buildings should have lasted 40 years and it has already reached its 40 years, they budgeted for energy efficient windows to go back into that building. He reiterated that some of the buildings that are 35 years old are not going to be functionally adequate. Building D has different levels and ADA issues, which is a serious problem.

Mr. Rabenaldt explained that Parsons is currently contracted to look at Harper's existing facilities and come up with a report that shows what reinvestments need to be made over the next 20 years for capital renewal on facilities. Capital renewal means that when the roof needs to be replaced, they would redo the roof. It is not maintenance items; it is not changing the filters in the air handling or changing the oil or fixing a pump that blew up over the weekend. He added that Parsons does a lot of those types of studies, where a client says, "Now that we know what is wrong, can you help us come up with a plan?" Parsons would then look at obsolescence, look at what the new requirements are, and they would find that the price tag to do everything far exceeds the ability to find the funds. Then they would have to look at it and determine how to plan for it. Member Graft asked if Mr. Rabenaldt would agree with the statement that "one of the ways to change the ratio is to actually replace some of the older buildings." Mr. Rabenaldt responded, "Absolutely; no question."

Mr. Hufford reiterated that over half of Harper's buildings are over 35 years old, with 35-year-old technology in them. They were designed for classrooms and educational adequacy 35 years ago. There have been a lot of changes in those buildings; but there are some things in those buildings that have not been changed in 35 years. That is why they are a problem today.

When Chair Stone asked Mr. Rabenaldt what, if anything, surprised him about Harper's campus, he noted that

Harper's campus was one of the cleanest, safest, driest campuses they have seen in a long time. He has seen a lot of campuses that just look tired. When walking Harper's campus, on the surface, it does not look tired. It has been well maintained. Under the surface is where they found mechanical problems and electrical problems. Mr. Hufford added that Harper's campus is a facility that was built for the purpose in which it is currently being used. Many campuses they assess are abandoned commercial properties; they were not initially designed to be teaching institutions.

In response to Chair Stone, Vice President Thorson explained that they are simultaneously updating the Master Plan. In one section of the Master Plan, they would like to put some data from the facilities assessment. They would also like to include what they see in the future for new buildings, what pieces are obsolete, and some of the deferred maintenance. The big package will allow them to look at what total dollars are needed for a large capital plan. They are looking to have this incorporated in the Master Plan towards the end of January. They have retained Legat Architects to do the Master Plan update; they have already had some meetings.

Chair Stone noted that, as the Master Plan is created, it is important to have a feel for how the recommendations will affect the faculty as they pursue their day-to-day activities. Additionally, in an effort to ensure that the Board has a very good feel for what is being presented, Chair Stone suggested that one or two Board members work closely with the Master Plan process. They have an engineer on the Board and other people with expertise. Vice President Thorson stated that she would pass along that request to Dr. Breuder.

STUDENT TRUSTEE REPORT

Student Member Borro explained that students are currently focusing on their upcoming finals. Board members received a copy of *The Harbinger* issue. The campus newspaper is up and running after taking a semester off. Student Member Borro noted that he is a member of the Voter Registration Committee on the Student Senate. They are looking forward to making sure students are registered to vote. They will have MTV Rock the Vote and other campus activities that encourage voting. He looks forward to the various clubs and organizations working together for a common goal. Student Member Borro noted that textbook prices affect students all across the nation. The Senate has looked into this in the past. They will be focusing on the report that

came out of the Textbook Advisory Committee last year. They will be learning from the successes/setbacks of the College of DuPage as they embark on their textbook exchange. Harper's Textbook Committee will research this and present their findings to the Board within the next several months.

PRESIDENT'S REPORT

There was no President's report this month.

CONSENT AGENDA

Member Graft moved, Member Kelley seconded, approval of the minutes of the November 13, 2007 regular Board meeting; bills payable; payrolls for November 9, 2007 and November 23, 2007; estimated payroll for December 7, 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 \$2,432,538.06

The payroll of November 9, 2007 in the amount of \$1,760,319.74; and November 23, 2007 in the amount of \$1,748,640.73; and estimated payroll of December 7, 2007 in the amount of \$1,754,480.24.

Bid Awards

Ex. IX-A.3.a Award bid request Q00540 to Classic X-Ray Ltd., the low bidder, for the purchase and installation of a Computed Radiography System, software, hardware, training and a three-year service contract, in the amount of \$48,749.

Ex. IX-A.3.b Award bid request Q00543 to NexGen Building Supply, the low bidder for ceiling grids, ceiling tiles and drywall for the first floor of Building J in the amount of \$11,030.40.

Ex. IX-A.3.c Award bid request Q00544 for Annual Upgrade Protection (AUP) maintenance for existing Altiris Education Management Suite District/Campus perpetual license and an Annual Altiris

Support Incident Pack to CompuCom Systems, Inc., the lowest responsible bidder for the amount of \$9,204.04 per year for the three-year period of October 31, 2008 through October 31, 2011 for a total award of \$27,612.12. In addition, authorization for the Vice President of Information Technology to sign contract agreement(s) with Altiris Business Unit of Symantec Corporation and/or CompuCom Systems, Inc.

- Requests for Proposals There are no requests for proposals.
- Purchase Orders and
Adjustments There are no purchase orders and adjustments this month.
- Personnel Actions Administrator Appointment
Nancy Wajler, Adult Learning Special Assistant to Vice President, Academic Affairs, ACA AFF, 12/12/07, \$80,000/year
- Professional/Technical Appointments
Jeanne Upreti, Desktop Integration Analyst IV, IT/CS, 11/26/07, \$62,000/year
Matthew Virgilio, Desktop Integration Analyst IV, IT/CS, 11/19/07, \$64,000/year
- Classified Staff Appointments
Alice Petras, Office Assistant I, p/t, HR, 11/14/07, \$12,480/year
Lori Eschenbaum, Administrative Assistant, HR/DOD, 12/10/07, \$40,365/year
- Harper #512 IEA-NEA Appointments
Albert Cannestra, Maintenance Helper, PHY PLT, 11/26/07, \$35,173/year
Denise Cross, Maintenance Mechanic, PHY PLT, 11/26/07, \$50,003/year
Juan Diaz, Painter, PHY PLT, 11/26/07, \$32,781/year
Nicholas Fiorito, Maintenance Helper, PHY PLT, 11/26/07, \$35,173/year
Lawrence Lovell, Painter, PHY PLT, 11/26/07, \$36,899/year
- Limited Term Employment – Classified Staff Appointment
Lisa Simon, Admissions Data Steward, p/t, ADM PRO, 12/10/07, \$29,188/year

Faculty Retirement

Barbara Weil, Associate Professor, M/S, 07/31/08, 13 years

Professional/Technical Resignation

Lisa Fryhoff, Staff Interpreter, p/t, ADS, 10/31/07, 2 months

Supervisory/Confidential Resignation

Deanna White, Public Relations Manager, COM/LR,
11/16/07, 5 years 5 months

Classified Staff Resignation

Joy Komitas, Foundation Assistant, COM REL/FND,
11/20/07, 1 month

Harper #512 IEA-NEA Resignation

Carolina Morales, Custodian, PHY PLT, 10/26/07, 3 weeks

In a voice vote, the motion carried on the Consent Agenda.

Foundation Report

Member Canning stated that the Foundation has 100 percent support in the Pacesetters Campaign. She encouraged Board members to show their support for the Foundation by doing the same thing. She brought pledge forms for anyone interested.

NEW BUSINESS:Public Hearing on
Tax Levy

Member Kelley moved, Member Graft seconded, to adjourn the Regular meeting to the hearing on the adoption of the tax levy.

In a voice vote, the motion carried.

Chair Stone called to order the public hearing on the adoption of the Harper College tax levy at 8:12 p.m. The Board has copies of the tax levy resolution.

Vice President Thorson explained the basics of property taxes. The property tax is one of Harper's major funding sources. The process is several steps: first, the property is valued by a county assessor; next, the taxing body (this particular Board) decides what the levy will be and sends it on to the County Clerk; finally, the County Clerk imposes that tax depending on the value of the property. The cycle takes two years. In the first year, the property is assessed, and in the second year, the taxes are applied. Taxes are always paid one year in arrears.

She explained that the levy to be adopted tonight is the formal request - the taxing district is saying, "This is the amount of money we need to operate this year." The levy will get sent to the County Clerk's by the second Tuesday in December; the County Clerk will then calculate a tax rate.

Vice President Thorson explained that things worked differently prior to the tax cap. The tax extension was exactly what the Board decided it should be. Boards would meet and decide, for instance, that they need \$45 million to run the institution. The levy would be passed and sent to the County Clerk; the County Clerk would then say, "Okay, you need \$45 million, we have some bonds, and we will add the bonds on, which takes it to \$59 million." They would then calculate a rate of 29 cents. Last year, Harper's tax rate was 29 cents for all funds; 22.3 cents in the cap funds and a little over six cents in the bond funds. The County Clerk then takes the 29 cents and applies it against the value of each home. They subtract any exemptions, for example, senior citizens. In her example, Vice President Thorson showed that a person with a \$100,000 home, would owe \$46 in tax to Harper College, and a person with a \$200,000 home would owe \$92, etc. This was before tax caps.

In the 1990s, taxpayers were saying they were paying too much tax. Truth in Taxation was passed, which basically told the Boards that if they wanted to ask for five percent more than the year before, they would have to inform the district by advertising in the newspaper and holding hearings like this. There was no mandate to keep the Boards at five percent; they just had to tell everyone in a very bold way. Shortly after, property tax caps came into play (or PTELL - property tax extension limitation law). PTELL determined that taxing bodies cannot collect from its taxpayers any more than the CPI, or five percent, whichever is less. This can be extended by voter approval (referendums). Vice President Thorson explained that this particular tax cap does not cap either individual property tax bills or property assessments – it caps an institution (Harper College) as a whole. It says that Harper cannot get any more money than the CPI (or rate of inflation) or five percent in any given year. They add in anything that that they have in new construction.

She explained that, with the tax cap, they now have to work backwards. They look at what they got last year, which is \$43 million. The rate of inflation is 3.4 percent, so the money they can get this year is \$44 million, plus the new construction. They divide that by their total equalized

assessed value, and they get the limiting rate, which is 22 cents. They add what they need for bonds, and get back up to 29 cents. When the College presents the Board with the levy now, they are not really saying "this is how much we need to run this institution." The College has to estimate what their CPI will be in the future, and what the growth in their EAV will be, and then they have to predict their limiting rate. That is how they do the taxes now. They predict the limiting rate and then go backwards and say, "Okay, we will only get \$45 million; how do we want to divide it between our funds?" They must figure out how to live within those means.

Vice President Thorson called attention to a chart which showed Harper's history. Since the tax cap, Harper's EAV has doubled from \$10 million to \$20 million. The percent increase in EAV overall is 5.1 percent per year, but it jumps around depending on the year. She pointed out that, in the years that Chicago is reassessed, they get a flat or declining increase in the Harper College overall EAV. The year that the Northern part of Cook County gets reassessed, is their biggest jump in EAV. The year that the Southern part of the county gets reassessed, is a midland range. The pattern has held up for a number of cycles, and it is taken into account while they are making their predictions for levies and budgeting. She noted that the CPI and the limiting rate have become the driving factors. When this all started in 1994, their limiting rate was 28 cents; now they are down to 22 cents. It has been ratcheting down in this three-year cycle. If the dollars that Harper collects, in the cap funds, had increased at the same rate as the EAV, they could expect to be at \$60 million; however, they are only at \$45 million. This starts to show how the tax cap has been working. Harper's overall tax extension is much lower, and in each one of these years, Harper has lost money. They have calculated that they have lost approximately \$42 million to the tax cap. That is not necessarily good for Harper, but it has been good for the taxpayers.

Vice President Thorson explained that the Board will be approving the levy tonight. The levy is based on what they predict their limiting rate will be next year; they then push it back into the funds and divide it up in the best way possible. Chair Stone asked if there was anyone present who would like to comment on the levy. Hearing none, Chair Stone declared the hearing closed.

Member Graft moved, Member Kelley seconded, to reconvene the Regular meeting. In a voice vote, the Regular meeting was reconvened at 8:26 p.m.

Adoption of Levy Resolution

Member Graft moved, Member Canning seconded, adoption of the Levy Resolution for 2007, as outlined in Exhibit X-A.1 (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, Graft, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Borro voted aye.

Abatement of Taxes

Member Graft moved, Member Kelley seconded, approval of the Resolution abating the tax levied for 2007 to pay the debt service on the \$4,070,000 General Obligation Bonds, Series 2001 (Alternate Revenue Source) and authorization of the transfer of \$522,150 from the revenues generated in the Auxiliary Fund to the Bond and Interest Fund, as outlined in Exhibit X-B (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, Graft, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Borro voted aye.

Cosmetology Certificate

Member Canning moved, Student Member Borro seconded, approval of the new Cosmetology Certificate as a temporary program of three-year duration. Pending ICCB approval, implementation is scheduled during the Spring 2008 semester, 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 Centegra Health System

Member Graft moved, Member Kelley seconded, approval of the Affiliation Agreement between Harper College and *Centegra Health System* for the Diagnostic Medical Sonography program(s) as submitted, and authorization for

the Dean of Health Careers Division 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.

Addendum to
Educational Service
Providers

Member Kelley moved, Member Graft seconded, approval of the following additions to the Educational Service Providers for Fiscal Year 2007-08, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes):

Continuing Education

Kushan LLC - Provider of educational services in healthcare, business and personal services.

DoIT

Elluminate Live! - Web-based synchronous communication tool

MUCIA GLOBAL - Telecourse Producer Annual Fee/
Student License

WHP

Accelerated Rehabilitation Centers, LTD – Athletic Training Services

In a voice vote, the motion carried.

Approval of Revised
Bylaws of Illinois
Community College Risk
Management Consortium

Member Kelley moved, Member Canning seconded, to authorize and direct on behalf of the College the acceptance of the Comprehensive Amendment to the Bylaws of the Illinois Community College Risk Management Consortium, a copy of which is appended hereto as Exhibit A. In addition, authorization of the College's continued membership in the Illinois Community College Risk Management Consortium for five years or thereafter until withdrawn in accordance with these bylaws. The College shall make payments annually to the Illinois Community College Risk Management Consortium when and as required by the Illinois Community College Risk Management Consortium, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Information Technology
Employment Services

Member Kelley moved, Member Graft seconded, approval of the list of IT Employment Services Contractors to

Contractors List

supplement and/or augment IT workforce as needed. In addition, authorization for the Vice President of Information Technology to sign the contract agreements(s) as required when selected employment services contractor(s) are engaged, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Canning, Vice President Dave McShane stated that these contractors are specific to the type of underlying technology and the product that Harper has (Oracle and Banner). The College tries to use as many local people as they can, but in instances where they need specific technical skills, they must go to other states.

In a voice vote, the motion carried.

Renewal of Workers
Compensation
Insurance

Member Graft moved, Member Canning seconded, approval of purchase order to R. J. Galla Co., Inc. for excess workers compensation insurance in the amount of \$49,026, and approval of issuance of a purchase order to Cannon Cochran Management Services, Inc. (CCMIS) for third party administration of workers compensation claims in the amount of \$16,485, for a total of \$65,511, as outlined in Exhibit X-H (attached to the minutes in the Board of Administration of Workers Trustees' Official Book of Minutes).

Member Hoffman noted that the numbers are outstanding. The team involved did a great job in managing workers compensation. He thanked everyone involved.

In a voice vote, the motion carried.

Approval of Depositories
and Investment Brokers
for College Funds

Member Canning moved, Member Graft seconded, approval of the listing of College depositories and investment brokers, as outlined in Exhibit X-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The College will be closed December 22, 2007 through January 1, 2008 for the holidays. The College will be closed January 21 for Martin Luther King Jr. Day. The

next Regular Board meetings are January 22 and February 26, 2008. Chair Stone encouraged Board members to mark their calendars for Arlington Heights Community Night on February 6, 2008.

Chair Stone stated that the Palatine Community Night on December 5 was very well done. She was pleased to note that nearly 100 people took the time to attend the event. Many people in this room acted as facilitators for separate table discussions, where they heard opinions and gained useful information from the attendees. She thanked Cathy Brod and Fredia Martin for their work.

On behalf of the Board, Chair Stone thanked everyone for all the work they have done this year to contribute to Harper's success. It has been a terrific year. The Board appreciates their hard work. They look forward to building on all of the wonderful information that was discovered through the Higher Learning Commission Study, and they look forward to working with everyone in 2008.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

Member Kelley moved, Member Hoffman seconded, to adjourn the meeting.

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

Chair

Secretary

BOARD REQUESTS

DECEMBER 11, 2007 REGULAR BOARD MEETING

1. Chair Stone suggested that Board members work closely with the Master Plan process.