



1200 West Algonquin Road  
Palatine, Illinois

## **Regular Board Meeting Agenda**

April 22, 2008

- 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 - March 18, 2008 Regular Board Meeting Exhibit IX-A.1
    - 2. Bills Payable, Payroll for March 14, 2008, and March 28, 2008; Estimated Payroll for April 11, 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. Review of Closed Session Minutes Exhibit IX-A.7
    - 8. Tenure Status Report - 1st Year Fall Hire 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: Request to Obtain Approval to Lease Office Space at Arlington Heights Village Hall Exhibit X-A
- B. RECOMMENDATION: Request to Contract Audit Firm Exhibit X-B
- C. RECOMMENDATION: Faculty Promotions Academic Year 2008-2009 Exhibit X-C
- D. RECOMMENDATION: Awarding Faculty Emeritus Recognition Exhibit X-D
- E. RECOMMENDATION: Affiliation Agreement Between Harper College and Advocate Lutheran General Hospital for Nursing Clinicals Exhibit X-E
- F. RECOMMENDATION: Resolution to Appoint New Trustee Exhibit X-F

**\*\*\*After New Business, adjourn sine die to the Organizational Meeting...see attached Agenda\*\*\***

**XI. Announcements by the Chair**

- A. Communications
- B. Calendar Dates

**On-Campus Events**

(Note: \* = Required)

- April 29 5:30 p.m. - Arlington Heights Community Nights - Wojcik Conference Center Dining Room
- \*May 20 7:00 p.m. - Regular Board Meeting - W214-215

**Off-Campus Events**

- May 22 7:30 p.m. -**Graduation and Convocation** - Rosemont Theatre
- 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**



## **Organizational Board Meeting**

April 22, 2007  
7:00 p.m.

### **Agenda**

- I. Call to Order
- II. Roll Call of New Board
- III. Approval of the Agenda
- IV. Election of Officers
- V. RECOMMENDATION: 2008-2009 Board Meeting Dates
- VI. Adjourn to Regular Board Meeting

**Minutes of the Regular Board Meeting of Tuesday, March 18, 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, March 18, 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, March 18, 2008 at 7:07 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Canning, Graft (7:07 p.m. arrival), Hoffman, Kelley and Stone; Student Member Borro (7:28 p.m. arrival)  
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. HR/Diversity and 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; Mike Alsup; Elissa Anderson; Carol Blotteaux; Eric Bohman; Dave Braunschweig; Orlando Cabrera; Steve Donisch; Earl Dowling; David Dwyer; Erin Holmes; Mia Igyarto; Wayne Johnson; Keiko Kimura; Ashley Knight; Cindy Luxton; Jim Ma; Fredia Martin; Mark Mrozinski; Mike Nejman; Sheryl Otto; Steve Petersen; Tammy Rust; Ilona Sala; Margie Sedano; John Smith; Doug Spiwak; Julie Swenson; Jane Swider; and Dennis Weeks.

Guests: Eric Peterson, Daily Herald; Eric Rosenberg, Henneman; Brad Grossman, Palatine Police Department; Jim Grundini, Des Plaines Police Department.

Chair Stone asked that the Agenda be approved with one modification, to move Exhibit X-B to the top of the Agenda so that it can be addressed before any other business.

APPROVAL OF AGENDA Member Kelley moved, Member Canning seconded, approval of the Agenda as modified.

In a voice vote, the motion carried.

Resolution on  
Patrick S. Botterman  
Scholarship

Chair Stone noted that she would like to say a few words about their colleague and very dear friend, Patrick Botterman, whose loss they are grieving. Pat Botterman was a valued member of the Board; they treasured his friendship, his wisdom and his support. He will be sorely missed by the Board and by the entire Harper community. After reading the articles written about Patrick, attending the services over the weekend and talking with Patrick's friends and family, they came to realize there was much more to Patrick Botterman than anyone had imagined. They were continually amazed by the stories they heard, about the reach Pat had that went beyond this campus, about his idealism and his commitment. Over and over again, they heard about his love for Harper College, his love for the political system, his love for the average person, his love for the person who needed help; they heard about his ethics and the reason why it meant a lot to be considered one of Patrick's friends and colleagues.

Chair Stone noted that the Board intends to honor Patrick's memory by living up to his ideals and listening to his voice encouraging them to do the right thing, which includes paying close attention to the needs of the taxpayers of this district. Patrick always reminded the Board to look at the big picture whenever they considered an item that came before the Board. That big picture extended beyond the immediate needs on this campus. He encouraged them to look at the entire community, to understand the needs of the community and to make decisions based on the common good. He made sure that the Board upheld the highest standards. Chair Stone encouraged everyone throughout the Harper campus to join the Board in aiming for the higher goals and really trying to understand the needs of all people.

On behalf of the Board, Member Kelley added that Patrick Botterman was a dear friend; they had a tremendous amount of admiration for him.

Member Graft moved, Member Canning seconded, to implement the Resolution for the Trustee Patrick S. Botterman Scholarship, as outlined in Exhibits X-B, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone read the Resolution honoring Patrick Botterman, which highlighted his many accomplishments and contributions to Harper College, as well as his dedication

and commitment to politics and to the people of the district. The Board of Trustees will contribute, from applicable College funds, a scholarship at a level equal to a \$10,000 endowment, designating an annual scholarship in Patrick Botterman's name.

In a voice vote, the motion carried.

Chair Stone asked everyone to observe a moment of silence in Patrick's memory.

## EDUCATIONAL PRESENTATIONS

There were no educational presentations.

Chair Stone noted that they would move forward with the President's Report as they anticipate the arrival of Student Member Borro.

## PRESIDENT'S REPORT

Update on  
Baccalaureate Initiative

Dr. Breuder introduced Senator Dan Kotowski, who has been a champion in the Senate for House Bill 1434 (Harper College's baccalaureate initiative); Jim Grundini, Chief of Police, Des Plaines Police Department; and Brad Grossman, Deputy Chief of Police, Palatine Police Department. Senator Kotowski noted that Patrick Botterman was a dear friend. Patrick brought this Bill to his attention. He encouraged the Senator to meet with Dr. Breuder to discuss and hear about the importance of the Bill. Patrick also encouraged him to think about the impact this Bill has on the people of the District. Senator Kotowski explained that his father has taught in community colleges for the past 40 years. He personally has spoken about the Bill with his father, with many students in the area, and with many people down in Springfield.

Senator Kotowski stated that this is a challenging Bill. It is overcoming a lot of inertia in Springfield, because people have a certain perception about what this Bill is going to accomplish. They must address the issues that are of concern to four-year colleges. They are emphasizing the following:

- Harper College is not going to become a four-year school; it is going to be a pilot program for information technology, homeland security and public safety.

- It is not going to use the taxpayer money. There will be an audit at the end, just to determine whether or not any of the taxpayer money has been used.
- It addresses a very real and pressing need when it comes to helping out first responders. The Harper community lives in the shadow of O'Hare Airport. There is a distinct possibility that they may face another tragedy like 9-11. It is important to be cognizant of that and make sure law enforcement and fire departments are as prepared as possible. They must have an education that is accessible, affordable and geographically desirable.

Senator Kotowski stated that they are making progress, although the Bill has not moved out of Rules Committee. They are talking to everybody and getting them to understand the Bill. He is confident they will be able to move on this legislation during this session. It is something that Patrick would have wanted. It is the perfect example of the type of fight Pat Botterman would love. This Bill is looking out for people in the community, giving them a chance to get a four-year degree at this community college. Senator Kotowski reiterated that Pat Botterman loved being on this Board, loved being a part of this school and loved the legacy of Harper. He added that, while his commitment was a steadfast one before Patrick passed away, it is even greater now. He pledged his commitment to continue to work on this Bill, continue to work with law enforcement, first responders and with leadership. Harper is doing this for the right reasons; therefore, he is behind the Bill for the right reasons. Senator Kotowski thanked the Board for adopting this Resolution in honor of Pat.

Brad Grossman gave an overview of what the local law enforcement community feels about this Bill. There are three primary reasons why he, the Palatine Police Department Chief Koziel, and the staff believe in this program:

- Palatine Police Department has an educational requirement. They are one of the few agencies in the State and around the country that require a four-year degree.
- One of the best things to add to their "tool kit" and their recruiting efforts as they go to career fairs would be the ability to tell someone that, if they need to get a public safety degree or a homeland security degree, it is available right in this community.

- This would place the focus on adult learners. A lot of individuals come into the police department as former teachers, former engineers, or former plumbers - and now want to get into law enforcement. This program would be a great opportunity to encourage adult learners to get their public safety administration degree or their homeland security degree. It would put them in a much better position to join the Palatine Police Department.

He added that what Harper is doing is fantastic. The Palatine Police Department is very much behind this effort. He is confident good things are going to happen.

Dr. Breuder noted the Board should know the challenges Senator Kotowski faces in helping to shepherd this through the Senate. Southern Illinois University and Northern Illinois University combined forces and resources and ponied up \$175,000 to hire a lobbyist whose sole purpose is to prevent this Bill from getting out of the Rules Committee. The Senator has that chore ahead of him to marshal the resources necessary to be able to convince the Senate President to move it to an appropriate committee and eventually get it onto the Senate floor. Dr. Breuder and Senator Kotowski both believe the vote is there to be able to pass it, send it back to the House for concurrence and then up to the Governor's office for affirmation. If they can get it into this Committee and get it onto the Senate floor, they have a prospect of being able to get House Bill 1434 out and through and to the benefit of the people who live in the district. The College is thankful for the Senator's efforts – it is not an easy pull or push.

Student Member Borro entered the meeting at 7:28 p.m.

#### Awareness and Preference Study Results

Dr. Breuder noted that they do a lot of surveying at Harper, because they want to know exactly how they should make their decisions, and on what they should base their decisions. A community assessment survey was recently completed. He asked Vice President Colleen Murphy to give an overview of what they found.

Vice President Murphy stated that, on March 9, the *Chicago Tribune* ran a story about the importance of branding for Colleges. It stated that, "the colleges that have the strongest brand identification are still going to be awash in applications, but 99 percent of us are going to see a decline." She explained that this is a reflection of the current

demographics hitting Harper College and the declining high school graduation market. Approximately every three years, they do an awareness and preference survey targeting prospective students, parents and adults who are interested in education. Recently, they have included current Harper students and alumni. They want to see how the attitudes compare to others in their advertising campaigns; how the different audiences view the school and their options; and how they can best communicate to these audiences the benefits of Harper College. Beginning in 2000, they have repeated the survey approximately every three years. They are trying to understand the behaviors of prospective students and influencers. Vice President Murphy explained that, in a typical marketing environment, there is awareness, and one must be aware of the product to purchase it. In education, one first must be aware of the College before they prefer it. They are trying to measure awareness and preference in this survey.

#### Findings

On an unaided basis, the School is mentioned first by over half of the respondents. This is a good outcome. When asked, "When you think of colleges in the area, who comes to mind?" (unaided awareness) – 74 percent mentioned Harper vs. 44 percent mentioned Harper in the 2000 survey. The bad news is that only one in three high school students and their parents mentioned Harper College first. It is apparent they still have work to do in that area.

When asked, "Which of these colleges do you recall advertising?" - Harper is up there. This shows what a good job Mike Barzacchini, Director of Marketing, and our agency do in purchasing media. In the first three quarters of 2007, Roosevelt spent \$326,000 in media purchases; while Harper spent \$126,000 in the same time period. Yet, Harper's recall is much higher.

When asked, "If you could select one school to attend, which one would it be?" - Harper is number one with the majority of the answers. Harper had the highest share of preference among all groups, with the exception of high school students. Approximately 12 percent mention it today vs. three percent in 2000. That is a tremendous increase. Three times as many parents view Harper as a favorite school. Specific comments that came in included: they "liked Harper because it was close to home;" they "heard very good things about the College."

Parents said, “Harper has a lot to offer,” “it is affordable and it has a great reputation.” Returning adults say, “it was convenient” and “a low cost for a superior education.” Vice President Murphy added that this is one thing that makes Harper stand out.

Items important to perspective students when they are choosing a college include: quality of teaching, academic reputation, value for the money, classes on my schedule, safety and the quality or variety of the programs. Adults rated Harper higher than in 2003. They went from 42 percent to 58 percent. Adults perceive Harper very well. They do have work to do in the high school market. With regard to value for the money, adults rated Harper higher than in 2000 – from 46 percent to 70 percent. Campus safety – parents feel this attribute is significantly more important than do any of the other segments. Current students and alumni feel that Harper performs very well in this category. They have found that once people experience Harper, either current students or alumni, their ratings are definitely higher than many of the other groups.

With regard to quality of teaching, Harper has a significantly lower rating by the respondents – only one in four high school students, and fewer than one-half of parents feel that Harper has a high quality of teaching. They need to continue to work and try to reach those markets. When asked, “What is Harper best known for?” - in 2000, the number one answer was “don’t know” or “nothing” (29.3 percent) vs. only eight percent today. Harper is now best known for specific academic programs or for its academic reputation.

In 2003, Harper was known for being a well-known community college and for its location. In 2000, academics were seen as the major reason why people would not choose Harper. They have been able to turn that around and tell the great story of the faculty and the great academic programs that are offered.

They will continue their very proactive communications programs around their academic reputation, their faculty and their programs. They have to focus on the attributes that people really think are important, and they have to increase partnerships in communication to district high schools and the influencers of those high school students.

In response to Member Kelley's question regarding collaborative partnerships with high school districts, Vice President Murphy explained that they have a number of programs through dual and concurrent enrollment. From a recruiting standpoint, they offer a lot of courses to high school students. They partner with the multicultural center to focus on the multicultural high school students and help to prepare them for college. Student Affairs offers a number of bridge programs to help them go from high school to the college experience. She added that they do need to be more proactive. Member Kelley noted that they should make every opportunity to get the high school students and their parents on campus – this is such a gorgeous campus.

Chair Stone added that her grandchild, who is a freshman in high school, just received his first postcard from a college informing him that he should be thinking about Harper! She thought it was great the College is reaching out to freshman – the marketing was very well done. Vice President Murphy stated that, in the last couple of years, they have developed specific communications to freshmen, sophomores, juniors and seniors.

Dr. Breuder explained that they will be reporting on the results of a survey tomorrow morning to the Community Facilitating Committee - a group of community members working with Harper relative to capital needs. He reminded everyone that the Board authorized the hiring of Unicom/ARC several weeks ago. The data is very encouraging. He asked Chair Stone to invite two people from the Board to attend a briefing tomorrow morning at 7:30 a.m., if their schedules allow. It was determined that Board members would receive the information once the data is finalized and released to the Community Facilitating Committee.

## STUDENT TRUSTEE REPORT

Student Member Borro stated that he is very proud of all the organizations who are working together to register students to vote. Voter registration efforts are taking place this week on campus. The focal point is an MTV Rock the Vote event on Wednesday at 2:00 p.m. in the Performing Arts Center. Two celebrities from MTV will be on campus to motivate students to get involved in the election process. They expect more than 400 Harper students to attend this event.

The 2008 Student Trustee and Student Senate elections are coming up on April 8 and 9. They are fortunate to have two candidates running for Student Trustee, four candidates

running for Student Senate President and two for Vice President. The Cultural Arts Committee is proud to present consumer activist Ralph Nader on Tuesday, April 15. Mr. Nader will talk about Careless Healthcare as part of Wellness Week, and Campus Activities Board will be screening the Michael Moore healthcare documentary *Sicko*.

Student Member Borro stated that he and Student Senate President Victoria McClellan represented Harper College last night at the Regional Public Budget Hearing hosted by Representative Fred Crespo and Paul Froehlich. There is enormous need and a common theme that Illinois government just does not seem to have enough funds to provide for all the great services. Student Member Borro stated that they did their best to represent Harper and help them understand the benefit that Harper offers to its students and to the economy.

Student Member Borro thanked the Board members for working with him this year as Student Trustee. He feels he has learned a great deal from them. He also thanked Michael Nejman for doing such a great job with Student Activities and helping to prepare him as Student Trustee. The experience has made a huge impact on his life, and it has opened up a lot of opportunities.

Chair Stone noted that the Board has enjoyed working with Student Member Borro. She added that they will be recognizing him formally at the April Board meeting. Dr. Breuder stated that a number of people came up to him today and acknowledged Student Member Borro's performance last night. They were very impressed. He thanked Student Member Borro for his contribution last night, for the remarks he made and for the effect he had on the representatives who were present. Hopefully, that will result in some good things for community colleges in general, and for Harper in particular.

#### HARPER EMPLOYEE COMMENTS

There were no Harper employee comments.

#### CITIZEN COMMENTS

There were no citizen comments.

#### CONSENT AGENDA

Member Graft moved, Member Kelley seconded, approval of the minutes of the February 26, 2008 regular Board meeting; bills payable; payrolls for February 15, 2008 and February 29, 2008; estimated payroll for March 14, 2008; bid awards;

requests for proposals; purchase orders; personnel action sheets; tenure status report – 1<sup>st</sup> year fall hires; financial statements, committee and liaison reports, grants and gifts status report, summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds                      \$5,161,811.84

The payroll of February 15, 2008 in the amount of \$1,722,695.84 and February 29, 2008 in the amount of \$1,733,586.45; estimated payroll of March 14, 2008 in the amount of \$1,728,141.15.

#### Bid Awards

Ex. IX-A.3.a                      Award bid request Q00555 for replacement of the heat converter unit in Building M to Ideal Heating Company, the lowest bidder, in the amount of \$137,333, plus Architectural fees in the amount of \$10,575, reimbursables in the amount of not to exceed \$1,000, and a contingency in the amount of not to exceed \$13,733 for a total award of \$162,641.

Ex. IX-A.3.b                      Award bid request Q00556 for exterior window cleaning services for the period of April 1, 2008 through March 31, 2009 to Archer Window Cleaning Service, the lowest bidder, in the amount of \$13,810 and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2008/09 and 2009/10.

Requests for Proposals      There were no requests for proposals.

Purchase Orders                      Ex. IX-A.5.a                      Approve issuance of a change order to purchase order number 505191, issued to Smith Maintenance Company for contractual custodial services to augment Harper College crews, in the amount of \$127,400 for a new total of \$476,848.

Ex. IX-A.5.b                      Approve issuance of a change order to purchase order number 506864 issued

to Noland's Landscaping Inc. for snow and ice management services for the Northeast Center, in the amount of \$10,000 for a new total of \$20,000.

## Personnel Actions

### Supervisory/Confidential Appointments

Robert Brown, Supervisor of Operations, IT/TS, 03/03/08,  
\$82,438/year

Scott Cashman, Manager, CE Personal/Cultural Enrichment,  
CE, 03/10/08, \$65,000/year

### Classified Staff Appointments

Jennifer Adlesick, Library Assistant I, LIB SER, 03/05/08,  
\$27,300/year

Sara Mikula, Administrative Assistant, ALI, 03/03/08,  
\$37,050/year

Betsy Schilli, Evening Secretary, p/t, BUS/SS, 02/19/08,  
\$10,920/year

### Harper #512 IEA-NEA Appointments

Christopher Kollenberg, Custodian, PHY PLT, 02/25/08,  
\$23,192/year

Martha Rodriguez, Custodian, PHY PLT, 02/18/08,  
\$23,192/year

### Faculty Retirement

Linda Nelson, Professor-AED, AE/LS-AED, 07/31/09, 22  
years

### Professional/Technical Retirement

Lynn Secret, Faculty Development Coordinator, HR/DOD,  
05/31/08, 13 years

### Classified Staff Retirement

Marcia Brandt, Administrative Assistant, MS, 06/30/08, 27  
years

### Professional/Technical Resignations

Robert Dilillo, Laboratory Assistant-RAC, CAR TECH,  
02/29/08, 4 years 10 months

John Sandow, Laboratory Technician, MS, 02/20/08, 1  
month

Gloria Yui, ESL CALL & Resources Coordinator, AE/LS-ESL,  
04/11/08, 1 year 11 months

## Faculty Tenure Status Report

Board members received the Faculty Tenure Status Report - Non-Tenured Faculty for information purposes.

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

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

Motion carried. Student Member Borro voted aye.

#### Foundation Report

With regard to the Major Gifts Campaign, Member Canning announced that they have 100 percent contribution from all of the Trustees and from the Foundation Board. That is very meaningful and extremely important, particularly as Dr. Breuder goes out and continues raising money. Member Canning called attention to upcoming events.

#### NEW BUSINESS:

Contract with Rosemont Theatre to Conduct May 22, 2008 Commencement Ceremony

Member Canning moved, Member Kelley seconded, to approve the Rosemont Theatre as the venue for the 2008 Commencement ceremony at a cost of \$37,500. This fee includes hall rental, parking, security, technical set up, ushers and general maintenance. Authorization to sign the contract is delegated to the President pending attorney review, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Canning, Chair Stone stated that they will not be going back to Willow Creek the following year. Member Graft stated that he would like Harper to have its commencement ceremony within the district. Dr. Breuder stated that they would like that, as well. Member Graft stated that greater than 3,000 is a lot to accommodate.

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 on March 21 for a Reading Day/Holiday. There will be no classes March 22 through 30 for Spring Break. The next Regular Board meeting and Board Organizational Meeting is April 22, 2008. The Arlington Heights Community Night has been rescheduled for April 29. Chair Stone noted that they would

like to see everyone attending the graduation and convocation in May.

### OTHER BUSINESS

#### Procedure for Open Board Seat

Chair Stone noted that she is making the following recommendation regarding the open seat that they now regretfully have on the Board.

- Ask the administration to post the vacancy on the website and advertise in the newspaper seeking interested individuals within the district to submit a letter of interest to the Board Chair at her place of business.
- Chair Stone will work with Dr. Breuder on an appropriate deadline date to be given for the letters of interest.
- Once the letters of interest are received, schedule interviews in the hopes that individuals with a strong desire to serve Harper College will be identified.
- They will then be able to make a decision and appoint the person who will fill the Board seat until the regular election next year, when that seat will be up for election.

Chair Stone explained that she is not looking for a vote; she is looking for concurrence. Member Graft stated that it is a great idea and a good process. He would like to make sure they do a press release to get as much exposure as possible. Chair Stone encouraged everyone in the room who knows of good people, to please let them know about the wonderful work that occurs at Harper and ask them to apply. She asked Dr. Breuder to please make sure the process begins.

#### Presidential Search

Chair Stone explained that Patrick Botterman was originally slated to lead the committee which will institute the search for Harper's next President. Member Hoffman has agreed to take over that role, and Member Canning is serving as a Board representative on the search committee. Sheila Quirk-Bailey and Maria Coons will be assisting the Board in this endeavor.

Member Hoffman stated that he is honored; however, he understands the huge responsibility and vision that Pat Botterman had. He assured everyone of his commitment to carry out Pat's vision. Member Hoffman noted that they first need to prepare a request for proposal (RFP) for a search firm. Their number one requisition is to have a search firm that has done, and is doing, searches in higher learning for presidential candidates. They feel it is highly important that the search firm has experience in this arena. Member

Hoffman called attention to a list of search firms included in the packet. He asked Board members to send to him via e-mail the following:

- Any comments regarding the search firms listed - specifically if a Board member knows someone in the firm or knows positive or negative information about the firm.
- Names of other search firms to be added to the list.
- Any questions regarding the RFP.

Member Hoffman asked Board members to submit this information by Monday, March 24. He will forward any questions to Associate Vice President Bailey as they move ahead.

Member Hoffman stated that, if it works with their schedules, they would like to plan a Special Board meeting at 4:30 p.m. or 5:00 p.m. on April 22, 2008 prior to the Regular Board meeting, to begin putting thoughts together on the type of traits and qualities they are looking for in the next president. They will have a light meal catered in. He asked Board members to let him know of any conflicts with this date/time by tomorrow (Wednesday, March 19). Associate Vice President Bailey called attention to several articles in the packet and a sample posting, which highlights various qualities.

With regard to the survey he spoke of earlier, Dr. Breuder explained that the consultant wanted to hold onto it because the draft they received earlier today was still in revision. By late this afternoon, there was a second draft, and there is yet another one in transit. The data was just finished up earlier this morning. Dr. Breuder has asked the consultants to make a copy for the Board to give them a preliminary glimpse. He noted that this is rough data; it has not been analyzed. A comprehensive document will be prepared. Dr. Breuder stated that, most consequential is the response to one of the 60 questions: "We would like to ask you again about a possible \$150 million bond proposal for Harper College District 512 to repair, renovate and expand its facilities. This proposal would not increase the property tax rate currently collected by the College. If an election were held today, would you strongly favor, favor, oppose or strongly oppose the proposal?" According to the latest data, approximately 64 percent of the people checked either "lean favor," "favor," or "strong favor." Another item of interest is the one on baccalaureate. Dr. Breuder stated he will provide the report to Board members as soon as he is able.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:02 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

### MARCH 18, 2008 REGULAR BOARD MEETING

1. With regard to the open seat on the Board, Chair Stone asked Dr. Breuder to please make sure the process begins.