

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

June 27, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Educational Presentations
  - Taste and Touch of Palatine - Janet Hansen, Palatine Chamber of Commerce
  - Student Orientation Leaders - Vicki Atkinson, Student Faculty & Coordinator of Orientation
    - Student Orientation Leaders: Angelica, Maria, Megan, Mercedes, Christina
- IV. Student Trustee Report
- V. Approval of Agenda
- VI. Approval of Consent Agenda\* (Roll Call Vote)

For Approval

- 1. Minutes – May 24, 2001 Regular Board meeting and executive session
- 2. Bills Payable, Payroll for May 18, 2001, June 1, 2001 and June 14, 2001; Estimated payrolls for June 15, 2001 through July 26, 2001 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5
- 6. Student Service Awards - Spring 2001 Exhibit VI-6

For Information

- 7. Financial Statements Exhibit VI-7
- 8. Committee and Liaison Reports Exhibit VI-8
- 9. Grants and Gifts 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
- A. RECOMMENDATION: Affiliation Agreements Between William Rainey Harper College and:  
 - Our Lady of the Resurrection Medical Center  
 - SSM Regional Health Services Exhibit VII-A
- B. RECOMMENDATION: Consulting Service - Larry Levin Exhibit VII-B
- C. RECOMMENDATION: Consulting Service - Jasculca/Terman Exhibit VII-C
- D. RECOMMENDATION: Memorandum of Understanding to Establish One-Stop System for Northern Cook County Exhibit VII-D
- E. RECOMMENDATION: Prevailing Wage Act Exhibit VII-E
- F. RECOMMENDATION: Preliminary Budget Exhibit VII-F
- G. RECOMMENDATION: Resource Allocation and Management Plan (RAMP) Exhibit VII-G
- H. RECOMMENDATION: Educational Service Providers and Rental Facilities Exhibit VII-H
- I. RECOMMENDATION: Strategic Long-Range Plan Exhibit VII-I
- J. RECOMMENDATION: Installment Purchase of SURS Service Credit Program Exhibit VII-J
- K. RECOMMENDATION: Resolution to Establish Budget Hearing Date Exhibit VII-K
- L. RECOMMENDATION: First Reading of Chapters 6 and 7 of the Board Policy Manual Exhibit VII-L
- M. RECOMMENDATION: First Reading of an Addition to the Board of Trustees Policy Manual for an Americans with Disabilities Act Policy Exhibit VII-M
- N. RECOMMENDATION: Adjunct Faculty Compensation Schedule for 2001-2002 Exhibit VII-N
- O. RECOMMENDATION: Taste and Touch of Palatine Exhibit VII-O
- P. RECOMMENDATION: ADA Capital Project Exhibit VII-P
- VIII. Citizens' Participation
- IX. President's Report  
 - Technology Plan - Dave McShane, Dom Magno, Elena Pokot
- X. Announcements by the Chair  
 A. Communications  
 B. Calendar Dates  
 (Note: \* = Required)

On-Campus Events

July 20-22, 2001 Taste and Touch of Palatine  
 \*July 25, 2001 (Wed.) 7:00 p.m. - Regular Board Meeting – Room A242

\*August 23, 2001  
August 27, 2001

7:00 p.m. - Regular Board Meeting – Room A242  
Classes begin - Most credit classes begin this week. Many continuing education and credit classes begin on other dates. Check class schedule.

Off-Campus Events

- XI. Other Business (including executive session, if necessary)
- XII. Adjournment

## Minutes of the Regular Board Meeting of Thursday, May 24, 2001

<b><u>INDEX</u></b>	<b><u>PAGE</u></b>
ROLL CALL .....	1
APPROVAL OF AGENDA .....	2
EDUCATIONAL PRESENTATIONS .....	2
Strategic Long-Range Plan .....	2
Definitions of Diversity .....	5
Adult Educational Development Success Stories .....	8
STUDENT TRUSTEE REPORT .....	12
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report .....	12
Bid Awards .....	13
Purchase Orders .....	14
Personnel Actions .....	15
NEW BUSINESS	
Affiliation Agreement: Vencor .....	16
First Reading of Chapters 4 and 5 of the Board Policy Manual .....	17
Educational Service Providers and Rental Facilities .....	17
Renewal of College Liability Insurance Coverage .....	17
Administrative Employment Contract and Supervisory/Confidential Class and Classified Staff Salary Program/Fringe Benefits .....	18
CITIZENS' PARTICIPATION .....	18
PRESIDENT'S REPORT .....	22
- Presentation: Schematic Design of Science, Technology and Health Careers Center	
ANNOUNCEMENTS BY CHAIR .....	25
Communications .....	25
Calendar Dates .....	25
Faculty Promotion .....	25
OTHER BUSINESS	
Executive Session .....	26
Purchase Order .....	26
ADJOURNMENT .....	27
SUMMARY OF BOARD REQUESTS .....	28

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, May 24, 2001

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, May 24, 2001 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Hess, Howard, Kolze and Shure; Student Member Passarini  
Absent: None

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindle, V.P. Student Affairs; David McShane, V.P. Information Technology; Tom Choice, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Marjorie Brickley; Catherine Brod; Marilyn Cook; Lori Danaher; Jim Edstrom; Julie Fleenor; Robert Getz; Tom Goetz; Carrie Gorr; Valerie Harley; Julie Hennig; Greg Herriges; Paul Holdaway; Bill Howard; Leon Hussissian; Jan Johnson; Rich Johnson; Thea Keshavarzi; Cheryl Kisunzu; Sharon Martin; Liz McKay; Russ Mills; Maria Moten; Patricia Mulcrone; Norma Nerstrom; Jan Phillips; Elena Pokot; Kathryn Powell; Sheila Quirk; Vong Ratts; Lynn Secrest; Karina Srugys, Chris Staub and Denise Yurik. Harper Students: Casto Alvarez; Charles Jones; Elizabeth Lope, Wendy Rizzo; Juan Sanchez.

Guests: Chad Brooks, Daily Herald; Tim Kane, Chicago Tribune; Bill & Helen Huley, Northwest Tax Watch; Laurie Stone, Trustee-Elect; Erik Anderson and William Odell, HOK; Michael Lundeen, Legat Architects; Rick Wise, Gilbane; David Fleenor.

Dr. Breuder asked for a moment of silence in honor of Justin Hart, a Harper student who died recently in an accident.

Chair Kolze noted that there would be an executive session for the purpose of discussing appointment, employment and dismissal of personnel.

APPROVAL OF AGENDA Member Barton moved, Member Howard seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Hess,  
Howard, Kolze and Shure  
Nays: None

Motion carried. Student Member Passarini voted aye.

## PRESENTATIONS

Strategic Long-Range  
Plan

Bill Howard and Lynn Secrest gave a brief presentation regarding the Strategic Long-Range Plan (SLRP). Mr. Howard noted that Elayne Thompson, who chairs the Institutional Planning Review Committee, was scheduled to be a presenter this evening, but she could not be here because of a family emergency. He encouraged Board members to review this comprehensive SLRP throughout the month and consider it for approval in June. He discussed highlights of the SLRP, including a description of the large team which has employee representatives from throughout the College who meet twice a month.

### **Planning Process**

Added this year is a petitioning tool which allows any employee on campus to recommend a change in the Plan or provide a suggestion to the Committee via an electronic form. Also new is an employee survey distributed during the fourth quarter, in March or April. They have received such a favorable return, the Committee plans to provide this survey every year, with each year's survey focusing on input for one major component of the plan. This year's survey input focused on the SWOT (strengths, weaknesses, opportunities, threats) analysis. The Committee will consider this information as they review the Plan for next year.

### **Philosophy, Vision and Mission**

The Philosophy Statement and Mission Statement have not changed from last year. The Vision Statement, however, was revised with the input of many groups on campus. Mr. Howard read the new Vision Statement: "Committed to academic integrity and excellence, William Rainey Harper College will be a leader in teaching and learning, transforming lives by responding to the needs of the individual and the community." This vision will become a filter or framework for future planning.

**SWOT** (strengths, weaknesses, opportunities, threats)

At the request of the Assembly of Harper's shared governance system, they have documented the "what" and "why" for the SWOT statements. This has been presented to the College Assembly.

**Priorities**

Priorities focus on the particular targets that the College will look at next year. Page 23 shows a list of six priorities which are very meaningful. There is an emphasis on discussion within the College community, focusing on teaching and learning issues and philosophies. Focusing on campus climate involves reviewing the Core Values, Diversity Plan, relationship building, professional development and management of organizational change. Focusing on a strategic enrollment plan will address all related student recruitment, program retention and diversity initiatives that relate to enrollment. Establishing learner-centered campus facilities and infrastructure will be a priority. Nurturing existing relationships and establishing new relationships with external constituents will be a priority as evidenced through increased funding, support and partnerships. Expanding Harper's web-enabled instruction and services will also be a priority. Mr. Howard noted that the six major priorities are not the only thing the College will be focusing on next year.

**Goals and Tasks**

The goals and tasks have been updated, and they are linked to the above six priorities. Page 58 shows a cross-referenced chart that connects the goals and tasks with the particular priorities. For example, if someone wanted to know how the College is going to implement a given priority, he/she would look at the chart and identify the particular goal and task.

**Addendum**

The recently-approved statement of Institutional Core Values is included in the addendum. It is extremely important and will become a filter or framework for consideration of priorities, goals and tasks in all future planning.

Member Howard introduced Lynn Secret who would speak briefly about the Planning Committee, which he feels is a model of shared governance at the College. Ms. Secret called attention to Page iii, which lists the members of the Institutional Planning Review Committee. The Committee is made up of eight faculty members, five administrators, two

pro/tech members, one classified member and one IEA/NEA member. The Committee has met twice a month, totaling 19 meetings throughout the year. In addition, every member of the Committee also served on a sub-committee.

With regard to the Vision Statement, Ms. Secrest expressed appreciation for the input from President's Council and from the College Assembly. She added that the Institutional Planning Review Committee and the development of the Strategic Long-Range Plan show the shared governance process working very effectively at Harper College. All of the groups joined together to complete the work for the year.

In response to Dr. Breuder, Mr. Howard explained that the priorities emerge out of the goals and tasks. The goals and tasks give more focus to each one of the priorities. Every administrator and some supervisors are responsible for putting together a series of objectives. The objectives are developed with the individuals in the department; those objectives become a basis for evaluating performance and work during the year. At the end of the year, a progress report will be put together which will document the accomplishments for every one of the priorities referring to the appropriate goals and tasks. This "Outcomes" document will be presented to the Board in August. There is a large list of accomplishments from this plan.

Dr. Breuder explained that the Philosophy Statement is generally a statement of belief, whereas the Mission Statement is a statement of purpose. There has been very little change in the Mission Statement over the last three or four years. Mr. Howard explained that in June 1999, the College condensed a longer Mission Statement into the first four points, with the focus on developmental instruction. In June 2000, point 5 was added, which deals with co-curricular opportunities. This mission was approved last year and will not be changed for this year. Everything has been done through the shared governance process. The Plan has the support and endorsement of the College Assembly, which represents all other areas of the College selected for that purpose.

Dr. Breuder stated that Mr. Howard and the Committee deserve a great deal of credit for bringing the Plan to the Board this evening. In addition, he thanked President's Council for the work they have done and the contributions they have made. A great deal of work is expressed in the document.



In response to Chair Kolze, Mr. Howard stated that approximately 300 people gave feedback by responding to the survey.

Dr. Breuder explained that the Outcomes document will be created from this SLRP. They will be reporting back on the progress they have made over the last 12 months, which tied back to the Institutional Priorities . This process has been streamlined in order to avoid writing multiple documents throughout the year. He informed Board members that they will have this SLRP for 30 days, with approval being sought in June. He noted that questions or concerns should be forwarded to Lynn Secrest, Bill Howard or himself.

#### Definitions of Diversity

Vice President Bonnie Henry introduced two faculty members who are also members of the Diversity Committee, Vong Ratts and Marjorie Brickley. Mr. Ratts distributed information to Board members regarding the Diversity Committee and the Diversity Plan. He noted there is a great deal of information in the documents and encouraged Board members to contact anyone on the Committee if they have questions following the presentation this evening. He discussed three key questions related to diversity and diversity initiatives.

#### **What or who are we talking about when we talk about diversity?**

No one wants to be left behind when it comes to diversity issues, equal opportunities, etc. Diversity entails race, age, gender, sexual orientation, ethnicity, physical and mental capacity (internal aspects with which one is born). External aspects of diversity include religion, work experience, recreational habits, appearance, income, personal habits, education, geographic location, marital status and parental status. This definition and framework of diversity is broad and inclusive; it does not leave out anybody.

#### **Why are diversity-related issues important at Harper College?**

There are three key concepts with regard to diversity: reasonable representation (whether or not Harper as an institution reasonably reflects the community at large or the student body at large); equal access and opportunities (whether or not opportunities on campus are equal for everybody across the board); and campus climate (whether or not Harper has a welcoming environment for all students).

Those are important things to look at in order to create a campus environment which values diversity.

Statistics will show the importance of these issues. Marjorie Brickley shared statistics focusing on four different aspects of diversity, the four aspects easiest to document. With regard to race and ethnicity, at least 32 percent of Harper students self-identify as students of color and only 6.7 percent of faculty and administration are self-identified as people of color. There are 70 out of 710 employees (in general) at Harper College who are self-identified as employees of color; faculty and administration make up 23 percent of that. Their goal is to reflect the student body as closely as possible.

In terms of reasonable representation, one of the areas that the Diversity Committee feels strongly about is putting people with disabilities in the definition of diversity. They make up the largest minority group in the country. It is known that students with disabilities will have a more difficult time earning the same amount of money as students without disabilities once they leave college. It requires a commitment to those students and a reasonable representation of faculty, administration and employees representing this aspect of diversity.

With regard to gender and equal access and opportunity, statistics show that Harper has 10 women of color and 127 white women in faculty and administrative positions. This is not in line with the current student body.

Campus climate can be measured by looking at the perspective of people who are self-identified in minority groups. Nationally, there is a feeling among students who are lesbian, gay, bisexual and transgendered (LGBT) that they fear for their safety in schools. These individuals are much more likely to drop out, so retention rates are lower for LGBT students. At the extreme end, these individuals are much more likely to attempt suicide. Statistics show 2,552 reported anti-LGBT incidents in the United States, (reported only by those who felt safe enough to report them). Ms. Brickley displayed various slides of negative comments which were overheard throughout the campus. These were reported in a survey taken in 1997. When signs are posted throughout campus regarding LGBT functions or meetings, they are often removed or defaced with anti-gay and violent graffiti. A student group must replace them on a fairly

regular basis. That clearly speaks to the campus climate, and that is only a portion of diversity.

**How do we ensure the success of the Diversity Plan?**

Mr. Ratts noted that, although the Plan was only implemented this past academic year, it has been ten years in the making. It was developed by a subgroup of the International Committee. In order to be successful, certain things need to be in place. Institutional support at all levels is necessary, beginning with the Board, and on down to the students. This must be done through a process of shared governance. Everyone must have a personal investment in it, turning the political into the personal. If it remains a political issue, it will become a trend and die out. There must be longevity to ensure success.

Ms. Brickley explained that diversity is not so much what we do, but it is about who we are. It is about changing attitudes and minds to be inclusive.

Mr. Ratts added that there must be accountability. Often there is an attitude that diversity is something we do when we have some free time, or whenever we get to it. There will be set goals related to diversity initiatives with accountability if the goals are not achieved.

The Diversity Committee needs funding in order to implement some of the strategies. It is also important to look at the administrative level in terms of having a position created at the Vice President level which looks at diversity initiatives specifically.

Mr. Ratts asked for questions. In response to Member Gillette, Mr. Ratts stated it is a reasonable goal that the staff and administration reflect the student population, not in terms of numbers, but that the makeup of faculty and administration should reflect the makeup of the student body as closely as possible. For example, he noted that the Black Student Union is currently without an advisor; there is no one on campus who has the time and the ability to identify with their issues. Member Gillette feels that the diversity of faculty and administration should reflect the student body, but modified by the pool of available candidates. As an example, Member Gillette noted that age is an aspect of diversity, and there are very few 18-year-old faculty members and administrators available to "match" the age of Harper students. It would not be realistic to reflect the student body in the age aspect of diversity. Mr. Ratts

explained that the goal of the Diversity Committee is more to insure that there are no barriers created because of a person's age, race or ethnicity. Ms. Brickley added that there are candidates out there with regard to other aspects of diversity. It is a matter of identifying this as a priority and making Harper a welcoming community to diverse candidates.

Dr. Breuder noted that the next College budget, being brought to the Board in June, will have funds appropriated for the diversity movement. In the past, money has been appropriated by department or division, but not at the institutional level. He also noted that Harper College has two Vice Presidents who are particularly sensitive to diversity and whose job descriptions have a significant portion directly related to diversity: Vice President Bonnie Henry and Vice President Ed Dolan. They are both scheduled to retire at year's end. Dr. Breuder stated that between now and June 30, 2002, the Board will see a plan to coalesce those activities into one administrative position.

Chair Kolze thanked Mr. Ratts and Ms. Brickley for their presentation.

#### Adult Educational Development Success Stories

Dr. Elizabeth McKay explained that Adult Education Development (AED) has two major thrusts—one area deals strictly with students who have not developed the language competency in their own country or in English; and the other major area deals with students who have left school and have come back with the goal to achieve their General Educational Development (GED). Dr. McKay noted that she is here this evening to help celebrate success stories in the AED Department; individual personal success stories would be shared by the students themselves. She added that these students would not have been successful without Harper's faculty and staff who have helped them along the way. She introduced Dr. Patricia Mulcrone, Chair of the AED Department.

Dr. Mulcrone noted that students within the AED department have ranged in age from 16-92; they are either non-native or native speakers of English; economically, they range from very modest means to a business man in charge of 18,000 employees who was in search of his GED very quietly; and they are diverse in terms of schooling and skill levels. She introduced students who would be sharing their success stories: Juan Gabriel Sanchez, Elizabeth Lope, Charles Jones, Wendy Rizzo and Casto Alvarez.

Juan Sanchez, a native of Mexico, has been taking Harper classes for approximately four years. Speaking very little English, he started in Non-native Literacy Level 1, ESL Levels 5 and 6, and advanced to taking GED classes. He plans on taking the GED test next month and, after passing, he would like to continue studying with an emphasis on computers. He discovered that knowledge is a wonderful treasure, a treasure no one can steal. He is thankful for Harper College and the teachers who continue to help make his life better. Dr. Mulcrone noted that this is a great accomplishment, when considering that it takes approximately 1,000 hours of language instruction to go from no English (or beginning English) to some level of fluency. It is a long, hard road and Juan has done a great job.

Elizabeth Lope explained that her story may be similar to that of others—she fell in love, got pregnant, had a baby and never received her high school diploma. Twenty years later, she decided she needed to return to school to get her GED and to update her skills. She loves being in school; there is so much to learn. When she decided to join the GED program at Harper College, the staff informed her that if she earned a high score on her GED test, she would be eligible to apply for a scholarship. It was great motivation for her; she scored 305 on her GED and received the GED graduate scholarship. She is now a student in degree credit courses, having completed 26 credit hours with a 3.5 grade point average (GPA). She was recently inducted into the Phi Beta Kappa Honors Society. She plans to continue her education, which would not have been possible without the help of Harper College. She is a single parent, caregiver for her ailing mother and a full-time employee. She thanked everyone for helping her. Dr. Mulcrone noted that a score of 305 on the GED test puts Ms. Lope into the 90<sup>th</sup> percentile nationwide of test-takers. It is no surprise that she has done so well after the GED.

Charles Jones announced that, as of June 2000 (after two failed attempts), he is a GED recipient. This is largely due to Harper's faculty and staff, Sharon Martin, Carrie Gorr, Kathy Parrini and Maria Klutz, who were instrumental in helping him achieve his high school equivalency certificate. They gave him a great deal of encouragement. Being a veteran, he was able to take advantage of the Illinois Veterans Grant, which allowed him to continue to further his education at Harper College. He is currently pursuing his NetPrep certificate. He now feels more complete. Dr. Mulcrone

noted that it is evident Mr. Jones has done well in his speech class.

Wendy Rizzo explained that 30 years ago, she felt she had done well without a high school diploma. She left high school and felt that higher education was not in the picture for her. In 1997, she changed her mind and registered for GED classes at the Northeast Center. There, her teachers encouraged her and told her about the scholarship program. In December 1997, she earned her GED and applied for the GED scholarship. She could not have done it without Harper College and the financial support. As she learned more, she found she could help her children more, and soon she was able to help other children who spoke English or Spanish, as well. In 1998, she started working with non-native literacy students in a computer lab as an aide and later as a teacher's aide. She was later offered a job at a nearby elementary school mentoring some students. Doors keep opening for her. Ms. Rizzo explained that she has taken full advantage of her GED graduate scholarship; she has completed 53 credit hours thus far and has worked hard to maintain her 4.0 GPA. She will graduate this summer with an Associate in Arts degree. She noted that all the teachers at Harper have been outstanding and inspiring; they believed in her. She plans to continue her schooling to fulfill her requirements for bilingual education in an effort to give something back.

With regard to the department, Dr. Mulcrone noted that she has been privileged to work with quality full-time faculty, permanent staff, adjuncts and support staff. She added that it takes a number of things, in addition to faculty and staff, to make a quality adult education program. She thanked the College for their support in terms of the faculty and staff and for their encouragement to be an outreach site convenient to students - Northeast Center (Prospect Heights), Police Neighborhood Resource Center (Rolling Meadows), Northeast Palatine Community Center (Palatine). She also noted they had support and encouragement to develop and maintain community partnerships, support in terms of resources, the computer labs and scholarships. She thanked the Educational Foundation, the Development Office and the Office of Student Financial Assistance. These offices have helped them to help the students.

Dr. McKay asked those present from the AED department to stand and be recognized. She introduced Sharon Martin, Carrie Gorr, Kathryn Powell and Jan Phillips. She thanked

Dr. Patricia Mulcrone, who is retiring at the end of the summer, for her 26+ years of service to Harper College. She added that Pat's devotion and dedication to students in need of adult basic education has been phenomenal.

Chair Kolze asked what the community did before there were community colleges, and before a place like Harper was able to do these wonderful things with young people. Harper College is much more than a place where one comes to sit in a class and be taught. It is a place that helps people. He thanked everyone for their wonderful presentations.

Dr. Breuder stated he was impressed with their accomplishments. He thanked them for their tenacity, for their commitment and for being students at Harper College.

Member Gillette noted that hearing the presentations this evening made him feel very proud. Although it says to him the College is doing everything right, he knows more can be done. He encouraged the students and teachers to let the Board know if there is something else they could be doing to help.

#### STUDENT TRUSTEE REPORT

Student Member Passarini gave a brief report noting that the spring semester is over and the summer semester will begin in one and one-half weeks. There were a lot of activities happening around the campus in the last month. He highlighted the End of Semester Bash with a music concert, refreshments and pizza on May 2. The Student Activities Awards Banquet was held on May 4, with the Bazaar/Fashion Show being held at the same time. May 9 was the Honors Convocation, which honored students' academic achievements (4.0 students) and also students who received awards, grants and scholarships. There were also ensembles and concerts. May 14 began finals week. The main graduation took place on May 20, with the healthcare field pinning ceremonies taking place on May 17 and May 19.

#### CONSENT AGENDA

Member Shure asked that Exhibit VI-4k, purchase order for the Pauly Group, be removed and action postponed until after discussion during Executive Session. Dr. Breuder called attention to a change in Personnel Actions Exhibit VI-5. Under Faculty Appointments, he asked that the name "Elizabeth Sievers" be removed. He explained that after Ms. Sievers accepted the offer of employment from Harper, she subsequently withdrew her acceptance. Dr. Breuder asked

that the Board accept the personnel actions with her name removed.

Member Howard moved, Member Barton seconded, approval of the minutes for the April 5, 2001 special Board meeting and executive session; April 26, 2001 regular Board meeting; bills payable; payroll for April 20, 2001 and May 4, 2001; estimated payrolls for May 5, 2001 through June 28, 2001; bid awards; revised purchase orders; revised personnel action sheets; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,050,962.39
Tuition Refunds	85,832.29

The payrolls of April 20, 2001 in the amount of \$1,850,260.49; May 4, 2001 in the amount of \$1,902,387.94; and estimated payroll of May 5, 2001 through June 28, 2001 in the amount of \$7,561,586.59.

#### Bid Awards

Ex. VI-3a            Award bid Q00143 to Kraft Paper Sales Co., Inc., the low bidder for paper towels, in the amount of \$12,853.66.

Ex. VI-3b            Award bid Q00149 for trash removal service for the main campus, from July 1, 2002 through June 30, 2002 with an option to renew for an additional two years, July 1, 2002 through June 30, 2003 and July 1, 2003 through June 30, 2004, to Onyx Waste Services, Inc., the low bidder, in the amount of \$16,753.44 and a contingency for additional pickups as needed in the amount of \$8,246.56, for a total award not to exceed \$25,000.

Ex. VI-3c            Award bid Q00150 for the Student and Administration Center drainage system and entrance brick paver work to Compass Concrete Maintenance, Inc., the low bidder, in the amount of \$330,800, plus the architects fee of \$24,810, reimbursables in the amount of \$500, and a contingency in the amount of \$28,842, for a total award of \$384,952.



	Ex. VI-3d	Award bid Q00155 for a Radio Frequency (FR) Network Analyzer and related peripheral equipment, and a Spectrum Analyzer and related peripheral equipment to Agilent Technologies, Inc., the low bidder, in the amount of \$33,912.
	Ex. VI-3e	Award bid Q00136 to Hagg Press, Inc., the low bidder for printing of the 2001/2002 Student Handbook/ Datebook, which informs students of campus activities, student services, and policies and procedures governing student conduct, as well as providing a full year's calendar/planner pages, in the amount of \$10,850.
Purchase Orders	Ex. VI-4a	Approve issuance of a purchase order to Avaya, Inc., for renewal of a service and maintenance agreement for voice messaging hardware and software, in the amount of \$19,900.
	Ex. VI-4b	Approve issuance of a purchase order to Peters and Associates, Inc., for local area network consultant services in support of more than 50 Novell and NT file servers, in the amount of \$58,800.
	Ex. VI-4c	Approve issuance of a purchase order to Computing Options Company for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software, in the amount of \$88,375.00.
	Ex. VI-4d	Approve issuance of a purchase order to Endeavor Information Systems, Inc., for renewal of a standard licensing and maintenance agreement for the Voyager Library Series Computer Software, in the amount of \$26,390.00.
	Ex. VI-4e	Approve issuance of a purchase order to Cognos Corporation, for renewal of a software licensing and maintenance

- agreement, in the amount of \$23,137.27.
- Ex. VI-4f Approve issuance of a purchase order to Apple Computer, Inc., for 40 Macintosh computers, in the amount of \$140,000.
- Ex. VI-4g Approve issuance of a purchase order to Cisco Systems, Inc., for hardware and software, remote technical support, and the purchase of related Cisco Systems equipment, for fiscal year 2000/2001 in the amount of \$83,101, and fiscal year 2001/2002 in the amount of \$143,781 for a total of \$226,882.
- Ex. VI-4h Approve issuance of a purchase order to Intecom Inc., for renewal of a maintenance agreement for the digital phone switch system hardware and software, in the amount of \$72,135.
- Ex. VI-4i Approve issuance of a purchase order to Hewlett-Packard Corporation, for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$62,500.
- Ex. VI-4j Approve issuance of a purchase order to Computer Associates for renewal of a maintenance agreement covering CA-Unicenter software, in the amount of \$20,838.25.

#### Personnel Actions

##### Faculty Appointments

- Manouchehr Azad, Instructor-Mathematics, TM/PS,  
08/21/01, \$40,697/year
- Getachew Begashaw, Assistant Professor-Economics,  
BUS/SS, 08/21/01, \$42,796/year
- Jennifer Bell, Instructor-AED, AE/LS, 08/21/01, \$38,212/year
- David Clydesdale, Assistant Professor-Mathematics, TM/PS,  
08/21/01, \$48,541/year
- Patricia Hamlen, Instructor-Anthropology, BUS/SS, 08/21/01,  
\$38,212/year
- Kurt Hemmer, Assistant Professor-English, LIB ARTS,  
08/21/01, \$38,937/year

William Pankey, Assistant Professor-Librarian, LIBR SER,  
08/21/01, \$38,937/year

Supervisory/Confidential Appointments

Mark Krukowski, TECH Manager, TECH, 05/29/01,  
\$56,000/year

Diane Tarver, Assistant Supervisor, TECH, 05/14/01,  
\$36,000/year

Classified Staff Appointments

Diane Carlin, Secretary, LIB ARTS, 05/08/01, \$26,000/year

Linda Mikel, Data Entry Clerk, p/t, ADM, 04/30/01,  
\$6,671/year

Joan Naumes, Administrative Assistant, BUS/SS, 07/02/01,  
\$32,672/year

Harper #512 IEA-NEA Appointment

William Fisher, Painter, PHY PLT, 05/07/01, \$32,552/year

Professional/Technical Retirement

Lawrence Olsen, Electronic Service Specialist, IT/CS-Media  
Services, 11/30/01, 15 years

Supervisory/Confidential Resignation

Robert Toll, Supervisor, Student Admissions Representative,  
p/t, ADM, 04/19/01, 4 months

Professional/Technical Resignation

Evelyn Hopkins, Coordinator, Continuing Education, LIB  
ARTS, 06/29/01, 8 years 6 months

Classified Staff Resignation

Jennifer Kelley, Information Receptionist, p/t, STU DEV,  
07/19/01, 2 months

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

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

Nays: None

Motion carried. Student Member Passarini voted aye.

NEW BUSINESS:

Affiliation Agreement:  
Vencor Hospital

Member Gillette moved, Member Hess seconded, approval  
of the following Affiliation Agreement: between William

Rainey Harper College and Vencor Hospital for use of clinical facilities for students in the Nursing Program, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, it was noted that Vencor Hospital is located in Park Ridge.

Upon roll call, the vote was as follows:

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

Nays: None

First Reading of  
Chapters 4 and 5 of  
the Board Policy Manual

Motion carried. Student Member Passarini voted aye. Chair Kolze noted that this is a first reading and will not be approved this evening. He called attention to 07.01.01, the Financial Plan of Operation. He noted that the definitions for all of the funds have been removed, and he suggested they be placed back in. There was discussion regarding how often the definitions must change based on the law. Vice President Judy Thorson noted the law changes approximately every two years. Board members agreed that definitions should be placed back in.

Educational Service  
Providers and Rental  
Facilities

Member Barton moved, Member Gillette seconded, approval of the list of educational service providers for Fiscal Year 2000-01 and 2001-02, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Renewal of College  
Liability Insurance  
Coverage

Member Howard moved, Member Gillette seconded, approval of issuance of a purchase order to R. J. Galla Co., Inc. for renewal of all of the College liability insurance coverage, in the amount of \$553,993, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Board members noted the cost did not increase very much. Dr. Breuder added that Richard Gillette observed recently

that the treasurer's bond may decrease from the \$23,973 because of an act of the legislature. It has passed legislation and is on the desk of the Governor. This would reduce the obligation of a provider like Harper.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Hess,  
Howard, Kolze and Shure  
Nays: None

Motion carried. Student Member Passarini voted aye.

Administrative  
Employment Contract  
and Supervisory/  
Confidential Class and  
Classified Staff Salary  
Program/Fringe Benefits

Member Howard moved, Member Gillette seconded, approval of \$317,534 for adjustments in salaries and fringe benefits, and authorization of the Board Chair and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2001-2002 fiscal year. Additionally, approval of the sum of \$630,575 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees effective July 1, 2001, as outlined in Exhibits VII-E and F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Kolze noted that this percentage salary increase is consistent with other agreements forthcoming with other groups. A new feature was added, the stipend for exemplary job performance not to exceed 1.5 percent of administrator salaries.

Dr. Breuder called attention to the first line in the second paragraph under section 3: "Recommended changes include up to a 4.2 percent salary increase." It is conceivable that if someone were not in good standing, they might not be recommended for the full 4.2 percent increase. If you are in good standing, it is understood that the 4.2 percent increase is exactly what you are to receive, and the 1.5 percent is for exemplary performance. This is something the Board asked Dr. Breuder to look into for this year. The plan has been affirmed by the Board. This action tonight puts the money in the plan. In response to Member Barton, Dr. Breuder stated that if someone were not to receive the full 4.2 percent, it would be related to their job performance, and they certainly would know.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Hess,  
Howard, Kolze and Shure  
Nays: None

Motion carried. Student Member Passarini voted aye.

### CITIZEN PARTICIPATION

Cheryl Kisunzu addressed the Board. She stated that after reading an article in the Pioneer Press in which the word discrimination was used in context with Dr. Robert Breuder, she felt compelled to share publicly her perspective on this issue, especially since her experience with Dr. Breuder was the focus of the article. She prefaced her comments with praise for Dr. Karina Srugys, Dean of LS/HS, for her rich competencies, vision and compassion.

Ms. Kisunzu explained her childhood experience with discrimination, growing up in southern Georgia. There, she experienced racial bigotry as an intent to harm her, based solely on the color of her skin and the texture of her hair. She is strongly committed to speak directly and to counter aggressively the evils associated with discrimination. Given this context, she clearly stated to the Board that she has not experienced or observed this type of bigotry from Dr. Breuder. Her experience has been just the opposite. She gave examples to illustrate how, from her perspective, this concern with discrimination on the part of the College President is ill-founded.

Five years ago, she accepted an invitation from Frank Solano, Director of Multicultural Affairs, for lunch with other minority employees, specifically people of color. The lunches were initiated and supported by Dr. Bonnie Henry, Vice President of Human Resources and Internal Affairs. Last fall, at the request of the participants, Ms. Kisunzu and Mr. Solano extended an invitation to the President to attend one of the lunches. He readily accepted the invitation. The exchange was very positive, and he decided to return for a follow-up lunch, recognizing the need for President's Council to hear the concerns and perspectives which were presented. The President gave his support and approval for this type of meeting to occur with President's Council.

During the meeting, he stated that he would do all in his power to insure that these individuals did not feel vulnerable in this setting because of their ethnicity. When time ran out, he suggested they meet again. The follow-up meeting occurred recently, during which time a participant made the following public statement: "Now that Tom Choice is leaving,

and with all this talk about diversity, who knows what kind of person we'll get for Vice President of Academic Affairs." Dr. Breuder immediately broke his silence and responded by saying, "This type of mentality is unacceptable. Clearly we have some substantial work to do in this area."

Another person of color also shared how, in Harper's recent history, her direct supervisor told her that even though qualified and extremely articulate, she would not be provided an opportunity to teach because she had an accent. It troubled the person so much; they did not know how to address this clear act of discrimination. While listening, Dr. Breuder again broke his silence and said, "I am so sorry. I know I said that I was going to listen and not comment, but I have just got to apologize to you on behalf of this institution for the pain you endured. I know I wasn't here when it happened, but I cannot accept that you were treated in this way."

Additionally, Ms. Kisunzu explained that when she had been in the presence of someone whose mentality is steeped in principles associated with discrimination, she could be in a room and be consciously and completely ignored. At meetings she has attended where Dr. Breuder has been present, he has consistently extended his hand to hers in greeting, or asked her to join him at his table, just as he does her white colleagues. Although it may seem like a very insignificant thing to many, to Ms. Kisunzu, it says that Dr. Breuder sees her as a valued part of the team, not as a black woman whom he must seek to limit professionally. When appropriate, she has received personalized notes from him which, in essence, say, "Great job, Cheryl. Keep up the good work."

In conclusion, Ms. Kisunzu stated she is pleased that the Board, Dr. Breuder and his Council demonstrate a deep commitment to the value and worth of all individuals, especially as it relates to the enriched learning experience provided Harper's constituents. She thanked everyone.

In response to Member Shure, Chair Kolze agreed to allow a question to be asked of Ms. Kisunzu. Member Shure asked if Ms. Kisunzu would share publicly the last two paragraphs of a letter she wrote to Dr. Kolze on 5-21-01, which outline a situation in which she felt she had been discriminated against and where she mentioned that there are some systematic problems with multiculturalism and diversity at Harper College. Ms. Kisunzu agreed and read the following

from her letter: "You may or may not be aware that last Fall I submitted my application for Dean of the Academic Enrichment Language Studies Division. I was told that I was rejected by the search committee as a viable candidate for this position because my experience did not exactly meet the needs of the area. I do have concerns about the explanation, given that my understanding that candidates whose competencies and credentials did not exactly match the job description were provided an opportunity to participate in the search process. What these experiences illustrate to me is that Harper does have some system needs which need to be addressed and corrected to ensure that its response to diversity and multiculturalism is fair, consistent, and progressive. Given our motives to strengthen Harper in this regard, I would respectfully ask that we focus on this type of experience. I believe that this type of review would provide an opportunity to improve the system and make changes that will benefit Harper for the future by bringing our ideals closer to reality. If it would be helpful, I would be willing to meet with the Board in executive session to discuss my experience, my thoughts and my concerns."

Member Barton asked who makes up the search team.

Julie Fleenor, President of the Faculty Senate, addressed the Board. In response to Member Barton, she stated that search committees are made up of administrators, faculty and staff. Dr. Fleenor noted that she heard several comments from Board members directed toward her at the April Board meeting. She reminded Board members that the Faculty Senate has supported them in their election attempts, financially and otherwise. She mentioned an incident during the first referendum attempt when the Union treasurer for local 1600 interceded with the State Board of Elections to help Board members with an issue related to reporting the money faculty had paid for advertising. Dr. Fleenor also reminded Board members that she, personally, has stood outside of train stations giving out campaign materials and speaking of them warmly and genuinely.

Dr. Fleenor read an open letter written by herself and other faculty and signed by the Faculty Senate.

"Dear Board members, attached is an open letter composed by several faculty to explain the Faculty Senate's position regarding the College President and the No Confidence vote. Earlier our concerns were labeled "personal" and dismissed. More recently, our concerns were labeled "union" and



dismissed. We would like to remind every one of you of two facts: 1) the No Confidence vote was open to all faculty, not just union members; and while we have 99 percent of the faculty as members of the union, at least one non-member did vote; 2) we are not now in contract negotiations, and our disagreements are over professional issues that relate to leadership, shared vision and values, not money. We appreciate your dedication as lay Board members for the welfare of the College, students, faculty and staff. We continue to believe that continuing discussion is best; however, the faculty have been very patient and consistent with our message over the past three years and nearly three months. Faculty wish to be treated with respect and work in collaboration. This has not been happening. We are glad the Board has endorsed the four Core Values of integrity, respect, excellence and collaboration. We look forward to seeing them implemented and wish to remind everyone that disagreements need not be personal and that we have not personalized them. Disagreements can be a matter of principle. Nor do disagreements need to be about money. The concern over the leadership of the College president is consistent throughout the ranks of the Harper faculty. "

Dr. Fleenor noted that a meeting is scheduled for June 12 with Dr. Breuder and Mr. Levin. They are looking forward to the meeting; however, she reminded everyone that they have a three-page bill of particulars that has not yet been addressed by the Board or by the President. She hopes that the Board would want specific, concrete results of the meeting on June 12, not something vague. Dr. Fleenor would like to help the Board participate in setting that kind of goal.

In regard to Mr. Botterman's comments at the April Board meeting, Dr. Fleenor explained that the evaluation of the College President was not an "alleged" evaluation, and that only a summary of the evaluation was given to the press. The full evaluation was not given to anyone but the College President himself.

## PRESIDENT'S REPORT

Presentation:  
Schematic Design of  
Science, Technology  
and Health Careers  
Center

Dr. Breuder asked Michael Lundeen of Legat Architects and Erik Anderson of HOK to come forward to speak about the construction of the Health Sciences, Emerging Technology and Science Center, the building made possible through the passage of the referendum last November.

Michael Lundeen gave an update of the project schedule. The schematic design (the organization of all the parts within the building) is nearing completion. They have met with all of the different user groups to determine where instructional spaces, offices, storage, etc. are located and what their relationships will be. Once the schematic design is complete, they will begin the design and development process, which includes mechanical, electrical and structural systems and the elevations. This will take it from a two-dimensional plan to more of a three-dimensional plan. Design and development will be finished in August, with construction documents being worked on after that. They expect to finish construction documents and be ready for bids just after the first of the year.

Mr. Lundeen noted that they are within one-half of one percent of the requirements of the program for the square footage of the building of all the spaces. They are following right on with the budget for the total project costs and are very happy with the process of the project. He added that they have been working with the users from all three of the disciplines, and they have been able to meet every requirement in the program documents.

Chair Kolze reminded Board members that he and Richard Gillette are both serving as construction liaisons. They have met several times with the staff and the architects; they are being kept well informed. It was noted that Trustee- Elect Stone has also been involved.

Erik Anderson began showing a slide presentation of the schematic design, pointing out the site location which is south of the Academic Resource Center and west of the Business and Social Science Center. He pointed out the three distinct buildings joined by a two-story concourse. The Science wing is three stories, Health Careers wing is two-stories and Emerging Technology is two stories.

He highlighted other points of interest including the main entry and drop-off, the two-story circulation concourse, access points, lecture halls, shelf space, offices, mega lab, central service corridor. He noted there were key issues in planning the location of these areas. Mr. Anderson stated that he feels very honored to be taking part in this process of helping shape the future of Harper. He complimented everyone involved in the process on their team spirit and positive attitude. This has really allowed them to succeed.

In response to Member Barton, Mr. Anderson explained that the round structure is a lecture hall, the shape of which is still under study. The idea is to pull it out of the facility for two reasons—it would not fit within the box, and it helps frame what would be the main entry. In response to Member Barton, it was noted that these facilities will not help the College handle more dental and nursing students than they currently are handling. There are already 120 nursing students in the program; they are not planning on expansion at this time. After costing it out, it was determined that it would not be cost-efficient to expand the dental hygiene program. Mr. Anderson explained that in the planning of the new facility, there are some efficiencies in the ability for faculty to teach their programs. In response to Member Barton, Mr. Anderson explained that the conceptual model is white; however, the materials used in the construction will be contextual to what Harper currently has on campus.

In response to Member Gillette, Mr. Anderson stated that the key goal for them is to make sure that the users are able to teach their program effectively. The space is designed by the users.

Dr. Breuder reiterated that they are about to build 255,000 square feet of instructional space and a division office. The design began with dozens of staff people, primarily faculty, crafting written educational specifications. They were pulled together by administration, reviewed with them, and given to the architect. The architect then went through the educational specs with each of the different teams of people who would occupy this space. The end user defined the space so that the architects could finish the design around the specifications.

Dr. Breuder pointed out a roadway designed to go under the building and gain access to docks in back for service deliveries. A concern had been noted by Member Gillette with regard to the placement of that roadway under the building. The architects will be taking that into consideration. Dr. Breuder noted that the total money for this project is approximately \$95M, greater than the \$88M because of the benefit of earned interest income minus the arbitrage penalty paid if the College does not disburse the money in a timely fashion. This building will be completed in early 2004.

In response to Member Barton, Dr. Breuder explained that when the architects started to consider all the alternatives, they felt it was advantageous to bring the three buildings

together. There are economies of scale, if it is looked at as one project, rather than three separate ones. It saves the taxpayers' money, allows the College to generate more building in the end and meets the needs of the people who are going to use the space.

Chair Kolze thanked them for their presentation.

ANNOUNCEMENTS BY  
CHAIR

Chair Kolze thanked everyone who was involved with commencement. The graduation ceremony was one of Harper's nicest.

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information. Chair Kolze reminded everyone about the Foundation Golf Outing on June 18.

Faculty Promotion

Chair Kolze asked Dr. Elizabeth McKay to come forward. Chair Kolze read a resolution and presented Dr. McKay with a plaque. He listed all of her contributions and accomplishments within Harper College and in the surrounding community for over 30 years.

Member Barton moved, Member Howard seconded, approval of the resolution that Dr. Elizabeth McKay be promoted to the academic rank of Professor.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Chair Kolze noted that he does not know anyone who has done more for Harper College than she has. It is a pleasure to be associated with Dr. McKay.

Dr. Breuder announced that Dr. McKay has been asked to serve as the acting Vice President for Academic Affairs while the College initiates a national search. The Board will have the opportunity to approve this at the June Board meeting. Dr. McKay has agreed to delay her retirement to step in and fill a difficult role in the interim.

There was discussion regarding an upcoming AACT regional seminar in Chicago on June 15 at 5:30 p.m. It was noted that Member Shure would plan to attend this celebration of the birth of community colleges.

### EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

Nays: None

The motion carried at 8:50 p.m. Student Member Passarini voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:43 p.m.

### Purchase Order

Member Shure moved, Member Howard seconded, approval of issuance of a purchase order to the Pauly Group, Incorporated, for academic search consulting services, in an amount not to exceed \$30,000, as outlined in Exhibit VI-4k (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Passarini voted aye.

### ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:45 p.m.

---

Chair

---

Secretary

## BOARD REQUESTS

### MAY 24, 2001 REGULAR BOARD MEETING

1. Dr. Breuder informed Board members that they will have the Strategic Long-Range Plan for 30 days, with approval being sought in June. He noted that questions or concerns should be forwarded to Lynn Secrest, Bill Howard or himself.
2. With regard to the AED department, Member Gillette encouraged the students and teachers to let the Board know if there is something else they could be doing to help.
3. With regard to Chapters 4 and 5 of the Board Policy Manual, Chair Kolze noted that the definitions for all of the funds have been removed, and he suggested they be placed back in. Board members agreed.
4. There was discussion regarding an upcoming AACT regional seminar in Chicago on June 15 at 5:30 p.m. It was noted that Member Shure would plan to attend this celebration of the birth of community colleges.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

June 27, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a      The administration recommends that the Board award Q00160 to Barak Business Services, Inc., the low bidder for Laser Toner Cartridges, in the amount of \$39,160.00.
- Exhibit VI – 3b      The administration recommends that the Board award bid request Q00163 for a MediaStation and an Editing Station to Ram Broadcasting Supply, Inc., the low bidder, in the amount of \$19,512.
- Exhibit VI – 3c      The administration recommends that the Board award Q00158 to MCSi, the lowest responsible bidder meeting specifications for six ceiling mounted projectors, in the amount of \$36,600, and to United Visual, Inc., the lowest responsible bidder meeting specifications for 18 portable projectors, in the amount of \$61,938, for a total award of \$98,538.
- Exhibit VI – 3d      The administration recommends that the Board award Q00152 to Northwest Electrical Supply, the low bidder for light bulbs and emergency light fixtures, in the amount of \$48,122.05.
- Exhibit VI – 3e      The administration recommends that the Board award bid request Q00161 to Warner Offset, Inc., the low bidder for printing of the Harbinger (student newspaper), in the amount of \$15,008.



Exhibit VI – 3f      The administration recommends that the Board award Q00154 to College Class Schedule Specialists, the low bidder for printing of the Fall 2001, and Spring and Summer 2002 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$70,434.60.

Exhibit VI – 3g      The administration recommends that the Board award Q00162 to College Class Schedule Specialists, the low bidder for printing of the Fall 2001 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$38,757.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00160 for Laser Toner Cartridges as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$39,160.00 will be provided in the 2001/02 Education Fund budget, under account number 0195-245-541.04.

III. INFORMATION

A legal bid notice was published and 42 bids solicited. Ten responses were received. The following is a recap of the bid tab sheet:

Barak Business Services, Inc.	\$ 39,160.00
Imagetec L.P.	44,635.40
Advance Cartridge Enterprises, Inc.	45,906.30
IKON Office Solutions	50,640.00
Imprint Enterprises Inc.	50,873.60
Chicago Laser & Computer Service	53,281.00
Midwest Computer Products, Inc.	54,292.95
Toner Time, Inc.	56,600.00
MCSi	60,396.90
Thresholds Rehabilitation Ind.	63,435.58

The College has an install-base of over 250 laser printers. The laser toner cartridges are for usage during fiscal year 2001/2002.

IV. RECOMMENDATION

The administration recommends that the Board award Q00160 to Barak Business Services, Inc., the low bidder for Laser Toner Cartridges, in the amount of \$39,160.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00163 for a MediaStation (an on-air work station) and an Editing Station for automated broadcasting, as request by Student Activities for the College Radio Station.

II. BUDGET STATUS

Funds in the amount of \$19,512 will be provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0538-820-585.

III. INFORMATION

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

Ram Broadcasting Supply, Inc.	\$19,512
Scott Studios Corp.	21,494

WHCM, the College Radio Station, has obtained a license to broadcast on FM. MediaStation and Editing Station are hardware and computer-based programs that will provide the disk jockey with audio cartridge replacement, live assist, and 24-hour program automation. The MediaStation system provides automated broadcasting when DJs may not be available for live broadcasting. This will give the College more flexibility in scheduling DJs and give the DJs more time for creativity. The complete system will optimize the workflow for the production of better and more cost effective radio programs, from jazz to the top 40 radio formats WHCM broadcasts.

The vendor that did not respond was contacted. Because of being unable to meet the mandatory bid specifications, no bid was submitted.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00163 for a MediaStation and an Editing Station to Ram Broadcasting Supply, Inc., the low bidder, in the amount of \$19,512.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00158 for six ceiling mounted projectors and 18 portable projectors, for use throughout the academic and administrative areas of the College, as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$98,538 will be provided in the 2000/01 Education Fund budget, under account number 0122-025-586.

III. INFORMATION

A legal bid notice was published and 12 bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

	<u>Overhead Projector Unit Cost</u>	<u>Portable Projector Unit Cost</u>
United Visual, Inc.	\$26,394	\$61,938
Interstate Electronics Co.	36,090	57,960
MCSi	36,600	73,782

The new equipment will be used to help meet four goals of the Media Services department: first, to update and increase the number of projectors available in classrooms and conference rooms for instructional and demonstration usage as per divisional requests; second, to provide the necessary equipment for the 650 E. Higgins Extension Site; third, to provide supplemental projectors for a wide

variety of special events on campus; and fourth, to provide minimal necessary backup when older units are out for repair or in need of replacement.

The bids submitted by United Visual, Inc., and Interstate Electronics Co. for the overhead projectors are incomplete and do not meet the mandatory specifications. The projector bid by United Visual does not meet the lumens requirement, and the lens type also does not meet the mandatory specifications. Additionally, United Visual, cannot meet the training and delivery specifications. Interstate Electronics, does not meet mandatory specifications for returns, deliveries, and special warranty terms. Also, lamps were not included in Interstate's pricing.

The portable projectors bid by Interstate Electronics Co. do not meet specifications as they are too heavy and the PC compatibility is not acceptable.

In order to obtain the lowest cost for the College, this recommendation is to award the bid on a per item basis to the lowest responsible bidder meeting specifications. The six ceiling mounted projectors will be awarded to MCSi in the amount of \$36,600, and the 18 portable projectors to United Visual, Inc. in the amount of \$61,938, for a total award of \$98,538.

IV. RECOMMENDATION

The administration recommends that the Board award Q00158 to MCSi, the lowest responsible bidder meeting specifications for six ceiling mounted projectors, in the amount of \$36,600, and to United Visual, Inc., the lowest responsible bidder meeting specifications for 18 portable projectors, in the amount of \$61,938, for a total award of \$98,538.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00152 for light bulbs and ballasts as requested by Physical Plant for the Maintenance department.

II. BUDGET STATUS

Funds in the amount of \$48,122.05 will be provided in the 2001/02 Building Fund budget, under account number 0271-050-544.03.

III. INFORMATION

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

Northwest Electrical Supply	\$48,122.05
Grainger Industrial Supply	49,891.50
Aero-Tech Light Bulb Co.	50,018.00
Maloney Electric Supply	51,662.50
Crescent Electric Supply Co.	59,095.00

The light bulbs and ballasts are to be used as needed throughout the College.

IV. RECOMMENDATION

The administration recommends that the Board award Q00152 to Northwest Electrical Supply, the low bidder for light bulbs and emergency light fixtures, in the amount of \$48,122.05.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00161 for printing of the Harbinger (student newspaper) for one year, as requested by Student Activities.

II. BUDGET STATUS

Funds in the amount of \$15,008 will be provided in the 2001/02 Restricted Purposes Fund budget, under account number 0536-832-542.

III. INFORMATION

A legal bid notice was published and 17 bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 15 issues, 16 pages per issue, 3,000 copies per issue:

Warner Offset, Inc.	\$ 15,008
Precise Printing Network, Inc.	15,980
Des Plaines Publishing Co.	16,514
Newsweb Corp.	21,036
Ripon Community Printers	21,150

The Harbinger is published 15 times during the school year.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00161 to Warner Offset, Inc., the low bidder for printing of the Harbinger (student newspaper), in the amount of \$15,008.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00154 for printing of the Fall 2001, and Spring and Summer 2002 Credit Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$70,434.60 will be provided in the 2001/02 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Six responses were received. The following is a recap of the bid tab sheet for 216,000 copies each of the 44-page Fall 2001 and Spring 2002 Credit Course Schedules, and of the 28-page Summer 2002 Credit Course Schedule:

College Class Schedule Specialists	\$ 70,434.60
Warner Offset, Inc.	90,250.00
Precise Printing Network, Inc.	93,950.58
Progressive Systems Network, Inc.	109,975.74
Park Press	112,765.46
Ripon Community Printers	117,721.72

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Credit class offerings for the applicable term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00154 to College Class Schedule Specialists, the low bidder for printing of the Fall 2001, and Spring and Summer 2002 Credit Course Schedules, which are major publications promoting enrollment, in the amount of \$70,434.60.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00162 for printing of the Fall 2001 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$38,757.50 will be provided in the 2001/02 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 14 bids solicited. Five responses were received. The following is a recap of the bid tab sheet for 200,000 copies of the 68-page Fall 2001 Continuing Education Course Schedule and 50,000 copies of the 24-page Fall 2001 Continuing Education TECH Course Schedule:

College Class Schedule Specialists	\$ 38,757.50
Precise Printing Network, Inc.	42,337.50
Newsweb Corp.	46,244.00
Ripon Community Printers	50,169.00
Strathmore Printing	76,553.62

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Continuing Education or Continuing Education TECH class offerings for the Fall 2001 term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00162 to College Class Schedule Specialists, the low bidder for printing of the Fall 2001 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$38,757.50.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$86,446.48 will be provided in the 2001/2002 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

This purchase complies with State Statute and Board Policy.

Subscription costs for periodicals are set by publishers and would be the same no matter which subscription agent is used. By using a periodicals subscription agent, the College saves an average of 50 percent per title, and saves the processing cost of approximately \$30.00 per purchase order. Also, Library Services has nowhere near sufficient staffing to maintain such a sizable subscription base.

In choosing a subscription agent, Library staff consider the following:

1. Whether the vendor addresses the needs of an academic library, both general and specialized.
2. The number of titles to which the vendor provides access.
3. The vendor's fees.

Consent Agenda

4. The vendor's reputation and longevity of service.
5. The quality of customer service.

Because of the ongoing subscription process involved with periodicals, the quality of the vendor that manages the ordering, delivery and claiming is of great importance.

EBSCO has been the Library periodicals subscription agent for the College for 19 years. During this time, they have provided reliable, efficient and economical service.

As one of the largest periodical agents in the United States, EBSCO is able to provide for most subscription needs, including foreign publications. They also provide a "periodicals bank" which assists in obtaining missing issues at no cost. They are working with Voyager, the library automation company used by the College, on a serials interface. The EBSCO electronic ordering and claiming functions are compatible with Voyager.

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$83,765.97 for the subscriptions plus a \$2,680.51 handling charge, resulting in an amount not to exceed \$86,446.48 for the period of July 1, 2001 through June 30, 2002.

The overall amount of \$86,446.48 is \$5,756.36 more than the 2000/01 amount of \$80,690.12. This is mostly due to estimated publisher price increases. Periodical prices go up every year, and have higher price increases than any other kind of library material. The amount of \$83,765.97 for subscriptions is \$5,577.87 over the prior year's amount of \$78,188.10, and the \$2,680.51 handling charge is \$178.49 more than the \$2,502.02 previously charged.

#### IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$86,446.48.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software to be used by the Technology, Mathematics and Physical Sciences; Information Technology; Liberal Arts; Life Science and Human Services; Student Affairs; and Physical Plant Divisions as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$15,000 will be provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-544.80.

III. INFORMATION

The ACES Limited Edition License for AutoCAD entitles the College to 75 licenses or less of each software title included in the package. The College currently has a constant need for 70 licenses, both academically and administratively. The package currently includes AutoCAD R2000i, Mechanical Desktop R5.0 Power Pack, AutoCAD Architectural Desktop R2i, AutoCAD Land Development Desktop R2i, AutoCAD Civil Design R2i, AutoCAD Map R2000i, AutoCAD Survey R2i, Autodesk Inventor R3, CAD Overlay 2000i, 3D Studio VIZ R3i and Lightscape 3.2.1. This is an annual contract.

Autodesk licenses only one vendor in each regional zone. Aidex Corporation is the assigned third party vendor for this area. As a result, Aidex Corporation is the sole approved supplier of this Autodesk software. The College is a participant in the Autodesk Collegiate Partnership Program. Under this plan, the College is

Consent Agenda



treated as an educational partner and receives the standard educational contract discount of 33 percent.

This is an annual contract. The 2001/02 renewal costs the same as the 2000/01 contract.

This purchase complies with Board Policy and State Statute.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Aidex Corporation for an ACES Limited Edition License for AutoCAD software, to be used by the Technology, Mathematics and Physical Sciences; Information Technology; Liberal Arts; Life Science and Human Services; Student Affairs; and Physical Plant Divisions, in the amount of \$15,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Sun Microsystems, Inc. for renewal of an annual maintenance agreement for computing hardware and operating system software, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$10,418 will be provided in the 2001/2002 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

Sun Microsystems computing hardware and operating system software supports Web applications and Library Administrative systems. The renewal period is July 1, 2001 through June 30, 2002.

Sun Microsystems is the only vendor that offers maintenance for this hardware and software. The increase of \$4,814 over the last fiscal year's amount of \$5,604 is partly due to an inflationary increase, and mostly because the maintenance agreement for the Library system hardware was upgraded to 24 hours per day, 7 days per week coverage.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Sun Microsystems, Inc., for renewal of an annual maintenance agreement for computing hardware and operating system software, in the amount of \$10,418.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to WorldCom, Inc. (formerly UUNET Technologies, Inc.) to provide Internet access service to the College as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$77,124 per year will be provided in the 2001/02, 2002/03 and 2003/04 Operations and Maintenance Fund budgets, under account number 0295-256-575.

III. INFORMATION

In 1994 the College installed, via an NSF Grant, a Tier 1 (1.5MB) service to provide Internet access for all campus constituencies. The growth in desktop computing, instructional programs and computing labs has significantly increased usage and the demand for greater through-put. In October 1998 the College entered into an agreement with WorldCom (then UUNET) to provide expanded Tier 1, service. (A Tier 1 provider has a direct connection into the Internet).

The current contract does not expire until November of 2001. However, significant savings can be gained if the College terminates the present agreement and initiates a new three-year agreement with WorldCom. The monthly savings will be \$1,190, based on a previous monthly rate of \$6,800 and a new rate of \$5,610. Monthly leased line charges and other service fees are also paid out of this agreement at the rate of \$817 per month, but will remain unchanged as a result of this agreement. The total monthly cost to the College is \$6,427.

The Internet connection supplied by this agreement provides the College with a second 6 Mbps “path” to the Internet. Such redundancy ensures connectivity and business continuity for production and instructional access. The new terms of the agreement also make the renewal consistent with the fiscal year of the College.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to WorldCom, Inc., to provide Internet access service to the College for fiscal years 2001/02, 2002/03 and 2003/04, in the amount of \$77,124 per year for a total of \$231,372.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Blackboard, Inc. for the purchase of a Blackboard 5 course management software site license, support, and the consulting services necessary to implement the software to conform to Harper network (HCCN) standards, as requested by Information Technology/Client Services for the Department of Instructional Technology.

II. BUDGET STATUS

Funds in the amount of \$37,800 are provided in the 2000/01 Auxiliary Enterprise Fund budget, \$35,000 under account number 0549-026-544.8, and \$2,800 under account number 0549-026-539.

III. INFORMATION

After reviewing alternative software packages and vendors, the Instructional Technology Committee (ITC) recommended Blackboard as the College choice for course management software as part of the approved Harper College Instructional Technology Plan. Presently, as part of the initial investigation and then as part of a pilot, the College has nearly fifty online course offerings through Blackboard. These offerings are on a very limited version (V2.3) of the courseware product. These courses will be converted to take advantage of Blackboard 5. Implementing Blackboard as the College online course management system addresses institutional priority 6, "Expand Web-enabled instruction and services."

Along with Blackboard, several other vendors' products were reviewed. WebCT, Blackboard's chief competitor, was not selected for two main reasons:

- WebCT's linearity of design does not as easily support independent or collaborative group learning. WebCT's design leads the user into sequentially structured paths, and is less flexible in the way it allows course materials to be presented and accessed by users.
- WebCT was found to have a steeper learning curve for course creation.

TopClass and Learning Space were eliminated due to compatibility issues or missing feature sets that were required by faculty.

Blackboard 5 is the one system that met the initial requirements, and is widely recognized as one of the premier software suites built specifically for online teaching and learning. Members of the Harper faculty participated in the evaluation and testing process. Blackboard 5 Course Manager provides the following core features and functionality:

- Personal information management tools
- Course content management tools
- Course communication and collaboration tools
- Assessment tools
- Academic Web resources
- Course management tools
- System management tools

Blackboard offers a hosting service that ensures all courses are easily accessible from any location to any student with an Internet connection. Blackboard will maintain a fully dedicated server for Harper College with redundant connectivity, comprehensive backup, RAID fault protection and four levels of power backup at a secured location with restricted access. Harper can develop courses online quickly and easily. Blackboard services are secure while allowing Harper faculty to maintain complete control over their own course Web sites and content.

Blackboard 5 requires no knowledge of HTML or other programming languages, but instead allows faculty course developers to easily create or import data from more than forty file

types, including all major word processors and office suites. Faculty upload content by using a “browse command” to link to files from their hard drives, or by directly entering content into a text box displayed by the software.

Blackboard has more than 1,650 clients worldwide, including the following Illinois institutions:

Bradley University	Moraine Valley Community College
Catholic Theological Union at Chicago	North Central College
Chicago State University	North Park University
City Colleges of Chicago	Northeastern Illinois University
College of Lake County	Northern Illinois University
Concordia University of Illinois	Northwestern University
DePaul University	Oakton Community College
Elmhurst College	Olivet Nazarene University
Garrett-Evangelical Theological Seminary	Prairie State College
Greenville College	Quincy University
Highland Community College	Rend Lake College
Illinois Central College	Rockford College
Illinois College of Optometry	Saint Xavier University
Illinois Institute of Technology	School of the Art Inst. Of Chicago
John A. Logan College	Seabury-Western Theological Seminary
Joliet Junior College	Southwestern Illinois College
Judson College	University of Chicago
Knox College	University of Illinois at Chicago
Lewis University	University of Illinois at Springfield
Lincoln Land Community College	University of Illinois at Urbana-Champaign
Loyola University – Chicago	Waubonsee Community College
McKendree College	Western Illinois University
Millikin University	Wheaton College
Moody Bible Institute	

The cost of the initial software purchase of a Blackboard site license and one year of software maintenance and licenses for 2,200 nodes is \$35,000.

Experienced consultant support will be necessary in order to provide training to faculty and staff, and to assist in implementation, conversion and production rollout. It is estimated that the support will cost \$2,800.

This purchase complies with State Statute and Board Policy.



IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Blackboard, Inc. for the purchase of Blackboard 5 course management software site license, support, and the consulting services necessary to implement Blackboard campus-wide, in the amount of \$37,800.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer for the period of July 1, 2001 through June 30, 2002 as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$29,340 will be provided in the 2001/02 Education Fund budget, under account 0195-256-534.

III. INFORMATION

The OCE printer produces all reports for Business functions and Student information. This is an annual maintenance support agreement which includes supplies and maintenance for the printing system.

Supplies and Maintenance for four years, July 1, 1999 through June 30, 2003, were included in the original bid. This cost is constant at \$29,340 per year.

This purchase conforms to State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to IKON Office Solutions, for supplies and maintenance for the OCE high-speed printer, in the amount of \$29,340.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval of the issuance of a purchase order to Cisco Systems, Inc. to renew an agreement for maintenance of hardware and software, and remote technical support for routing equipment, as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$44,220 will be provided in the 2001/02 Operations & Maintenance Fund budget, under account number 0295-256-534.

III. INFORMATION

The Cisco routing equipment is the primary component that supports the Harper College Communication Network (HCCN) connectivity for desktops, the local area network (LAN) application, web servers, and Internet access at the Northeast Center (NEC), the Northwest Suburban Employment and Training Center (NSET) and the main campus. The renewal period is July 1, 2001 through June 30, 2002.

The \$44,220 requested is considerably less than the \$60,250 requested last year. The \$16,030 reduction is due to deep discounts provided by Cisco for partnering with them in the acquisition of equipment, and because the replacement equipment being obtained in fiscal year 2001/02 will come with initial 12-month maintenance.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for maintenance of hardware and software, and remote technical support for routing equipment, in the amount of \$44,220.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to the College of Lake County for support of Interactive Video Network Operations as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$12,500 will be provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0295-256-539.

III. INFORMATION

The North Suburban Higher Education Consortium (NSHEC) is a statewide consortium of higher education institutions formulated for the purpose of securing support of Interactive Video Network Operations. Harper College applied for and received, in concert with other NSHEC members, a state grant to provide funds to obtain the necessary equipment for Interactive Video Network Operations.

Harper College, as a member of NSHEC, has one (1) interactive classroom located in the Academic Resource Center. As an NSHEC member, the College is obligated to secure and maintain the T1 line necessary to be connected to the NSHEC Network, and maintain the equipment for the interactive classroom. The payment for these services is managed by the College of Lake County.

There is a decrease of \$14,500 from last fiscal year's amount of \$27,000 because there is no longer a second interactive classroom, which had been located at the Northeast Center.

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 College of Lake County for support of Interactive Video Network Operations in the amount of \$12,500.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Office Equipment Company of Chicago for Steelcase office furniture for use at the TECH Center in Schaumburg as requested by Strategic Alliances for Technical Education and Consulting @ Harper (TECH).

II. BUDGET STATUS

Funds in the amount of \$42,302.98 will be provided in the 2001/02 Auxiliary Enterprises Fund budget, under account number 0548-528-586.00.

III. INFORMATION

After a competitive bidding and selection process, Steelcase, Inc. has entered into agreement No. RQ01-411313-16E with Fairfax County, Virginia to provide systems furniture, freestanding furniture, seating, filing equipment and related support services. The Master Agreement, through the U.S. Communities Government Purchasing Alliance, provides that other public agencies may purchase products on the same terms, conditions and pricing as Fairfax County, Virginia, subject to any applicable local purchasing ordinances and laws of the State of Illinois. This contract is valid for three years beginning in April, 2001 through March, 2004.

Discounting on this contract varies from 54% to 57% depending on the product-line and the delivery date requested. Previously the standard discount from Steelcase has been 51%. All product on this request qualifies for the 57% discount. Office Equipment Company of Chicago was selected as the distributor of choice for

this project as they will provide receiving and installation of the product at no additional cost to the College.

The furniture requested is for the administrative area of the TECH Center in Schaumburg. It includes furniture for staff, filing capacity for the program and conference room furniture.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Office Equipment Company of Chicago for Steelcase office furniture for use at the TECH Center in Schaumburg in the amount of \$42,302.98.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a Change Order to Purchase Order #R74158 to Chemtreat, Inc. for water treatment chemicals as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$6,849 are provided in the 2000/01 Building Fund budget, under account number 0276-068-544.03.

III. INFORMATION

The award of bid request Q00090 was approved by Board action on June 28, 2000, for water treatment chemicals for one year and the option to renew for one or two years at the same or lower pricing. Accordingly, Purchase Order #R74158 was issued to Chemtreat, Inc. in the amount of \$13,440 for fiscal year 2000/01.

The bid pricing is per chemical. A Change Order in the amount of \$6,849 is needed because more chemicals have been used during the 2000/01 fiscal year than had been estimated. New, better water meters have been purchased, and will improve future usage estimates.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a Change Order in the amount of \$6,849 to Chemtreat, Inc., for Purchase Order #R74158 for water treatment chemicals, for a new total of \$20,289.

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 Appointment.
- D. Ratification of Supervisory/Confidential Appointment.
- E. Ratification of Classified Staff Appointments.
- F. Ratification of ICOPS Appointment.
- G. Ratification of Professional/Technical Reclassifications.
- H. Ratification of Supervisory/Confidential Reclassifications.
- I. Ratification of Classified Staff Reclassifications.
- J. Ratification of Administrator Resignation.
- K. Ratification of Supervisory/Confidential Resignations.
- L. Ratification of Classified Staff Resignations.
- M. Ratification of Harper #512 IEA-NEA Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student Service Awards – Spring 2001.

II. REASON FOR CONSIDERATION

As per Board Policy 3.12, student service awards are presented to students for outstanding contributions in the area of student activities. The authority for giving student service awards requires approval by the Board of Trustees.

III. BACKGROUND INFORMATION

The monetary awards are payments given for students' work for the College through student activities. Harper uses this method of compensation for recommended student leaders in lieu of guaranteeing academic credit, salaries, automatic tuition grants, or other means of payment for particular student positions. This means that students must perform well in their positions in order to be eligible for consideration for these awards. The award is recommended based on performance, position, leadership, and length of service, and participation in *eXcel*, Harper's student leadership training programs. In order to encourage student leaders to complete their classes as well, the amounts of their student service awards are based on credit hours successfully completed. Each student must also meet standards established for satisfactory academic progress. Expenses for student service awards are budgeted in and shared between Student Activities and the Education Fund; \$8,324.44 will be paid by Student Activities (Student Service Awards Account No. 0538-858-59900-0000) and \$7,243.33 will be paid by the Educational Fund (Financial Aid Account No. 0134-125-592.4). In addition, the Harper Educational Foundation through the General Scholarship Fund will also contribute \$651.75 for the Student Trustee's award. The 37 awards this semester total \$16,219.52.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the Spring, 2001 Student Service Awards in the amount of \$8,324.44 from Account No. 0538-858-59900-0000 and \$7,243.33 from Account No. 0134-125-592.4.

Spring 2001

STUDENT SERVICE AWARDS

First	Last	SS#	Club/Organization	Rebate	Amount
Beth	Pope		Point of View	Full	\$355.50
Nicole	Spieth		Point of View	Full	\$355.50
Amy	Landsberger		Speech Team	Half	\$444.38
Jason	Blinstrup		Speech Team	Half	\$385.13
Dipal	Trivedi		Speech Team	Full	\$829.50
Mark	Weiland		Speech Team	Half	\$429.56
Francesca	Pellerano		Speech Team	Half	\$444.38
Charlie	Mulvey		Speech Team	Half	\$177.75
Jenny	Geheb		Harbinger	Full	\$177.75
Marie	Regan		Harbinger	Full	\$770.25
Gina	Schiavo		Harbinger	Full	\$770.25
Mandy	Withem		WHCM	Full	\$355.50
Sheri	Romanchuk		WHCM	Full	\$622.13
Kimberly	Kusch		Program Board	Full	\$770.25
			Student Ambassadors	Half	\$355.50
Tanya	Krockert				
Jennifer	Markstrom		Program Board	Full	\$770.25
			Program Board And Black Student Union	Full	\$770.25
Shakara	Bush				
Deborah	Abbott		Program Board	Half	\$118.50
Damian	Fazio		Theatre	Full	\$592.25
Kevin	Wiczer		Theatre	Half	\$414.75
James	Skyles		Student Senate	Full	\$533.25
Esmeralda	Guerrero		Student Senate	Half	\$88.88
Farha	Aneesuddin		Student Senate	Half	\$385.13
Mariya	Drachevskaya		Student Senate	Half	\$533.25
John	Ziemba		Student Senate	Half	\$207.38
Tracy	Fisher		Student Trustee	Full	\$651.75
Vivian	Tsang		International Students' Club	Half	\$503.63
Laura	Ashley		Nursing class of 2001	Half	\$385.13
Deborah	Fisher		Harper Intersity Christian Fellowship	Half	\$444.38
Justin	Clack		Harper Intersity Christian Fellowship	Half	\$385.13

Kristen	Alarik		Harper Intersivity Christian Fellowship	Half	\$385.13
Murjani	Gaither		Black Student Union	Half	\$148.13
Marlon	McWilliams		Black Student Union	Half	\$266.63
Paige	Bero		Formulator	Half	\$474.00
Mercedes	Gallegos		Latinos Unidos	Half	\$385.13
Amar	Singh		Indian/Pakistani Student Association	Half	\$266.63
Daejin	Kim		Harper Association of Mathematics	Half	\$266.63

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

The following reports are submitted for Board information.

- Foundation Liaison
- Legislative Committee

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, 2000 – June 30, 2001**

**Reported: June 10, 2001**

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	08/22/00 08/31/01
Special Populations Academic Enrichment L. McKay	State Allocation Grant To provide support for disadvantaged students	ICCB \$322,613	07/01/00 06/30/01
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$173,004	07/01/00 06/30/01
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$110,081	07/01/00 06/30/01
Welfare to Work Workforce Preparation J. Kindle	State Allocation Grant Workforce Preparation	ICCB \$63,714	07/01/00 06/30/01
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$352,571	07/01/00 06/30/01
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$358,949	07/01/00 06/30/01
Accelerated College Enrollment Grant J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$59,126	07/01/00 06/30/01
Online Grants Distance Learning S. Catlin	State Allocation Grant To support student services	ICCB \$14,103	07/01/00 06/30/01
Leadership & Core Values Human Resources B. Henry	Employee training in Leadership & core values	ICCB \$5,000	07/01/00 06/30/01
Health & Safety Physical Plant R. Getz	Installation of ADA Accessible elevator in Building "D"	ICCB \$235,808	01/01/01 12/31/01
Disabled Student Project Accessibility & Disability Ser. T. Thompson	Continuation of FY2000 To provide services to disabled students	IDHS \$134,754	07/01/00 06/30/01



<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
Displaced Homemakers Women's Program J. Sheehan	Continuation of FY2000 Advising and Job Placement for Women's Program Participants	IDOL \$68,000	07/01/00 06/30/01
Perkins III J. Hennig	Continuation of FY2000 Award. Career and Technical Education	ISBE \$234,903	07/01/00 06/30/01
Program Improvement J. Hennig	Continuation of FY2000 Award. Career and Technical Education	ISBE \$31,334	07/01/00 06/30/01
Federal TechPrep Education to Careers S. Griffith	Continuation of FY2000 Comprehensive Career Development Program	ISBE \$122,510	07/01/00 06/30/01
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY2000 Supports Adult Educational Development Programs	ICCB \$380,080	07/01/00 06/30/01
Work-Base Learning NSET-Education to Careers S. Griffith	New Award To provide experiences for students to the workplace	ISBE \$8,000	07/01/00 06/30/01
Transition Grant NSET-Education to Careers S. Griffith	New Award To provide financial services for Tech Prep Program	ISBE \$7,500	07/01/00 06/30/01
LincOn Project Information Technology D. McShane	To support Internet connections and Internet Access	State of Illinois \$372,000	07/01/00 06/30/01
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$1,100,000	07/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$20,000	08/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$20,000	08/01/00 open
"Members Initiative" President's Office R. Breuder	To support capital development	State of Illinois \$19,000	08/01/00 open
Student Support Services Student Affairs Access & Disability Services T. Thompson	Fourth Year of Grant To provide services to students with disabilities	USDE/TRIO \$198,582	09/01/00 08/31/01

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES Starts - Ends</b>
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson	Continuation of FY2000 Provides technical assistance to Access & Disability Services Programs	USDE/St. Paul Technical College \$60,000	07/01/00 06/30/01
Cooperative Grants Prog English Second Lang. J. Gadberry	Connections: Peer Mentors To provide mentoring and training for International students	NAFSA-International \$4,618	07/01/00 06/30/01
Fellows Grant Student Activities D. Grier	Professional development of community service directors	ICCCS \$2,000	11/01/00 06/30/01
Industrial Training Program L. Danaher	To suport training needs of industry	Illinois Chamber of Commerce DCCA \$70,000	12/01/00 12/31/01
Northern Illinois Regional Alliance Corporate Services L. Danaher	To deliver customized training for manufacturing firms	Illinois Manufacturers Association DCCA \$52,430	07/01/00 06/30/01
Public Safety Office M. Alsup	To purchase bullet-proof Vests for public safety Officers	Bureau of Justice Assistance \$2,028	05/01/01 09/30/01
Total as of June 10, 2001		\$4,672,698	

## 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
ICCCS	Illinois Campus Compact for Community Service

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**May 2001**

<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks, Pledges</b>	<b>Gifts-In-Kind</b>	<b>Planned Gifts</b>	<b>Total</b>
ADS Scholarship - Alumni	1	\$25.00	\$0.00	\$0.00	\$0.00	<b>\$25.00</b>
ADS Alumni Scholarship -- Student	1	\$25.00	\$0.00	\$0.00	\$0.00	<b>\$25.00</b>
Tradition of Excellence Campaign 2000	5	\$18.76	\$0.00	\$0.00	\$0.00	<b>\$18.76</b>
Golf 2001 - Invitation	6	\$2,485.00	\$0.00	\$0.00	\$0.00	<b>\$2,485.00</b>
Golf Open 2001 - Underwriting Appeal	16	\$12,120.00	\$0.00	\$0.00	\$0.00	<b>\$12,120.00</b>
Planned Giving	1	\$0.00	\$0.00	\$0.00	\$500,000.00	<b>\$500,000.00</b>
Proposal	1	\$2,500.00	\$0.00	\$0.00	\$0.00	<b>\$2,500.00</b>
Student Scholarships	2	\$2,750.00	\$0.00	\$0.00	\$0.00	<b>\$2,750.00</b>
Special Intiatives	9	\$458.09	\$0.00	\$0.00	\$0.00	<b>\$458.09</b>
Stewardship	4	\$1,700.00	\$0.00	\$0.00	\$0.00	<b>\$1,700.00</b>
Tradition of Excellence 2001	52	\$740.00	\$5,025.00	\$0.00	\$0.00	<b>\$5,765.00</b>
<b>TOTAL</b>	<b>98</b>	<b>\$22,821.85</b>	<b>\$5,025.00</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$527,846.85</b>

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**Year-To-Date Fundraising FY01**

<b>Description</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks, Pledges</b>	<b>Gifts-In-Kind</b>	<b>Planned Gifts</b>	<b>Total</b>
ADS Scholarship - Alumni	1	\$25.00	\$0.00	\$0.00	\$0.00	<b>\$25.00</b>
ADS Alumni Scholarship -- Student	1	\$25.00	\$0.00	\$0.00	\$0.00	<b>\$25.00</b>
Alumni Arts Festival	43	\$1,783.00	\$0.00	\$0.00	\$0.00	<b>\$1,783.00</b>
Harvest Ball 2000	375	\$118,790.00	\$0.00	\$26,479.00	\$0.00	<b>\$145,269.00</b>
Board Appeal	2	\$2,589.38	\$2,615.70	\$0.00	\$0.00	<b>\$5,205.08</b>
Retirement Fund	5	\$90.00	\$1,430.00	\$0.00	\$0.00	<b>\$1,520.00</b>
Direct Mail 2000 - Alumni	171	\$4,408.00	\$0.00	\$0.00	\$0.00	<b>\$4,408.00</b>
Direct Mail 2000 - Annuitants	4	\$325.00	\$0.00	\$0.00	\$0.00	<b>\$325.00</b>
Direct Mail 2000 - Board	10	\$5,550.00	\$0.00	\$0.00	\$0.00	<b>\$5,550.00</b>
Direct Mail 2000 - Donor	23	\$4,040.00	\$0.00	\$0.00	\$0.00	<b>\$4,040.00</b>
Direct Mail 2000 - Music Over	6	\$400.00	\$0.00	\$0.00	\$0.00	<b>\$400.00</b>
Direct Mail 2000 - Music Under	10	\$385.00	\$0.00	\$0.00	\$0.00	<b>\$385.00</b>
Direct Mail 2000 - Prospect	3	\$125.00	\$0.00	\$0.00	\$0.00	<b>\$125.00</b>
Direct Mail 2000 - Trustees	3	\$600.00	\$0.00	\$0.00	\$0.00	<b>\$600.00</b>
Elizabeth Schmik Hull Fund	3	\$175.00	\$0.00	\$0.00	\$0.00	<b>\$175.00</b>
Tradition of Excellence Campaign 2000	17	\$198.80	\$100.00	\$0.00	\$0.00	<b>\$298.80</b>
Evans Scholarship	18	\$180.00	\$0.00	\$0.00	\$0.00	<b>\$180.00</b>
Golf 2001 - Invitation	6	\$2,485.00	\$0.00	\$0.00	\$0.00	<b>\$2,485.00</b>
Golf Open 2001 - Underwriting Appeal	46	\$49,245.00	\$0.00	\$500.00	\$0.00	<b>\$49,745.00</b>
2000 Foundation Golf Outing	17	\$15,675.00	\$0.00	\$3,551.50	\$0.00	<b>\$19,226.50</b>
Sign Language Interpreting Program	6	\$1,525.00	\$0.00	\$0.00	\$0.00	<b>\$1,525.00</b>
Memorial	9	\$330.00	\$0.00	\$0.00	\$0.00	<b>\$330.00</b>
Newsletter	2	\$300.00	\$0.00	\$0.00	\$0.00	<b>\$300.00</b>
Nils Johnson Memorial Scholarship	7	\$1,320.00	\$0.00	\$0.00	\$0.00	<b>\$1,320.00</b>
Personal Solicitation	1	\$0.00	\$27,000.00	\$0.00	\$0.00	<b>\$27,000.00</b>
Planned Giving	4	\$0.00	\$0.00	\$0.00	\$842,000.00	<b>\$842,000.00</b>
Proposal	8	\$69,100.00	\$0.00	\$0.00	\$0.00	<b>\$69,100.00</b>
Student Scholarships	2	\$2,750.00	\$0.00	\$0.00	\$0.00	<b>\$2,750.00</b>
Anne Rodgers Scott Endowment for Student Success	14	\$660.00	\$0.00	\$0.00	\$0.00	<b>\$660.00</b>
Special Intiatives	46	\$4,086.66	\$0.00	\$0.00	\$0.00	<b>\$4,086.66</b>
Stewardship	22	\$36,028.14	\$11,662.75	\$0.00	\$0.00	<b>\$47,690.89</b>
Tradition of Excellence 2001	205	\$3,936.00	\$13,558.50	\$0.00	\$0.00	<b>\$17,494.50</b>
Unsolicited	38	\$21,794.67	\$0.00	\$13,172.46	\$0.00	<b>\$34,967.13</b>

Young Artists' Competition

**TOTAL**

15	\$340.00	\$0.00	\$0.00	\$0.00	<b>\$340.00</b>
<b>1,143</b>	<b>\$349,264.65</b>	<b>\$56,366.95</b>	<b>\$43,702.96</b>	<b>\$842,000.00</b>	<b>\$1,291,334.56</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

The administration recommends that Affiliation Agreements between William Rainey Harper College and the hospitals listed below be accepted:

- Our Lady of the Resurrection Medical Center
- SSM Regional Health Services Advanced

II. REASON FOR CONSIDERATION

An Affiliation 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 the above-named companies are consistent with the clinical objectives of the Harper College Cardiac Technology Program.

This agreement has been approved by appropriate officers of these companies.

IV. RECOMMENDATION

The administration recommends that the Affiliation Agreement between William Rainey Harper College and the above-named hospitals be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Engaging the services of Lawrence R. Levin, communications consultant

II. REASON FOR CONSIDERATION

On April 26, 2001, the Harper College Board of Trustees adopted the Institutional Core Values (see attached). Mr. Larry Levin, who is a colleague of Dr. Michael O'Connor (a nationally recognized expert on living by Core Values), will assist Harper College employees and Trustees as Core Values are integrated into daily practices.

III. BACKGROUND INFORMATION

Mr. Levin is President of his own company, which specializes in helping organizations develop creative business solutions today for tomorrow's challenges. Mr. Levin will be assisting the College in developing and implementing its Core Values initiatives.

The College has made a strong commitment to developing a viable set of Institutional Core Values, which will be the basis upon which the College will prepare for future challenges and opportunities. The heart of any organization is its people and their commitment to its values and vision. Mr. Levin will be working with Harper employees, using Core Values as the basis for operation across the College.

IV. RECOMMENDATION

The administration recommends approval to engage, at a cost not to exceed \$60,000 through June 30, 2002, the services of Lawrence R. Levin to assist College employees and Trustees with the implementation of Core Values, as the College moves forward to a more collaborative workplace. The Board authorizes the Chair to execute the appropriate contracts, upon review by the College's legal counsel. Further, the Board authorizes the officers of the Board to exceed the approved amount, if they deem appropriate.

**INSTITUTIONAL CORE VALUES**  
**WILLIAM RAINEY HARPER COLLEGE**

*Consistent with its philosophy, mission and vision, we - the employees and public servants of William Rainey Harper College, have chosen values by which we will live. These values are as follows:*

1) **INTEGRITY**

*RESULT: An environment where relationships and practices are based on **trust***

**Key Actions:**

1. Demonstrate behavior and make decisions which are consistent with the highest ethical standards.
2. Be responsible and accountable for our own actions.
3. Respect confidentiality.

2) **RESPECT**

*RESULT: Interactions, which add **dignity** to ourselves, our relationships with others and our organization*

**Key Actions:**

1. Continuously seek to build and maintain positive internal and external relationships.
2. Express appreciation and recognize people for their positive efforts and contributions.
3. Value and celebrate the uniqueness of individuals.

3) **EXCELLENCE**

*RESULT: Student, employee and organizational **success** through a creative and responsive work environment by meeting the needs and exceeding the expectations of all*

1. Effectively anticipate, identify, and respond to learner, employee and organizational needs
2. Continually seek learning opportunities for growth & development, which improve personal and institutional performance
3. Encourage and empower all to achieve their personal best
4. Be resourceful and fiscally sound
5. Deliver exceptional service which benefits all



#### 4) **COLLABORATION**

RESULT: Accomplishment of **better results by working together** than otherwise likely to occur by working alone

**Key Actions:**

1. Demonstrate consistent commitment to our mission and vision in order to unite the efforts of all
2. Address issues as they arise and take necessary actions to productively resolve them
3. Openly listen and respond to others with empathy
4. Use positive humor to affirm a healthy and enjoyable work and learning environment

- All of our values are the basis for the ongoing achievement of Harper's mission and vision.
- These values are intended for use in making decisions and performing in ways that benefit all of our constituencies.
- The key actions listed above are the foundation for accomplishing the result for each of our shared core values.
- Our values and their key actions are prioritized to enable the optimal achievement of our organization's mission and vision.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Engaging the services of Jасulca/Terman and Associates, communications consultants

II. REASON FOR CONSIDERATION

At Harper College, as in most large organizations, communicating effectively with its many publics is a major challenge. In order to deal with this issue, the Board of Trustees directed the President to identify consultants to assist the College in its community affairs and strategic communications initiatives.

III. BACKGROUND INFORMATION

One of the recommendations emanating from the Community Response Team associated with the College's successful referendum is for Harper College to focus more time and effort on communicating with district residents. In response to the Community Response Team's recommendations, the administration, along with a Board of Trustees committee, interviewed several consultants to determine who might best assist the College with its expanded strategic communications efforts.

Jасulca/Terman is one of the nation's leading independent community affairs and strategic communications firms. They add value for clients by serving as their strategic partner in community affairs. Jасulca/Terman serves corporate institutions in the private and public sector markets across the country from offices in Chicago and Washington, D.C. Jасulca/Terman provides clients with fresh perspective, creative problem solving and insights gained from years of experience in managing issues of importance to a diverse group of businesses. Their comprehensive approach to strategic communications helps organizations achieve their goals.

#### IV. RECOMMENDATION

The administration recommends approval to engage, at a cost not to exceed \$48,000 through June 30, 2002, the services of Jasculca/Terman & Associates to assist College officials with their community relations and strategic communications initiatives. The Board authorizes the Chair to execute the appropriate contracts, upon review by the College's legal counsel. Further, the Board authorizes the officers of the Board to exceed the approved amount, if they deem appropriate.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Memorandum of Understanding to Establish One-Stop System for Northern Cook County.

II. REASON FOR CONSIDERATION

Federal legislation requires that service providers of workforce development training and services join together to offer their services and training to clients in an easy to access one-stop concept.

III. BACKGROUND INFORMATION

The partners to this agreement include Workforce Development, Inc., Department of Employment Security, Education to Careers, NW Suburban Special Education Organization, Office of Rehabilitation Services, Area Agency on Aging, Cook County Housing, CEDA Northwest and Department of Human Services. These partners have been working for more than a year to establish this agreement and to define the roles and responsibilities of each partner.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board adopt the attached Memorandum of Understanding between the Workforce Board of Northern Cook County and One-Stop System Partners.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Prevailing Wage Act

II. REASON FOR CONSIDERATION

By law, Harper College has an obligation to ascertain, publish, keep available for inspection and mail to employers requesting same, its determination of the prevailing wage in the locality and to file annually a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

III. BACKGROUND INFORMATION

The Illinois Revised Statutes Chapter 348, Section 39S-1-12, known as the Prevailing Wage Act, requires that any public body awarding any contract for public work or doing the work by contracted day labor shall ascertain the general prevailing hourly rate of wages for employees engaged in such work. "Public body" has been defined to include public educational institutions.

IV. RECOMMENDATION

The administration recommends that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois.

## **RESOLUTION AUTHORIZING ADOPTION OF PREVAILING WAGE ACT**

WHEREAS, the State of Illinois has enacted An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved June 26, 1941, as amended, being Section 39S-1-12, Chapter 348, Illinois Revised Statutes, 1973; and

WHEREAS, the aforesaid Act required that the Board of Trustees of William Rainey Harper College investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said William Rainey Harper College employed in performing construction of public works, for said William Rainey Harper College;

NOW THEREFORE, BE IT RESOLVED BY THE CHAIRMAN AND BOARD OF TRUSTEES OF WILLIAM RAINEY HARPER COLLEGE;

Section 1: To the extent and as required by An Act regulating wages of laborers, mechanics and other workers employed in any public works by State, county, city or any public body or any political subdivision or by anyone under contract for public works, approved, June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in construction of public works coming under the jurisdiction of William Rainey Harper College is hereby ascertained to be the same as the prevailing rate of wages for construction work in Cook, Kane, Lake and McHenry Counties area as determined by the Department of Labor of the State of Illinois as of June of each year, a copy of each annual determination incorporated herein by reference. The definition of any terms appearing in this Resolution which are also used in aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the William Rainey Harper College to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of William Rainey Harper College this determination of such prevailing rate of wage.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and address, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State and the Department of Labor of the State of Illinois.

Section 6: The Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area a Notice, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

PASSED THIS 27th DAY OF JUNE, 2001:

APPROVED:

---

Richard C. Kolze  
Chairman  
Board of Trustees

(SEAL)

ATTEST:

---

Barbara Barton  
Secretary  
Board of Trustees

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 Authorizing Adoption of the Prevailing Wage Act which was adopted by the Board of Trustees on the 28th day of June, 2000.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 28th day of June, 2000.

\_\_\_\_\_  
Secretary, Board of Trustees



WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Preliminary Budget FY 2001-2002

II. REASON FOR CONSIDERATION

State law requires that the College submit a preliminary budget to the Board for review. The final budget will be presented to the Board in August, which will allow for a minimum of 30 days of public review.

III. BACKGROUND INFORMATION

Each year the College prepares an annual budget of all College funds for presentation to the Board.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees accept the preliminary budget as presented and authorize the administration to begin capital spending from the budget as presented.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Educational Service Providers and Rental Facilities

II. REASON FOR CONSIDERATION

The Community College Act, Section 805/3-40 stipulates that the Board may enter into contracts with any person, organization, association, educational institution, or governmental agency for providing or securing educational services.

III. BACKGROUND INFORMATION

The College has a growing number of educational service providers it is using to deliver educational programs in both credit and continuing education programs. The attached list represents the Educational Service Providers we anticipate will provide service in Fiscal Year 2001-02.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the attached list of educational service providers for Fiscal Year 2001-02.

## Educational Service Providers and Rental Facilities

<b>Organization</b>	<b>Training Curriculum</b>
Systems Inc	A+/PC Support Technician Networking + Training
Prentice Hall	Unix Training Cisco Router Training Lotus Training Domino Training
Amazon.com	Unix Training A+/PC Support Technician Cisco Router Training Lotus Training
Autodesk Comptia	Autodesk Training PC Support Technician/Networking + Training Curriculum and Licensing
Citrix Microsoft	Citrix Training Microsoft Solution Developer (MCSD) Microsoft 2000 Certified Training (MCSE) Microsoft Certified Database Administrator (MCDBA)
Oracle	Oracle Database Administratot Oracle Developer
NTU (National Technological University) RRTC Sun Microsystems	Satellite Training  Autodesk Books Solaris Unix Training Java Training
Prosoft	Certified Internet Webmaster Training
Lotus	Lotus Training Domino Training
SAP	SAP Training

Sair – GNU SPSS	Linux Training SPSS/Data Mining Training
Alias Wavefront	Animation Art Training
Arlington Academy Cosmetology Career Center	Cosmetology Program Offered through Continuing Education
Northwest Community Healthcare	Emergency Medical Technician
Catapult	Software Training Materials
Elk Grove High School	Rental Facilities
SPSS	SPSS Training
Element K Press	Microsoft Office Software Training Manuals Microsoft Office Software Training Manuals

**CORPORATE SERVICES  
VENDOR LIST (OVER \$10,000)**

COMPANY/CONSULTANT/INSTRUCTOR		SERVICES
Chris Ellen	Cassidy Lehnert	Desktop application consulting & training Desktop application consulting & training
Vicki Dennis	Hoevermeyer Ryan	Management consulting & training Management consulting & training
Dan Quality	Tomal Technology Company	Management/OD consulting & training Quality consulting & training

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to approve the Strategic Long Range Plan: 2001 – 2004.

II. REASON FOR CONSIDERATION

In accordance with current Board Policy, Chapter 7, Section 7.18, approval by the Board of Trustees is required of the Strategic Long Range Plan.

III. BACKGROUND INFORMATION

The Administration and Institutional Planning Review Committee (IPRC) prepared a comprehensive three-year Strategic Long Range Plan. The Plan has been reviewed by interested College employees. The revised vision statement, SWOT, goals & tasks and new institutional priorities for 2001 – 2002 have been approved by the Assembly Committee of shared governance. Once approved by the Board of Trustees, the Strategic Long Range Plan will be forwarded to the IPRC whose responsibility will be to maintain the Plan's viability through continuous updating.

IV. RECOMMENDATION

The Administration recommends that the Board of Trustees approve the Strategic Long Range Plan: 2001 –2004.

WILLIAM RAINEY HARPER COLLEGE  
BOARD ACTION

I. SUBJECT

Resolution for participation in the Installment Purchase of Service Credit Program for the purchase of State Universities Retirement System service credit.

II. REASON FOR CONSIDERATION

It is necessary for the College to elect to participate in the purchase program through the adoption of a Board resolution.

III. BACKGROUND INFORMATION

The State Universities Retirement System (SURS) has been given the approval from the Internal Revenue Service to allow active SURS members the opportunity to purchase prior service credit through tax-deferred payroll deductions. This purchase program will allow for the purchase of service credit through employer deductions on a tax-deferred basis over periods of 12, 24, 36 or 48 months in minimum deductions of \$50.00. An employee must make an irrevocable commitment to complete the purchase. Deductions for purchase contracts may begin at the start of each calendar quarter. The earliest possible implementation date for this program is October 1, 2001 for SURS members who have enrolled in the Traditional or Portable benefit package. It is intended to implement this program for SURS members enrolled in the Self-Managed Plan later in fiscal year 2002.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board of Trustees approve the attached resolution for participation in the service credit purchase program.

## **RESOLUTION**

RESOLUTION of the BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 512, COUNTIES OF COOK, KANE, LAKE, AND McHENRY, and the STATE OF ILLINOIS of WILLIAM RAINEY HARPER COLLEGE.

WHEREAS, WILLIAM RAINEY HARPER COLLEGE is an employer whose employees participate in the State Universities Retirement System (the "System") pursuant to the Illinois Pension Code (the "Employer");

WHEREAS, the Board of Trustees of the Employer (the "Governing Body") has determined that it would be in the best interest of its employees to provide a pick-up of employee contributions under Section 414(h)(2) of the Internal Revenue Code of 1986 for contributions that are made for the purpose of purchasing service credit under §15-113.1 through § 15-113.7 (excluding § 15-113.4) of the Illinois Pension Code (the "Code") or for the purpose of re-depositing amounts withdrawn under § 15-154 of the Code;

WHEREAS, in order to effectuate this pick-up, the Governing Body must adopt a resolution to pick up the member's contributions made pursuant to a binding, irrevocable payroll deduction authorization; and

WHEREAS, the contributions picked up by the Employer must be payable from the same source as is used to pay compensation to the employee;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE EMPLOYER AS FOLLOWS:

Section 1. That employee contributions made (pursuant to a binding irrevocable payroll deduction authorization to have such contributions picked up) for the purpose of purchasing service credit under §15-113.1 through §15-113.7 (excluding §15-113.4) of the Code and for the purpose of re-depositing amounts withdrawn under §15-154 of the Code, even though designated as employee contributions for state law purposes, are being paid by the Employer in lieu of the contributions by the employee.

Section 2. That, if the employee desiring to have contributions picked up executes an irrevocable, binding payroll deduction with respect to these contributions, the employee shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Employer to the System.

Section 3. That, with respect to any employee's contributions, the effective date of the pick-up by the Employer is later of:

- (a) the date of adoption of this resolution;
- (b) the effective date of this resolution; or
- (c) the execution of the payroll deduction authorization form by both parties.

This pick up does not apply to any contributions that relate to compensation earned for services before the effective date.

Section 4. That any payroll deduction authorization in effect as of the effective date of this resolution is void and that an employee who wishes to have payroll deductions made for the purpose of purchasing service credit or redepositing withdrawn amounts must follow the procedures specified in Section 5 of this resolution.

Section 5. That an employee who wishes to redeposit amounts previously withdrawn from the system or to purchase certain service credit shall make the following series of elections with regard to these actions:

- (a) The employee may elect a lump sum payment, a series of installments, or a combination of a lump sum payment followed by a series of installments.
- (b) With respect to installments payable by payroll deduction, the employee must execute a binding irrevocable payroll deduction authorization to have these installment contributions picked up by the participating-employer.

Section 6. That contributions made pursuant to Section 5(b) of this resolution are designated as being picked up by the employer and paid from the same source as the payment of salary to these employees.

Section 7. That this resolution takes effect June 27, 2001.

Adopted this 27<sup>th</sup> day of June, 2001, by the Governing Body of the Employer.

Signatures of Authorized Representatives of Employer

---

Richard C. Kolze  
Chairman, Board of Trustees  
William Rainey Harper College

---

Barbara Barton  
Secretary, Board of Trustees  
William Rainey Harper College



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Resolution to establish the 2001-02 Budget Hearing date.

II. REASON FOR CONSIDERATION

In accordance with the Illinois Community College Act, a Budget Hearing must be held annually.

III. BACKGROUND INFORMATION

Each year a Budget Hearing date is established that allows for at least thirty days of inspection of the annual Harper College legal budget. At the end of this thirty-day period, a Budget Hearing is held and the budget is reviewed.

The attached resolution provides for the annual Budget Hearing and the required public notice.

IV. RECOMMENDATION

The administration recommends that the attached resolution providing for the annual Budget Hearing and the required public notice be adopted.

## RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 2001 and ending on June 30, 2002.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 2001 and ending on June 30, 2002 be set for 7:00 p.m. on August 23, 2001, in E-106 of said College at 1200 W. Algonquin Road, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 23, 2001 in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, Wheeling Herald, and the Daily Courier News, being newspapers published in this College District, which notice shall be in substantially the following form:

## PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9 a.m. on June 28, 2001 a tentative budget for said College district for the fiscal year beginning July 1, 2001, and ending June 30, 2002, will be on file and conveniently available to public inspection at the Business Office of said College district at 1200 W. Algonquin Road, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 7:00 p.m. on the 23rd day of August 2001, in Room E-106 of said College at 1200 W. Algonquin Road, Palatine, Illinois.

DATED at Palatine, Illinois this 27th day of June, 2001.

Board of Trustees of Community  
College District No. 512  
Counties of Cook, Kane, Lake &  
McHenry, State of Illinois

---

Barbara Barton  
Secretary

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First reading of chapter 6 and chapter 7 of the Board of Trustees Policy Manual.

II. REASON FOR CONSIDERATION

Changes to Board Policy require approval of the Board of Trustees. Changes to Board Policy require two readings prior to adoption.

III. BACKGROUND INFORMATION

The changes to the Policy Manual were recommended to the President by the Vice President of Institutional Advancement. The policy has been reviewed by President's Council and the College attorney.

IV. RECOMMENDATION

This is presented for a first reading by the Board of Trustees. Following are the last two chapters of the Board Policy Manual.

# Policy Manual

Board of Trustees  
William Rainey Harper College  
Manual District 512  
Palatine, Illinois

POLICY MANUAL

Board of Trustees William  
Rainey Harper College

Illinois Community College District No. 512  
Counties of Cook, Kane, Lake and McHenry

## TABLE OF CONTENTS

## 11.01.00 ADMINISTRATIVE

- 11.01.01 President
- 11.01.03 President's Evaluation
- ~~11.01.05 Officers~~
- 11.01.07 Administrative Personnel
- 11.01.09 Terms of Employment
- 11.01.11 Duties and Responsibilities
- 11.01.13 Administrative Rank and Promotion
- 11.01.15 Administrative Classification and Promotion
- 11.01.17 Administrative Evaluation
- 11.01.19 Employment Outside of the College
- 11.01.21 Developmental Leave
- 11.01.23 Administrative Salary and Benefits Program
- 11.01.25 Early Retirement Program
- 11.01.27 Termination

## 11.01.00 ADMINISTRATIVE

## 11.01.01 President

The President is the chief executive officer of the College. The President derives his authority from and is directly responsible to the Board. It is the President's function to recommend policies requiring Board approval. Other functions are the implementation of Board policies and Board actions, and the authorization of administrative procedures and practices. The President also serves as chief representative of the College in the community.

In accordance with the ~~state code~~ **Illinois Public Community College Act, and the President's employment contract**, the President executes directly or by delegation to members of his staff all executive and administrative duties necessary for the efficient operation of the College.

## 11.01.03 President's Evaluation

The Board shall, prior to the end of each fiscal year, evaluate the President in accordance with procedures and criteria established by the Board and the President.

11.01.05 ~~Officers~~ **President's Council**

~~The officers of the College shall consist of the President and the Vice Presidents of academic affairs, student affairs, administrative services, and information systems, respectively. The officers have broad but specific authority as delegated by the President, and exercise this authority in conformity with stated policies and procedures. They represent the College at the President's request and perform any special duties assigned by the President.~~

**Those administrators reporting directly to the President are considered members of the senior management team and are responsible for administering all departments of the College.**



~~In the absence of the President, the Vice President of academic affairs shall be the officer in charge. In the absence of the President and the Vice President of academic affairs, the President will designate the officer in charge. The President may appoint another administrator to be in charge of the College.~~

~~A. Vice President of Academic Affairs~~

~~The Vice President of academic affairs is the chief academic officer and oversees seven major divisions within three areas encompassing career programs, transfer programs and continuing education. The Vice President of academic affairs handles the internal operation of Harper College related to faculty and academic programs.~~

~~B. Vice President of Student Affairs~~

~~The Vice President of student affairs is responsible for providing programs and services which enhance learning or which provide out-of-class room learning experiences. The Vice President of Student Affairs has campus-wide responsibility for coordinating the efforts of those having direct responsibility for marketing. Student affairs provides educational, career and personal counseling, admissions and enrollment management, campus clubs and athletics, health and wellness programs, scholarships and financial aid, special services for multicultural students, students with disabilities and women's programs and other special programs.~~

~~C. Vice President of Administrative Services~~

~~The Vice President of administrative services contributes to the achievement of the College mission by working to provide a creative administrative services organization that operates on the basis of the latest management concepts in order to provide management information, efficient physical facilities, effective materials, and support services and sound financial management. In addition, the Vice President of administrative services serves as College treasurer and oversees the College budget and works closely with the President and other Vice Presidents to ensure a coordinated and cohesive institutional organization.~~

#### ~~D. Vice President of Information Technology~~

~~The Vice President of information technology is the chief information officer (CIO) for the College. The CIO provides technology vision and leadership for developing and implementing information technology initiatives that create and maintain leadership for Harper in a constantly changing arena. Also the CIO is directly responsible for the acquisition, support and introduction of technology encompassing a networked infrastructure that integrates voice, video and data. In addition the CIO ensures that technical services are provided, in support of the College's overall mission, in both the teaching/learning and administrative areas. Recommends and oversees the development and implementation of technology initiative and policies associated with the use of technology. Further, the CIO is the liaison with external agencies related to technology and information resources and as appropriate, represents the College to the community through involvement in community activities.~~

#### 11.01.07 Administrative Personnel

Administrators are employees whose responsibilities include:

- A. The authority to ~~recommend~~ **submit recommendations** with regard to hiring or ~~firing these~~ **terminating the employment of employees** reporting to them;
- B. The authority to make significant decisions in their area of responsibility; and
- C. The **supervision and** direction of the work of more than one full-time employee.

Normally, persons in administrative positions have responsibility for the development and administration of their area's budget.

~~The positions considered as administrative appointments are President, executive assistant to the President, all Vice Presidents, all deans, all directors, the controller and registrar.~~

## 11.01.09 Terms of Employment

Administrative appointments are to specific positions and service in any such position is at the ~~pleasure~~ **exclusive discretion** of the Board upon recommendation of the President of the College.

**In accordance with the Illinois Public Community College Act,** administrators do not ~~have~~ **accrue or retain** tenure. However, a person from the faculty assigned to an administrative position shall not ~~be deprived of~~ **forfeit** tenure or **service** credit accrued toward tenure, or the highest academic rank attained as a faculty member.

Administrators ~~have~~ **are issued** an employment contract and the terms of the contract shall be in writing and provided to the administrators.

## 11.01.01 Duties and Responsibilities

Administrators of the College are expected to:

- A. Plan, organize and administer the operation of their areas of responsibility efficiently in accordance with policies and regulations set by the Board of Trustees;
- B. Demonstrate initiative and good judgment within the limits of their authority;
- C. Keep abreast of changes related to their functions and to adopt those innovations that lead to improvement of the College;
- D. Efficiently staff their units in accordance with the organizational structure;
- E. Foster the development, retention, and morale of personnel in their areas and to maintain an effective channel of communication with their superiors and subordinates;
- F. Promote coordinated effort in the administration of the College by cooperating and coordinating with other administrators and staff;
- G. Relate effectively to faculty, students, community and other educational institutions, effectively interpreting College policies and programs;

- H. Recommend the budget for their area and administer the budget approved by the Board;
- I. Serve on committees and councils as ~~directed by their supervisors~~ **appropriate** and attend appropriate professional meetings; and
- J. Perform other appropriate duties assigned or delegated by their supervisors.

The specific duties of administrators shall be defined in their respective job descriptions.

#### 11.01.13 Administrative Rank and Promotion

Administrative rank will be granted to administrators. The same criteria will be applied as for the teaching faculty except that administrators may substitute successful college administrative experience for college teaching experience.

Administrators who believe they are eligible for promotion in rank may inquire through their supervisors if they are being considered for promotion. If not, an administrator may initiate his own recommendation for promotion by submitting it to the appropriate Vice President.

#### 11.01.15 Administrative Classification and Promotion

The administrative classification program sets forth salary levels and ranges for each administrative position and includes job descriptions for each position.

Administrators who believe they are eligible for promotion in level may inquire through their supervisors if they are being considered for promotion. If not, an administrator may initiate his own recommendation for promotion by submitting it to the appropriate Vice President.

11.01.17 Administrative Evaluation

An administrator's performance ~~are to~~ **will** be evaluated annually in accordance with an administrative evaluation system approved by the College President.

11.01.19 Employment Outside of the College

Administrators are not to engage in a regular business or be regularly employed for remuneration by other agencies during their contractual period of full-time service to the College except with the written approval of the President of the College.

11.01.21 Developmental Leave

The College may grant, upon recommendation of the President, a developmental leave to eligible administrators provided that in the judgment of the Board, such a leave will be of benefit to the College, and the individual's absence will not adversely affect either the budget or operational efficiency of the College.

11.01.23 Administrative Salary and Benefits Program

The President and Vice Presidents in consultation with administrative representatives will review the administrative salary and benefits program on an annual basis and may recommend changes to the Board of Trustees for approval. The benefits program will be part of the Administrative Employment Contract.

11.01.25 Early Retirement Program

An early retirement program may be made available to administrators. The conditions for eligibility and participation in the program will be part of the Administrative Employment Contract.

## 11.01.27 Termination

An administrator's employment may be terminated **or the administrator not re-appointed** by:

- A. Mutual agreement of the parties;
- B. Retirement or resignation of the administrator;
- C. Death, or ~~total~~ mental or physical disability of the administrator which renders the employee unable to perform his **essential job** duties **with or without reasonable accommodations**;
- D. A decision by the Board that financial exigency of the College requires a reduction in staff or in programs; or
- E. An unsatisfactory **performance** rating of the employee made prior to the start of the contract year on the official administrative evaluation instrument, together with the recommendation of the President.
- F. **For cause, including, but not limited to, violation of College policy, rules or regulations or commission of any unlawful act or other inappropriate or unprofessional conduct.**

The conditions for termination shall be part of the Administrative Employment Contract.

## TABLE OF CONTENTS

11.02.00	FACULTY
11.02.01	Full-Time Faculty
11.02.03	Terms of Employment and Qualifications
11.02.05	English Proficiency Requirement
11.02.07	Duties and Responsibilities
11.02.09	Faculty Evaluation
11.02.11	Promotion
11.02.13	Employment Outside of the College
11.02.15	Collective Bargaining
11.02.17	Faculty Handbook
11.02.19	Adjunct Faculty

## 11.02.00 FACULTY

## 11.02.01 Full-Time Faculty

Full-time faculty members are employees with academic rank whose primary duties are the direct instruction and counseling of students, or who have learning resource service responsibilities connected with instruction.

Full-time faculty are faculty members who have a workload of 24 contact hours or more per academic year, or equivalent workload.

## 11.02.03 Terms of Employment and Qualifications

Faculty members must meet minimum qualifications for teaching at Harper College. A statement of teaching credentials shall be prepared jointly by the administration and the Faculty Senate for the purpose of establishing minimum guidelines for teaching qualifications. The statement of teaching credentials is contained in the Statement of Faculty Credentials.

After recommendation of full-time faculty appointment by the College President, the Board of Trustees has final approval of all full-time faculty appointments.

Tenured faculty members ~~have~~ **maintain** continuous employment and need not be given annual employment agreements, except as ~~deemed desirable from time to time~~ **the College deems necessary or desirable in specific situations**. Written employment agreements specifying the terms and conditions of employment will be tendered to all other faculty members the College proposes to employ, said agreements to be executed prior to the effective date of employment.

## 11.02.05 English Proficiency Requirement

The Board of Trustees declares its intention to comply with the statute (Illinois **Compiled Revised Statutes, Ch. 122, par. 103.29.2 110 (ILCS) 805/3-29.2**) which requires the College to establish a program to assess the English language proficiency of all persons providing classroom instruction to students, and to ensure that the English language is used in the instruction of students except those enrolled in foreign language courses. Procedures for the implementation of this Policy are published in the Faculty Handbook.



#### 11.02.07 Duties and Responsibilities

The general duties and responsibilities of each faculty member are:

- A. To operate within the framework of College policies, procedures, and practices;
- B. To represent the College creditably on all occasions;
- C. To improve continually his/**her** education and experience;
- D. To devote **his/her** best efforts to the educational program of Harper College; and
- E. To fulfill the terms of his/**her** contract.

#### 11.02.09 Faculty Evaluation

Harper College is committed to the development of a superior faculty who aspire to high levels of excellence in instruction and service to the students, the College and the community, and their profession. Harper College shall, therefore, continuously and systematically seek evidence of a faculty member's effectiveness in the attainment of excellence. In order to encourage such excellence, a performance evaluation system is essential.

The faculty evaluation process is delineated in the Faculty Handbook.

#### 11.02.11 Promotion

Final approval of promotions is made by the Board of Trustees either by collective bargaining agreement or by a system of promotion described as follows:

The system for promotion in academic rank is based upon the recommendation of faculty and administrative staff with approval of the President and Board of Trustees.

The following criteria shall be used in determining promotions:

- A. Mastery of subject matter;
- B. Effectiveness in teaching and professional service responsibilities;
- C. Scholarly ability; and
- D. Effectiveness of College Service.

The procedures for promotion are delineated in the Faculty Handbook.

#### 11.02.13 Employment Outside of the College

No full-time faculty member(s) employed by the College during the term stated in their contract shall undertake, contract for or accept anything of value in return for research or consulting services to any other parties (including agencies that have a professional relationship to the College) unless said faculty member (a) estimates time to be spent on such endeavor and requests and receives prior written approval of the President or his designee; and (b) submits to the President or his designee an annual statement of the time spent on such endeavor. No faculty member employed by the College shall engage in any other regular business or employment for remuneration unless said faculty member secures the approval of the President of the College.

#### 11.02.15 Collective Bargaining

The Board recognizes the Faculty Senate as the bargaining representative of **the College** faculty members and agrees to enter into **exclusive** agreements with the Senate to provide for an appropriate salary schedule, fringe benefits, an orderly and expeditious grievance procedure, and certain conditions of employment of faculty members.

All matters agreed upon between the Board of Trustees and the Faculty Senate are contained in the written agreement executed by the parties. The ~~group embraced~~ **employee covered** by such **the collective bargaining** agreement are full-time faculty members (including department chair and coordinators) as defined in ~~Section 5.2.1~~ **11.02.01**. This group does not include adjunct faculty members.

## 11.02.17 Faculty Handbook

A Faculty Handbook containing pertinent information, procedures, rules and regulations will be provided to all full-time faculty.

## 11.02.19 Adjunct Faculty

Adjunct faculty are part-time faculty who have a work load of less than 24 contact hours or equivalent work load per academic year, i.e. fall and spring semesters.

Appointment as an adjunct faculty member is covered by a letter of intent and subject to the following conditions:

- A. Adjunct faculty members have the title of "Lecturer," which does not carry academic rank.
- B. Employment as an adjunct faculty member at Harper College shall not count toward completion of the probationary period for consideration of tenure.
- C. The appointment ~~places~~ **imposes** no obligation on the College for renewal **or re-appointment of the adjunct faculty member** or to specify cause for non-renewal **or non-reappointment** and does not create a right to full-time employment.
- D. Adjunct faculty members will be compensated on a separate schedule as determined by the Board of Trustees. In certain areas requiring special qualifications, exceptions to the schedule of compensation may be made by the Board on recommendation of the Vice President of Academic Affairs.
- E. Adjunct faculty members will be given a written statement of conditions and the period of their appointment.

An Adjunct Faculty Handbook containing pertinent information, procedures, rules and regulations will be provided to all adjunct faculty members.

## TABLE OF CONTENTS

## 11.03.00 PROFESSIONAL-TECHNICAL EMPLOYEES

11.03.01 Definition

11.03.03 Qualifications

11.03.05 Duties and Responsibilities

11.03.07 Collective Bargaining

## 11.03.00 PROFESSIONAL-TECHNICAL EMPLOYEES

## 11.03.01 Definition

Professional-technical employees are employees ~~whose job titles are in the job titles~~ listed in the ~~Consent Representation Agreement~~ between the Board of Trustees and the ~~Faculty Senate~~ approved by the ~~Illinois Educational Labor Relations Board~~ **Professional/Technical Union**.

Professional-technical employees are personnel who are regularly employed 19 hours per week or more and 32 weeks per year or more. Specific ~~classifications~~ **job titles** are identified in the written agreement between the Union and the College.

## 11.03.03 Qualifications

A professional-technical employee must meet the minimum qualifications for a particular job ~~classification~~ **titles**. The Administration reserves the right to waive minimum standards if it will best serve the interests of the College. Such waiver shall be non-precedential.

## 11.03.05 Duties and Responsibilities

The duties and responsibilities of professional-technical employees are determined by the particular requirements of the position. These requirements shall be defined in the job descriptions provided by the ~~personnel~~ **Human Resources** department. The ~~personnel~~ **Human Resources** department and the appropriate supervisor shall be responsible for informing and orienting professional-technical employees regarding their job duties and responsibilities.

## 11.03.07 Collective Bargaining

The Board of Trustees recognizes the **Professional/Technical Union, a Chapter of the Faculty Senate Cook County College Teachers Union, Local 1600, AFT**, as the **exclusive** bargaining representative for professional-technical employees.

## TABLE OF CONTENTS

11.05.00	CLASSIFIED EMPLOYEES
11.05.01	Classified Employees
11.05.03	Duties and Responsibilities
11.05.05	Terms of Employment and Qualifications
11.05.07	Evaluation
11.05.09	Promotion
11.05.11	Reclassification
11.05.13	Grievance
11.05.15	Salary Program
11.05.17	Reduction in Force
11.05.19	Retirement
11.05.21	Termination
<del>11.05.23</del>	<del>Classified Employee Council</del>
11.05.25	Classified Employee Procedure Manual

## 11.05.00 CLASSIFIED EMPLOYEES

### 11.05.01 Classified Employees

Classified employees are non-instructional personnel, excluding administrators, who perform support functions for the College.

### 11.05.03 Duties and Responsibilities

The duties and responsibilities of classified employees are determined by the particular requirements of the position. These requirements shall be defined in the job descriptions provided by the Human Resources department. The Human Resources department and the appropriate supervisor shall be responsible for informing and orienting classified employees regarding their job duties and responsibilities.

### 11.05.05 Terms of Employment and Qualifications

An employee must meet the minimum standards for a particular job classification. The administration reserves the right to waive minimum standards if it will best serve the interests of the College. Such waiver shall be non-precedential.

Probationary periods shall be established for all classified employees.

### 11.05.07 Evaluation

Harper College is committed to the development of an employee's abilities and potential, and his well-being as a productive member of the organization.

The College, therefore, continuously and systematically seeks evidence of an employee's effectiveness through an appropriate system of performance evaluation. The evaluation should serve to enhance the employee's productivity and provide him with a sense of direction in his career aspirations within the organization. The evaluation may also serve as a guide for administrative decisions on changes in conditions of employment.

## 11.05.09 Promotion

Promotion or transfer from one position to another shall be based on ability, performance, service, and the needs of the College.

## 11.05.11 Reclassification

Reclassification is permitted based on findings and the recommendations by appropriate administrative personnel and approval by ~~a~~ Vice the President.

## 11.05.13 Grievance

A grievance procedure shall be made available to an employee or a group of employees. The procedure shall be outlined in the Classified Employees Procedure Manual.

## 11.05.15 Salary Program

The administration shall annually conduct a review of the salary program based on the needs of the College and the prevailing salaries in the local employment area.

Revisions to salary programs are approved by the Board of Trustees upon the recommendation of the President.

## 11.05.17 Reduction in Force

The Board of Trustees may terminate employment in the event the Board determines that reduction in staff is necessary.

## 11.05.19 Retirement

Under the State University Retirement System (SURS) provision, an employee may elect early retirement beginning at age 55. Group insurance shall be made available to early retirees as provided for in the group insurance contract.



11.05.21 Termination

The ~~causes and the~~ procedure for termination of employment shall be delineated in the Classified Employee Procedure Manual.

~~11.05.23 Classified Employee Council~~

~~The Board recognizes the Classified Employee Council as a group elected to promote the well-being of the classified employees and to represent and assist these employees relative to College policies, procedures, and personnel matters. The Classified Employee Council may make recommendations through the director of personnel on matters affecting classified employees.~~

11.05.25 Classified Employee Procedure Manual

The administrative practices and procedures, which pertain to classified personnel during their employment at Harper College, are contained in the Classified Employee Procedure Manual. Substantial changes to the Classified Employee Procedure Manual shall be approved by the Board.

## TABLE OF CONTENTS

## 11.07.00 SERVICE EMPLOYEES

11.07.01 Definition

11.07.03 Duties and Responsibilities

11.07.05 Qualifications

11.07.07 Collective Bargaining

11.07.09 ~~Terms of Collective Bargaining Agreement~~

## 11.07.00 SERVICE EMPLOYEES

## 11.07.01 Definition

Service employees are defined as those employees in the following classifications: ~~Custodians, Warehouse/Driver, Groundskeeper, Maintenance Helper, Painter, Utilities Operator, Equipment Mechanic, Maintenance Mechanic, and Heating, Ventilating and Air Conditioning (HVAC) Operator.~~ **employees in the job classifications listed in the Collective Bargaining Agreement between the Board of Trustees and the Harper 512 Association.**

## 11.07.03 Duties and Responsibilities

The duties and responsibilities of service employees are determined by the particular requirements of the position. These requirements shall be defined in the job descriptions provided by the ~~personnel~~ **Human Resources** department. The ~~personnel~~ **Human Resources** department and the appropriate supervisor shall be responsible for informing and orienting service employees regarding their job duties and responsibilities.

## 11.07.05 Qualifications

A service employee must meet the minimum standards for a particular job classification. The administration reserves the right to waive minimum standards if it will best serve the interest of the College. Such waiver shall be non-precedential.

## 11.07.07 Collective Bargaining

The Board recognizes the Harper 512 Association, Illinois Education Association/National Education Association (IEA/NEA), as the collective bargaining representative for the group of employees as defined in ~~Section 6.5.4~~ **11.07.01**.

Where not otherwise mandated by statutes, the Board shall enter into an agreement with the union for the purpose of providing for the salary structure, fringe benefits, and other employment conditions of the employees, to promote the maximum productivity of such employees, to prevent interruptions of work and interference with the efficient operation of the College, and to provide an orderly and prompt method for handling and processing grievances.

11.07.09 Terms of Collective Bargaining Agreement

~~The specific provisions for salary structure, fringe benefits and other employment conditions of service employees are contained in the written agreement with the Harper 512 Association, IEA/NEA.~~

## TABLE OF CONTENTS

**11.09.00 SECURITY EMPLOYEES****11.09.01 Definition****11.09.03 Duties and Responsibilities****11.09.05 Qualifications****11.09.07 Collective Bargaining**

**11.09.00 SECURITY EMPLOYEES****11.09.01 Definition**

Security employees are employees in the job classifications listed in the Agreement between the Board of Trustees and the Illinois Council of Collective Bargaining Police and Sheriffs, Local 7, International Union of Police Associations, AFL/CIO.

**11.09.03 Duties and Responsibilities**

The duties and responsibilities of security employees are determined by the particular requirements of the position. These requirements shall be defined in the job descriptions provided by the Human Resources department. The Human Resources department and the appropriate supervisor shall be responsible for informing and orienting service employees regarding their job duties and responsibilities.

**11.09.05 Qualifications**

A security employee must meet the minimum standards for a particular job classification. The administration reserves the right to waive minimum standards if it will best serve the interest of the College. Such waiver shall be non-precedential.

**11.09.07 Collective Bargaining**

The Board recognizes the Illinois Council of Police and Sheriffs, Local 7, International Union of Police Associations, AFL/CIO, as the collective bargaining representative for the group of employees as defined in ~~Section 6-4-11.09.01.~~

The Board shall enter into an agreement with the union for the purpose of providing for the salary structure, fringe benefits, and other employment conditions of the employees, to promote the maximum productivity of such employees, to prevent interruptions of work and interference with the efficient operation of the College, and to provide an orderly and prompt method for handling and processing grievances.

## TABLE OF CONTENTS

## 11.11.00 GENERAL HUMAN RESOURCES POLICIES

- ~~11.11.01~~ ~~Health Requirements~~
- 11.11.03 Insurance Benefits
- 11.11.05 Vacation
- 11.11.07 Leaves of Absence
- 11.11.09 Fringe Benefits
- 11.11.11 Tuition Waiver
- 11.11.13 Tax Sheltered Annuities
- 11.11.15 Travel Accident Program
- ~~11.11.17~~ ~~Compulsory Retirement~~
- 11.11.19 Access to Personnel Records
- 11.11.21 Family and Medical Leave Policy
- 11.11.23 School Visitation Rights Policy
- 11.11.25 Hirings / Reports
- 11.11.27 Incentive Compensation

## 11.11.00 GENERAL HUMAN RESOURCES POLICIES

~~11.11.01 Health Requirements~~

~~College employment is contingent upon satisfactory results of a physical examination approved by the licensed College physician.~~

## 11.11.03 Insurance Benefits

The College desires to provide a program of insurance coverage for eligible employees. (The term "eligible" is defined in accordance with the respective employee's position.) Such a program may be continued indefinitely, but the Board **of Trustees** reserves the right to modify or change provisions if necessary, **consistent with any applicable limitations in collective bargaining agreements covering the College's eligible employees.**

## 11.11.05 Vacation

The College shall provide vacation from assigned College duties for eligible employees.

## 11.11.07 Leaves of Absence

Subject to its determination, the Board **of Trustees** may provide employees with a program of leaves of absence from assigned College duties.

## 11.11.09 Fringe Benefits

A program of fringe benefits shall be made available to groups of eligible employees.

It is the intent of the Board **of Trustees** to comply with appropriate federal statutes and regulations regarding non-discrimination in the provision of employee fringe benefits.

## 11.11.11 Tuition Waiver

A tuition waiver program shall be made available to eligible groups of employees. Criteria for the program are contained in employee contracts and pertinent handbooks and procedure manuals.

The participation of the employee, spouse, or child in any non-reimbursable course shall not permit such course to be conducted if it would otherwise be terminated for lack of sufficient enrollment. Tuition-free enrollment limits may be placed on selected courses.



#### 11.11.13 Tax Sheltered Annuities

Salary deductions for retirement annuity contracts (tax sheltered annuities) shall be available to all permanent full-time employees.

The College shall not assume the responsibility for determining whether individual employees who purchase annuities and may receive other tax-sheltered benefits have exceeded the ~~exclusion allowance~~ **maximum annual allowable deferred compensation amount** defined in the Internal Revenue Code. Employees who secure annuities or other tax sheltered benefits shall be required to execute agreements holding the College harmless from any demand or claim asserted by the Internal Revenue Service against the College for payment of income taxes, and interest or penalties ~~there on~~ **assessed by the Internal Revenue Service**, which are due on account of the failure of the employee to compute correctly the maximum ~~exclusion allowance~~ **annual allowable deferred compensation amount**.

#### 11.11.15 Travel Accident Program

A travel accident insurance program, renewed annually, shall be provided for employees and members of the Board of Trustees of Harper College required to travel on College business. The amount of the benefit is based on employee classification.

#### ~~11.11.17 Compulsory Retirement~~

~~All employees shall retire no later than the end of the fiscal year during which age 70 is attained.~~

#### 11.11.19 Access to Personnel Records

The Board of Trustees acknowledges that the maintenance, inspection and dissemination of personnel records must reflect an appropriate balance between the needs of the Board for administrative effectiveness, the employee's confidentiality and privacy, and third parties who have a legitimately verified interest in such information.

The Board of Trustees hereby states its intention to comply with the laws of Illinois concerning personnel records. All personnel records shall be maintained, inspected and disseminated in accordance with this Policy, ~~and~~ regulations for implementation of the Policy, **and any applicable collective bargaining agreement provisions**.

11.11.21 Family and Medical Leave Policy of William Rainey Harper College District 512

It is the policy of the Board of Trustees of William Rainey Harper College District 512 to comply with the provisions of the federal Family and Medical Leave Act of 1993 and the regulations promulgated thereunder. Employees are to be able to participate in early childrearing of their children and to care for family members with serious illness without being forced to choose between such family obligations and their job security. Accordingly, all eligible Harper employees shall be entitled to family and medical leave, on a gender-neutral basis, provided the leave is taken in accordance with the procedures established in the Administrative Services Procedure Manual.

11.11.23 School Visitation Rights Policy of William Rainey Harper College District 512

It is the policy of the Board of Trustees of William Rainey Harper College District 512 to comply with the provisions of the State of Illinois School Visitation Rights Act of 1993 and the regulations promulgated thereunder. Employees who are unable to meet with their children's educators due to a work conflict will be **otherwise** permitted to take unpaid leave during the school year to attend necessary education or behavioral conferences at the school their children attend. Accordingly, all eligible Harper College employees shall be entitled to the **leave provided under the** School Visitation Rights Act, provided the leave is taken in accordance with the procedures established in the Administrative Services Procedure Manual.

11.11.25 Hirings / Reports

The President will recommend all new hires to the Board **of Trustees** for approval. The President can authorize **the hiring of the employee**, with the exception of **new** administrators and faculty, ~~the hire~~ pending the Board of Trustees approval at the next regularly scheduled meeting.

New positions approved and budgeted for by the Board will be added to the organizational chart. ~~The new positions must have Board approval prior to adoption of the budget for that year. At the time of the request for approval by the Board, the anticipated date of employment will be provided.~~

The President will provide the Board **of Trustees** with a listing of the number of permanent employees, by employee group and administrative unit, two times a year – in July and in January.

11.11.27 Incentive Compensation

The Board **of Trustees** supports the concept of incentive compensation for employees when deemed appropriate by the President. Incentive compensation shall be governed by written plan(s) approved by the President. The **recommendations for** incentive compensation will be presented to the Board **of Trustees** before ~~it is paid~~ **payment**.

~~New positions approved and budgeted for by the Board will be added to the organizational chart. The new positions must have Board approval prior to adoption of the budget for that year. At the time of the request for approval by the Board, the anticipated date of employment will be provided.~~

~~The President will provide the Board with a listing of the number of permanent employees, by employee group and administrative unit, two times a year – in October and in February.~~

## TABLE OF CONTENTS

13.00.00	GENERAL POLICIES
13.01.00	Code of Ethics
13.03.00	Statement of Economic Interest
13.05.00	Gift Ban Policy
13.07.00	Sexual Harassment
13.09.00	Sexual Offenses
13.11.00	College Personnel Rights and Responsibilities in College-Supported Inventions and Materials
13.13.00	Freedom of Information
13.15.00	Use of Drug and Alcohol
13.15.01	Drug and Alcohol Abuse Policy
13.15.03	Delivery of Alcoholic Beverages
13.17.00	Chronic Communicable Diseases
13.17.01	Students
13.17.03	Employees
13.19.00	Trespass on the Grounds and Premises of Harper College
13.21.00	Smoking Policy
13.23.00	Environmental Health
13.25.00	Workplace Violence
13.27.00	Harper College Educational Foundation
13.29.00	Friends of Harper
13.31.00	Media Industry Access
13.33.00	College Colors and Mascot
13.35.00	Speaker's Policy
13.35.01	Speaker on Campus
13.35.03	Political Events on Campus

- 13.37.00 Campus Security Act Policy
- 13.39.00 Planning Policy
- 13.41.00 Waste Reduction
- 13.43.00 Abused and Neglected Child Reporting Act
- 13.45.00 Equal Employment Opportunity and Affirmative Action

## 13.01.00 Code of Ethics

Honesty, integrity and caring are essential qualities of an educational institution, and the concern for values and ethics is important to the whole educational experience. Individual students, faculty and staff members, as well as the College's formal organizations, must assume responsibility for these qualities. It is the declared policy of William Rainey Harper College that the Board of Trustees and its employees should exercise their judgment and perform their duties in the best interests of the College. Board members and employees of the College are required at all times to perform their duties in such a manner that they present a proper and ethical image to the community and avoid even the appearance of impropriety. To this end and to assure that personnel positions in the College will not be used for improper personal or private gain, the Board of Trustees requires that its actions and the actions of its employees be consistent with College policy and procedures.

Nothing in this policy shall in any way restrict the application of or take precedence over any state statute or common law provision with respect to conflict of interest, malfeasance, misfeasance, or nonfeasance in office.

In the best interests of the College, all Board members and employees shall adhere to reasonable ethical standards, including the following principles:

## A. Board Members and Employees

1. No Board of Trustee member or employee shall use or permit to be used College equipment, materials, services, or other property for personal convenience, benefit, or profit.
2. No Board of Trustee member or employee shall influence or seek to influence or participate in the purchase of products, services, letting of contracts or other transactions of the College when such influence or participation may result in personal gain.
3. No Board of Trustee member or employee shall practice dishonest or demeaning behavior.

## B. Board Members

No Board of Trustee member shall be interested directly or indirectly in any contract, work or business of the College except as permitted by law.

~~C. Employees~~

~~The first responsibility of all College employees is to fulfill the terms of their contracts or employment obligations with the College as to duties, responsibilities or hours worked. No employee may obligate himself or herself for additional services inside or outside the College if such obligations would interfere with fulfilling his or her responsibilities to the College.~~

## 13.03.00 STATEMENT OF ECONOMIC INTEREST

~~By May 1 of each year, members of the Board of Trustees and College employees who meet the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interest with the county clerk in the county in which the individual resides, unless within the preceding calendar year such employee or Board member has filed such statement in relation to the same unit of government in conjunction with an initial appointment or qualification for election to such position.~~

~~If a Board member or an employee who is required to do so fails to file such statements by May 1, is notified by the county clerk of the failure to file and fails to do so by May 15 of such year, late filing fees of \$15 and any penalties incurred, at the rate of \$100 per day from May 16 to the date of filing, shall be paid by the Board member or employee and not by the College.~~

~~Any Board member or employee who fails to file such statement by May 31 of any year for which such statement is required shall forfeit the office or position of employment; except that if the county clerk failed to issue timely notice of failure to file in which case no forfeiture shall result if a statement is filed within 30 days of actual notice of failure to file. The filing of a false or incomplete statement is a Class A misdemeanor.~~

**Unless exempted by law, members of the Board of Trustees and College employees who meet the filing requirements of the Illinois Governmental Ethics Act shall file a Statement of Economic Interests with the Cook County Clerk by May 1 of each year.**

**If a Board of Trustee ember or employee who is required to do so fails to file within the time required by law, any fines because of that failure shall be paid by the Board of Trustee member or employee and not by the College.**

## 13.05.00 GIFT BAN POLICY

## A. Definitions.

As used in this Policy:

1. "Employee" means all full-time, part-time, and contractual employees, and appointed and elected members of the Board of Trustees.
2. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an employee or officer of the College.
3. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) organized and operated primarily for the purposes of directly or indirectly accepting contributions or making expenditures, or both, or the function of influencing or attempting to influence the selection, nomination, election, or appointment of any individual to any office of the College. The term includes the making of expenditures relating to an office described in the preceding sentence that, if incurred by the individual, would be allowed as a federal income tax deduction for trade or business expenses.
4. "Prohibited source" means any person or entity who:
  - a) is seeking official action (i) by the College, or (ii) in the case of an employee, by the employee or by the College or another College employee directing the employee;
  - (b) does business or seeks to do business (i) with the College, or (ii) in the case of an employee, with the employee or with another College employee directing the employee;
  - (c) conducts activities regulated (i) by the College, or (ii) in the case of an employee, by the employee or by another College employee directing the employee;
  - (d) has interests that may be substantially affected by the performance or non-performance of the official duties of the College or College employee; or
  - (e) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act.

## B. Gift ban.

Except as otherwise provided in this policy, no employee shall solicit or accept any gift from any prohibited source or in violation of any federal or state statute, rule, or regulation. This ban applies to and includes spouses of and immediate family living with the employee. No prohibited source shall offer or make a gift that violates this Section.

## C. Exceptions.

The restriction in ~~Section 7.3(B)~~ **13.05.00 B** does not apply to the following:



1. Anything for which the employee pays the market value or anything not used and promptly disposed of as provided in ~~Section 7.3(E)~~ **13.05.00.E**.
2. A contribution, as defined in Article 9 of the Election Code that is lawfully made under that Act or attendance at a fund-raising event sponsored by a political organization.
3. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
4. Anything provided by an individual on the basis of a personal friendship unless the employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the employee and not because of the personal friendship.

In determining whether a gift is provided on the basis of personal friendship, the employee shall consider the circumstances under which the gift was offered, such as:

- (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
  - (b) whether to the actual knowledge of the employee, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
  - (c) whether to the actual knowledge of the employee, the individual who gave the gift also at the same time gave the same or similar gifts to other employees.
5. A commercially reasonable loan evidenced in writing with repayment due by a date certain made in the ordinary course of the lender's business.
  6. A contribution or other payments to a legal defense fund established for the benefit of an employee that is otherwise lawfully made.
  7. Intra-office and inter-office gifts. For the purpose of this Act, "intra-office gifts" means any gift given to an employee of the College from another employee of the College.
  8. Food, refreshments, lodging, transportation, and other benefits:
    - (a) resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the employee, as an office holder or employee) of the employee, or the spouse of the employee, if the benefits have not been offered or enhanced because of the official position or employment of the employee and are customarily provided to others in similar circumstances;
    - (b) customarily provided by a prospective employer in connection with bona fide

employment discussions; or

- (c) provided by a political organization in connection with a fund-raising or campaign event sponsored by that organization.
9. Pension and other benefits resulting from continued participation in an employee welfare and benefits plan maintained by a former employer.
  10. Informational materials that are sent to the office of the employee in the form of books, articles, periodicals, other written materials, audiotapes, videotapes, or other forms of communication.
  11. Awards or prizes that are given to competitors in contests or events open to the public, including random drawings.
  12. Honorary degrees (and associated travel, food, refreshments, and entertainment provided in the presentation of degrees and awards).
  13. Training (including food and refreshments furnished to all attendees as an integral part of the training) provided to an employee if the training is in the interest of the governmental entity.
  14. Educational missions, including meetings with government officials either foreign or domestic, intended to educate public officials on matters of public policy, to which the employee may be invited to participate along with other federal, state, or local public officials and community leaders.
  15. Bequests, inheritances, and other transfers at death.
  16. Anything that is paid for by the federal governmental, the state, or a governmental entity, or secured by the government or governmental entity under a government contract.
  17. A gift of personal hospitality of an individual other than a registered lobbyist or agent of a foreign principal, including hospitality extended for a non-business purpose by an individual, not a corporation or organization, at the personal residence of that individual or the individual's family or on property or facilities owned by that individual or the individual's family.
  18. Free attendance at a widely attended event permitted under ~~Section 7.3(D)~~ **13.00.00. D.**
  19. Opportunities and benefits that are:
    - (a) available to the public or to a class consisting of all employees whether or not restricted on the basis of geographic consideration;
    - (b) offered to members of a group or class in which membership is unrelated to employment or official position;
    - (c) offered to members of an organization such as an employee's association or credit union, in which membership is related to employment or official position and similar opportunities are available to large segments of the public through organizations of similar size;

- (d) offered to any group or class that is not defined in a matter that specifically discriminates among governmental employees on the basis of branch of government or type of responsibility, or on a basis that favors those of higher rank or rate of pay;
  - (e) in the form of loans from banks and other financial institutions on terms generally available to the public; or
  - (f) in the form of reduced membership or other fees for participation in organization activities offered to all government employees by professional organizations if the only restrictions on membership relate to professional qualifications.
20. A plaque, trophy, or other item that is substantially commemorative in nature and that is extended for presentation.
21. Golf or tennis.
22. Food or refreshments of nominal value.
23. Catered food or refreshments.
24. Meals or beverages consumed on the premises from which they were purchased.
25. Donations of products from an Illinois company that are intended primarily for promotional purposes, such as display or free distribution, and are of minimal value to any individual recipient.
26. An item of nominal value such as a greeting card, baseball cap, or T-shirt.
- D. Attendance at events.
- 1. An employee may accept an offer of free attendance at a widely attended convention, conference, symposium, forum, panel discussions, dinner, viewing, reception, or similar event, provided by the sponsor of the event, if:
    - (a) the employee participates in the event as a speaker or a panel participant, by presenting information related to a government, or by performing a ceremonial function appropriate to the member's, officer's, or employee's official position or employment; or
    - (b) attendance at the event is appropriate to the performance of civic affairs in Illinois or the official duties or representative function of the member, officer or employee.
  - 2. An employee who attends an event described in subsection (1) may accept a sponsor's unsolicited offer of free attendance at the event for an accompanying individual.
  - 3. An employee, or the spouse or dependent thereof, may accept a sponsor's unsolicited offer of free attendance at a charity event, except that reimbursement for transportation and lodging may not be accepted in connection with the event.

4. For purposes of this Section, the term "free attendance" may include waiver of all or part of a conference or other fee, the provision of transportation, or the provision of food, refreshments, entertainment, and instructional materials furnished to all attendees as an integral part of the event. The term does not include entertainment collateral to the event, nor does it include food or refreshments taken other than in a group setting with all or substantially all other attendees, except as authorized under subsection (21) of ~~Section 7.3(C)~~ **13.05.00.C**.

E. Disposition of gifts.

The recipient of a gift that is given in violation of this policy may, at his or her discretion, return the item to the donor or give the item or an amount equal to its value to an appropriate charity.

F. Reimbursement.

1. A reimbursement (including payment in kind) to an employee from a private source other than a registered lobbyist or agent of a foreign principal for necessary transportation, lodging, and related expenses for travel to a meeting, speaking engagement, fact finding trip, or similar event in connection with the duties of the employee, as an office holder or employee shall be deemed to be a reimbursement to the governmental entity and not a gift prohibited by this policy if the employee:
  - (a) discloses the expenses reimbursed or to be reimbursed and the authorization to the Community College Board, within 30 days after the travel is completed; and
  - (b) in the case of an employee, who is salaried, receives advance authorization, from the other employee under whose direct supervision the employee works to accept reimbursement.
2. For purposes of subsection (1), events, the activities of which are substantially recreational in nature, shall not be considered to be in connection with the duties of an employee as an office holder or employee.
3. Each advance authorization to accept reimbursement shall be signed by the other employee under whose direct supervision the employee works and shall include:
  - (a) the name of the employee;
  - (b) the name of the person who will make the reimbursement;
  - (c) the time, place, and purpose of the travel; and
  - (d) a determination that the travel is in connection with the duties of the employee as an employee and would not create the appearance that the employee is using public employment for private gain.
4. Each disclosure made under subsection (1) of expenses reimbursed or to be reimbursed shall be signed by the other employee under whose direct supervision the employee works (in the case of travel by an employee) and shall include:

- (a) a good faith estimate of total transportation expenses reimbursed or to be reimbursed;
- (b) a good faith estimate of total lodging expenses reimbursed or to be reimbursed;
- (c) a good faith estimate of total meal expenses reimbursed or to be reimbursed;
- (d) a good faith estimate of the total of other expenses reimbursed or to be reimbursed; and
- (e) a determination that all those expenses are necessary transportation, lodging, and related expenses.

G. Ethics Officer.

The President of the College shall designate an employee to serve as the Ethics Officer for the College. The Ethics Officer shall:

1. review statements of economic interest and disclosure forms of employees before they are filed with the County Clerk; and
2. provide guidance to employees in the interpretation and implementation of this policy.

H. Complaint procedure.

Complaints alleging the violation of this Policy should be filed with the Legislative Ethics Commission.

13.07.00 SEXUAL HARASSMENT

**Sexual harassment is illegal and violates state and federal laws.** It is the policy of Harper College that no staff member or student shall be subject to sexual harassment.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- B. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive education or employment environment.

Individuals ~~engaging in such prohibited activity~~ **who are found to have violated this policy** shall be subject to disciplinary action up to and including termination **and/or expulsion** from this institution as determined by such administrative or Board action as is required by Illinois law or by Board policy. **Individuals who retaliate against any employee for filing a complaint or participate in a sexual harassment investigation shall also be subject to disciplinary action.**

This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the College community (i.e., supervisor-subordinate, faculty-student, **student-student**, employee-peer).

Procedures to implement this policy and process for determining violations to this policy will be published in the Administrative Services Procedure Manual (~~personnel section~~) and the Student Handbook/Date book.

### 13.09.00 SEXUAL OFFENSES

Harper College is committed to providing a safe environment for its students, free of harassment, coercion and violence. Moreover, Harper College recognizes that it is a part of a large community and is obligated to uphold the laws of that community. Although the College policies and procedures and the laws of the community may overlap, they also function independently from one another.

It is illegal and against the policy of Harper College for any student, employee or other person to commit the offense of stalking (when such person transmits a threat with intent to place the victim in reasonable apprehension of sexual assault), sexual assault, aggravated sexual assault, sexual abuse, aggravated sexual abuse, as defined in the Illinois Criminal Code of 1961, 720 ILCS 5/12-7.3, 12-13 through 12-16, against any person while on the Harper College campus, at a College activity or off campus if there is a direct relationship between the sexual offense and the College. Such illegal and prohibited activities include, but are not limited to sex offenses which are commonly called date rape or acquaintance rape, or which may involve unwanted touching or fondling, whether forcible or non-forcible.

In conformance with these Acts, the President of the College shall establish a program and rules to implement this policy. The rules will be delineated in the Administrative Services Procedures Manual, ~~the Academic Affairs Procedure Manual~~, and in the Student Affairs ~~Manual~~ **Handbook/Datebook** and other appropriate publications.

### 13.11.00 COLLEGE PERSONNEL RIGHTS AND RESPONSIBILITIES IN COLLEGE-SUPPORTED INVENTIONS AND MATERIALS

It is the policy of Harper College to encourage creativity and increased productivity among its personnel, as well as the use of improved communication techniques in their instructional activities. A number of College-supported services and programs assist College personnel in the development and improvement of the College's methods of operation and instruction.

The policy and procedures governing College personnel rights and responsibilities in College-supported inventions and materials shall be delineated in the Faculty Procedure Manual and the Copyrights and Patents Manual. The administration of policy and procedures will be vested in the College Committee on Copyrights and Patents. The purpose of the committee is (1) to clarify and protect the respective rights and responsibilities of individual College personnel and Harper College in the light of encouraging the development of improved educational materials by College personnel, and (2) to develop between Harper College and its personnel an understanding of the policies and procedures which will govern the determination of the ownership, equity, and use of all inventions and materials, whether instructional or non-instructional, originating with College personnel.

### 13.13.00 FREEDOM OF INFORMATION

The Board of Trustees of Harper College acknowledges that the inspection and dissemination of public records must reflect an appropriate balance between the needs of the Board for administrative effectiveness and confidentiality, the protection of the privacy of individuals and the legitimate interests of the public in receiving public information.

The College therefore complies with the provisions of the Illinois Freedom of Information Act. Information concerning Harper College, and the records of such entity, shall be displayed, and lists of records shall be maintained, as required by the Act. Public records of the entity shall be available for inspection and copying. Compliance with the Act shall be effected in accordance with this policy, and regulations for implementation of this policy, which shall be issued by the College President. **All requests for documents under the Freedom of Information Act should be filed with the Vice President of Administrative Services. Appeals shall be filed with the President.**

## 13.15.00 USE OF DRUG AND ALCOHOL

## 13.15.01 Drug and Alcohol Abuse Policy

It is the policy of William Rainey Harper College to provide a drug and alcohol free environment and work place as defined by the Drug Free Workplace Act of 1988 (~~Public Law 100-690~~ **41 U.S.C s701 et. seq.**) and the **Safe and Drug Free Schools and Communities Act of 1989** (~~Public Law 101-226~~) **1994, 20 U.S.C s 7101 et. seq.**

William Rainey Harper College prohibits the unlawful possession, use, distribution, dispensing and manufacture of illicit drugs and alcohol by students and employees on its property or as part of any College activity. **Any employee or student who violates this policy may be subject to disciplinary action, including termination or expulsion from the institution.**

In conformance with these Acts, the President of the College shall establish a program and rules to implement this policy. The rules will be delineated in the Administrative Services Procedures Manual, the Academic Affairs Procedure Manual, and in the Student ~~Affairs Manual~~ **Handbook/Datebook** and other appropriate publications.

## 13.15.03 Delivery of Alcoholic Beverages

The Board has established a policy to regulate the delivery of alcoholic beverages in all College centers or conference facilities in connection with cultural, political or educational activities. This policy is pursuant to Section ~~6-15~~ **5/6-15** of the Liquor Control Act (Illinois ~~Revised~~ **Compiled** Statutes, ~~Ch. 43,~~ ~~par. 130~~ **235 ILCS 5/1-1, et. Seq.**).

As a general policy, alcoholic beverages are not served on College premises. Upon specific authorization by the President, exceptions to the general policy may be made in accordance with the provisions set forth in and maintained by the food service area. The Board authorizes and directs the President or his designee to implement such provisions.



## 13.17.00 CHRONIC COMMUNICABLE DISEASES

## 13.17.01 Students

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may attend the College and participate in programs and activities whenever, ~~through~~ **after** reasonable accommodation, there is no ~~significant~~ **substantial** risk of transmission of the disease to others.

A student who has a chronic communicable disease or who is a carrier of a chronic communicable disease may be denied admission to, or may be dismissed from, a particular program or course of study ~~whenever~~ **only when** such chronic communicable disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study, **or materially alters the fundamental course or program.**

No other person who has a chronic communicable disease or who is a carrier of a chronic communicable disease shall be denied the use of College facilities or services whenever, ~~through~~ **after** reasonable accommodation, there is no ~~significant~~ **substantial** risk of transmission of the disease to others.

The President shall establish rules and regulations that are designed to implement this policy **consistent with state and federal laws.**

## 13.17.03 Employees

An employee with a chronic communicable disease or who is a carrier of a chronic communicable disease shall be permitted to retain his/her position whenever, ~~through~~ **after** reasonable accommodation, there is no ~~significant~~ **substantial** risk of transmission of the disease to others **and provided the employee is able to perform the position's essential functions.** An employee who cannot retain his/her position shall remain subject to the Board's employment policies, including but not limited to sick leave, physical examinations, temporary and permanent disability and termination. **The employee's medical records shall be held in strictest confidences**

The President shall establish rules and regulations designed to implement this policy **consistent with state and federal laws.**

### 13.19.00 TRESPASS ON THE GROUNDS AND PREMISES OF HARPER COLLEGE

Harper College owns, controls and occupies a parcel of property in Cook County, and has substantial investment in said property.

It is therefore necessary for the safety, health and welfare of the public using the College premises and facilities, and for the protection of the grounds, ways, improvements and buildings on the premises, that the activities and conduct of persons be regulated and vehicles be controlled.

To ensure such control, administrative policies, procedures, rules and regulations governing campus grounds and premises shall be published in the Administrative Services Procedure Manual.

### 13.21.00 SMOKING POLICY

It is the policy of William Rainey Harper College to maintain a smoke/tobacco free environment consistent with its efforts to promote wellness and a campus environment conducive to work, study and activities for students, employees and the public.

The College recognizes the rights of those who choose to use tobacco and does not prohibit the use of tobacco products. It does, however, restrict the use of these materials to areas outside College buildings and vehicles. As defined in this policy, tobacco products include cigarette, cigar or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Implementation of this policy is subject to guidelines determined by appropriate College ~~committees~~ **officials** and communicated to students and staff on a regular basis. The guidelines are also printed in appropriate procedures manuals.

### 13.23.00 ENVIRONMENTAL HEALTH

Harper College shall provide a safe educational and working environment in compliance with appropriate health and safety standards and legal requirements. Harper College students, employees and visitors are entitled to:

- A. Work under safe and healthful conditions, free of recognized hazards
- B. Wear and use personal protective clothing and equipment
- C. Have basic, and when necessary, specific health and safety training.

The College shall develop, implement and administer a comprehensive safety and risk management program to address potential injury and loss.

To ensure such an environment, specific procedures, rules and regulations will be published in the ~~Administrative Services Procedure Manual and other publications~~ **Environmental Health and Safety Procedure Manual**.

### 13.25.00 WORKPLACE VIOLENCE

Harper College is committed to maintaining an environment for its students and employees which is free from violence, threats of violence, aggression, intimidation, harassment and sexual harassment of any sort from other students and employees, as well as outside parties, including visitors to the College, vendors and those having no legitimate purpose to be on the College's campus.

To ensure a safe environment for employees and students, Harper College prohibits the wearing, transporting, storage or presence of firearms or other dangerous weapons in its facilities or on its property. Any employee or student in possession of a firearm or other weapon within Harper facilities/property or while otherwise fulfilling job responsibilities may face disciplinary action, including termination. To the extent allowed by law, Harper College prohibits persons from carrying weapons in any of its facilities or on its property. This policy does not apply to any law enforcement personnel engaged in official duties.

Any acts of workplace violence will not be tolerated, and all reports of such incidents will be taken seriously and dealt with appropriately. Individuals who commit such acts may be removed from the premises and subject to disciplinary action, criminal penalties, or both.

All members of the campus community are encouraged to report conflicts that compromise the health and effectiveness of individual employees and their worksites before they become major problems.

Procedures to implement this policy and the process for determining violations to this policy will be published in the Administrative Services Procedure Manual, in the Student Handbook/Datebook and other appropriate publications.

### 13.27.00 HARPER COLLEGE EDUCATIONAL FOUNDATION

The Harper College Educational Foundation was established in 1973 as a non-profit organization to provide additional funding for the College. Its members are appointed by the Foundation Board ~~and the appointments are confirmed by the Harper College Board of Trustees.~~ **The Harper College Educational Foundation is a legal entity separate and distinct from the College.** The Foundation works within the framework of goals provided by the elected Board of Trustees, which provides coordinating services for the Foundation.

A. Purpose

The purpose of the Foundation is to support the educational mission of the College, specifically to:

1. Assist the College in providing broader educational opportunities for students, alumni, district residents, and employers;
2. Acquire and administer additional assets for the College;
3. Encourage corporations, foundations, and individuals to provide gifts, scholarships, grants, or bequests of money or property;
4. Foster development of special instruction, research, and cultural programs which cannot be funded through the operating budget of the College; and
5. Act in fiduciary capacity to carry out any of the foregoing purposes.

## B. Fund Raising Activities

The William Rainey Harper College Educational Foundation was established as a non-profit 501(c)(3) corporation to receive all gifts (cash, real property, stocks, bonds, bequests, and in-kind donations) to the College. ~~To protect the donors and solicitors, all fund raising activities must be approved by the College President and sanctioned in writing by the Foundation Board Executive Committee.~~ **All fund raising activities are directed, sanctioned, and approved through the Foundation Board of Directors in accordance with their Bylaws and procedures, and are coordinated with the College President in accordance with the College's needs.**

Exception to this policy may be made for fund raising activities by student clubs and organizations, when such activities are held within the campus and are approved by the office of student activities.

## C. Gift to the College

All gifts (cash, real property, stocks, bonds, bequests, and in-kind donations) to the College must be accepted by and accounted for through the Educational Foundation, including those gift designated by the donor(s) for a specific project, program, department or division.

## D. Naming Harper College Facilities and Programs

### 1. Goals and Philosophy

William Rainey Harper College and the Educational Foundation are committed to recognizing private donors who provide significant support to Harper College. One of the ways in which this recognition may be given is by naming College facilities and programs for major donors. The naming of College facilities and programs is solely within the discretion of the governing boards of the College and the Foundation. A donor shall not have any right, title or interest in said facility or program, the naming thereof or the duration of said name. The naming of facilities and programs in recognition of donors shall be determined on the basis of the facts in each case and in accordance with the ~~guidelines set forth below~~ **Educational Foundation guidelines for gift acceptance and stewardship.**

## 2. ~~Guidelines~~

~~The guidelines are adopted to provide the governing boards of the College and the Foundation with some parameters for making decisions and to provide for some consistency in implementing the name-giving program.~~

- ~~a. A facility or program may be named after a donor for monetary, in kind or service contributions.~~
- ~~b. Naming decisions will take into consideration the type of contribution made (monetary, in kind or service), the size of the gift, the value and size of the facility, the type of program, the interest of the donor and the relationship of the facility or program to such interest.~~
- ~~c. The size of the gift may be related to the corresponding value and size of the facility or program.~~

## 3. Procedures

- a. The Board of Directors of the Educational Foundation or the Board of Trustees of the College may initiate and consider proposals for the naming of facilities and programs at William Rainey Harper College in recognition of the contributions of donors.
- b. If the Board of Directors of the Educational Foundation determines that the naming of a facility or program for a specified donor is appropriate, such recommendation shall be forwarded to the Board of Trustees of the College.
- c. The naming of all College facilities is subject to the approval of the Board of Trustees of the College.

### 13.29.00 FRIENDS OF HARPER

The Friends of Harper is a non-profit support organization, which conducts various projects to increase awareness of the College in the community. **Friends of Harper is a legal entity separate and distinct from the College.** Membership is open to any individual or group interested in furthering the mission of Harper College. Members also apprise College personnel of concerns and suggestions from residents in the 23 communities served by the College.

The organization is governed by a board of directors elected from the membership to represent each township in the College district. The Harper College Board of Trustees provides coordinating services for the Friends of Harper organization.

### 13.31.00 MEDIA INDUSTRY ACCESS

The College will cooperate with appropriate representatives of the commercial television and radio industry, telecommunications and related media by granting authorized access to public meetings, cultural, instructional, athletic, and student activities. To govern such access, the administration will maintain procedures listing conditions, access fees where applicable, and activities to which such media industry access will and will not be authorized.

### 13.33.00 COLLEGE COLORS AND MASCOT

The official College colors shall be maroon and gold, and the official mascot shall be the hawk.

### 13.35.00 SPEAKER'S POLICY

Harper College respects the right of all members of the academic community to explore and to discuss questions which interest them, to express opinions even if unpopular, publicly and privately. It is the policy of the College to make its facilities available for peaceful assembly, to welcome guest speakers and to encourage the exercise of these rights free from disruption or interference.

#### 13.35.01 Speakers on Campus

Recognized campus organizations may invite guest lecturers, panel participants, discussion leaders or others from off campus to speak, provided such programs are conducted according to rules and procedures set by Harper College.

## 13.35.03 Political Events on Campus

The Board of Trustees expressly prohibits the use of public funds to urge electors to vote for or against any candidate or public question (Illinois ~~Compiled Revised Statutes, Ch. 46, sec. 103~~ **10 ILCS 5/9-25.1**). Candidates for public office and individuals who support or oppose propositions before the electorate must be advised by the sponsoring College groups that: (1) a speech or appearance on College premises does not constitute an endorsement by the College of a candidate or the advocacy by the College of a position on a public question; (2) no direct solicitation of funds or distribution of campaign fund raising literature is permitted on College premises; and (3) no campaign materials which state or imply that the College supports or opposes a candidate or a public proposition may be distributed on College premises or elsewhere.

## 13.37.00 CAMPUS SECURITY ACT POLICY

It is the policy of the Board of Trustees of William Rainey Harper College District 512 to comply with the provisions of the Illinois Campus Security Act (Public Act 88-269) and the regulations promulgated there under. The College shall require criminal background investigations prior to the employment of individuals in security-sensitive positions and the College shall establish, on or before December 1, 1996, a community task force to coordinate with community leaders and service providers to prevent sexual assaults and ensure a coordinated response regarding law enforcement and victim services. Accordingly, this policy shall be implemented through procedures designed to facilitate compliance with this statute as established in the Administrative Services Procedure Manual. ~~and the Student Affairs Procedure Manual.~~

## 13.39.00 PLANNING POLICY

Within the scope of the College's Philosophy and Mission Statements, the Board of Trustees requires the administration to prepare, for their approval, a Strategic Long-Range Plan (SLRP) spanning three years. ~~The SLRP shall include but not be limited to the following general areas:~~

- ~~• Academic Affairs~~
- ~~• Administration Services~~
- ~~• Student Affairs~~
- ~~• Technology and Information Systems~~
- ~~• Institutional Advancement~~

The SLRP, which also contains the College's **philosophy, mission**, vision, goal and task statements, is to be updated annually and integrated with the budgeting process. The annual update is intended to demonstrate and communicate progress being made towards accomplishment of the identified goals/tasks. All major institutional decisions are to be consistent with and contribute to the implementation of the SLRP.

The SLRP will give rise to an Annual Plan consisting of measurable objectives. Attainment of the objectives in the Annual Plan will result in incremental achievement of the tasks enumerated in the SLRP.



**13.41.00 WASTE REDUCTION**

The Board of Trustees 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 due to diminishing landfills. Therefore, and in compliance with Illinois Public Act 86-1363, the Board of

Trustees hereby supports the development and implementation of a Waste Reduction Program for William Rainey Harper College.

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

The Board authorizes the President to oversee the continual refinement of a Waste Reduction Program, understanding that continuing resource commitment will be necessary. The Board authorizes the President to implement the program and to provide periodic reports to the Board, inclusive of costs and benefits. The President shall also be responsible for causing the development of related administrative rules and procedures.

**13.43.00 ABUSED AND NEGLECTED CHILD REPORTING ACT**

It is the policy of William Rainey Harper Community College No. 512 to fully comply with the Abused and Neglected Child Reporting Act ("Act") (325 ILCS 5/1 et seq.). All teachers, administrators, nurses, social workers, psychologists, and school personnel with similar responsibilities or child care worker (hereafter "employees") having reasonable cause to believe a child known to them in their professional or official capacity may be an abused child or a neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services ("DCFS"). Employees shall also cooperate in the investigation of such cases.

Procedures to implement this policy will be published in the Administrative Services Procedure Manual.

## 13.45.0 EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the policy of Harper College that job discrimination against any individual on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, sexual orientation, ~~physical or mental~~ disability, or unfavorable discharge from military services is specifically prohibited.

Harper **College** programs and activities are operated in compliance with federal laws and regulations. Accordingly, equal opportunity for employment in both contracted and appointed positions shall be extended to all persons; and the College shall promote equal opportunity through a positive and continuing affirmative action program. This program also applies to the recruitment and admission of students.

This **equal opportunity and** affirmative action program shall have as its firm objective equal opportunity in admission, recruitment, hiring, rate of pay, promotion, training, termination, benefit plans, and all other forms of compensation and conditions and privileges of employment for all employees and applicants for employment. The plan is designed to provide equal opportunity and an atmosphere of non-discrimination with respect to **minorities, women, veterans and persons with disabilities.** ~~and members of minority groups.~~

A written statement of the College's affirmative action program is available in the Human Resources office.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of an addition to the Board of Trustees Policy Manual for the Americans with Disabilities Act (ADA) Policy

II. REASON FOR CONSIDERATION

Amendments to Board policy require approval of the Board of Trustees. Changes to Board policy require two readings prior to adoption.

III. BACKGROUND INFORMATION

The policy was recommended to the President by the Human Resources Committee to demonstrate the College's commitment to comply with the Americans with Disabilities Act in all employment practices. The policy has been reviewed by the College's attorney. Administrative procedures are attached for review.

IV. RECOMMENDATION

Policy 13.45.00 is presented for a first reading by the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

## POLICY STATEMENT

Title: Americans with Disabilities

No. 13.45.00

Approved:

Revised:

It is the policy of Harper College to comply with the Americans With Disabilities Act (ADA) in all employment practices. In accordance with the ADA, an individual with a disability as defined under the Act and who is qualified to perform the essential functions of his/her job, is provided protection from discrimination on the basis of his/her disability.

The ADA defines disability as a physical or mental impairment that substantially limits a major life activity. The ADA also applies to an individual who has a history of a disability as defined under the Act or if the employer believes the individual to have a disability as defined under the Act. The ADA does not provide protection for all physical and mental impairments, but rather only those which constitute a substantial impairment with respect to a major life activity. Major life activities include hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for one's self, learning, or working.

An individual with a disability must also be qualified to perform the essential functions of the job with or without reasonable accommodation in order to be protected from job discrimination by the ADA. This means that the individual must first satisfy the employer's requirements for the job such as education, employment experience, skills, or licenses, and perform the essential functions of the job with or without reasonable accommodation.

A Harper employee or applicant who believes that he/she is a qualified individual with a disability, as defined under the ADA, and who believes that an accommodation is needed to perform a job, should discuss his/her situation with his/her supervisor or the Director of Human Resources.

## HUMAN RESOURCES PROCEDURE MANUAL

Procedure: ADA Job Accommodation

Effective Date:

### I. Purpose

To provide a procedure for an employee or applicant to request a job accommodation in accordance with the Americans With Disabilities Act.

### II. Persons Protected By The ADA

The Americans With Disabilities Act (ADA) protects employees and applicants who have a physical or mental impairment that substantially limits a major life activity. The ADA also protects an individual who has a history of such disability or if an employer believes that the individual has such a disability. A substantial impairment is defined under the Act as one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, walking, breathing, performing manual tasks, caring for one's self, learning, or working.

An employee or applicant is a qualified individual with a disability under the ADA if he/she has such a disability and is qualified to perform the job in question with or without reasonable accommodation. This means two things: 1) the individual must be able to satisfy the employer's requirements for the job such as education, employment experience, skills, or licenses; and 2) the individual must be able to perform the essential functions of the job with or without reasonable accommodation. Essential functions are the fundamental job duties which are generally set forth in the subject job description. An employer cannot refuse to hire an individual because a disability prevents that individual from performing duties that are not essential to the job.

### III. Reasonable Accommodation

As stated above, a qualified individual with a disability is one who can perform the essential functions of the job with or without reasonable accommodation. If an employee or applicant can establish through medical documentation that he or she has an impairment which constitutes a disability under the ADA, the issue of reasonable accommodation can be addressed. The medical documentation is a necessary first step in the process as it will guide the consideration of a reasonable accommodation. The College may require an employee to undergo a physical examination by an independent health care professional, at College expense, to obtain a second opinion concerning an impairment.

Under the ADA, reasonable accommodation is a change or adjustment to a job or work environment that permits a qualified applicant or employee with a

disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits or privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include the following:

- Provide or modify equipment or devices needed in the working environment
- Job restructuring
- Modifying work schedules
- Reassignment to a vacant position
- Adjusting or modifying examinations, training materials or policies
- Providing qualified readers and interpreters
- Making the workplace readily accessible to and usable by people with disabilities

Employers are required to provide a reasonable accommodation to a qualified employee or applicant with a disability unless the employer can show that the accommodation would be an undue hardship. Also, accommodations are subject to ongoing review and modification if the employee's condition and/or the job responsibilities change.

#### IV. Employment Practices Covered

The ADA makes it unlawful to discriminate in all employment practices such as:

Recruitment, Hiring, Job Assignments, Pay, Layoff, Termination, Training, Promotions, Benefits, Leaves, and other employment related activities.

It is not permissible for an interviewer to make medical inquiries of an applicant beyond asking if there is any reason why he or she could not perform the job duties of the subject position. However, if an applicant volunteers information indicating the physical or mental impairment, the interviewer may respond by discussing the College's compliance with the ADA.

#### V. Procedures For Addressing A Request For Reasonable Job Accommodation

The specific steps a qualified employee or applicant with a disability should follow to obtain a reasonable accommodation related to work duties and/or the workplace are as follows:

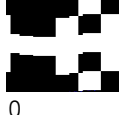
1. A qualified employee or applicant with a disability should discuss with his/her supervisor (or interviewer, if individual is an applicant) the need for accommodation, i.e. an interpreter, materials in alternate media (Braille, large print), accessible work site, assistive technology, modifications in work duties, etc. An employee or applicant is not required to use specific words in order to advise the employer that he or she may have a disability and that he or she may

need an accommodation. An employer's obligations under the ADA may arise where the employee or applicant appraises the employer of a health condition and/or appraises the employer that he or she is having difficulty performing the essential functions of the job because of a qualifying disability. If an employee or applicant identifies a qualifying physical or mental disability which may affect the performance of the essential job duties, the supervisor or interviewer should discuss Harper College's compliance with the ADA.

2. An individual requesting a reasonable accommodation will be asked to provide medical documentation to establish that he/she is a qualified individual with a disability and to support their request for accommodation. An Evaluation Team that shall normally consist of representatives from Human Resources, Access and Disability Services, and the Health and Psychological Services departments will review the medical documentation. The medical documentation will be kept confidential and maintained in a secured file and physically separated from Personnel records. The College may require an employee to undergo a physical examination by an independent health care professional, at College expense, to obtain a second opinion concerning an impairment.
3. The individual should next complete the Request for Reasonable Accommodations form (available in the Human Resources Office). The individual should suggest accommodations that have been effective in the past, if appropriate.
4. The Evaluation Team will meet with the employee or applicant, appropriate supervisor and other qualified personnel (as appropriate) to discuss the disability and any suggested accommodation. Any accommodation provided is to assist the employee in performing the essential functions of the job. An accommodation may need to be reviewed and modified if the disability and/or the job responsibilities change.
5. If the accommodation an individual has requested is not approved, the individual may be offered other accommodations in accordance with the medical documentation provided.
6. If an individual finds the reasonable accommodation(s) provided to be unacceptable, he/she may file a written appeal of the accommodation(s) to the Vice President of Human Resources and Internal Affairs for further consideration.

Questions or concerns about these procedures should be directed to the Director of Human Resources.

A copy of the Reasonable Accommodation Request form is attached to this procedure.

 0	<b>William Rainey Harper College</b> Human Resources Department Phone: (847) 925-6373      Fax: (847) 925-6051
--	--

**JOB ACCOMMODATION REQUEST**

**Name:** \_\_\_\_\_ **Social Security No:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**TYPE OF ACCOMMODATION:** \_\_\_Worksite \_\_\_Work Assignment/Duties \_\_\_ Other

**LENGTH OF ACCOMMODATION (estimate duration if possible):** \_\_\_\_\_

Is this accommodation related to an on-the-job injury? \_\_\_Yes \_\_\_No

Indicate the physical or psychological disability you have that affects your ability to perform assigned duties:

---



---



---

Is your disability permanent, or does it fluctuate? (i.e. total blindness is permanent, but some types of visual disabilities fluctuate)\_\_\_\_\_

**AUTHORIZATION TO RELEASE REQUESTED INFORMATION:**

I hereby authorize the release of any requested information to the Harper College Director of Human Resources regarding the above-listed mental and/or physical limitation(s) and any requested accommodation set forth herein.\*

Your health care provider should submit complete documentation of your disability and of its impact on your functioning at work. This information will help the College decide how to best accommodate your request.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Please be advised that in determining what, if any accommodations are appropriate, it may require that you undergo an examination by a health care provider chosen by Harper College. You must be able to supply the college with documentation of the nature and extent of your disability and how this impacts the performance of your duties.



**JOB ACCOMMODATION PROPOSAL:**

Describe type of accommodation requested (include estimated cost, if known):

---

---

---

Employee  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Medical documentation received on: \_\_\_\_\_

Documentation review took place on: \_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Met with employee and  
\_\_\_\_\_ on \_\_\_\_\_ to discuss accommodations.

**OUTCOME**

\_\_\_\_\_ **Accommodation Approved**                      \_\_\_\_\_ **Accommodation Denied**

Accommodations Provided  
on \_\_\_\_\_

Feedback from  
employee \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WILLIAM RAINEY HARPER COLLEGE**

**BOARD ACTION**

**I. SUBJECT**

Adjunct Faculty Compensation Schedule for 2001-2002

**II. REASON FOR CONSIDERATION**

Board Policy Manual 5.1.10D states that the Board of Trustees will establish a separate compensation schedule for adjunct faculty members.

**III. BACKGROUND INFORMATION**

The past practice in the matter has been that the adjunct faculty salary is the same schedule as used for overload pay for full-time faculty.

**IV. RECOMMENDATION**

It is recommended that the attached salary schedule be adopted for adjunct faculty for the fall 2001, spring 2002, 2002 summer.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Taste and Touch of Palatine

II. REASON FOR CONSIDERATION

The College and Palatine Chamber of Commerce will be holding the Taste and Touch of Palatine at Harper College July 20-23, 2001. All parties have now agreed to move forward with this event at Harper College. The College attorney and the Palatine Chamber of Commerce attorney are preparing the attached agreement for execution.

III. BACKGROUND INFORMATION

The Palatine Chamber of Commerce holds an annual festival called The Taste and Touch of Palatine. The Chamber has again selected Harper as its site during July 2001.

IV. RECOMMENDATION

The administration recommends the approval of the agreement with the Palatine Chamber of Commerce regarding the Taste and Touch of Palatine event.

The Board authorizes the Chair to execute the agreement when finalized by the attorneys.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Student and Administration Center Washroom Upgrade

II. REASON FOR CONSIDERATION

The washrooms in the Student and Administration Center all needed to be upgraded. Two years ago, life safety money was used to upgrade the first set of washrooms.

III. BACKGROUND INFORMATION

The State has provided \$235,808 in a special grant to upgrade College facilities to meet ADA requirements. The College has decided to use this grant to upgrade washrooms in the Student and Administration Center. The total cost of the project will be more than the grant, so the College is also adding the necessary additional funds in the form of life safety dollars to complete this project.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board approve the upgrade of washrooms in the Student and Administration Center as a project which qualifies for ADA grant funding and as a life safety project. It is also recommended that Legat Architects be retained as the architect on this project.