

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

March 23, 2000

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizens' Participation
- IV. Student Trustee Report
- V. Approval of Agenda
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

1. Minutes – February 24, 2000 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payrolls for February 25, 2000 and March 10, 2000; Estimated payrolls for March 11, 2000 through May 5, 2000 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5

For Information

6. Financial Statements Exhibit VI-6
7. Committee and Liaison Reports Exhibit VI-7
8. Grants and Gifts Status Report Exhibit VI-8
9. Faculty Tenure Status Report Exhibit VI-9

* 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.

- VII. New Business

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|--------------------|---|---------------|
| A. RECOMMENDATION: | Cooperative Agreement Between NeighborCare and Harper College | Exhibit VII-A |
| B. RECOMMENDATION: | Cooperative Agreement Between Walgreen Company and Harper College | Exhibit VII-B |
| C. RECOMMENDATION: | Cooperative Agreement Between Target Pharmacy and Harper College | Exhibit VII-C |
| D. RECOMMENDATION: | Faculty Promotions – 2000-2001 Academic Year | Exhibit VII-D |
| E. RECOMMENDATION: | Life Safety | Exhibit VII-E |
| F. RECOMMENDATION: | Performance Excellence – Lincoln Awards | Exhibit VII-F |
| G. RECOMMENDATION: | Authorization to Increase Credit Limit | Exhibit VII-G |
| H. RECOMMENDATION: | First Reading: Waste Reduction | Exhibit VII-H |

VIII. President's Report

- Presentation: Colleen Murphy – Marketing & Advancement: A Demographic, Economic and Enrollment Overview
- Presentation: Joan Kindle – Access and Disability Services

IX. Announcements by the Chair

- A. Communications
 - B. Calendar Dates
- (Note: * = Required)

On-Campus Events

- | | |
|-------------|--|
| March 24-26 | 8:00 p.m. – Harper Theatre – "A Midsummer Night's Dream - Business and Social Science Center, J143 |
| *April 27 | 7:00 p.m. – Regular Board Meeting – Room A242 |
| May 10 | 7:00 p.m. - Academic Convocation – J143 |
| May 12 | 6:30 p.m. – Student Awards Banquet – Cafeteria |
| May 21 | Graduation |
| *May 25 | 7:00 p.m. – Regular Board Meeting – Room A242 |

X. Other Business (including executive session, if necessary)

XI. 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 Regular Board Meeting of Thursday, February 24, 2000

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, February 24, 2000 at 7:03 p.m. in the Student and Administration Center (A-242) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Botterman, Gillette, Hess, Howard, Kolze and Shure; Student Member Kazmierczak

Absent: Member Barton

Also present: Robert Breuder, President; Ed Dolan, V.P. Institutional Advancement; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Marketing; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Special Assistant to the President; Carol Blotteaux; Bruce Bohrer; Harley Chapman; Tom Choice; Lori Danaher; Dave Dluger; John Farris; Julie Fleenor; Robert Getz; Bill Howard; Karen Johnstone; Thea Keshavarzi; Tom Knoff; Karen Lustig; Dom Magno; Mercedes McGowen; Liz McKay; Russ Mills; Maria Moten; Michael Nejman; Sheryl Otto; Elena Pokot; Sheila Quirk; Paul Sipiera; Chris Staub; Matthew Tomaszewski and Pat Traynor. Students: Rich Daywick.

Guests: John Maes, Journal-Topics; Tim Pareti, Chicago Tribune; Michael Lundeen, Legat Architects; John Hipsky.

CITIZEN
PARTICIPATION

Chair Kolze asked if there were any individuals wishing to address the Board. There was no citizen participation.

STUDENT TRUSTEE
REPORT

In regard to the Book Drive, Student Member Kazmierczak noted that 250 books were collected to date. Her goal is to collect 500 books by March 1. She emphasized that new and/or used books are appreciated. In response to Chair Kolze, Student Member Kazmierczak listed the book drop off locations. It was noted that the Harper Child Learning Center donated a box of books.

Student Member Kazmierczak noted that Java Jams will take place in the Student and Administration Center on March 3 at 7:30 p.m. Admission is \$7.00 for Harper

students and \$10.00 for the public.

APPROVAL OF AGENDA

Chair Kolze noted that there will be an executive session for the purpose of discussing collective bargaining and to discuss appointment, employment and dismissal of personnel. He noted that Exhibit VI-3c was added to the agenda.

Member Howard moved, Member Gillette seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Gillette, Hess, Howard, Kolze and Shure

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

CONSENT AGENDA

Member Howard moved, Member Shure seconded, approval of the minutes for the January 26, 2000 regular board meeting and executive session; bills payable; payrolls for January 14, 2000, January 28, 2000 and February 10, 2000; estimated payrolls for February 11, 2000 through March 24, 2000; revised bid awards; purchase orders; personnel action sheets; confirmation of appointment of new members to the Harper College Educational Foundation Board of Directors; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-1 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund \$4,045,236.87

Tuition Refunds 214,096.77

The payrolls of January 14, 2000 in the amount of \$1,303,093.30; January 28, 2000 in the amount of \$1,414,368.51; February 10, 2000 in the amount of \$1,767,444.96; and estimated payroll of February 11, 2000 through March 24, 2000 in the amount of \$6,794,633.76.

BID AWARDS

Ex. VI-3a Award bid Q00069 for renovation of the Wellness and Sports Center, which includes air-conditioning the gym and Physical Fitness Center; locker room bench and lighting replacement; toilet room renovation and water piping replacement; ventilation improvements in the locker rooms, pool and laundry room; pool

lighting replacement; locker room dehumidification; and sidewalk replacement to Fisher Commercial Construction Company, Inc., the low bidder, for a contract amount of \$1,327,372, a contingency amount of \$53,066, 7.5 percent architectural fees of \$103,533, and \$10,000 in estimated reimbursables for a total of \$1,493,971.

Ex. VI-3b Award bid Q00071 for a replacement automobile for the President to Marquardt of Barrington, the low bidder, in the amount of \$14,110.

Ex. VI-3c Award bid Q00072 for a comprehensive fixed asset inventory and valuation to American Appraisal Associates, the low bidder, in the amount of \$23,000.

PURCHASE ORDERS

Ex. VI-4a Approve issuance of a purchase order to USA Group Noel-Levitz, Inc. for enrollment planning consultation and the purchase of state-of-the-art admissions software for use by the Marketing Services Division in the amount of \$148,480 plus covered expenses.

PERSONNEL ACTIONS

Professional/Technical

Appointments Douglas Grier, Service Learning/Student Activities Coordinator, STU ACT, 02/22/00, \$35,000/yr.

Richard Kellerman, Desktop Integration Analyst III, IT/CS, 01/03/00, \$42,959/yr.

Supervisory/Confidential Appointment

Ronald Elling, TECH Manager, TECH Center, 02/07/00, \$52,198/yr.

Classified Staff Appointments

Chitrang Bhawsar, Library Assistant I - Information, p/t, LIB SER, 01/28/00, \$3,749/yr.

Jennifer Farwell, Clerk/Receptionist, p/t, Assessment Center, 01/24/00, \$8,803/yr.

Cindy Fletcher, Cashier, Bursar's Office, 02/07/00, \$26,000/yr.

Christine Greten, Food Service Assistant,
FD SER, 01/31/00, \$20,500

Summer Kenny, Financial Aid Assistant, OSFA,
02/23/00, \$28,000/yr.

Stephanie Marlow, Clerk Typist II, p/t,
BUS SS, 02/01/00, \$5,720/yr.

Kamlesh Patel, Library Assistant I -
Circulation, p/t,
LIB SER, 01/28/00, \$3,749/yr.

Incentive Compensation

Robert Fabbrini, TECH Manager, TECH Center,
\$20,000 - FY 1998/99

Administrator Retirement

R. Edmund Dolan, Vice President for
Institutional Advancement,
PR/BD, 07/31/02, 9 yrs. 6 months

Administrator Resignation

Katherine Steffen, Director of Marketing
Services,
MSC, 03/03/00, 6 months

Faculty Resignation

Patricia Belmonte, Assistant Professor,
LS/HS, 01/28/00, 5 months

Professional/Technical Resignations

Deborah McGowen, Desktop Integration Analyst II,
p/t, IT/CS,
01/15/00, 1 yr. 10 months

Ellen Ward, Tutoring Specialist, p/t, ADS,
01/11/00, 1 yr. 4 months

Classified Staff Resignations

Ophelia Julien, Bilingual Secretary I, p/t,
AE/LS
- Sign Language, 02/17/00, 1 yr. 6 months

Mary Robb, Clerk Typist I, p/t, LS/HS,
02/02/00, 6 months

Harper #512 IEA-NEA Resignation

Dawn Hall, Custodian, PHY PLT,
12/17/99, 4 months

Confirmation of the appointment of Ms. Sam Oliver and Mr. Rob Brumbaugh as members of the Board of Directors of the Harper College Educational Foundation.

Member Howard commended the new Educational Foundation members for volunteering their time to support the College.

In regard to Exhibit VI-4a, Chair Kolze noted that higher education is a very competitive environment. The information to be gained from the consultation services and the enrollment software is very much needed. It will raise the level of awareness with admissions, enrollment and retention.

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

Ayes: Members Botterman, Gillette, Hess, Howard, Kolze and Shure

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

NEW BUSINESS
Tuition: FY 00-01

Member Howard moved, Member Hess seconded, approval of the \$54 per credit hour in-district tuition for Fiscal Year 2000-2001, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze clarified that tuition rates will remain at \$54 per credit hour; there will not be an increase.

Ayes: Members Botterman, Gillette, Hess, Howard, Kolze and Shure

Nays: Member Shure

Motion carried. Student Member Kazmierczak voted aye.

Proposed Fee
Changes FY 00-01

Member Hess moved, Member Botterman seconded, approval of the Proposed Fee Changes for 2000-01, effective with the 2000 summer session, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that the fees cover increased

costs of supplies used in the classroom.

Ayes: Members Botterman, Hess, Howard, Kolze and Shure

Nays: Member Gillette

Motion carried. Student Member Kazmierczak voted aye.

Sabbatical Leaves

Member Howard moved, Member Hess seconded, approval of sabbatical leaves for the following faculty members for a one-semester time period/salary which will be spread over two semesters as indicated below, allowing for their continuation of teaching on a partial basis, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Jean-Louise Gustafson	Fall 2000/Spring 2001 Full Salary (one semester)
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Christine Poziemski	Fall 2000/Spring 2001 Full Sa (one semester)
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In response to Chair Kolze, Dr. Tom Choice stated that the two faculty members intend to finish their doctorate during their sabbatical, while having a reduced teaching schedule.

Ayes: Members Botterman, Hess, Howard, Kolze and Shure

Nays: Member Gillette

Motion carried. Student Member Kazmierczak voted aye.

Notice of Dismissal - Non-Tenured Faculty

Member Howard moved, Member Botterman seconded, approval of the dismissal resolution and authorization for the issuance of the notice of dismissal, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Botterman, Hess, Howard, Kolze and Shure

Nays: Member Gillette

Motion carried. Student Member Kazmierczak voted aye.

Life Safety Project

Member Howard moved, Member Gillette seconded, adoption of the resolution for approval of the projects to alter and repair facilities pursuant to

Section 3-20.3.01 of the Illinois Community College Act. In addition, approval of the employment of Legat Architects to provide the architectural services specified for the 2000 Life Safety repair and renovation project, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Board members noted that the renovations will please students, employees and cardiac rehabilitation individuals who use the facility.

Ayes: Members Botterman, Hess, Howard, Kolze and Shure

Nays: Member Gillette

Motion carried. Student Member Kazmierczak voted aye.

Site Facility Master Plan

Member Botterman moved, Member Gillette seconded, approval of contracting with HOK/Legat to provide the service for a comprehensive site and facility master plan at a cost not to exceed \$89,000, as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Botterman, Hess, Howard, Kolze and Shure

Nays: Member Gillette

Motion carried. Student Member Kazmierczak voted aye.

PRESIDENT'S REPORT

Presentation:
Physical Plant

Mr. Bob Getz gave a presentation regarding Harper's physical plant infrastructure. He explained that the majority of campus buildings were built in the late 1960's and early 1970's -- a period of major construction in higher education across the United States. Thus, they require constant maintenance and upkeep in order to meet the expectations of all who come to the Harper campus. Some normal expectations include: cool building temperature in the summer; warm building temperature in the winter; toilets that flush; cold water in the drinking fountains and correct gas pressure in laboratories.

Mr. Getz explained the challenges faced by his department in recent years.

Water Lines/Underground Utilities/Support Systems

A leaking hot water line was discovered (which provides warmth in the buildings). He explained that a quick rerouting and repair of that problem has caused other concerns. Because the campus is situated on the Salt Creek Water Flood Plain, underground utilities and support systems are negatively affected. During the past seven years, there have been three main water line breaks on campus. Additionally, a gas line on the north side of campus was cracked and repaired many times. Two years ago, the entire gas line was replaced from one end of the campus to the other. Mr. Getz noted that four months ago, they dug across campus for a Life Safety project involving the condensate line and the steam line.

Roofs/Masonry Work

With regard to the various roofs on campus, Mr. Getz stated that most flat roofs have been replaced over the last decade; metal roofs will most likely be replaced over the next decade. With the help of campus architects, a roof study and masonry study were developed two years ago. A timeline was developed to help determine when certain roofs needed to be replaced, and what masonry had to be repaired or sealed. This has helped their department anticipate and react to problems before they become emergency situations.

Sewage

Last year, washroom facilities were shut down and renovated within the Student and Administration Center building due to sewage problems. Clean-outs are not sufficient within campus buildings; the lines are not sufficient in size to handle all the waste products that must go through them. They will have to repair or replace the pipes in the near future.

In an effort to take a proactive approach to maintenance, Mr. Getz stated that they are developing a utilities atlas. This map will help identify points at which difficult problems will occur, and action can then be taken appropriately. He noted that they have worked with the campus engineer to develop a chilled water loop plan on campus. This will help the campus utilize chillers more efficiently, extend the life of the chillers and save Harper money on electricity.

Mr. Getz stated that, in the face of many challenges, the goal of the Physical Plant Division is to make

sure that the individual's expectations are met as they enter the campus. He thanked Dr. Breuder and the Board for approving the Site Master Plan. The plan will help them move forward and better support the campus.

On behalf of the Board, Chair Kolze stated that the efforts of the Physical Plant are very much appreciated and of utmost importance to the College.

Presentation:
Student Development

Chris Staub gave a presentation regarding Student Development. She explained that the role of the Student Development Division is to interpret academic programs and courses for students, to assess the student's needs and goal intentions, and then to determine the appropriate connections, coursework and success strategies required to meet those intended goals.

The diversity of the Harper College student body and its needs are a constant challenge to the division; however, it is a challenge they continue to meet. Some students have a very defined path laid out, others need a little guidance to help them move forward to accomplish their goals, while some students come without a plan, hoping that a path will be developed for them. A combination of high tech (effective and efficient use of technology) and high touch (personalized student contact and one-on-one relationships) enables the division to meet the needs of all students. The multimedia presentation featured various students explaining their different needs and how Student Development met those needs. Areas mentioned included: Distinguished Scholar Program, New Student Orientation, Latinos Unidos, Career Center and Collegiate Employment Network.

Ms. Staub described some future goals for the division.

Effective utilization of technology. Online orientation is being produced which features a virtual tour for students who do not have the time to come to campus. Student E-mail will be used to inform students about programs after orientation and to keep in regular contact with at-risk student groups who need continuous support. A real-time online advising session in a chat room format will be piloted and expanded. Transfer information will be expanded on the intranet and the web to give students additional information with access 24 hours per day.

Increased retention and recruitment. The Academic Advising and Counseling Center delivers services via

individual student contact, small groups and classroom presentations. The SOAP (Standards of Academic Performance) system helps track and record the status of students. The Center for Multicultural Affairs, Academic Advising and Counseling provides information for students interested in studying abroad, programs for culturally diverse students and programs to foster multicultural awareness.

Increased collaboration with others in the Harper community. This goal cannot be accomplished alone. The off-site assessment testing and advisory program is a collaborative effort between Student Development, Corporate Services, Academic Affairs and area companies who want services on-site.

Expand award winning collegiate employment network. This internet job listing service is a collaboration between Student Development, the Daily Herald and ten area community colleges. It allows job seekers new universal just-in-time access to employment opportunities. Beginning in April, students will be able to put their resumes online and employers will be able to access, from their desktop, student profiles that match their job needs.

Ms. Staub noted that Harper College is a place where students can find an array of ever-changing opportunities interpreted by staff, such as the Student Development Division, who know the critical importance of the personal touch. Many community colleges across the country are looking to Harper's Student Development department to help them craft their future also. During the last year, fourteen community colleges from across the country visited Harper to look at the programs offered. Ms. Staub called attention to her packet of information and invited Board members to read through it at their leisure. She asked if there were comments or questions.

Member Gillette stated that the most appealing aspect of Student Development is that they take students who are not ready for college and guide them through to help them be successful. Monetary and intellectual opportunities have opened up for those people who might have been a burden to society. He thanked Student Development for making life better for all and for saving tax dollars.

Member Howard noted that she has been impressed with how the department has changed to meet the increasing diversity of the student body. It has been a real challenge to serve all age ranges and all levels of preparedness. She complimented their efforts in

tailoring and customizing programs to benefit everyone.

Member Shure suggested giving a copy of the multimedia presentation to high school counselors in the district.

Member Hess noted that, as a past Harper student, she found the Student Development programs to be very beneficial.

In response to Member Botterman, Tom Knoff stated that putting the multimedia presentations into the public access channel is one of many outlets. He is interested in being able to utilize all diverse channels of communication. In response to Member Botterman, Vice President David McShane explained that they are currently working on student E-mail. There are approximately 18,000 students on the first pass.

Student Member Kazmierczak noted that she has taken advantage of Student Development programs. She complimented the staff involved with the eXcel Leadership Program, Diversity 101 and the transfer information. The services are wonderful.

Chair Kolze thanked Ms. Staub for her informative presentation and the handouts provided.

Cumulative Update -
Paul Szipiera

Paul Szipiera gave a presentation regarding his recent Antarctica expedition. He and his team members set out on a mission with four major goals: to support NASA scientist Richard Hoover's studies; to bring science back to the classroom with "real-time" communications; to collect meteorites and involve Harper students and faculty in the research; and to document the expedition and help promote science education. They had Fox News and foxnews.com available. In the near future, there will be a one-hour network special with regard to the mission. Mr. Szipiera noted that for the past 25 years his passion has been to have a planetarium built in the Northwest suburbs. He hopes to bring more public awareness with this mission.

Mr. Szipiera narrated a brief slide presentation of his expedition. He explained the travel accommodations that began and ended the journey, and the living accommodations in Antarctica. He described the challenges they faced each day and the joy they felt when they discovered meteorites. Sealed meteorite samples were distributed in the audience for viewing.

In addition to Mr. Szipiera, the expedition team included: *Richard Hoover* (an astrobiologist at NASA's

Marshall Space Flight Center and lead scientist for the expedition); *Dave Butts* (expedition safety officer); *Owen Garriott* (communications specialist); *Bill Gruber* (field scientist); *Sharon Hooper* (junior high school science teacher); *Jim Lovell* (former astronaut and science team co-leader); *Amanda Onion* (Fox News reporter); *Adam Petlin* (Fox News cameraman); and *Lt. Colonel* (Illinois National Guard) *Jim Pritzker* (logistical support).

Mr. Sipiery explained that Antarctica is the testing ground for space. When the U.S. goes back to the moon or eventually to Mars, the lessons learned at the South Pole will be very valuable.

In response to Member Gillette, Mr. Sipiery explained that most meteors will stop burning approximately seven miles from the earth's atmosphere; in many cases, a meteorite will be found with some frost around it. If a meteorite can be found right away, it might be slightly warm to the touch. What causes them to eventually melt into the ice is the fact that they are black, and in the summer with approximately six months of 24-hours of sunlight, they heat up and physically melt themselves into the ice. Once a meteorite is in the ice, it is impossible to find.

In response to Member Shure, Mr. Sipiery explained that they will use the meteorites for research. They are studying the formation of planets, and meteorites are the building blocks of planets. His goal is to try to understand the parent body from which the meteorites came. Mr. Sipiery will work with his honors astronomy class to tie this into planetary formation.

In response to Chair Kolze, Mr. Sipiery explained that the team members had various levels of training and experience. The team included a safety officer, Dave Butts, who is a trained paramedic. One team member, former astronaut Owen Garriott, suffered severely frostbitten toes. Another team member, Jeff Pritzker, began the journey with a respiratory infection that prevented him from continuing on the expedition.

In response to Member Howard, Mr. Sipiery stated that once they are finished with the research, one-half of each meteorite specimen will go into the permanent Planetary Studies collection, another piece will go to NASA Huntsville, while another portion will be put into a traveling meteorite display on Antarctica. The display will be at various museums around the United States for approximately three to six months. A museum in Oklahoma has already requested the display; however, Mr. Sipiery hopes it will travel locally

before going to Oklahoma.

Board members thanked Mr. Szipiera for sharing his experience. He noted that he likes to share because the Board and the College have an investment in him, and this is one way for him to give back.

In response to Member Kazmierczak, Mr. Szipiera stated the collection outside the Geology room is from the 1998 expedition. It contains rocks collected from Antarctica, but no meteorites because of security issues.

Member Howard thanked Dr. Breuder for initiating the presentations given at the Board meetings. She noted that she has learned a great deal from every presentation. It is helping the Board members become better informed.

ANNOUNCEMENTS
BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

Chair Kolze noted that there would be a need for an executive session.

EXECUTIVE SESSION

Member Botterman moved, Member Hess seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel and collective bargaining.

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Gillette, Hess, Howard,
Kolze and Shure

Nays: None

The motion carried at 8:13 p.m. Student Member Kazmierczak voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:04 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:05 p.m.

Chair

Secretary

BOARD REQUESTS

FEBRUARY 24, 2000 REGULAR BOARD MEETING

1. With regard to the Student Development presentation, Member Shure suggested giving a copy of the multimedia presentation to high school counselors in the district. relationships. Vice President Thorson stated that someone would look into it.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

MARCH 23, 2000

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award Q00058 for electronic laboratory benches for use by the Electronics department to J.B.H. Technologies, the lowest responsible bidder, in the amount of \$24,797.00.
- Exhibit VI – 3b The administration recommends that the Board award Q00075 to Multiple Images Printing, Inc., the low bidder for printing of the May 2000 Harper College Magazine, in the amount of \$26,161.00.
- Exhibit VI – 3c The administration recommends that the Board award Q00068 to Office Concepts, the low bidder for Steelcase office furniture, in the amount of \$23,398.33.
- Exhibit VI – 3d The administration recommends that the Board award Q00076 for new hot water lines between the Instructional Delivery Center and the Math, Science and Health Careers Center to AMS Mechanical, Inc., the only bidder, in the amount of \$77,850, plus a contingency of \$41,027, the cost for the excavation/hot water line diversion of \$6,340, a lump sum fee for the engineer of \$9,400, reimbursables of \$6,000, and the cost for the materials, ordered by the College, to replace the hot water line of \$8,981.88 for a total award of \$149,598.88.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00058 for electronic laboratory benches as requested by the Technology, Mathematics and Physical Sciences Division for the Electronics department.

II. BUDGET STATUS

Funds in the amount of \$25,000.00 are provided in the 1999/00 Operations and Maintenance Fund budget, under account number 0292-039-586.

III. INFORMATION

A legal bid notice was published and nine bids solicited. Four responses were received. The following is a recap of the bid tab sheet:

W.W. Grainger, Inc.	\$19,239.54
J.B.H. Technologies	24,797.00
Kewaunee Scientific Corporation	32,082.07
Blair Company	33,000.00

The bid submitted by W.W. Grainger, Inc. does not meet specifications. The College requested a product that needs to be customized, and Grainger bid a stock item from their catalog.

The specialized electronics workbenches are designed to house and integrate computer equipment, peripherals, electronic test equipment, power supplies and scopes for use by the Electronics department. Many electronics faculty are now incorporating the use of software applications in various classes, and need the electronics equipment to be close to the computers. The new

workbenches will replace old computer tables which are not large enough to hold the equipment.

IV. RECOMMENDATION

The administration recommends that the Board award Q00058 for electronic laboratory benches for use by the Electronics department to J.B.H. Technologies, the lowest responsible bidder, in the amount of \$24,797.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00075 for printing of the May 2000 Harper College Magazine as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$26,161.00 are provided in the 1999/00 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 16 bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

Multiple Images Printing, Inc.	\$26,161.00
World Color	29,305.50
Moore North America, Inc.	32,808.00
Millenium Graphics	33,970.00
Sleepeck Printing Company	42,220.00

The magazine will target those with whom Harper College already has a relationship. Its purpose will be to build stronger bonds of allegiance, support and pride of association with the College. It will position Harper positively in the minds of constituents as the first choice in higher education. Some constituents may also provide private sector support, become corporate clients or business partners, or be volunteers or ambassadors for Harper in various settings.

IV. RECOMMENDATION

The administration recommends that the Board award Q00075 to Multiple Images Printing, Inc., the low bidder for printing of the May 2000 Harper College Magazine, in the amount of \$26,161.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00068 for Steelcase office furniture as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of \$24,000.00 are provided in the 1999/00 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

A legal bid notice was published and nine bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

Office Concepts	\$23,398.33
Educational & Institutional Cooperative Inc.	23,931.05
Environetx	24,304.72
Office Equipment Company of Chicago	24,552.52
Johnson & Associates Business Interiors, Inc.	25,045.37

Because of the reorganization taking place in Marketing and Advancement, three additional workstations need to be furnished. These new spaces will be used by the Strategic Marketing Specialists.

IV. RECOMMENDATION

The administration recommends that the Board award Q00068 to Office Concepts, the low bidder for Steelcase office furniture, in the amount of \$23,398.33.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00076 for new hot water lines between the Instructional Delivery Center and the Math, Science and Health Careers Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$155,050 are provided in the 1999/00 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9101 and 0392-039-584.00-9101.

III. INFORMATION

A legal bid notice was published and four bids solicited. One response was received. The following is a recap of the bid tab sheet:

AMS Mechanical Systems, Inc.	\$77,850
------------------------------	----------

A leak in the hot water line between the Instructional Delivery Center and the Math, Science and Health Careers Center was discovered approximately a month ago. The hot water was diverted to the cold water line so the heat supply would not be interrupted. Before the air-conditioning can be turned on for these buildings, the hot water line must be repaired so the cold water can be directed back to the cold water line. The goal is to have the repairs complete by April 15, 2000 so the chillers can be turned on by May 15, 2000.

Four bidders of record picked up plans from the engineer. The three contractors who did not respond were contacted. Due to the small size of the job and the short time frame, these companies opted not to respond. The bid received from AMS Mechanical Systems, Inc. is below the budget estimated by Stanley Engineering and believed to be a good bid by the engineers.

It is being recommended that a contingency of \$41,027 (52%) be approved. This amount is larger than normal and is because of the problems that have surfaced in previous projects when water lines were replaced. Until this area is totally exposed, it is difficult to estimate the actual amount of water lines that will need to be replaced. The excavation/hot water line diversion was done when the emergency surfaced but will be paid from funds for this project. In order to insure that the necessary piping for this project is available as soon as work can be started, the College ordered and paid for the necessary pipe in the amount of \$8,981.88.

Included in this recommendation is the base bid of \$77,850, a contingency of \$41,027, the cost for the excavation/hot water line diversion of \$6,340, a lump sum fee for the engineer of \$9,400, reimbursables of \$6,000, and the cost for the materials, ordered by the College, to replace the hot water line of \$8,981.88 for a total award of \$149,598.88.

IV. RECOMMENDATION

The administration recommends that the Board award Q00076 for new hot water lines between the Instructional Delivery Center and the Math, Science and Health Careers Center to AMS Mechanical, Inc., the only bidder, in the amount of \$77,850, plus a contingency of \$41,027, the cost for the excavation/hot water line diversion of \$6,340, a lump sum fee for the engineer of \$9,400, reimbursables of \$6,000, and the cost for the materials, ordered by the College, to replace the hot water line of \$8,981.88 for a total award of \$149,598.88.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

MARCH 23, 2000

SUMMARY OF PURCHASE ORDER

- Exhibit VI – 4a The administration recommends that the Board approve issuance of a change order to purchase order #014578 to Warner Offset, for printing of the Spring 2000 Second Eight Weeks Course Schedule, in the amount of \$6,600 for a new total of \$27,986.
- Exhibit VI – 4b The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for PsycINFO Periodical Index Subscription Service for World Wide Web access, in the amount of \$13,000.
- Exhibit VI – 4c The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, in the amount of \$14,900.
- Exhibit VI – 4d The administration recommends that the Board approve issuance of a purchase order to Chicago Tribune, Silicon Prairie, for advertising for the Technical Education and Consulting @ Harper (TECH) and NetPrep Programs, in the amount of \$16,065.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a change order to purchase order #014578 to Warner Offset for printing of the Spring 2000 Second Eight Weeks Course Schedule, which contains listings for courses offered by the College, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$6,600 are provided in the 1999/2000 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

The award of bid request Q00060 to Warner Offset, in the amount of \$21,386 for printing of the Spring 2000 Second Eight Weeks Course Schedule, was approved by Board action December 21, 1999. The award was for 248,000 copies of a 40-page Course Schedule. A change order in the amount of \$6,600 is needed to cover the cost of eight additional pages which were required.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a change order to purchase order #014578 to Warner Offset, for printing of the Spring 2000 Second Eight Weeks Course Schedule, in the amount of \$6,600 for a new total of \$27,986.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Gale Group, for PsycINFO Periodical Index Subscription Service for World Wide Web access, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$13,000 are provided in the 1999/2000 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

Periodicals provide the basis for a substantial portion of student and faculty research, and thus form a very important part of the Library collections. Library Services has long made it a priority to provide the most detailed access to its periodical holdings. To this end, Library Services subscribes to a wide array of periodical indexes and provides access to them via the World Wide Web. These databases meet the following standards:

1. Ease of use for students, faculty, and staff.
2. Extensive coverage of periodical titles held in Library collections across all disciplines.
3. Capacity for networking on the Harper server.

PsycINFO on InfoTrac from The Gale Group was chosen to support the Harper College psychology curriculum. This database, which indexes periodicals over a time period spanning 1984 to the present, provides access to information in disciplines such as psychology, pharmacology, physiology, linguistics, anthropology, law, and social work. Users can search by subject, author, title, keyword, date, journal title, and a variety of other access points.

Because Harper students and faculty have found the access provided to be useful and appropriate, this recommendation is for renewal of the PsycINFO Periodical Index Subscription Service for the period of January 1, 2000 through December 31, 2000.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for PsycINFO Periodical Index Subscription Service for World Wide Web access, in the amount of \$13,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$14,900 are provided in the 1999/2000 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

The Literature Resource Center Database is designed to meet the literary research needs of undergraduate students. It provides direct access to biographies, bibliographies and critical analysis of authors from every age and literary discipline in a single Internet-searchable service. The Literature Resource Center's integrated resources cover more than 90,000 novelists, poets, essayists, journalists and other writers, with additional in-depth coverage of 2,500 of the most-studied authors. The value of the Literature Resource Center is enhanced by features not available from a print source. These include:

- Several hundred plot summaries
- 58,000 full text articles from literary journals
- 23,000 select critical essays on 2,500 most-studied authors
- Links to 3,000 related Web sites
- Merriam-Webster's Encyclopedia of Literature

Subscription to this online service will help solve some physical space concerns in the reference area. In order for students to do comprehensive research on literary authors, they need a wide

variety of criticism to study. The space problem in literary reference sources comes about because the research in this field is cumulative, not suppressive; therefore, the print reference collection in this area is constantly growing. Library Services has used up approximately 95 percent of the available shelf space for print reference sources in this area.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to The Gale Group, for Subscription Service for World Wide Web access via the Literature Resource Center Database, in the amount of \$14,900.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Chicago Tribune, Silicon Prairie, for advertising for the Technical Education and Consulting @ Harper (TECH) and NetPrep Programs, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$10,225 are provided in the 1999/2000 Auxiliary Fund budget, and funds in the amount of \$5,840 will be provided in the 2000/2001 Auxiliary Fund budget, under account number 0548-528-547.5.

III. INFORMATION

The TECH Program advertises in Silicon Prairie magazine, a Chicago Tribune publication, because it targets over 40,000 high-tech professionals, TECH's potential students. The purchase order will cover the time period of February, 2000 through October, 2000.

A contract was negotiated to receive a cost reduction as well as four-color ads at the cost of black/white ads. TECH has shared the benefit of this negotiation by giving NetPrep two half-page ads, because research reflected that a portion of NetPrep's audience is presumed to be technology professionals.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Chicago Tribune, Silicon Prairie, for advertising for the Technical Education and Consulting @ Harper (TECH) and NetPrep Programs, in the amount of \$16,065.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

Board Action is required to ratify and approve personnel actions for all employees.

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointment.
- B. Ratification of Faculty Appointments.
- C. Ratification of Professional/Technical Appointments.
- D. Ratification of Classified Staff Appointments.
- E. Ratification of Harper #512 IEA-NEA Appointment.
- F. Ratification of Administrator Retirement.
- G. Ratification of Classified Staff Retirement.
- H. Ratification of Professional/Technical Resignations.
- I. Ratification of Supervisory/Confidential Resignation.
- J. Ratification of Classified Staff Resignations.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Administrator, the Faculty, the Professional/Technical, the Classified Staff and the Harper #512 IEA-NEA Appointments; the Administrator and the Classified Staff Retirements; the Professional/Technical, the Supervisory/Confidential and the Classified Staff Resignations; and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

Reports from liaison officers are provided as part of the Consent Agenda.

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

The attachment reports the current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation.

HARPER COLLEGE
LISTING OF
GRANT PROGRAMS
July 1, 1999 – June 30, 2000

Reported: March 10, 2000

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$79,059	09/01/99 08/31/00
Special Populations Academic Enrichment L. McKay	State Allocation Grant Special Populations to academically support students	ICCB \$306,847	07/01/99 06/30/00
Business/Industry Workforce Preparation J. Hennig	State Allocation Grant To provide local economic development in workforce training	ICCB \$173,002	07/01/99 06/30/00
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work-based training	ICCB \$117,440	07/01/99 06/30/00
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$64,100	07/01/99 06/30/00
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$169,741	07/01/99 06/30/00
Advanced Technology Information Technology D. McShane	State Allocation Grant Technology Support	ICCB \$118,727	07/01/99 06/30/00
Technical Skills Information Technology D. McShane	State Allocation Grant Staff Technical Skills Enhancement	ICCB \$98,607	07/01/99 06/30/00
Displaced Homemakers Women's Program K. Hanahan	Continuation of FY99 Grant Advising & Job Placement for Women's Program participants	IDOL \$59,000	07/01/99 06/30/00
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY99 Grant To provide services to disabled students	IDHS/ORS \$137,892	07/01/99 06/30/00
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY99 Grant Supports Adult Educational Development Programs	ISBE \$344,465	07/01/99 06/30/00

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$106,240	07/01/99 06/30/00
State Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$162,694	07/01/99 06/30/00
Perkins III Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$197,012	07/01/99 06/30/00
Program Improvement Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$23,228	07/01/99 06/30/00
Single Parent Program Women's Program K. Hanahan	One-time grant for services provided to women who are single parents	ISBE \$10,000	07/01/99 06/30/00
Gender Equity Project Women's Program K. Hanahan	One-time grant for services for preparation for nontraditional careers	ISBE \$10,000	07/01/99 06/30/00
Ombuds Program Student Development C. Levington	Provide leadership in conflict resolution Continuation of project	Northwest Community Healthcare \$48,871	04/01/99 03/31/00
Student Support Services Student Development Access & Disability Services T. Thompson	Third Year of Grant* To provide services to students with disabilities *Second year continues until 09/30/99	USDE/TRIO \$194,688*	10/01/99 09/30/00
Title III Eligibility Off. Stud. Fin. Assistance M. Moten	Provision for waiver of required matching funds for federal financial aid received by the College *Eliminates \$40,000 in match requirements associated with federal financial aid programs.	USDE/Title III No funds awarded*	07/01/99 06/30/00
Excellence in Teacher Preparation TM/PS Division M. McGowen	Collaborative to strengthen teaching in Mathematics for K-12 teachers A three year project	NSF UIC \$7,200	07/01/99 06/30/00
ITP Corporate Services L. Danaher	Training for IMA Member Companies	Illinois Manufacturer's Association (IMA) \$236,136	10/22/99 09/30/00
Core Values Human Resources B. Henry	Implementation of a Leadership and Core Values Workshop Program	ICCB \$7,500	11/01/99 06/30/00

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
Special Initiatives Workforce Development S.Griffith/J.Hennig	To support innovative programs increasing IT student certification rates of completion	ICCB \$40,500	11/01/99 06/30/00
Music Department M. Mrozinski	To support music program	Wurlitzer Foundation \$2,000	12/14/99 12/31/00
FY 1999 – 2000	Reported as of March 10, 2000	<u>\$2,714,949</u>	

HARPER COLLEGE GRANT PROGRAMS

DESCRIPTION OF ABBREVIATIONS

DAVTE	Illinois Department of Adult Vocational – Technical Education
DCCA	Illinois Department of Commerce and Community Affairs
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHS	Illinois Department of Human Services
IDL	Illinois Department of Labor
IMA	Illinois Manufacturer's Association
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

Harper College Educational Foundation
Gift Summary by Fund
February 2000

Description	#Gifts	Cash	Pledge Payments	Total
(E)Glenda F. Nuccio Memorial Scholarship	2	\$0.00	\$3.00	\$3.00
(E)Carol Zack Memorial Fine Arts Scholarship	2	\$0.00	\$1.00	\$1.00
(E)Harold Cunningham Memorial Mathematics	2	\$0.00	\$0.00	\$0.00
(E)Midge C. Smith Memorial Endowment	4	\$0.00	\$23.00	\$23.00
(E)Roy G. Kearns Memorial Endowment	13	\$50.00	\$24.00	\$74.00
(E)John Louis Papandrea Liberal Arts Memorial	6	\$0.00	\$28.00	\$28.00
(E)Cheryl M. Dwyer Memorial Endowment	4	\$200.00	\$10.00	\$210.00
(E)Walter and Elizabeth Schroeder Memorial	2	\$0.00	\$14.00	\$14.00
(E)Dr. Charles Shaner Memorial	2	\$0.00	\$6.00	\$6.00
(E)Diane Tomcheff Callin Endowment	2	\$0.00	\$20.00	\$20.00
(E)Nils Andrew Johnson Memorial	2	\$130.00	\$0.00	\$130.00
(E)General Scholarship Endowment	4	\$5.00	\$2.00	\$7.00
(E)Harper Nursing Student Endowment	4	\$0.00	\$12.00	\$12.00
(E)Business/ Social Science Staff	2	\$0.00	\$2.00	\$2.00
(E)Architectural Technology Endowment	2	\$0.00	\$10.00	\$10.00
(E)GED Graduate Scholarship Endowment	10	\$0.00	\$54.00	\$54.00
(E)Education to Careers Endowment	2	\$0.00	\$20.00	\$20.00
(E)Criminal Justice Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Otter Chemistry Endowment	2	\$0.00	\$20.00	\$20.00
(E)Endowment for Student Success	6	\$0.00	\$57.70	\$57.70
(E)Women Make History Endowment	1	\$50.00	\$0.00	\$50.00
(E)Kathy Johnson Award for Excellence	2	\$0.00	\$2.00	\$2.00
Edward Moran Memorial Computer	3	\$500.00	\$4.00	\$504.00
Gene & Hildegard Evans Memorial	8	\$0.00	\$62.00	\$62.00
James E. Finke Memorial Scholarship	4	\$0.00	\$16.00	\$16.00
Kathleen N. Graber Scholarship	4	\$0.00	\$3.00	\$3.00
Lou Buchenot Scholarship	1	\$250.00	\$0.00	\$250.00
Displaced Homemakers	6	\$0.00	\$14.00	\$14.00
GED Graduate Scholarship	16	\$0.00	\$52.00	\$52.00
Doriann E. Thompson for Women	2	\$0.00	\$0.00	\$0.00
Heidenhain Corporation Scholarship	2	\$0.00	\$4.00	\$4.00
Latinos Unidos Student Organization	6	\$0.00	\$95.00	\$95.00
Harper 512 IEA-NEA Association	6	\$10.00	\$4.00	\$14.00
International Student Scholarship	6	\$0.00	\$14.00	\$14.00
Royal American Bank-Excel in Office Careers	1	\$0.00	\$1,000.00	\$1,000.00
Schaumburg Area AAUW Scholarship	2	\$0.00	\$10.00	\$10.00
Arlington Heights Garden Club	1	\$500.00	\$0.00	\$500.00
Joan R. Young Scholarship	12	\$0.00	\$32.70	\$32.70
Barrington Breakfast Rotary Club Scholarship	1	\$0.00	\$1,000.00	\$1,000.00
General Scholarship Fund	4	\$0.00	\$60.00	\$60.00
Meteorite and Planetary Studies	4	\$0.00	\$34.00	\$34.00
Women's History Week	4	\$0.00	\$12.00	\$12.00

Harper College Educational Foundation
Gift Summary by Fund
February 2000

Description	#Gifts	Cash	Pledge Payments	Total
Wellness Program	6	\$0.00	\$5.00	\$5.00
Music Academy	5	\$25.00	\$22.00	\$47.00
Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
Model Office Project	2	\$0.00	\$5,000.00	\$5,000.00
Women's Program	2	\$0.00	\$2.00	\$2.00
Public Safety Program	8	\$0.00	\$13.00	\$13.00
Excellence in Teaching/Learning	2	\$0.00	\$40.00	\$40.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Young Artists Competition	2	\$0.00	\$4.00	\$4.00
New Technologies	8	\$0.00	\$30.00	\$30.00
Art Gallery	2	\$0.00	\$10.00	\$10.00
New Construction	2	\$0.00	\$10.00	\$10.00
Friends of the LRC	6	\$0.00	\$21.00	\$21.00
Performing Arts Center	12	\$0.00	\$140.92	\$140.92
General Unrestricted Fund	33	\$1,275.00	\$586.00	\$1,861.00
Harper Annual Golf Outing	4	\$0.00	\$56.92	\$56.92
Annual Gala	4	\$0.00	\$72.54	\$72.54
Major Gifts Campaign	2	\$0.00	\$19.24	\$19.24
Total	279	\$2,995.00	\$8,788.02	\$11,783.02

Harper College Educational Foundation
Gift In Kind Report
February 2000

Date	Constituent Name	Fund	Gift Value	Reference
None				

Revised (Consent Agenda)

Exhibit VI-9

March 23, 2000

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. **SUBJECT**

Faculty Tenure Status Report

II. **REASON FOR CONSIDERATION**

Article III.M.2 of the 1999-02 Agreement with the faculty requires that the College President notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

III. **BACKGROUND INFORMATION**

Since 1980, resulting from a change in the Community College Act, Board of Trustee action is required only for the denial of tenure. The administration informs the Board of the tenure status of all probationary faculty after review by the Faculty Tenure Committee and the administrative staff.

Attached are the names of faculty who are currently non-tenured and the year each would be first eligible for tenure.

Additionally there is a summary of tenure status by division during the spring, 2000 semester.

**NON-TENURED FACULTY
1999-2000 Academic Year**

**FIRST YEAR EMPLOYED
TENURE**

FIRST YEAR ELIGIBLE FOR

1997-98

2000-2001

Helen Burroughs - *Psychology*
Joan Carlson - *Nursing*
Derek Collis - *Mathematics*
Peggy Gallagher - *Nursing*
Richard Johnson - *English*
Janet Landato - *Physics/Astronomy*
Timothy Manning - *Architectural Technology*
Colette Marsh - *Physics/Astronomy*
Kurt Neumann - *English*

*Judith Zaplatynsky - *Computer Information Systems*

1998-99

2001-2002

Marjorie Brickley - *Early Childhood Education*
Terry Ann Felke - *Computer Information Systems*
Alice Roberts - *ESL/Linguistics*
Sam Rosby - *Art*
Anthony Trigilio - *English*

1999-2000

2002-2003

Barb Anderson - *Nursing*
Gregory Clemons - *Music*
Deborah Damcott - *Physics*
Karen Duellman - *Math*
Geoffrey Durian - *Math Lab*
John Finan - *Spanish*
Jason James - *Computer Science*
Beata Kania - *Fashion*
James Kelly - *Building Codes*
Wendy Mertes - *Early Childhood*
Gina Orzak - *Accounting*
Perry Pollock - *Art*
Regina Rector - *Biology*
Nancy Rice - *Math*
Barbara Solheim - *Philosophy*
Pat Widder - *Math Lab*

*Fourth year of probationary appointment

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and NeighborCare, Elgin, for use of clinical facilities for students in the Pharmacy Technician Program.

II. REASON FOR CONSIDERATION

A Cooperative Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and education opportunities available at NeighborCare, Elgin, are consistent with the clinical objectives of the Harper College Pharmacy Technician Program.

This agreement has been approved by appropriate officers of NeighborCare, Elgin.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and NeighborCare, Elgin, be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Walgreen Co. for use of clinical facilities for students in the Pharmacy Technician Program.

II. REASON FOR CONSIDERATION

A Cooperative Agreement is required between Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Walgreen Co. are consistent with the clinical objectives of the Harper College Pharmacy Technician Program.

This agreement has been approved by appropriate officers of Walgreen Co.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and Walgreen Co. be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions - 2000-2001 Academic Year

II. REASON FOR CONSIDERATION

In accordance with Board Policy 5.2.6, final approval of promotions is made by the Board of Trustees.

III. BACKGROUND INFORMATION

The 1990-93 Agreement between the Board of Trustees and the Faculty Senate stipulated that a faculty promotions procedure be developed beginning with the 1991-92 academic year. On January 30, 1992, the Board of Trustees approved a Faculty Promotion System developed by the Promotions Committee.

The promotions procedures in the Faculty Promotions System, page 7, item E, have been followed.

IV. RECOMMENDATION

It is recommended that the Board of Trustees grant the following promotions for the 2000-2001 academic year:

To Assistant Professor:

Brown, Charles AELS
Edstrom, Jim AELS
Minicz, Elizabeth AELS
Olsen, Alan TMPS
Rothblum, Joanne LSHS

DePalma, Tom BUS/SS
Johnston, Charles BUS/SS
Oblinger, Kristen STUDEV
Przybylo, Jeff LIBARTS
Stanford, Dan TMPS

Exhibit VII-C
March 23, 2000

To Associate Professor:

Burrell-Gettis, Stephanie	STUDEV	Crawley, Anita	STUDEV
Guymon, Paul	BUS/SS	Li, Xilao	LIBARTS
Loprieno, Dan	TMPS	Mack, Diane	LSHS
Overland, Sue	WHP	Thompson, Elaine	BUS/SS
Turner, Elizabeth	LIBARTS	Wilson, Andy	LIBARTS

To Professor:

Bechtold, Roger	WHP	Ford, Dale	LSHS
Hock, Kathy	LSHS	Kazkaz, Peg	AELS
Litrenta, Marcia	LIBARTS	Wilcox, Jayne	TMPS

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College Protection, Health and Safety: Energy Conservation, Environmental Protection and Handicapped Accessibility Projects.

II. REASON FOR CONSIDERATION

Prior to adopting the 2000 tax levy, Harper College is required to submit to the Illinois Community College Board for approval the 2000 Life Safety projects which will be included in the 2000 tax levy. After the Illinois Community College Board reviews the requested Life Safety projects, and if the projects qualify and meet their approval requirements, they will provide the certification documents necessary for the tax levy process.

III. BACKGROUND INFORMATION

House Bill 1587 was signed by Governor Thompson in September 1984. This bill, which is now part of Section 3-20.3.01 of the Illinois Public Community College Act, provides a process for Community College districts to levy a tax or issue bonds for the purpose of altering or repairing their facilities for protection, health or safety, energy conservation, handicapped accessibility, and/or environmental protection reasons.

The following projects are being recommended for 2000 Life Safety Tax Levy funding:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
Buildings D & E – Buried Hot Water Pipe Replacement	\$155,050
TOTAL	\$155,050

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the attached resolution for approval of the above projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act.

The administration further recommends that the Board of Trustees approve the employment of Stanley Consultants to provide the engineering services specified for the 2000 Life Safety repair and renovation project listed above.

RESOLUTION FOR APPROVAL BY THE BOARD OF TRUSTEES OF
PROJECTS TO ALTER AND REPAIR FACILITIES PURSUANT TO
SECTION 3-20.3.01 OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

WHEREAS, there is need for the alteration and repair of certain of the facilities of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act authorizes the Board of Trustees, by proper resolution which specifically identifies the projects to levy a tax to pay for such alterations or repairs upon the equalized assessed value of all the taxable property of the district at a rate not to exceed .05 percent per year for a period sufficient to finance such alterations or repairs; and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that any Board authorized to levy the aforesaid tax may also, or in the alternative by proper resolution, borrow money for such specifically identified purposes, not to exceed FOUR MILLION FIVE HUNDRED THOUSAND DOLLARS (\$4,500,000.00) in the aggregate at any one time, and as evidence of such indebtedness may issue bonds without referendum, said bonds to mature within twenty (20) years and to bear interest at such rate(s) as is authorized by applicable Illinois law; and

WHEREAS, the Board of Trustees may adopt the aforesaid Resolution(s) to levy a tax or to issue bonds in the authorized amount only on the condition that the Board: (a) makes a determination that there are not sufficient funds in the Operations and Maintenance Fund of the District to permanently pay for such alterations or repairs; (b) secures from a licensed architect or engineer a certified estimate of the amount, not less than TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), that is necessary to make such alterations or repairs; and (c) secures from the Executive Director of the Illinois Community College Board approval of said project(s) and estimate(s); and

WHEREAS, Section 3-20.3.01 of the Illinois Public Community College Act provides that the county clerks shall extend such tax: (a) on the filing by the Board of Trustees of a certified copy of a Resolution levying said tax; or (b) on the filing by the Board of Trustees of a certified copy of a Resolution fixing the amount of bonds authorized, the date, maturities and interest thereon, provide for the levy and collection of a direct annual tax upon all the taxable property of the District sufficient to pay the principal and interest on such bonds to maturity;

NOW, THEREFORE, be it resolved by the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, as follows:

Section 1: That the Board of Trustees has determined and identified the projects for alteration and repair. Section 3-20.3.01 of the Illinois Public Community College Act provides that the alteration and repair of facilities of William Rainey Harper College, Community College District No. 512, listed below as necessary for energy conservation, health or safety, environmental protection or handicapped accessibility and has tentatively estimated costs of said projects as follows:

<u>Proposed Work Item</u>	<u>Estimated Project Cost</u>
Buildings D & H – Buried Hot Water Pipe Replacement	\$155,050
Total	\$155,050

Section 2: That the Board of Trustees has determined that there are not sufficient funds available in the Operations and Maintenance Fund of the District to permanently pay for the alterations and repairs identified in Section 1 above.

Section 3: That the Board of Trustees has secured from a licensed architect a certified estimate of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above.

Exhibit VII-E
March 23, 2000

Section 4: That the Board of Trustees shall forward the certified estimates of the costs of completion of the alterations and repairs required for the projects identified in Section 1 above to the Executive Director of the Illinois Community College Board for approval.

Passed and Approved the 23rd day of March 23, 2000.

APPROVED:

Chairman
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and
McHenry

ATTEST:

Secretary
Board of Trustees
William Rainey Harper College
Community College District No. 512
Counties of Cook, Kane, Lake and McHenry

Exhibit VII-E
March 23, 2000

STATE OF ILLINOIS)
)
COUNTY OF COOK) SS

RESOLUTION CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, and as such official I do further certify that attached hereto is a true, correct and complete copy of the Resolution for approval of Projects to Alter and Repair Facilities Pursuant to Section 3-20.3.01 of the Illinois Public Community College Act which was adopted by the Board of Trustees on the 23rd of March, 2000.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of March, 2000.

Secretary, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Performance Excellence, Inc. for consultation in preparation and application for the Illinois Lincoln Award for Excellence.

II. REASON FOR CONSIDERATION

To assist the College in developing a Lincoln Award application. Consultant(s) shall assist with self-assessment, action planning, follow-up interviewing and technical development of the application. This entire project will span twenty-one months.

III. BACKGROUND INFORMATION

The Lincoln Awards for Excellence are modeled after the Malcolm Baldrige National Quality Award but are adapted for the needs of Illinois. The program joins similar quality award programs that are being developed or exist in most of the other 49 states. These awards are specifically geared to education, government, health care, industry and service. Harper College will benefit through this process:

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Performance Excellence Inc. for services rendered toward assisting Harper College in seeking the Illinois Lincoln Award for Excellence, in the amount of \$26,000, to be paid over a twenty-one month period. The Board authorizes the President to execute a contract with Performance Excellence, Inc.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the approval of a resolution to increase the credit limit with Microsoft Corporation.

II. REASON FOR CONSIDERATION

The College needs to increase its credit limit with Microsoft Corporation to \$60,000 to support the curriculum needs for Microsoft Training Programs offered by the Technical Education and Consulting @ Harper program.

III. BACKGROUND INFORMATION

Microsoft Corporation requires a Board Resolution to increase the College credit limit above \$30,000. The current credit limit with Microsoft for curriculum purchases is \$25,000. Average monthly purchases are approximately \$40,000. Any unpaid balance on orders, regardless of the invoice due date, are deducted from the credit limit. This has caused difficulties in getting invoices paid quickly enough so subsequent orders can be placed for upcoming classes. Raising the credit limit to \$60,000 will eliminate this problem.

IV. RECOMMENDATION

The administration recommends that the Board adopt the attached resolution to increase the College credit limit with Microsoft Corporation to \$60,000 for curriculum materials needed for the Microsoft Training Programs offered by the Technical Education and Consulting @ Harper program.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading: Waste Reduction

II. REASON FOR CONSIDERATION

III. BACKGROUND INFORMATION

IV. RECOMMENDATION

WILLIAM RAINEY HARPER COLLEGE
Policy Statement

Title: Waste Reduction

No.: _____

Approved:

Revised:

The Board of Trustee recognizes the importance of conserving natural resources and that the proper disposal of waste in Illinois and across the country has become a serious problem given diminishing landfills. Therefore, and in compliance with Illinois Public Act 86-1363, the Board of Trustees hereby support the development and implementation of a Waste Reduction Program for Harper College.

The Waste Reduction Program shall include source reduction, recycling, and the purchasing of products with a recycled content. Ongoing education of faculty, staff, students and the community, with regard to waste reduction, shall also be included in the College's program.

In adopting a waste reduction program, the Board hereby commits William Rainey Harper College to act with heightened environmental responsibility. Faculty, staff and students of the College shall be expected to comply with the waste reduction program.

The Board authorizes the President to oversee the development of a waste reduction program, understanding that continuing resource commitment will be necessary by the institution. The Board authorizes the President to implement the program, and to provide periodic reports to the Board of Trustees inclusive of costs and benefits. The President shall also be responsible for causing he development of related administrative rules and procedures.