



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

February 26, 2008
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - Dr. Margaret Skold
 - Internal Marketing Enhances Library's Ability to Serve
- 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 - January 22, 2008 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for January 18, 2008, and February 1, 2008; Exhibit IX-A.2
Estimated Payroll for February 15, 2008
 - 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. Tenure Status Report Exhibit IX-A.7
 - 8. Disposal of Obsolete and Unrepairable Personal Property Owned Exhibit IX-A.8
by the College
 - 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 Exhibit IX-B.4
or Cooperatives

* 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: Proposed Tuition Increases for FY2008-09 Exhibit X-A
- B. RECOMMENDATION: Proposed Credit Course Fee Changes for Exhibit X-B
2008-09 Academic Year
- C. RECOMMENDATION: Consideration of Sabbatical Leaves for Exhibit X-C
Faculty 2008-09 Academic Year
- D. RECOMMENDATION: Information Technology Employment Exhibit X-D
Services Contractors List
- E. RECOMMENDATION: Retain the Law Firm of Seyfarth Shaw Exhibit X-E
- F. RECOMMENDATION: Retain the Architecture Firm of Gilfillan/ Exhibit X-F
Callahan Architects, Inc.

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- *March 18 7:00 p.m. - Regular Board Meeting - W214-215
- March 21 **Reading Day - Holiday - the College will be closed.**
- March 22-30 **Spring Break - No Classes**
- *April 22 7:00 p.m. - Board Organizational Meeting and Regular Board Meeting
- W214-215
- *May 20 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

- May 22 **Graduation** - time and location to be announced.
- June 2 10:00 a.m. - Harper College Educational Foundation Annual Golf Open at
Makray Memorial Golf Club in Barrington

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, January 22, 2008

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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, January 22, 2008

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, January 22, 2008 at 7:04 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: 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. HR/Diversity and Organizational Development; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Enrollment and Marketing; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Mike Alsup; Carol Blotteaux; Orlando Cabrera; Laura Crane; Earl Dowling; David Dwyer; Joyce Grattoni; Sally Griffith; Michael Harkins; Mia Igyarto; Njambi Kamoche; Keiko Kimura; Ashley Knight; Cindy Luxton; Jim Ma; Craig Marscin; Jennifer Mathes; Maria Moten; Mark Mrozinski; Regan Myers; Mike Nejman; Sheryl Otto; Steve Petersen; Tammy Rust; Ilona Sala; Katherine Sawyer; Diana Sharp; John Smith; Doug Spiwak; Jane Swider; Nancy Wajler and Dennis Weeks; and Stasia Zwisler. Students: Garrett Barnas; Lisa Lamasse; Christy Lima and Victoria McClellan.

Guest: Sara Faiwell, Daily Herald; Tim Kane, Chicago Tribune.

Chair Stone welcomed everyone. On behalf of the Board, she commended Mike Alsup and the Public Safety group for their outstanding effort today - helping people navigate through the snow, find parking places and get in and out of buildings on the first day of the semester.

Member Botterman 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 Kelley moved, Member Graft seconded, approval of the Agenda.

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

There were no educational presentations.

STUDENT TRUSTEE REPORT

Student Member Borro stated that one of his greatest pleasures as a Student Trustee is meeting students who are highly motivated and successful. He introduced three Harper students who are National Junior College Athletic Association (NJCAA) All-Americans. He explained that each season, an extensive process takes place for coaches to determine All-Conference, All-Region and All-American student athletes for each division. Harper College has had over 270 All-Americans since 1971. Last fall, Harper had three All-Americans and Conference MVP.

Member Borro introduced Football Second Team All-American Garrett Barnas. As a freshman quarterback, Garrett finished the season as the Number One ranked quarterback in the country, with an average of 251.4 yards passing per game, 2,514 total passing yards, and 22 passing touchdowns. Student Member Borro noted that Football Team Honorable Mention All-American Jordan Hofer (punter) could not be at the Board meeting.

He introduced Volleyball First Team All-American Christy Lima. As a freshman, Christy was All-Conference and All-Region, and she was featured as NJCAA Hitter of the Week.

He introduced Team MVP and Conference MVP sophomore Lisa Lamasse. Each student athlete addressed the Board and shared their Harper College experience.

Garrett Barnas noted that he came to Harper College for two reasons: first, to get an education; and second, to play football. His cousin played football the year before and spoke highly of the education and coaching staff. Mr. Barnas stated that he was very pleased to get a 3.3 GPA at the end of his first semester. Coming into college was

stressful, but everyone at Harper has been helpful. Being on the football team has been a great experience. He would like to graduate early in Spring next year and go to a four-year Division 1 college somewhere. He thanked everyone at Harper College – the education and the sports have been a great experience.

Lisa Lamasse explained that, at first, she did not want to enroll at Harper College; she wanted to go away to a large school. However, she decided that this would be the best choice financially, and it would allow her to play volleyball. She is very grateful to have chosen that course. By attending Harper, she is now prepared to transfer to another school to play volleyball. Ms. Lamasse was able to get a scholarship with academics; she has a 3.7 GPA. It is a great opportunity for her to be able to transfer to a school without having to worry about finances.

Christy Lima explained that she also did not want to attend Harper. Her grades did not allow her to go away to a big university. She is extremely happy at Harper College, having a great experience. She is glad to be a part of Harper Volleyball. She cannot wait to see what happens next year.

Student Member Borro thanked the student athletes for taking time out of their busy schedules to address the Board.

Student Member Borro listed two former students who are currently getting media attention. Ronnie Kroell (from Bravo's *Making a Supermodel*) is a former Student Senate President for 2002-2003. Bill Kelly (Harper student during the 1980's) penned *Enchanted*, which is the top grossing film of the season.

Student Member Borro thanked the Board in advance for approving the Student Service Awards. He noted that he is a recipient. He has met some of the students who are receiving awards - they are very hard-working and dedicated, and they add great value to Harper College. He thanked the Board for making these awards available to the students. The students are very appreciative.

Member Graft noted that he is very proud of the three students and the many student athletes and other students they represent. This is one of the reasons why he stood for election. Member Graft noted that David Patratis, who now has 25,000 employees under his tutelage for Square D

Ex. IX-A.3.b	Award bid request Q00550 for a replacement vehicle to Bredemann Lexus, the low bidder, in the amount of \$47,095. Upon his retirement from Harper College on June 30, 2009, the President will purchase this vehicle from the College for the Kelly Blue Book Value (estimate per Bredemann Lexus: \$38,000). The next cost to the College is estimated to be \$9,000.
Ex. IX-A.3.c	Award bid request Q00552 for Mag Chloride Ice Melter Crystals for campus sidewalks to Martenson Turf Products, Inc., the low bidder, in the amount of \$12,289.20.
Requests for Proposals	There were no requests for proposals.
Purchase Order	Ex. IX-A.4.a Approve issuance of a purchase order to Apple Computer, Inc. for Macintosh desktops, laptops and servers for the Music department and Marketing Services in the amount of \$83,000. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Apple Computer, Inc.
Personnel Actions	<p data-bbox="570 1209 1097 1251"><u>Professional/Technical Appointments</u></p> <p data-bbox="570 1251 1320 1314">Ethel Alba, Multicultural Recruiting Specialist, SR&O, 01/07/08, \$40,000/year</p> <p data-bbox="570 1314 1373 1388">Karen Fitzgerald, Laboratory Assistant, Nursing, p/t, HLT CAR, 01/11/08, \$24,816/year</p> <p data-bbox="570 1430 992 1472"><u>Classified Staff Appointments</u></p> <p data-bbox="570 1472 1385 1545">Rosemary Baloun, Receptionist, p/t, REG OFF, 12/03/07, \$15,795/year</p> <p data-bbox="570 1545 1333 1619">Tammi Jungdahl, Administrative Assistant, LIB ARTS, 12/12/07, \$43,758/year</p> <p data-bbox="570 1619 1325 1692">Donna Lannerd, Administrative Secretary, LIB ARTS, 01/22/08, \$35,100/year</p> <p data-bbox="570 1692 1276 1766">Katie Nowik, Office Assistant II, p/t, MS, 01/07/08, \$11,083/year</p> <p data-bbox="570 1766 1357 1822">Foram Patel, Project Communications Assistant, IT/ES, 12/20/07, \$40,950/year</p>

Harper #512 IEA-NEA Appointments

Anthony Holmes, Custodian/Groundskeeper, PHY PLT,
12/17/07, \$23,192/year
James Johnson, Maintenance Mechanic, PHY PLT,
12/17/07, \$54,621/year
Bobby Mireles, Custodian/Groundskeeper, PHY PLT,
11/13/07, \$23,192/year

Administrator Resignation

Jennifer Mathes, Dean, Business/Social Science, BUS/SS,
02/01/08, 3 years 6 months

Faculty Resignations

Timothy Ervin, Instructor-Counselor, ADS, 08/15/08, 2 years
Patricia Gile, Assistant Professor-Dental Hygiene, HLT CAR,
08/15/08, 2 years
Joyce Grattoni, Assistant Professor – Plant Science
Technology, C/TP, 05/23/08, 7 years

Professional/Technical Resignation

Leticia Acosta, Recruiting Specialist, SR&O, 01/04/08, 6
years 2 months

Supervisory/Confidential Resignation

Laura Benson, Manager, CRAF, CE, 01/31/08, 22 years 1
month
Douglas Grier, Manager, CE Personal & Cultural Enrichment
Program, CE, 01/31/08, 7 years 11 months

Harper #512 IEA-NEA Resignation

Lawrence Lovell, Painter, PHY PLT, 01/04/08, 1 month

Student Service Awards

Approval of the Fall 2007 Student Service Awards in the amount of \$15,002.50 from Account No. 0001-9010-187-5902001, and \$1,020.00 from Account No. 0001-0000-000-1309001.

Honors Student Merit Awards – Fall 2007

Approval of the Fall 2007 Honors Student Merit Awards in the amount of \$1,300 (one thousand three hundred) from Account 0001-2090-911-5902001-00000000000-107, Vice President of Academic Affairs Honors Program budget.

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

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

Motion carried. Student Member Borro voted aye.

NEW BUSINESS:

Authorization for Architectural Services of Legat Architects and Holabird and Root

Member Botterman moved, Member Graft seconded, recommendation to the CDB (at the appropriate time) when these projects are funded by the State or directly retain these two firms if no money is forthcoming:

Legat Architect for the construction of One Stop Admissions/Student Life Center and ***Holabird and Root*** for the renovation of G and H Building, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Authorization to Purchase Cisco Voiceover Internet Protocol (VoIP) Telephony System

Member Kelley moved, Member Canning seconded, award request for proposal Q00537 for the purchase, installation, customization, training, and first year of hardware maintenance for a Cisco Voiceover Internet Protocol (VoIP) Telephony System to Sentinel Technology, Inc., the vendor with the most responsive proposal, in the amount of \$991,843. Additionally, authorization for the Vice President of Information Technology to sign contract agreements with Sentinel Technology, Inc., as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Authorization to Retain the Services of Unicom/ARC for Community Input

Member Botterman moved, Member Graft seconded, to retain the services of Unicom/ARC to conduct a community survey for not to exceed \$27,000 plus actual travel expenses. Additionally, authorization for the Chair to engage Unicom/ARC for further services, if needed, as determined by the survey data, 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 Westlake Hospital for the Nursing Program

Member Canning moved, Member Kelley seconded, approval of the Affiliation Agreement between Harper College and *Westlake Hospital* for the Nursing 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.

Authorization to Offer
the Faculty Senate
a Two-Year Contract
Extension

Member Graft moved, Member Kelley seconded, to table Exhibit X-E until they can address some of the questions in a closed session, under the Exception to the Open Meetings Act under Labor and Personnel Matters.

Member Graft noted that he thinks this is a fabulous visionary idea, and he is excited about the concept. He looks forward to working with Harper's outstanding faculty to continue to improve Harper College. However, this is a personnel matter, and the Board of Trustees directs the President to view such personnel matters. Member Graft noted that he has some questions and would like further input during closed session.

In a voice vote on the motion to table, the motion carried.

Chair Stone noted that the recommendation is tabled until the Board has the opportunity to meet in closed session following the regular Board meeting.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Chair Stone strongly encouraged Board members to attend the Arlington Heights Community Night on February 6, 2008. She added that this is an excellent way for the College to communicate effectively with all communities within the Harper district. The College will be closed February 12, 2008 for Abraham Lincoln's birthday. The next Regular Board meeting is February 26, 2008.

OTHER BUSINESS

There was no other business.

EXECUTIVE SESSION

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

In a voice vote, the motion carried at 7:21 p.m.

Chair Stone noted that, following a short break, they will begin the closed session. They will not be taking a vote after returning to open session.

Closed session began at 7:32 p.m.

Member Graft moved, Member Kelley seconded, to end the closed session. The Regular meeting reconvened at 9:35 p.m.

Member Graft moved, Member Kelley seconded, to table Exhibit X-E.

In a voice vote the motion carried.

ADJOURNMENT

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

In a voice vote, the motion carried at 9:36 p.m.

Chair

Secretary

BOARD REQUESTS

JANUARY 22, 2008 REGULAR BOARD MEETING

There were no Board requests.