



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

July 17, 2008
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - **Tom MacCarthy, Bruce Crowther**
 - Report from PATH (**P**roviding **A**dvice for **T**omorrow's **H**arper) Facilitating Team
- 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 - June 19, 2008 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for June 4, 2008, and June 20, 2008; Estimated Payroll for July 4, 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
 - 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
 - 5. Personal Property Auction Exhibit IX-B.5

* 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: Second Reading of Modification of Board Policy 05.21.00 on Scholarships Exhibit X-A
- B. RECOMMENDATION: Retain Lisa M. Dietlin & Associates to Assist the Educational Foundation With Staffing Support Exhibit X-B
- C. RECOMMENDATION: Adoption of Naming Opportunities, Methodology and Application to Campus Locations Exhibit X-C
- D. RECOMMENDATION: Affiliation Agreement Between Harper College and Children's Memorial Hospital Nursing Program Exhibit X-D
- E. RECOMMENDATION: Educational Service Providers Exhibit X-E
- F. RECOMMENDATION: Ratification of Faculty Contract Extension Exhibit X-F
- G. RECOMMENDATION: Dismissal Resolution, Tenured Faculty - Wellness and Human Performance Division Exhibit X-G

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- *August 21 7:00 p.m. - Regular Board Meeting - W214-215
- August 25 5:30 p.m. - Rolling Meadows Community Night - Wojcik Conference Center
- September 1 **Labor Day Holiday - the College is closed.**
- *September 18 7:00 p.m. - Regular Board Meeting - W214-215
- *October 16 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

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

XIII. Adjournment

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 Special Board Meeting of Thursday June 19, 2008

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, February 26, 2008 at 5:21 p.m. in the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Graft (arrival at 5:41), Hoffman, Kelley and Stone

Absent: Member Hill, Garcia

Also present: Sheila Quirk-Bailey, V.P. Strategic Planning and Alliances, Maria Coons, Managing Director Harper College for Businesses, Robert Sell of Seyfarth Shaw, and Dr. John Pickelman of Academic Search, Inc.

DISCUSSION: The Board discussed the process for the Presidential search including approving a charge to the Presidential Search Advisory Committee (Kelley motioned approval, Borro seconded, unanimous yes vote) and a Code of Ethics (Kelley motioned approval, Canning seconded, unanimous yes vote) for the Committee.

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

In a voice vote, the motion carried at 6:58 p.m.

Chair

Secretary

Minutes of the Regular Board Meeting of Tuesday, June 19, 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 Thursday, June 19, 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 Thursday, June 19, 2008 at 7:10 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Graft, Hoffman, Kelley and Stone
Absent: Member Hill and Student Member Garcia

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Cheryl Kisunzu, Associate V.P. HR/Diversity and Organizational Development; Colleen Murphy, V.P. Enrollment and Marketing; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Carol Blotteaux; Dave Braunschweig; Orlando Cabrera; Laura Crane; Kim Dell'Angela; Tom Dowd; David Dwyer; Jorge Escamilla; A. J. Fleck; Sally Griffith; Erin Holmes; Keiko Kimura; Ashley Knight; Laura LaBauve-Maher; Cindy Luxton; Jim Ma; Maria Moten; Mark Mrozinski; Steve Petersen; Michelé Robinson; Ilona Sala; Diana Sharp; John Smith; Doug Spiwak; Jane Swider and Nancy Wajler. Student: Miguel Hernandez.

Guests: Michael Lundeen, Legat Architects; Bob Smith, Seyfarth; Kim Pohl, Daily Herald.

Dr. Thomas Dowd led the Pledge of Allegiance.

Chair Stone noted that there would be a closed session following the Regular meeting to consider employment and collective bargaining matters. There will be no votes taken.

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

In a voice vote, the motion carried.

EDUCATIONAL

\$3,000 for additional sprinkler heads as needed, for a total award of \$21,589.

Ex. IX-A.3.c Award bid request Q00580 for the resurfacing of the gymnasium floor to Tennis Surfaces Company, the low bidder, in the amount of \$116,500, for architect's fees of \$10,610, a 10 percent contingency of \$11,650 and for reimbursables of \$300, for a total award of \$139,060.

Ex. IX-A-3.d Award bid request Q00584 for a two-year maintenance agreement for Adobe software for both administrative and academic environments to CompuCom Systems Inc., the lowest bidder, in the amount of \$32,933.50. In addition, authorization for the Vice President of Information Technology to sign agreement(s) with Adobe Systems Inc. and CompuCom Systems Inc.

Requests for Proposal

There are no requests for proposal this month.

Purchase Orders and Adjustments

Ex. IX-A.5.a Approve issuance of a purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$51,500. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Blackboard, Inc.

Ex. IX-A.5.b Approve issuance of a purchase order to Blackbaud Inc. for renewal of annual licensing and maintenance agreements for the Fundraising Solutions, Fund Accounting Solutions, Online Fundraising Solutions and increase the seats/licenses and maintenance for Fundraising Solutions in the amount of \$15,169.58. In addition, authorization for the Vice President of Information

- Technology to sign the contract agreement with Blackbaud, Inc.
- Ex. IX-A.5.c Approve issuance of a purchase order to Hewlett-Packard Company (HP) for renewal of a maintenance agreement for software and related licenses for the HP/Peregrine application system in the amount of \$68,032. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Hewlett-Packard Company.
- Ex. IX-A.5.d Approve issuance of a purchase order to IntelliResponse Systems, Inc. for renewal of a data management software license, support and hosting in the amount of \$15,000 per year for FY2008/09 and FY2009/10, for a total of \$30,000. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with IntelliResponse Systems, Inc.
- Ex. IX-A.5.e Approve issuance of a purchase order to EMC Corporation for renewal of a maintenance agreement covering data storage devices in the amount of \$28,827.60. In addition, authorization for the Vice President of Information Technology to sign the contract agreement with EMC Corporation.
- Ex. IX-A.5.f Approve issuance of a change order to purchase order number 505479 issued to Veolia Environmental Services for waste removal service, in the amount of \$18,174 for a new total of \$62,713.
- Ex. IX-A.5.g Approve issuance of a purchase order to R.J. Galla, Inc. for renewal of the treasurer's bond, the building fund bond and the working cash fund bond as well as the liquor liability, sports accident, pollution liability, travel accident and preschool accident policies and the

broker's fee for the period of July 1, 2008 through July 1, 2009 in the amount of \$112,824.

Personnel Actions

Administrator Appointments

Yvonne Harris, Dean, Mathematics/Science, M/S, 07/01/08, \$95,000/year

Keiko Kimura, Dean Academic Enrichment/Language Studies, AE/LS, 05/12/08, \$95,000/year

Cynthia Luxton, Dean, Health Careers and Director of Nursing, HC, 05/12/08, \$99,000/year

Faculty Appointments

Marianne Farinas de Leon, Instructor-Developmental English, AE/LS, 08/19/08, \$44,987/year

Shante Holley, Assistant Professor-Reading/Study Skills, AE/LS, 08/19/08, \$53,661/year

Victoria Kelly, Instructor-Nursing, HC, 08/19/08, \$46,427/year

Samuel Levenson, Assistant Professor-Nanotechnology, C/TP, 08/19/08, \$57,150/year

Sarah Lindsey, Instructor-Reading/Learning Skills, AE/LS, 08/19/08, \$43,592/year

Kathleen Montgomery, Instructor-ESL, AE/LS, 08/19/08, \$42,240/year

Kimberly Nichols, Instructor-German, LIB ARTS, 08/19/08, \$40,930/year

Karen Patterson, Instructor-Art History, LIB ARTS, 08/19/08, \$42,240/year

Jennifer Smith, Instructor-Nursing, HC, 08/19/08, \$46,427/year

Joseph Wachter, Assistant Professor-Chemistry, MS, 08/19/08, \$42,240/year

Stephanie Whalen, Instructor-Reading/Study Skills, 08/19/08, \$42,240/year

Professional/Technical Appointments

Nicholay Arcos, Network Analyst I, IT/TS, 06/02/08, \$48,000/year

Adriano DeMatteo, Laboratory Assistant, RAC, CTP, 06/02/08, \$47,580/year

Angela Hobbs, ESL CALL and Resources Coordinator, AE/LS-ESL, 06/02/08, \$43,500/year

Classified Staff Appointments

Alexander DeLonis, Information Receptionist, p/t, STU DEV, 05/27/08, \$9,360/year

Kimberly Frechette, Human Resources Assistant, HR/DOD,
05/20/08, \$30,713/year
Mary Mikell, Administrative Assistant, M/S, 07/01/08,
\$43,739/year

Harper #512 IEA-NEA Appointments

Royzell Hutchins, Custodian, PHY PLT, 05/14/08,
\$23,192/year
Alicja Kamieniecka, Custodian, PHY PLT, 05/19/08,
\$23,192/year
Theodore Sensor, Painter, PHY PLT, 05/12/08,
\$34,778/year

Limited Term Employment

Supervisory/Confidential Appointment

Melissa Schmitz, Campaign and Operations Manager,
CR/FDN, 05/27/08, \$58,500/year

Faculty Retirement

Kathleen Gianaris, Associate Professor-Reading, AE/LS,
09/30/08, 21 years

Supervisory/Confidential Resignation

Heather Engel-Zoldak, Director of Foundation , Operations &
Advancement Services, CR/FDN, 06/20/08, 8 years 3
months

Classified Staff Resignations

Leslie Acuesta, Admissions Data Steward, ADM PRO,
05/08/08, 4 years 4 months
Joan Damascus, Lab Assistant, PST/PGM, CTP, 06/30/08, 4
years 8 months
Lorena Killebrew, Financial Aid Operations Assistant, OSFA,
05/30/08, 11 years 2 months
Alice Petras, Office Assistant, p/t, HR, 05/30/08, 6 months
Linda Wittich, Workforce/Career Program Assistant, CTP,
06/30/08, 6 years 9 months

Student Service
Awards – Spring 2008

Approval of the Spring 2008 Student Service Awards in the
amount of \$23,035.00 from Account No. 3300-9010-858-
5902001, \$425.00 from Account No. 0001-9010-187-
5902001 and \$765.00 from Account No. 0001-0000-000-
1309011.

Disposal of Obsolete
and Unrepairable
Personal Property
Owned by the College

for the 2007/08
Fiscal Year

Approval of the disposal of obsolete and unrepairable personal property owned by the College for the 2007/08 fiscal year.

First Reading of
Modification of Board
Policy 05.21.00 on
Scholarships to Include
Two New Scholarships

Approval of moving this policy to a second reading.

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

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

Motion carried.

Foundation Report

Member Canning called attention to the Annual Report from the Foundation, Exhibit IX-B.3. She noted that the Foundation is a tremendous asset to Harper College. They have raised a great deal of money this year and have brought the College out into the community. She encouraged Board members to read through the report.

Chair Stone stated that the Board will find a way to make a formal statement of appreciation to the Foundation. Dr. Breuder added that, when Rita Canning speaks about Harper College and the Foundation, she speaks from the heart. In the last week, John and Rita Canning affirmed their commitment to Harper College by making a contribution of \$500,000. Chair Stone noted that it is very much appreciated.

ICCTA

Member Borro noted that, at the ICCTA meeting in June, certificates of merit were presented to persons who have made significant contributions to the ICCTA, the Illinois system or an individual member College. Patrick Botterman received the posthumous certificate of merit award. His mother and two brothers were present to receive the award, which was presented by Member Kelley. Member Borro also noted that Bill Kelley received recognition for his leadership as a nominating committee chair for the ICCTA. He thanked Member Kelley for his dedication. Chair Stone congratulated Member Kelley.

NEW BUSINESS:

Affiliation Agreements
with Clinical Agencies

Member Graft moved, Member Canning seconded, approval of the list of affiliating clinical agencies for fiscal year 2008-2009, 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.

Preliminary Budget
for Fiscal Year
2008-2009

Member Graft moved, Member Kelley seconded, acceptance of the preliminary budget as presented and authorization for the administration to begin spending from the budget as presented, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone noted that this is in keeping with the requirements under State law that the Board receives the preliminary budget for review. A budget hearing will be held and the budget will be voted on September 18. This will give the Board ample time to consider the budget as a whole. She encouraged Board members to read through the preliminary budget and the memo from Dr. Breuder.

In a voice vote, the motion carried.

Resolution to Establish
the 2008-09 Budget
Hearing Date

Member Canning moved, Member Graft seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice, 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.

The Resource
Allocation and
Management Plan for
Community Colleges
(RAMP)

Member Canning moved, Member Kelley seconded, approval of the capital request section of the RAMP document for submission to the Illinois Community College Board. Additionally, approval of the dollars set aside in the various funds to provide the necessary match, as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Stone explained that this is a planning document that is required annually by the Illinois Community College Board and the Illinois Board of Higher Education. It is the basis for request to the legislature for capital funding.

In a voice vote, the motion carried.

Member Hoffman thanked the administration for giving the Board of Trustees the opportunity to weigh in on the document and for taking the Board's recommendations into consideration.

Award of Bid Request
Q00577 for Roofing
Repairs for Buildings
A, K, L and P

Member Borro moved, Member Canning seconded, to award bid request Q00577 for the removal and replacement of existing roofing systems for Buildings A, K, L and P to G.E. Riddiford Company, the low bidder, in the amount of \$1,102,760, for architects fees of \$90,978, a 10 percent contingency of \$110,276 and for reimbursables of \$2,000, for a total award of \$1,306,014, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Borro stated that he is pleased that the roofing system is being replaced with a white sustainable design roof. This will save the College money over the long-term. In response to his question regarding payback, Campus Architect Steve Petersen explained that, when they put the roofing package together, an alternate for the sustainable roof design was included. It came in at approximately \$25,000. Jim Ma then looked at the payback with regard to energy-cost, and determined that it would be approximately six months payback. Chair Stone added that the Board appreciates this very much.

In a voice vote, the motion carried.

Award of Bid Request
Q00578 for Stairs,
Building Entrances and
Sidewalk Rehabilitation

Member Canning moved, Member Kelley seconded, to award bid request Q00578 for renovations of stairs and entrances and pavement replacement to Kovilic Construction Company, Inc., the low bidder, in the amount of \$732,365, for architect's fees of \$39,547, a 10 percent contingency of \$73,237 and reimbursables of \$1,000, for a total award of \$846,149, 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.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next regular Board meetings will be July 17

BOARD REQUESTS

JUNE 19, 2008 REGULAR BOARD MEETING

There were no Board requests.