



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

October 16, 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 - September 18, 2008 Special Board Meeting and September 18, 2008 Regular Board Meeting Exhibit IX-A.1
 2. Bills Payable, Payroll for September 12, 2008, and September 26, 2008; Estimated Payroll for October 10, 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
 - 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, Consortia 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: Annual Financial Audit FY 2007-08 Exhibit X-A
- B. RECOMMENDATION: Resolution for 2008 Estimated Tax Levies Exhibit X-B
- C. RECOMMENDATION: Harper College Corporate Credit Card Resolution Exhibit X-C
- D. RECOMMENDATION: Authorization to Approve Depositories, Financial Services Providers and Investment Brokers for College Funds Exhibit X-D
- E. RECOMMENDATION: Update to Information Technology Employment Services Contractors List Exhibit X-E
- F. RECOMMENDATION: Recommendation for Approval for Issuance of Partnership Fee for Community Outreach Centers: the Palatine Opportunity Center in Palatine, Illinois and the Police Neighborhood Resource Center in Rolling Meadows, Illinois Exhibit X-F
- G. RECOMMENDATION: Affiliation Agreement between Walgreen Co. and Harper College for Students in the Job Shadowing/Internship Program Exhibit X-G

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- *November 20 7:00 p.m. - Regular Board Meeting - W214-215
- November 27-28 **THANKSGIVING BREAK - the College will be closed November 27-30.**
- *December 16 7:00 p.m. - Regular Board Meeting - W214-215
(Note: Meeting is on a Tuesday, not a Thursday)
- December 24 - **Holiday Break - The College will be closed Wednesday, December 24, 2008**
January 4 **through Sunday, January 4, 2009.**

Off-Campus Events

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

XIII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, September 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 Thursday, September 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 Thursday, September 18, 2008 at 7:02 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Borro, Canning, Graft, Hill, Hoffman, Kelley and Stone; Student Member Garcia
Absent: None

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, 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; Mike Babb; Mike Barzacchini; Dave Braunschweig; Orlando Cabrera; Maria Coons; Laura Crane; Laurie Dietz; Tom Dowd; Earl Dowling; David Dwyer; Denise Farwell; Sally Griffith; Yvonne Harris; Erin Holmes; Mia Igyarto; Njambi Kamoche; Keiko Kimura; Ashley Knight; Jim Ma; Maria Moten; Mark Mrozinski; Regan Myer; Michael Nejman; Kathi Nevels; Sheryl Otto; Steve Petersen; Michelé Robinson; Tammy Rust; Ilona Sala; Katherine Sawyer; Rich Seiler; Diana Sharp; Doug Spiwak; Nancy Wajler and Dennis Weeks. Students: Talitha Baer; Kourtney Nemeck; Sadaf Syed; Todor Stefanov.

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

Diane Hill led the Pledge of Allegiance.

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

In a voice vote, the motion carried.

EDUCATIONAL
PRESENTATIONS
SMART Classrooms

Vice President Dave McShane noted that the College has had two major technology projects on the books for a while: retrofit of the classroom spaces for technology (making them SMART rooms); and the Student Information System (SIS) or Banner system.

One goal of the Technology Plan is to enhance the instructional technology on this campus. Beginning in July 2002, one objective was to convert the classrooms to assist faculty in delivering their instruction with modern technology. Based upon funding for the technology initiatives, they were only able to convert 10-14 rooms each year. They were able to incorporate the design of new instructional facilities when new construction came on the books with the Performing Arts Center, Conference Center and Avanté. At least 85 rooms were started, which was a significant accomplishment.

Retrofit statistics to date:

- 224 total spaces have been identified as instructional delivery spaces.
- Of those, 85 were completed via new construction;
- 139 spaces were retrofitted.
- With 10-14 retrofits per year, they have accomplished completing 80 of them.
- The balance of 59 should be completed this year, by the spring semester.
- Total investment is approximately \$2.2 million.
- Average cost of approximately \$15.8 thousand per room.

The classroom setup should be easy to use by faculty members and consists of the following:

- A lectern, which contains all of the electronics and is the heart of the facility. It contains a computer, CD and DVD drive, a document camera and additional USB ports.
- A high resolution LCD panel or a high definition projector.
- A powered and automated screen that drops down.
- Cabling for network and video, as well as electrical needs.
- An audio system.
- All chalkboards have been replaced with whiteboards.
- Lights have been banked to take the reflection off the screen (back end of the room stays lit so students can continue to take notes).

- The machines have standard software – Microsoft Office Suite – PowerPoint, Word, Excel - and internet access utilizing Microsoft Internet Explorer, or Firefox. Specific instructional software is on equipment in math, science, dental hygiene, nursing labs and nursing classrooms.

Security and Management

Vice President McShane explained that they have security systems in place so they know if the equipment is being moved or inappropriately moved. Additionally, management software is installed so they can update the software remotely, and they have the ability to turn off the equipment if someone has forgotten to do that.

Material Conversion

In addition to converting the classrooms and maintaining the equipment standards, he explained that they must convert an enormous amount of instructional material. It is important that the College abide by copyright regulations, and some of the material is quite old. They must locate vendors, get approval in writing to convert the material in order to still own the material. If that cannot be done, they try to find digital versions of the material that are needed by the faculty.

Training

- Orientation week training sessions are offered.
- Training sessions upon request, one-on-ones.
- Computer based training through MyHarper and online mode.
- Training DVDs are cut and provided so faculty can use it at their leisure.
- “Technician assist” option is offered – where a technician will be in the room or in the area nearby to provide assistance if needed.

Support

- The first level of support is the HelpDesk.
- The HelpDesk will contact the Media Services team via radio. That team is headed up by Paul Santellano.

New Directions

Through the Instructional Technology Committee, a request was submitted to look at classroom response systems (clickers). Ten individuals have piloted the equipment last year. It has been finalized and approved by the Board. They are in the process of installing it in all the rooms that

have been converted and in the new rooms that will be retrofit.

They are looking into capturing video and sound digitally in the classrooms via a less intrusive method. Faculty will be able to manage it at their leisure, capture the material and upload it to Blackboard or upload it to iTunes University. They have an agreement with Apple, the technology is in place – they are piloting it this semester.

They will continue to look at new technologies, look at the mobility of the student and the faculty. Vice President McShane asked several faculty colleagues to share their technology experience with the Board. He introduced Dr. Tom Dowd, Professor of Chemistry in the Math/Science Division, and Jeff Przybylo, Associate Professor of Speech in the Liberal Arts Division.

Both faculty spoke about how they use technology in their classrooms. Dr. Dowd spoke about the relevance of the document camera. If a student has a question about a graph or chart in the textbook, the instructor can simply place the textbook under the camera to show the chart in clear color. Everyone is focused on the same thing. Additionally, having access to the internet from the lectern is very helpful. When a student asks a question, the resources are right there. The instructor can go to the internet, show students how to find a reputable source, and pull up the information to answer the question. Students gain an appreciation for how and where to find the information. The instructor doesn't have to say, "I'll have to get back to you." Additionally, Dr. Dowd shared his appreciation for having whiteboards rather than chalkboards. Dr. Dowd concluded by thanking Vice President McShane and his colleagues, because every time he goes into the classroom, the technology is working.

Jeff Przybylo shared how this technology relates to his Speech classes. He noted that, when he started at Harper in 1996, they did not have SMART classrooms or internet. He was thrilled when two speech classrooms were among the first to be upgraded in 2002. Rooms L202 and L204 now have the largest podiums on campus (they are now considered "the dinosaurs"). In addition to the standard SMART equipment, the back of the room has a mounted camera. The students bring in a videotape, put it in the podium and push a button, while the camera in the back of the room tape records the students. It is very unintrusive –

the instructor does not have to hold the camera with wires all over and follow the student around. The camera simply follows the student. Students then take their own tape home, watch themselves on video, and write a paper about what they see. Self-reflection is a great thing.

Mr. Przybylo noted that, as wonderful as that is, the 2002 technology has gotten outdated. Students now say, "How am I going to watch this thing?" (they do not have video cassette recorders/players at home). He has had a few meetings with Della and Dave. They hope to, with the support of the Board, retrofit the two retrofitted rooms to have podiums at the front of the room and little stations in the back of the room. Instead of videotaping the students, they would now digitally record the speeches. The student would bring in a jump drive, insert it into the station, record the speech and drag it onto the jump drive to take home. He explained that another dream would be - instead of going to a jump drive, the speech would be uploaded to the server, where both the instructors and the students can go back and watch the speeches.

Mr. Przybylo stated that he is very excited about the future. He noted that he coaches the Harper Speech and Debate team and spends many weekends on other college campuses. No other college campus comes close to what they now have at Harper and what they will soon have in the future. He thanked the Board for their support of technology. In response to Member Hoffman, Vice President McShane stated that they began the technology effort in the late 1990's. Their major effort began in May/June 2002 as part of the Faculty Instructional Technology Committee and the Technology Planning Committee for the campus. With regard to refreshing the systems, the College has well over 3,000 nodes or stations. They do a four-year renewal on those, so every four years we are replacing close to 700 stations. They are now on that same mode for the classrooms.

Alaine Garcia stated that "clickers" is a great new technology to implement. She appreciates Vice President McShane and his team reaching out to the students, asking for their feedback in focus groups and allowing them the chance to voice how that technology really works for them. Vice President McShane thanked Alaine Garcia for taking the leadership on that. She is a great advocate for the students. Without seeking student involvement and their insights sometimes the College goes down the wrong path. He

explained that, with the clicker technology, the intent is to make more students become participatory in the classroom activities, but anonymously. There are students who are not willing to stand up and speak, not willing to participate, but with the device responding to questions, they can participate anonymously and then the instructor can utilize the information they gather immediately.

In response to Member Hoffman, Vice President McShane explained that major universities like Stanford, Harvard and MIT have put many of their course materials on iTunes University. Materials can be brought down at no cost. Harper College is a little behind the 8 ball on this, because they still have so many things to catch up on. He does expect the technology capabilities to grow significantly. Chair Stone thanked Vice President McShane for his informative presentation.

SunGard Banner Implementation

Vice President McShane explained that the second part of Harper's Technology Plan initiative is the Enterprise Resource Planning (ERP) System replacement, which included three major legs: the Financial, Human Resources and the Student System. They initially had a setback with the student system. However, they are now moving rather aggressively in the implementation of the SunGard Banner implementation. He introduced Mike Babb, Director of Enterprise Systems. He and his team manage the business systems and many applications across the campus in order to keep the business rolling. In the academic arena, they have systems that are very critical to the academic programs. Mike is also the project manager for this. Mike Babb joined Harper College approximately 15 months ago, where he has taken the project, run with it and not skipped a beat. He has done a great job.

Mr. Babb explained various pieces of the Banner Student Information System (SIS) implementation project. Course Management System (CMS or Blackboard) – allows the instructor to operate in an online mode with students for communication purposes, tracking and course materials. The CMS is an integral piece in the instructional methodologies that are employed today. The College would be well served to move to a higher level of Blackboard titled Enterprise, which would give the capability to integrate Blackboard with Banner SIS. They are in the process of simultaneously working the Blackboard upgrade in; Regan Myers is leading that project. The implementation should

take place in October. Through 2008/09, they will be evaluating different course management options. While Blackboard has its merits, there are some issues with respect to cost, integration and flexibility.

The SIS provides two major functions:

- Student services - catalog schedule, admissions, registration of payment options and financial aid.
- Faculty services - student interface options, class roster and student information, grading, and communication services.

Components of Banner

- INB (Internet Native Banner) by SunGard – the brains of Banner, where the major processing goes on at the bottom.
- Luminis (SunGard label for the product) or MyHarper Portal for Students (Harper's label) – the self-service component of Banner at the very top. 80 percent of the usage from the faculty or student end-user perspective will be through Portal.
- Scheduling – Financial Aid has gone live. It has been very successful. Earl Dowling and his team have been dispersing financial aid, and the process has gone well.
- Over one million student records have been loaded into Banner and they are now live in the system. Every student at Harper College is now loaded into Banner and is being synchronized with the current Regent system.
- Other components of Banner include catalog and schedule on October 1, Admissions on October 28 and Registration and Accounts Receivable and other service components.

They are planning to hit certain dates. They have had to move some days as they have encountered challenges. The team has done an outstanding job in terms of keeping things on track.

Budget

- Approved budget - over \$5 million
- Expenses to date - \$2.6 million (51%)
- Balance - \$2.4 million.

Mr. Babb noted that Vice President McShane had already done the budget work when he began to work on the project. He did an outstanding job with respect to contractual work with SunGard and planning from a budgetary perspective.

Mr. Babb gave a brief demonstration of the faculty and student pieces of the Banner system.

In response to Member Hoffman, Mr. Babb explained that they developed a project schedule or timetable in coordination with their partner, SunGard. During the course of the project, they have had the opportunity to make adjustments. They have a planning team that includes all of the Vice Presidents associated with the project and Dr. Breuder. If Mr. Babb has a significant modification to make to the project schedule, to the project terms or the product that will be delivered, he would bring that to the planning team for their approval.

Member Hoffman stated that he is concerned. As the project plans are underway, if something unforeseen occurs, he would hope the team would have the authority to move the schedule, if that schedule needs to be moved. He feels the worst thing they can do is implement a system that they are not ready to implement. It would be a disaster. Additionally, Member Hoffman questioned whether November is the best time to go live with registration. He asked if it would make more sense to go live in summer, when there is lower enrollment. If mistakes need to be ironed out, there would be less volume to deal with.

Mr. Babb explained that several factors drove the timeframe. Harper's current system, Regent, is a very old system running old code. They have had some challenges in the past. It has been functioning, but the IT team has worked very hard to keep the system stable. They do not want to stay on that system any longer than they have to. The Financial Aid system was no longer supported on Regent. They had to move Financial Aid to another software vendor, and that was part of the integration with SunGard. Mr. Babb noted that the schedule is aggressive. With regard to timing, he noted that November is that period of time when the fall activity is reducing and the spring activity will typically start to ramp up. The busiest time period for spring registration is late December/January.

Member Hoffman stated that he just wants to make sure the team is making the decisions and that the team is okay with the timing. It is the consensus of the Board that they go live when they are ready to go live, or there will be bigger problems. Mr. Babb responded that he would be the first one to tell the Planning Team if he did not think this was viable to do. He maintains a project dashboard, and there

have been things in yellow status. But, they work very hard to mitigate those issues. Member Hoffman stated that there will be things that are unknown. No Board member feels that these projects will be absolutely perfect. As the team moves forward, if there are things the Board needs to be aware of, just let them know. This will affect students and students talk as they encounter things. Mr. Babb thanked him for the feedback.

Chair Stone stated that the Board would like to show their support for the team who has been working so hard in implementing this. Member Babb stated that, over the last six months, he has been concerned with the amount of effort their teams have had to expend. Maria Moten in the Registrar's Office, Tammy Rust in the Financial Office, Earl Dowling in the Financial Aid Office, Diana Sharp, who is responsible for catalog and schedule, and Sheryl Otto who has overall responsibility for this project. On a weekly basis, they have had 25-30 people working 50-60 hours on this project. There is no doubt the complexity is high and the work effort has been higher.

Chair Stone thanked him for sharing that. The Board wants to make sure they show appreciation, but at the same time, take into consideration the people, their lives, their health and everything else. That is why Dick Hoffman is asking that the Board be kept informed, so that they can be supportive in the right way.

In response to Member Hoffman's concerns, Vice President McShane explained that years ago in higher education, summer months were once the best time to implement something new because of lower headcount, least complexity, etc. That is not the case anymore. The semesters blend. If they chose to go live in summer, they almost immediately would have to go to fall registration within a short period of time. Harper College could not handle that. The spring term was the best term to choose, and that is why they have geared for it. He reminded the Board that they had a challenge with the Oracle student system when they were not able to get it off the ground. That has put this implementation two years behind, and the Regent system is at its limits and is no longer being supported. They are doing their best. They are putting in the basic system and over time they will mine it for all of its feature/functionality. At this point in time, they are trying to get the business moved into a steady platform with the Banner system.

Chair Stone asked Vice President McShane to please make sure every member of the team knows how much the Board appreciates what they are doing. Vice President McShane stated that he would convey that message.

In conclusion, he explained that it is important to understand the Banner system is live. Whether they are actually utilizing it for student self service or for faculty self service is immaterial. Once they have moved data, it must be maintained. The Board has been supportive by providing us with the means to hire additional staff. They embarked on preparing a Student Help Desk for this initiative last year, and this has been a soft rollout. They need to be prepared to be able to handle some 20,000+ students. This will be registration for credit and registration for CE. The system is very intuitive; they do not anticipate getting a lot of calls, but the reality is they will get calls. They are finding that the calls are not from a technological issue, but for other issues.

Vice President McShane summarized with statistics since the project began. They have provided 1,800 hours of training, with 14,000+ people hours incorporated in training. They have had a great deal of backfill support from retirees. These retirees have helped tremendously, because they know the business and do not need to be retrained. They enter data, check data, validate data, etc. These people are managing more than one system – the EBS Oracle system, the Regent system, the production system and test and development systems. People are managing a multitude of systems with a lot of different information, plus they continue to manage the business of the institution. They have worked weekends, long days, Fridays in the summer months when everyone else had off. The staff involvement has been significant. He introduced those present on the team: Maria Moten, Earl Dowling, Sheryl Otto, Tammy Rust, Diana Sharp, Mark Mrozinski, Mia Igyarto and Regan Myers. Dave Braunschweig has been outstanding in terms of helping them understand the faculty point of view.

Vice President McShane added that his colleagues have talented staff, and they have made this happen. The schedule is very tight; however, they know the benefits of the outcome.

STUDENT TRUSTEE REPORT

Student Member Garcia acknowledged Michael Nejman's contributions to the Banner system. The students appreciate

Michael and Student Activities. She highlighted the following community programs and campus programs.

WINGS

In today's society, women are often at a disproportionate risk of threats – poverty, conflict, discrimination and abuse. Student Member Garcia acknowledged the great accomplishments of the WINGS (Women in Need Growing Stronger) program, saving lives and helping women at risk. She thanked financial supporters, the late David Hill and Diane Hill, and WINGS founder Rita Canning. They provide WINGS to support women who are now free to fly.

Womens Program

The Harper College Womens Program provides for eligible individuals in the pursuit of economic self-sufficiency through education and employment. Quantifiable outcomes are impressive this year – many lives have been changed. She shared the story of two separate participants in the Womens Program. They received guidance, support and practical help. Both students, one male and one female, are currently in the Nursing Program and continue to be encouraged by the Womens Program.

Eldercare Expo

This free event will bring families and providers together on the Harper campus, and will feature numerous community resources and presentations to assist family, friends and providers with important and much needed information. There will be free blood pressure screening, nutritional information, massages, manicures and refreshments. The Expo will promote personal growth and will enrich the local community on Saturday, September 27, 2008.

The Center for Multicultural Learning Drop-In Center

Located in D131, the Center has officially opened its doors, and clubs are open for business. From 8:00 am to 9:00 pm, students can stop by and learn about the many cultures and club events. For many students, it is a safe space to identify, pray, use computers, learn and support one another. Counselors are available to help students grow and flourish on campus. Student Member Garcia strongly encouraged Board members to attend the CML retreat, which has impacted so many lives.

Hullabaloo

Over 1,500 students came together in the Quad to visit clubs, organizations and department tables. The event more

than exceeded their expectations; next year's Hullabaloo will be even greater. She thanked Student Activities and all the departments and sponsors that participated in making this event a great success.

Student Member Garcia encouraged everyone to get their tickets for cultural activities, art exhibits, dance programs and music programs in the coming months. Additionally, she encouraged participation in the various informational sessions scheduled on campus.

Student Member Garcia introduced Student Senate President Talitha Baer. Ms. Baer noted that she had the pleasure of serving as Treasurer of the Harper College Student Senate last year. She will continue to work hard with the Student Senate to be the voice of the Harper College student body. This year's Senate plans to continue with the voter registration drive September 22 through 25. Faculty John Garcia and Kim Fournier have been a great help and resource during this project. The Senate anticipates working with the Green Movement on campus, adding more bike racks on campus for students who choose to bike to school rather than drive. They will also work with the Textbook Advisory Task Force, bringing more awareness to the students on how the Bookstore process works on campus. Ms. Baer introduced Vice President Kourtney Nemec. They look forward to visiting again with future reports on the Senate's progress.

PRESIDENT'S REPORT

There was no President's Report.

HARPER EMPLOYEE COMMENTS

Vice President Colleen Murphy noted that tomorrow is her last day at Harper, and she wanted to formally thank the Board and many other people. Without Dr. Breuder, she would not have had the opportunity to serve Harper for the last nine years. She is grateful for his distinct vision in creating the Enrollment and Marketing division. She is also grateful to the Board members at that time who bought into that vision and for the leadership of the Board over the last several years.

Vice President Murphy noted that the learning that occurs at Harper College is phenomenal. She has had the opportunity to work with incredible faculty. She thanked the Foundation for being so supportive from a marketing aspect, and for providing many scholarships to Harper students. She added

contingency of \$2,100 and for reimbursables of \$320, for a total award of \$25,100.

Ex. IX-A.3.b

Award bid request Q00590 to HP Products, the lowest bidder meeting specifications for items 1, 2, 5 & 6 in the amount of \$32,078.50; Ramrod Distributors, Inc., in the amount of \$6,233.20, the lowest bidder meeting specifications for items 3 & 8; Chemcraft Industries, Inc., in the amount of \$4,036.50, the lowest bidder meeting specifications for item 4 and Central Poly Corporation, the lowest bidder meeting specifications for item 7 in the amount of \$10,043.60 for a total award of \$52,391.80.

Ex. IX-A.3.c

Award, pending final review by Board's Attorney, bid request Q00585 for precast stair treads to Mertes Contracting Corporation, the low bidder, in the amount of \$83,000, for architect's fees of \$8,900, a 10 percent contingency of \$8,300 and reimbursables of \$500, for a total award of \$100,700.

Request for Proposal

Ex. IX-A.4.a

Approve request for proposal Q00589 for creative services, including Web copywriting, direct marketing copywriting, Web and print publication design, video production and environmental graphics to the following creative services vendors to work with the College for the 2008/09 fiscal year with the option to renew for up to two additional one year periods with selected vendors.

Purchase Orders and Adjustments

Ex. IX-A.5.a

Approve issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, in the amount of \$13,728.44.

- Ex. IX-A.5.b Approve issuance of a purchase order to Blackboard, Inc. to upgrade the course management software site license, support and hosting from Basic to Enterprise version including a one-time setup charge in the amount of \$69,740. In addition, authorization for the Vice President of Information Technology to sign the contract with Blackboard, Inc.
- Ex. IX-A.5.c Approve issuance of a purchase order to Paddock Publications for newspaper print and online advertising in an amount not to exceed \$203,961.

Personnel Actions

Administrator Appointment

Brian Knetl, Associate Dean, Liberal Arts, LIB ARTS,
09/22/08, \$80,000/year

Classified Staff Appointments

Mary Jo Anderson, Office Assistant II, p/t, LIB ARTS,
09/22/08, \$12,852/year

Stacy Bouse, Cashier, p/t, DIN/CONF SER, 09/08/08,
\$11,323/year

Tasha Campbell, Financial Aid Assistant, OSFA, 09/02/08,
\$33,930/year

Joseph Scrima, Lead Admissions Data Steward, ADM PRO,
9/2/08, \$32,136/year

Lori Turinsky, Major Accounts Assistant, HCFB, 09/02/08,
\$46,800/year

Jodie Weidemann, Buyer II, Bookstore, 09/29/08,
\$31,005/year

Harper #512 IEA-NEA Appointments

Norma Esparza, Custodian/Groundskeeper, PHY PLT,
09/02/08, \$23,837/year

Manny Vargas, Custodian/Groundskeeper, PHY PLT,
08/18/08, \$23,837/year

Supervisory/Confidential Retirement

Anthony Nelson, AED & NNL Coordinator, AE/LS-AED,
12/31/08, 11 years

Classified Staff Retirement

Carol Bjorklund, Computer Testing Specialist, TEST,
12/31/08, 10 years

Harper College Police – ICOPS Retirement

Phillip Robert, Police Officer, POLICE, 09/30/08, 29 years

Faculty Resignation

Dragan Teonic, Instructor-Head Football Coach, W/CA,
12/31/08, 2 years 4 months

Professional/Technical Resignation

Omnia Ibrahim, Web Developer, IT/ES, 08/15/08, 3 years 1
month

Supervisory/Confidential Resignation

Jane Swider, Senior Buyer, PURCH, 08/22/08, 6 years 4
months

Classified Staff Resignations

Jennifer Adlesick, Library Assistant I, LIB SER, 08/28/08, 6
months

Mary Lanus, Office Assistant II, p/t, CE, 07/24/08, 15 years 1
month

Joshua Rogers, Lead Admissions Data Steward, ADM PRO,
08/22/08, 2 years 9 months

Faculty Tenure Progress
Recommendation
(Mid-Year Hires)

Board members received the Faculty Tenure Progress Recommendation (Mid-year hires) for information purposes. Following are the names of faculty hired mid-year who are currently non-tenured and the academic year each would be first eligible for tenure:

First Year Eligible for Tenure (mid-year) Spring 2010

Kirsten Matthews, Psychology (BUS/SS)

Margaret Bilos, Speech (LIB ARTS)

Kurt Billsten, Maintenance Technology (TMS)

Brenna Lorenz, Geology (TMS)

First Year Eligible for Tenure (mid-year) Spring 2011

Dominique Svarc, Accounting (BUS/SS)

Faculty Tenure
Recommendation
(Mid-Year Hires)

Board members received the Faculty Tenure Recommendation (Mid-year hires) for information purposes. Following are the names of faculty hired mid-year who will be tenured effective Spring Semester 2009:

First Year Eligible for Tenure (mid-year) Spring 2009

DuBoi McCarty, Counselor (STU DEV)

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

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

Motion carried. Student Member Garcia voted aye.

Committee & Liaison Report

Member Canning thanked all the Trustees who attended the Dinner by the Pond. It was a very successful evening, which resulted in bringing in a commitment of over \$300,000 in gifts. In addition to the support that the Board of Trustees gave the David Hill Memorial Fund, they have received over \$55,000 in David's honor. Finally, the Foundation has gotten off to an extraordinary start financially; they have raised \$2.7 million in the first quarter of the year. She thanked Vice President Catherine Brod for doing a phenomenal job. Vice President Brod stated that it is a team effort with the Board of Trustees and the Foundation.

NEW BUSINESS: Budget Hearing and Budget Adoption

At 8:07 p.m., Chair Stone recessed the regular meeting and called to order the public hearing on the FY 2008-2009 budget.

Vice President Judy Thorson stated that Board members have two pieces of paper in front of them: a letter they receive annually from Dr. Breuder and the All Funds Chart, which gives a good overview, but is a repeat of what is in the legal budget. The format is easier to read and understand. The two documents were received by the Board in June as a preliminary. The Board reviewed it and gave the administration feedback. The administration has taken into consideration the Board feedback and incorporated it into the documents that are before them tonight. Both documents are very different than what was given to the Board in June. Vice President Thorson explained the following changes:

1. In the Education Fund in June, the administration had presented a budget that had a \$1 million deficit that was going to fund "New Initiatives." They worked to remove the deficit; this is now a balanced budget, at the request of the Board.
2. In the Operations and Maintenance (O&M) Fund, there is no change. It continues to be the fund with the most stress. Projects must be done out of this fund, and the very basics of the physical plant, including utilities, repair and maintenance and daily operations. One project is included here with Harper's match to the State project. If

- all of the projects were to happen this year, the College would almost totally use up the fund balance. Vice President Thorson explained that she does not think the State will come forward with the money this year. However, if it does happen, the College must be ready.
3. The O&M Restricted Fund has been revised since June to incorporate the Resolution to put a Referendum on the ballot for \$153.6 million, and assuming there would be a win in November. Incorporating this was in response to the community and the PATH report. Harper College would have to sell the bonds. Both the O&M Restricted Fund and the Bond & Interest Fund reflect the fact that they would sell the bonds in February and they would have to make a first payment in June. If they do not win, neither of those things would occur.

Vice President Thorson noted that those are the major changes between June and now; other funds may have had some minor adjustments, but nothing significant to speak of.

On behalf of the Board, Member Kelley expressed how appreciative they are of all the hard work that the staff has done in working on this budget. They are very impressed; it was an incredible amount of work.

Inasmuch as there were no other persons present who desired to speak regarding the budget, Chair Stone asked for a motion to close the hearing.

Chair Stone declared the budget hearing closed and reconvened the regular Board meeting at 8:13 p.m.

Chair Stone thanked everyone who worked with the Board to honor their wishes to present a balanced budget in this transition year. They felt strongly that it was important to watch dollars carefully and to represent the taxpayers in a responsible way. The Board is pleased that the administration was so cooperative and worked with them in the way they did.

Member Kelley moved, Student Member Garcia seconded, adoption of the Budget Resolution, as outlined in Revised Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Garcia voted aye.

Resolution Designating
a Person or Persons
to Prepare a Tentative
Budget for 2009-2010

Member Graft moved, Member Canning seconded, adoption of the Resolution Designating Robert L. Breuder, Judith A. Thorson and Tammy Rust to Prepare a Tentative Budget for 2009/2010, 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.

Affiliation Agreement
with Centegra
Primary Care

Member Borro moved, Member Kelley seconded, approval of the Affiliation Agreement between Harper College and *Centegra Primary Care* for the Medical Office Administration programs as submitted, and authorization for the Dean of the Health Careers Division to sign all of the above, 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.

Revised PMA Resolution
To Participate in "The
Fund"

Member Hill moved, Member Canning seconded, adoption of the revised PMA Resolution to update names of authorized staff on this account, 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.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Stone noted that she received a lovely note from Diane Hill thanking the Board and everyone at Harper for the reception that was hosted for Diane and her family in honor of David. She thanked Member Hill.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next regular Board meetings will be October 16 and November 20.

OTHER BUSINESS

In light of the Board's reluctant acceptance of Colleen Murphy's resignation, Member Graft moved, Student Member Garcia seconded, to appoint Maria Coons as

Interim Vice President of Enrollment and Marketing Division for the balance of the 2008-09 academic year.

Upon roll call, the vote was as follows:

Ayes: Members Borro, Canning, Graft, Hill, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Garcia voted aye.

Chair Stone announced that Maria Coons is officially appointed as Interim Vice President for Enrollment and Marketing. The Board will communicate that to Dr. Breuder tomorrow. She thanked everyone.

ADJOURNMENT

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

In a voice vote, the motion carried at 8:16 p.m.

Chair

Secretary

BOARD REQUESTS

SEPTEMBER 18, 2008 REGULAR BOARD MEETING

1. With regard to the Banner implementation, Member Hoffman stated that there will be things that are unknown. No Board member feels that these projects will be absolutely perfect. As the team moves forward, if there are things the Board needs to be aware of, just let the Board know.
2. Chair Stone stated that the Board wants to make sure they show appreciation, but at the same time, take into consideration the people, their lives, their health and everything else. That is why Dick Hoffman is asking that the Board be kept informed, so that they can be supportive in the right way.
3. Chair Stone asked Vice President McShane to please make sure every member of the team knows how much the Board appreciates what they are doing. Vice President McShane stated that he would convey that message.

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 September 18, 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 Thursday, September 18, 2008 at 4:12 p.m. in the Wojcik Conference Center, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Canning, Graft (arrival at 4:44 p.m.), Garcia, Hill, Hoffman, Kelley, and Stone

Absent: Borro

Also present: Sheila Quirk-Bailey, V.P. Strategic Planning and Alliances, Maria Coons, Managing Director Harper College for Businesses, and Dr. John Pickelman of Academic Search, Inc. All guest left the meeting at 5:18pm.

DISCUSSION: Dr. Pickelman provided a summary of the three-day pre-search study conducted at the College. The Board discussed extension of union contracts. Other personnel issues were also discussed.

ADJOURNMENT Kelley moved, Graft seconded, to adjourn the meeting at 6:22pm.

Secretary