

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Regular Board Meeting Agenda

March 26, 2002

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
  - Maria Moten, Matthew Tomaszewski: Financial Aid
  - Charles Burnidge, John Cinelli: Burnidge Cassell Report
- V. Student Trustee Report
- VI. Approval of Consent Agenda\* (Roll Call Vote)

For Approval

1. Minutes – February 28, 2002 Regular Board Meeting Exhibit VI-1
2. Bills Payable, Payroll for February 22, 2002 and Exhibit VI-2  
March 8, 2002; Estimated payrolls for March 9, 2002  
through April 15, 2002
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. Faculty Tenure Status Report 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
10. First Reading of an addition to the Board of Trustees Exhibit VI-10  
Policy Manual - 01.16.01 - Indemnification of Trustees
11. First Reading of a change to the Board of Trustees Policy Exhibit VI-11  
Manual - 11.11.13 - Tax Sheltered Annuities and Deferred  
Compensation Plan

\* 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: Adoption of Internal Revenue Code 457(b) Plan Exhibit VII-A
  - B. RECOMMENDATION: Faculty Promotions, 2002-2003 Academic Year Exhibit VII-B
  - C. RECOMMENDATION: Engaging the services of Carolyn Grisko & Associates, Inc., Marketing and Communications Consultants Exhibit VII-C
  - D. RECOMMENDATION: New Certificate Programs and Degrees: Exhibit VI-D
    - Radiologic Technology AAS Degree
    - Electrocardiograph Technician Certificate
    - Emergency Medical Services Paramedic Program/ AAS Degree and Certificate
    - Diagnostic Medical Sonography Program Certificate

VIII. Citizen Participation

IX. President's Report

- X. Announcements by the Chair
  - A. Communications
  - B. Calendar Dates  
(Note: \* = Required)

On-Campus Events

- \*April 25, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- May 3, 2002 1-8:00 p.m. - Harper's Bizarre Fashion Show - Wellness and Sports Center
- May 7, 2002 7:30 p.m. - Harper Guitar Ensemble - Business and Social Science Center, Theatre - J143
- May 9, 2002 7:30 p.m. - Harper Steel Band - Business and Social Science Center, Theatre - J143
- May 10, 2002 6:00 p.m. - Student Awards Banquet - College Dining Room
- May 10, 2002 7:30 p.m. - Harper Choir and Camerata Singers - Business and Social Science Center, Theatre - J143
- May 14, 2002 7:30 p.m. - Harper Wind Symphony - Business and Social Science Center, Theatre - J143
- May 16, 2002 7:30 p.m. - Harper Jazz and Band Combos - Business and Social Science Center, Theatre - J143
- May 18, 2002 7:30 p.m. - Harper Symphony Orchestra - Business and Social Science Center, Theatre - J143
- \*May 21, 2002 7:00 p.m. - Regular Board Meeting - Room A242
- May 21, 2002 7:00 p.m. - Showcase for Acting 2 Students - Liberal Arts Center, Drama Lab, L109
- May 24, 2002 7:00 p.m. - GRADUATION

Off-Campus Events

- May 5, 2002 3:00 p.m. - Harper Festival Chorus - Pickwick Theater, Park Ridge

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

XII. Adjournment

**Minutes of the Regular Board Meeting of Thursday, February 28, 2002**

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WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512  
COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, February 28, 2002

Prior to the Board meeting, Board members were invited to review a video at 6:30 p.m., which was provided by the Association of Community College Trustees (ACCT). The video, "Board Leadership: Standards of Good Practice for Trustee Boards," has been viewed by hundreds of Trustees as an orientation and continuing guidance tool. Chair Howard noted that Board members enjoyed the video and learned from it. It applies to all Board members.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Howard on Thursday, February 28, 2002 at 7:10 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Howard, Kolze and Stone; Student Member Passarini  
Absent: Member Shure

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; David McShane, V.P. Information Technology; Elizabeth McKay, Acting V.P. Academic Affairs; Marge Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Steve Catlin; Harley Chapman; Marilyn Cook; Daniel Corr; Laura Crane; Lori Danaher; Dave Dluger; Jim Edstrom; Julie Fleenor; Bob Getz; Sally Griffith; Thea Keshavarzi; Cheryl Kisunzu; Russ Mills; Maria Moten; Elena Pokot; Sheila Quirk; Marie Regan; Sarah Stark and Matthew Tomaszewski. Student: Mariya Drachevskaya.

Guests: Rick Wise, Gilbane Construction; Lorence Slutzky, Robbins, Schwartz, et al; Barbara Bell, Pioneer Press; Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; Michael Lundeen, Legat Architects; Bill and Helen Huley, George and Judy Kotzamanis, Northwest Tax Watch; Michael and Jan O'Toole, citizens; Bill Handzel, Trustee, Oakton Community College; Burton Keldfrom, citizen.

Chair Howard noted that there were three changes to the Agenda. Exhibit VI-4b will be deferred until the March Board

meeting; there is a revision to Exhibit VII-F, Standards of Conduct for Boards of Trustees; Exhibit VII-G, authorization for Gilbane to enter into contracts for Release II related to the Science, Emerging Technology and Health Careers Center, was added to the Agenda.

APPROVAL OF AGENDA Member Kolze moved, Member Stone seconded, approval of the Agenda as modified.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard, Kolze and Stone

Nays: None

Motion carried. Student Member Passarini voted aye.

### PRESENTATIONS

There were no educational presentations.

### STUDENT TRUSTEE REPORT

Student Member Passarini distributed a copy of his written report. Student Member Passarini noted that the trip to Washington, DC, was very helpful to the College. It is important to show the representatives and senators that Harper College is here and knows what is going on. They expressed the needs and important issues of the College.

He noted that there are many events happening during the month of March. In celebration of Women's History Month, the College will have lunches, dinners and seminars with special guests.

Chair Howard noted that it was a pleasure having Student Member Passarini accompany them to Washington, DC. He spoke very eloquently on behalf of the Pell grant, which helps the neediest students.

### CONSENT AGENDA

Member Gillette stated he would like to remove Exhibit VI-4c for discussion.

Member Kolze moved, Member Barton seconded, approval of the minutes for the January 24, 2002 regular Board meeting; bills payable; payroll for January 25, 2002 and February 8, 2002; estimated payrolls for February 9, 2002 through March 22, 2002; bid awards; purchase orders; personnel action sheets; employee assistance program renewal agreement; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VI-1 through VI-4a

and VI-5 through VI-9 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,624,925.42
Tuition Refunds	1,097,814.59

The payrolls of January 25, 2002 in the amount of \$1,564,328.82 and February 8, 2002 in the amount of \$1,913,736.25; and estimated payroll of February 9, 2002 through March 22, 2002 in the amount of \$5,899,866.39.

Bid Awards	Ex. VI-3a	Award bid Q00191 to acquire Microsoft institutional standard office suite and operating systems for both administrative and academic environments to Software Plus, the lowest responsible bidder meeting specifications, in the amount of \$64,868.40.
	Ex. VI-3b	Award bid Q00189 for renovation of the first floor cafeteria washrooms in the Student and Administration Center to Auxano, Inc., the low bidder, in the amount of \$155,530, and for approval of Architectural Fees of \$11,665, abatement fees not to exceed \$10,000, estimated reimbursables of \$6,000, and a contingency of \$18,320 for a total award of \$201,515.
	Ex. VI-3c	Award bid Q00194 to Newsweb Corporation, the low bidder for printing of the Summer 2002 Continuing Education and Continuing Education TECH Course Schedules, which are major publications promoting enrollment, in the amount of \$33,191.00.
Purchase Order	Ex. VI-4a	Approve issuance of a purchase order to Krueger International, Inc. for the purchase and installation of furniture to be used in the Conference Center, in the amount of \$461,998.68.
Personnel Actions	<u>Professional/Technical Appointment</u> Harold Daniels, Desktop Integration Analyst, IT/CS, 02/04/02, \$45,000/year	

Classified Staff Appointments

Parag Dave, Administrative Secretary, AE/LS-Tutoring Center, 01/22/02, \$30,000/year

Karla Hill, Research Administrative Secretary, OFC/RES, 01/28/02, \$34,432/year

Susannah Swift, Senior Research Clerk, p/t, OFC/RES, 01/28/02, \$15,293/year

Harper #512 IEA/NEA Appointment

Michael Serio, Utilities Mechanic, PHY PLT, 02/23/02, \$34,902/year

ICOPS Appointment

Ashley Fleck, Public Safety Officer, PUB SAF, 03/04/02, \$30,451/year

Faculty Retirements

Virginia Bender, Professor – CIS, BUS/SS, 07/31/02, 20 years

Barbara Olson, Professor – Counselor, STU DEV, 07/31/02, 28 years

Classified Staff Retirements

Sylvia Gurney, Administrative Secretary, Applied TM/PS, 08/31/02, 12 years

Beverley Roeschel, Buyer II, BKST, 04/30/02, 18 years

Harper #512 IEA-NEA Retirements

Anibal Berrios, Custodian, PHY PLT, 06/29/02, 30 years

Michael Bondi, Custodian, PHY PLT, 04/30/02, 12 years

Professional/Technical Resignation

Theresa Meyer, Retention Specialist, p/t, ADS, 01/11/02, 2 years 8 months

Supervisory/Confidential Resignation

Bridget Lee, Assistant Theatre Manager, STU ACT, 03/15/02, 1 year 3 months

Approval of the Employee Assistance Program two-year renewal agreement between William Rainey Harper College and Workplace Solutions, L.L.C.

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

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

Nays: None

Motion carried. Student Member Passarini voted aye.

Purchase Order -  
Exhibit VI-4c

Member Botterman moved, Member Stone seconded, approval of the following purchase order as outlined in Exhibit VI-4c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-4c                      Approve issuance of a purchase order to Meritide, Inc., for consultant services in support of the project (Technology Plan, TPC G17) that will provide technical assistance, implementation support, training and knowledge transfer in order to migrate from the Tivoli Help Desk software suite to the Peregrine Service Center suite (Help Desk), in an amount not to exceed \$90,000.00.

Member Gillette suggested deferring this action until a time when the College is in a better financial position. He feels that the Help Desk software the College is currently using has served them well for many years. Therefore, he does not feel it is necessary for the College to take on the \$90,000 burden at this time. Vice President Dave McShane explained the importance of Help Desk—it is a contact point for the telephone system, a contact point for administrative services, a communications center. He added that the original company from whom the software was acquired has been reacquired by another company. They no longer support what was given to the College; however, they have given the College a transition to their package. They would consult with the College and help move the information from the old system (which is no longer being supported) to the new package. There is a window of opportunity to move into the new software. It is critical. Member Gillette stated that he does not have enough data to show that the improvements in software justify the \$90,000 expense.

In response to Member Stone, Vice President McShane explained that the College would be behind if they deferred this action. The College is moving toward the XP operating system because of the features and functionalities required in the academic world. This is one step in the process. In response to Member Kolze, Vice President McShane stated that his division has a very aggressive schedule this summer



because of the Conference Center coming online. A delay with this action would cause delays in other activities.

In response to Student Member Passarini, Vice President McShane explained that upgrades to the software will be provided as long as the annual maintenance is kept up by the College. Harper's current package has survived six years. He expects the next one to have a six to seven year life.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Howard, Kolze  
and Stone  
Nays: Member Gillette

Motion carried. Student Member Passarini voted aye.

In response to Member Kolze's question regarding the Employee Assistance Program, Larry Bielawa noted that 37 people participated this past year, the majority of which were self-referrals.

Member Kolze noted that Kris Howard will be attending the ICCTA meeting in Oakbrook on March 8 and 9, because he will be out of town.

With regard to their experience in Washington, DC, Chair Howard noted that they felt very strong support from the administration and from the congressmen and senators for the job that community colleges are doing for the country. The Assistant Secretary of the Department of Education said that community colleges were "the workforce solution for our country."

#### NEW BUSINESS:

Board Budget Guidelines Member Barton moved, Member Kolze seconded, approval of the Board Budget Guidelines, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard explained that these guidelines are established by the Board to give direction to the administration in preparation of the budget. This action is taken annually.

Vice President Judy Thorson gave a brief overview and highlighted some of the guidelines.

- Board Budget Guidelines were first developed in 1997 so that the Board could have more of a policy level role in the preparation of the College budget.
- This year, they have been “grouped” for more clarity.
- The “Limited Resources” group describes the situation into which the College is moving. There have always been limited resources, but it is more evident this year.
- Back in 1997, the Board developed a philosophy related to tuition, that the students needed to pay their fair share of the expenses related to the actual costs of producing one credit hour of instruction on campus. The ICCB rules state that the College could charge up to 33.3 percent; however, the Board has agreed that students should provide up to 25 percent of the per capita cost. They have never reached 25 percent, but hover at approximately 19 percent.
- The Board did not want to increase tuition dramatically in any one year, so they have decided to increase the tuition in small increments—\$4.00 per credit hour each year. This allows both students and the College to plan accordingly.
- When community colleges were started in Illinois, the State was to pay one-third; tuition was to pay one-third and property taxes were to pay one-third. The State has never paid one-third (12 or 13 percent currently), and there is also a tax cap.
- New money coming in from the State will be on a reconstructed base. It is estimated that the College will receive less than they received last year.
- Since Dr. Breuder has been at the College, they are moving towards linking the Strategic Plan and the College budget.
- The Board is committed to treating all employee groups in a fair and equitable manner. Although they have been operating under this philosophy, it was added to the guidelines. It is especially important, as they go into salary negotiations with many employee groups.
- Increasing medical insurance costs continue to be a concern to the Board, the employees and the College.
- The Board is concerned with possible property and casualty insurance cost increases as a result of September 11.
- With regard to the “Save Before You Spend” philosophy, the Board acknowledges that the College has two more projects into the State. If the State would fund the two

items, the College would have to provide a match of approximately \$10M. Even though there is a healthy fund balance, a good share of the fund balance will be depleted when the projects come to fruition.

Member Kolze suggested that, in the future, the new guidelines be attached to the previous year's guidelines so that Board members can easily see what was changed, removed or added. Chair Howard noted that it was a good suggestion; guidelines do change because the economic climate changes.

With regard to the "Save Before You Spend" section, Member Gillette asked if the Board could be informed on the rate of accumulation or the savings plan for the \$10M, prior to it being set in concrete in the budget. He would like to know if the College plans to accumulate \$10M in one year or in 20 years, for example. Dr. Breuder reiterated that if tomorrow the College had to match the State's appropriation (approximately \$10.3M in today's dollars), that would all but deplete the 01 Fund Balance, leaving what was left in the 02 Fund Balance. Combining both funds, it would almost deplete two-thirds of it. Money must be saved, inflation must be considered and State funding must be considered.

Upon roll call, the vote was as follows:

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

Proposed Course Fee  
Changes for Academic  
Year 2002-2003

Motion carried. Student Member Passarini voted aye. Member Barton moved, Member Kolze seconded, approval of the Proposed Credit Course Fee Changes for 2002-03, effective with the 2002 summer semester, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard explained that these are fees that students pay for various courses in addition to tuition. The fees are break-even; there is no profit from fees. They cover the cost of the materials used.

In response to Chair Kolze, Dr. Breuder explained that the College no longer has the Flower Shop; however, they do teach courses in horticulture. These fees cover the supplies students need to make floral arrangements in the courses. It was noted that the floral pieces go home with the students.

It was noted that the high fees for saxophone, French horn, trumpet, etc. cover the cost of individual instruction—not classroom instruction. The music fees that are higher reflect a “double lesson” or twice the amount of individualized instruction.

Student Member Passarini asked if these fees would discourage students from attending Harper College. Member Gillette explained that the amount of a Pell grant covers more than the most expensive courses, fees and books. Therefore, needy students would never be left out by the increase in fees. He noted that students could be encouraged to speak to an advisor about financial aid, if they feel they need help. Student Member Passarini expressed concern that some of these courses with higher fees may not attract enough students to fill their class. He suggested that they monitor to determine which courses they should keep and which they should drop.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

New Certificate Programs In Home Health Aide And Mammography Member Kolze moved, Member Stone seconded, approval of the new certificate programs in Home Health Aide and Mammography, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that there is a shortage of technicians locally. Some people have had to schedule an appointment several months in advance. Chair Howard noted that this is another example of Harper College meeting a community need.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Retention of Schiff,  
Hardin & Waite

Member Barton moved, Member Botterman seconded, approval of retaining the law firm of Schiff, Hardin & Waite, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chair Howard explained that they are an advisory for labor relations. Two law firms were interviewed; this firm was highly recommended for their experience in the field.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Howard,  
Kolze and Stone

Nays: None

Motion carried. Student Member Passarini voted aye.

Student Senate  
President

Student Member Passarini asked the Board to allow Mariya Drachevskaya, President of Student Senate, to address them prior to the next action. Chair Howard explained that although Ms. Drachevskaya would normally speak during Citizen Participation, she would make an exception for the Board to hear her before voting on the tuition increase.

Ms. Drachevskaya read a prepared statement from the Harper College Student Senate regarding the proposed tuition increase. The Student Senate is opposed to the increase. They believe that a tuition increase will bring fewer students to Harper College, and that an increase will make it less appealing to students who are already struggling to pay the current tuition. If the increase is approved, it would reinforce the fact that Harper College is already the most expensive of all community colleges in Illinois. She asked the Board to consider the views of the Student Senate before voting. Chair Howard thanked Ms. Drachevskaya for her comments.

Tuition (In-District),  
Tuition (International)  
and Tuition (Variable)  
for Fiscal Year 2002-03

Member Botterman moved, Member Stone seconded, approval of the increase of \$4.00 in Tuition (In-District) for Fiscal Year 2002-2003, from \$58 to \$62; and approval of the Tuition (International) for Fiscal Year 2002-2003 being capped at \$274.39 plus \$4 increase or \$278.39 – rounded to \$278; and approval of the increase of \$8.00 in Tuition (Variable) for Fiscal Year 2002-2003, from \$116 to \$124, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette explained that the tuition fee goes into the Education Fund, which is used to pay the salaries and fringe benefits of teachers, aides and other staff members, and to buy educational equipment. He asked for suggestions of where else the College could get the money, other than from tuition. The Board faces a difficult dilemma each year. He added that he believes students would agree that the teachers should be compensated liberally, because they are good teachers, and they deserve it. He must reluctantly support this action, because he does not see any other solution. Member Gillette noted that he would like to see free community college education to students who keep a passing grade. However, that is not possible.

Member Barton explained that because the State does not pay one-third of the per capita cost, and because they are restricted by the tax cap, the Board has no other choice but to raise tuition.

Member Kolze stated that this is one of the most difficult decisions the Board must make each year. He reiterated that the Board did take action to “smooth” out the increases, proposing \$4 increases per credit hour each year rather than sporadic large increases.

In response to Student Member Passarini, Vice President Thorson explained that the \$4 increase would create approximately \$1M in revenue (250,000 credit hours per year x \$4 increase per credit hour). She added that this \$1M will not give the College “everything they need” for next year—that is not the objective. In terms of equity and fairness, it will spread out the burden among all of the revenue sources. She distributed a chart which shows per capita cost and what part of it comes from tuition, State and property tax. It is clear that the State’s share has been lagging over the years. It hit a high of 37.9 percent in 1982 and has been on a downward trend since then.

Dr. Breuder noted that when they look at next year’s budget, it appears that the State and local taxes will cancel each other out, resulting in no new revenue in those areas next year. The only source of new revenue will come from the student tuition increase, if it is approved. He added that if they give a three percent salary increase next year to all people in the 01 Fund, it will cost \$1M. If they give a three percent increase to the people in the 02 Fund, it will cost approximately \$500,000. The \$4 increase will only be

generating \$1M. The real dilemma is how to take care of the folks who work at the College, who deliver the quality of instruction and support services to provide the quality of education that is a hallmark for Harper.

Dr. Breuder explained that the average load of 30 credit hours, with a \$4 per credit hour increase, would cost the student an additional \$120 per year. Students would pay approximately \$1850 per year for tuition, which is a significant amount of money. He noted that the University of Phoenix opened a virtual learning facility in Schaumburg, where students will learn vis-à-vis the internet. There will be minimal local presence. Undergraduates will be charged \$318 per credit hour, and they will have no physical presence of any magnitude in Schaumburg. A three credit hour course at the University of Phoenix will cost a student approximately \$1,000, while a three credit hour course at Harper will cost a student approximately \$180.

There was discussion regarding the rising cost of health insurance. It was noted that providing PPO health insurance for a family costs \$17,000 per year. Of that \$17,000, 80 percent is paid by the institution and 20 percent by the employee. Two years ago, there was a 50 percent increase in health insurance costs. There is a widespread concern about healthcare insurance in all industries, not just education.

Member Gillette noted that the increase in cost of healthcare insurance uses up approximately one-half of the revenue generated from the \$4 tuition increase. That does not include salary increases.

Student Member Passarini suggested that, since the tuition increase seems inevitable, the next step taken by the Board and Administration should be to increase emphasis on workshops for students to learn about scholarships and financial aid. This might relieve their economic burden. In response to Member Barton, Student Member Passarini stated he felt that part-time students and middle-class students, especially, do not seem to be aware of what is available to them. Member Gillette suggested giving a letter to each student who registers, explaining the paths to receiving financial aid and emphasizing the fact that it is anonymous.

Member Gillette added that, since Dr. Breuder has been at Harper College, he has been able to obtain an extra

\$600,000+ in Foundation donations, which is available to help students. Chair Howard added that they have worked very hard to strengthen the Foundation, and it is raising more money for scholarships every year. Member Stone noted that one cannot lose sight of the fact that Harper College offers a wonderful education at a rate far below many other schools. Articles in the newspaper demonstrate the fact that there is not a college or university that has not experienced tuition increases. Although the Board is approving this with reluctance, Harper College is not unique in raising tuition.

Dr. Breuder suggested that Maria Moten and Matthew Tomaczewski give a presentation at the March Board meeting explaining what they do to make current and future students aware of the financial aid opportunities available to them. He asked that they also provide data which would demonstrate how much money is actually given during the course of the year and from what fund sources. Ms. Moten stated that they would be happy to give a presentation. Chair Howard suggested that Student Senate President Mariya Drachevskaya invite members of the Student Senate to hear the presentation on financial aid next month. It was noted that the presentation would be at the beginning of the meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

#### Standards of Good Trustee Practice

Chair Howard noted that, prior to the meeting, the Board observed the video, "Board Leadership: Standards of Good Practice for Boards of Trustees." In reaffirming the standards for Board conduct and in her role as Chair of the Harper College Board of Trustees, she stated she would like to exercise a personal privilege. Chair Howard read the following statement.

"I am indeed sad to have to recommend this extraordinary action, which occurs very rarely at community colleges. However, as a Board, we have both a right and a responsibility to insist that all Board members conduct the business of the Board according to the highest standards of ethics and values. This includes conducting ourselves so



that we personally exemplify the Core Values of this institution, which were unanimously approved by this Board. One of these is that we will treat others with respect.

“I serve on this Board for the well being of Harper College and the students and community which benefit from this institution. I truly believe that each person sitting at this table is called to public service for the same reason. Each of us has our own view of every Agenda item. Each of us has the right to express that view and to vote independently. However, as we discuss College business, civil discourse should be the rule, not the exception.

“Unfortunately, in the case of one Board member, I have watched repeated incidents of impatience, interruption, disruptive behavior, unprofessional conduct, demeaning and vindictive statements and character assassination, in an attempt to subject other Board members and administrators to unjustified scorn and doubt. This has demonstrated a fundamental lack of courtesy and respect for other Board members who are providing conscientious, volunteer service to the community. This lack of courtesy and respect is not deserved.

“In addition to unprofessional conduct at Board meetings, I have repeatedly read in the newspapers quotes from this same Board member, which contained accusatory and unsubstantiated attacks on administrators of this College. I have seen newspaper reports of lack of Board confidence in its administration, when no such determination has been made, and these reports are based on statements from this same Board member. I want to make it clear that I support freedom of expression, but as elected Board members, we must ALL make sure that our comments are based on fact, not conjecture. I am also deeply concerned about unauthorized disclosure of confidential Board information which appears to have come from the same source. The presumed goal of every Board member elected to the position of Trustee is to improve the quality of education provided by this College and to increase the stature of this institution in the eyes of the community. I believe that the conduct of one member of this Board has raised entirely unjustified concerns about the College and has damaged its reputation in the community. This is in the face of documented achievement by faculty and administration and the highest accreditation which this College receives. Therefore, it is with a very heavy heart, that I am compelled to present to the community in the form of a public

Resolution my personal beliefs and to determine whether my feelings are shared by a majority of the Board.”

Chair Howard distributed a copy of the Resolution to each of the Board members. She read the following Resolution:

*A RESOLUTION CENSURING TRUSTEE LEON SHURE FOR OUTRAGEOUS, UNWARRANTED, AND UNPROFESSIONAL CONDUCT.*

**BE IT RESOLVED** by the Board of Trustees of William Rainey Harper Community College District No. 512, Cook, Lake and McHenry Counties, Illinois, as follows:

**Section 1. Duties of Board Members.** Pursuant to existing Board policies, and the principles of ethics and values to which all elected officials are expected to adhere, the Board of Trustees finds and declares that Board members must:

- A. Respect each Board colleague;
- B. Listen to the needs of all constituencies and refuse to function as the agent for special interests or partisan political groups;
- C. Contribute to a Board environment in which controversial issues are presented fairly and in which the dignity of each individual is recognized and protected;
- D. Avoid public utterances or actions that would discredit the Board and undermine public confidence in the College or damage its reputation;
- E. Enforce discipline upon their own members when those members' conduct is detrimental to the functioning of the College;
- F. Exemplify ethical behavior and conduct that is above reproach;
- G. Participate in open, honest, and civil deliberation with their colleagues;
- H. Recognize and honor the fact that the fiduciary duties imposed upon Board members create a division of interests between the Board and the College's employees;
- I. Promote the College's Core Values, which include respect and integrity.

**Section 2. Findings Regarding Trustee Shure.** The Board of Trustees makes the following findings regarding Trustee Leon Shure:

- A. Leon Shure is a duly-elected and serving member of the Board of Trustees of this College.
- B. On numerous occasions, Trustee Shure has publicly embarrassed his fellow elected Board members and the College administration. Rather than expressing his disagreements in a professional manner befitting the high position he holds, Trustee Shure consistently voices those disagreements by making personal attacks on Board members and the administration in an inflammatory, insulting, discourteous and defamatory

manner. Trustee Shure's comments are voiced in a disparaging and abusive tone, apparently calculated to intimidate or threaten Board members and the administration.

- C. Among other things, Trustee Shure has publicly characterized persons as being "liars," "deaf," "alcoholic," "incompetent," "discriminatory," "hicks" and "too old."
- D. At last month's Board of Trustee's meeting, Trustee Shure falsely accused another Board member of conflict of interest, rudely interrupted the Vice President of Administrative Services repeatedly during a presentation on the Conference Center, unprofessionally labeling one of her comments "baloney," distastefully referred to the third floor of the Conference Center as the "Pleasure Dome," thereby demeaning our hard-working administrative leadership team, and continued addressing other Board members and the President in an accusatory demeanor.
- E. Trustee Shure's actions have held the College in a bad light and, if continued, would threaten to diminish its status as a distinguished institution of higher learning.
- F. Trustee Shure's actions are outside the scope of his authority.
- G. Fellow Trustees and college administrators have intervened with Trustee Shure in a personal and confidential manner, over a long period of time, urging him to cease from his embarrassing conduct and to express his disagreements in a manner which does not subject others to ridicule. These efforts have gone utterly without avail.
- H. This Resolution of Censure has been brought in a sense of utter frustration, as all efforts to rectify Trustee Shure's conduct have failed.

**Section 3. Indemnification.** Should Trustee Shure, or any individual Board member, be sued based upon a claim arising out of the dissemination of confidential information which constitutes a property or liberty interest, or may constitute a libel, slander or defamation, or may constitute an invasion of privacy or disparagement of business reputation or any similar type of action, such conduct shall not constitute an act of a Board member acting in his or her official capacity as a Board member, but shall constitute the individual and personal action of the Board member.

Should Trustee Shure, or any Board member, be sued for violating the sanctity of a confidential communication, the Board of Trustees will not defend, indemnify or hold the member harmless for a violation of the confidentiality of the communication.

Should Trustee Shure, or any Board member, be sued because of an individual Board member's disclosure of confidential information, the Board of Trustees authorizes its legal counsel to seek indemnification from the offending Board member and to recover all costs and expenses incurred, including attorneys' fees in the defense of the claim.

**Section 4. Construction to be Consistent with Constitutional Rights.** The Board of Trustees fully recognizes the right of every citizen, including Trustee Shure, to freedom of speech and association. In adopting this resolution, the Board in no way intends to infringe on constitutionally protected speech.

**Section 5. Censure.** The Board of Trustees hereby censures Trustee Leon Shure for his improper conduct, and exhorts all students, faculty, administrators and members of the College community to adhere only to the highest standards of integrity, courtesy, fairness and dignity in their daily business and their interactions with each other.

Chair Howard stated that the floor would be open for discussion following a motion and second to adopt the Resolution.

Member Barton moved, Member Kolze seconded, adoption of the Resolution of Censure of Leon Shure as presented by Chair Howard, and as outlined in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Each Board member commented on the Resolution.

Member Kolze read the following statement. "I have worked closely with Boards of Education and, most recently, for the last eight years, with the Harper College Board of Trustees. My total working time with Boards in the field of education has totaled more than 30 years. Over that time, I have worked with approximately 70 Board members. In my experience, I have never experienced the kind of disruptive and disrespectful behavior exhibited by Mr. Shure. I strongly support every Board member's right to fully and completely express their views on any appropriate subject before the Board. But, there is a difference between free speech and abusive conduct. This Board's behavior should be an example for the entire Harper community on how to conduct full and complete discussion of important issues on which members may totally disagree at times. It is the ability to disagree without being disagreeable. Defamation laws, for example, temper free speech because it has long been understood that abusive behavior is the enemy of free speech and constructive dialogue. When behavior becomes so disrespectful, disruptive and abusive, it inhibits and prevents free speech and the proper functioning of deliberative bodies like this Board. Any member of this Board is, and should be, free to express their views and vote their conscience. When a member, however, accuses another in a passionate fit of anger of lying or cheating, or otherwise verbally assaults another member, it can cause that member to be afraid to express that member's view. Such intimidation has no place here or anywhere. What is being rejected is not the expression of Mr. Shure's views, but the abusive conduct he is engaged in repeatedly. Such intentional repeated disruptive and abusive conduct cannot be tolerated. I strongly support the Resolution as recommended by the Board Chair."

Member Barton stated that in April, she will have served on the Harper College Board of Trustees for 18 years. There

have been times when Board members have had sharp disagreements on issues. Although tempers have flared, Board members, in the past, have always managed to return to civility and respect one another. She feels that what has been occurring in recent years has been a terrible exhibit to the community. Everyone does have the right to their own opinion, and they have the right to disagree, but there should not be personal attacks or name-calling. There should always be civility and respect involved.

Member Botterman stated that, although a number of instances took place in public, several most disturbing instances occurred when the Board was in retreat. On one occasion, while a gentleman from Iowa presented materials on Board behavior, Member Shure shouted at him, insulted him and called him names. The gentleman managed to maintain his composure. Mr. Shure later attacked individual members of the Board based on their age and based on their hearing impediments. He accused people of having motivations other than public service. Member Botterman noted that it is not easy to discipline a fellow Board member. He added that he participates actively in political campaigns, and he is very active in community organizations away from Harper College. He has never witnessed this type of behavior before, at a publicly funded institution, a private organization or a not-for-profit, from one of its Board members. He acknowledged that Mr. Shure would like to discuss many things that would benefit this institution. However, when they are associated with a "hand-grenade type attack," they do him a disservice, and it does Harper College a disservice.

Member Stone read the following statement. "Although I am the most recently seated Trustee, I have been attending meetings for quite some time and had the opportunity to observe the behavior that has been described here tonight. When the Board affirmed the Core Values of this institution, the intention was to do a lot more than hang signs on the wall or wear colorful buttons that proclaimed our beliefs. The intention was to create an environment in which people were not only valued, but encouraged to develop to their full potential, without fearing public degradation. The intention was to encourage innovation, experimentation, and risk-taking in an environment free of intimidating behavior. The intention was to make sure that questions could be asked and answers given without the fear of ridicule or reprisal. The intention was to create an atmosphere that encouraged teamwork and the ability to study the institution from the

outside, as well as from the inside, without fearing the breach of confidentiality. The intention was to encourage proactive rather than reactive behavior in an environment that would not condone bullying tactics. As far as I am concerned, it would be the ultimate hypocrisy if this Board endorsed the Core Values for everyone else, yet did not lead the way by our individual conduct and the conduct of our meetings.”

Member Gillette stated that when the subject of censure came up, he was a bit hazy on what it meant. Upon researching, he found that the Legal Information Institute defines censure as “although ill-defined, censure is a process of reprimand, the political equivalent of a strongly-worded letter.” With that in mind, he looked at the Resolution in total. He would like to make some comments and suggestions for certain parts of the censure, because there are things with which he disagrees. However, on the whole, there is no question that Mr. Shure’s attacks and accusations on certain Board members are disruptive and unjustified. He added that he has told Member Shure about these instances in private. Member Gillette stated that he would support a “strongly-worded letter,” according to the definition of “censure.”

Member Gillette made the following suggestions for change.

- Section 1D – “avoid public utterances or actions which would discredit the Board” should have the word “untrue” added. It should read, “avoid untrue public utterances or actions which would discredit the Board.”
- Section 2B – “on numerous occasions, Trustee Shure has publicly embarrassed his fellow elected Board members” should have the word “unjustifiably” added. It should read, “on numerous occasions, Trustee Shure has publicly unjustifiably embarrassed his fellow elected Board members.”
- Section 2B, second part – remove the last sentence. Member Gillette stated that he did not like taking an action based on someone’s “tone.” Chair Howard felt they might be able to substitute the word “tone” with the word “demeanor.” Member Gillette stated he wanted the entire sentence removed.
- Section 2E – “Trustee Shure’s actions have held the College in a bad light” should have the words “this type of” and “unjustly” added. It should read, “This type of Trustee Shure’s actions have unjustly held the College in a bad light.” Member Gillette wants it to be understood

that not all of Trustee Shure's actions have held the College in a bad light.

- Section 2F – the entire sentence should be removed.
- Section 2G – the last sentence should be removed: “These efforts have gone utterly without avail.” Member Gillette feels this is redundant, since it has already been mentioned that Board members have spoken to Member Shure. Chair Howard stated she wanted the sentence to remain.
- Section 2H – the entire sentence should be removed. Member Gillette feels that “frustration” should not be a reason for taking any action. They should act out of fact, not emotion.
- Section 3 – the entire section should be removed from the Resolution, but it should be made a Board policy. Member Gillette feels that Section 3 is general, applies to other individuals, and it should not be a part of a “strongly-worded letter of reprimand.”
- Section 5 – the words after “conduct” should be removed. It should state “The Board of Trustees hereby censures Trustee Leon Shure for his improper conduct.” Member Gillette feels that the other words do not belong in a “strongly-worded letter” to Mr. Shure.

Board members agreed that Chair Howard should discuss the suggestions for change with the attorney prior to Board members approving the changes. Chair Howard declared a short recess at 8:37 p.m. while she met with Lorence Slutzky of Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.

After a brief recess, Chair Howard reconvened the meeting at 8:45 p.m. She noted that after consulting with the attorney, she will discuss the suggested changes one at a time and ask for Board members to comment.

- Section 1D. There is no legal objection to adding the word “untrue.” In response to Chair Howard, Board members stated they accepted the change.
- Section 2B. There is no legal objection to adding the word “unjustifiably.” Board members stated they accepted the change.
- Section 2B. There is no legal objection to changing the word “tone” to “demeanor.” Member Gillette stated that his suggestion was deleting the entire sentence. In response to Member Gillette, Chair Howard stated there is no legal objection to deleting the sentence; however,



she wanted to hear how other Board members felt. Board members agreed to leave in the sentence.

- Section 2E. The attorney suggested wording the sentence as follows: “The herein described actions of Trustee Shure have unjustifiably held the College in a bad light . . .” Board members agreed with the change as stated by Chair Howard.
- Sections 2F and 2H. There is no legal objection to deleting these. Board members agreed to remove 2F and 2H.
- Section 3. The attorney agreed that this could be removed and established as a Board policy. It should be brought back to the next Board meeting as a first reading. Board members concurred.
- Section 5. Chair Howard stated that the feeling was that this should be left in, because it ties back to the Censure of Leon Shure and why he, as well as others associated with Harper College, is expected to adhere to the highest standards. She recommended that this be left in the Resolution. Member Gillette stated that he felt strongly about it being removed. He feels it implies that Member Shure is guilty of something very general. He is guilty of doing specific things mentioned in the Resolution, but not the general implications. Chair Howard explained that this item states they “exhort” all of them listed (students, faculty, administrators and members of the College community) to live to the highest standards of integrity. Member Gillette feels that this generality should not be in a strongly-worded letter to Member Shure. Members Barton and Kolze stated they are in favor of keeping Section 5 in the Resolution. Member Kolze suggested adding the words “Board members” before “students.” Chair Howard suggested changing the word “exhorts” to “expects.” It should read “The Board of Trustees hereby censures Trustee Leon Shure for his improper conduct, and expects all Board members, students, faculty, administrators and members of the College community to adhere only to the highest standards of integrity, courtesy, fairness and dignity in their daily business and their interactions with each other.” Most Board members concurred. Member Gillette still felt that the words after “conduct” should be deleted.

Chair Howard asked if Members Barton and Kolze approved the changes, as the individuals who moved and seconded the original motion. Member Barton stated that she accepted the changes for her motion and Member Kolze accepted the changes for his second.

Member Gillette stated that he still did not agree with Section 2B, including the sentence about Member Shure's demeanor.

Student Member Passarini noted that it would be in the best interest of everybody for the Board to work together as a team. He does not want Member Shure to feel as if the whole Board is against him. He suggested that the Board keep encouraging him to attend seminars or some sort of training, so that they are able to work as a group and become more productive. Chair Howard assured Student Member Passarini that they would do that. Board members have been trying, and they will continue to try.

Member Howard explained that they did not feel they should put a student on the spot. Therefore, they have authorized Student Member Passarini to abstain.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Howard, Kolze and Stone  
Nays: Member Gillette

Motion carried. Student Member Passarini abstained.

Authorization to Gilbane to enter into Contracts For Release 2 Related to Science, Emerging Technology and Health Careers Center

Member Kolze moved, Member Gillette seconded, awarding Q00187 for grading, excavation, site utilities, concrete, and structural steel for the Science, Emerging Technologies and Health Careers Center, and directing Gilbane Building Company, after consultation with the Harper President, to enter into contracts directly with Plaza Excavating Contractors, LLC, the lowest responsible bidder for grading and excavation, in the amount of \$1,512,000; Robert L. Hummel Construction Co., the lowest responsible bidder for site utilities, in the amount of \$688,292; Boller Construction Co., Inc., the lowest responsible bidder for concrete, in the amount of \$5,469,000; and Cives Corp., the lowest responsible bidder for structural steel, in the amount of \$4,392,482 for a total award of \$12,061,774, as outlined in Exhibit VII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze noted that this recommendation was developed after Richard Gillette and he attended the meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Passarini voted aye.

Dr. Breuder explained that these are the bids the College received on Release 2. He reiterated that Release 1 included the installation of the electrical portion of the contract by ComEd. He noted that the Construction Management firm, Gilbane, estimated the cost of this work at \$15.1M, based upon market conditions. The numbers came in at just under \$12.1M, or 20 percent below Gilbane's estimate, supported by the architects, HOK and Legat. They are into the Release 3 stage. After bids are received, he will present them to the Board at the next Board meeting. Drawings were taken out by approximately 191 contractors.

#### CITIZEN PARTICIPATION

William Huley, of Northwest Tax Watch, addressed the Board. He reminded the Board that the College was required by law to publicly post the Agenda 48 hours prior to the Board meetings. Carol Blotteaux replied that the Agenda is posted outside the Board room and at the Information Desk.

He stated that Northwest Tax Watch is appalled at the Board's action taken this evening to censure Trustee Leon Shure. He felt it was unfair of the Board to do this in the absence of Trustee Shure. Although the Board may have just recently learned that Member Shure would not be in attendance, Mr. Huley felt that the Board should have postponed this action until a time when he would be present. He felt that the actions of the Board were undemocratic and cowardly. Mr. Huley feels that Trustee Shure's criticism about Harper's excess is founded, and he noted that it is supported by an article entitled "No Shortage of Luxury in New Office" in the February 28 edition of the Pioneer Press. Mr. Huley stated that the Board's action to censure Leon Shure will backfire and find disfavor with the general public.

Chair Howard noted that she had spoken to Mr. Shure as recently as Wednesday afternoon (February 27) when he was intending to be at the Board meeting. She did not know until she arrived at the meeting that he was not going to be here. When the question came up, she consulted with the

attorney. Member Shure will have an opportunity to respond and comment at the next meeting.

Judy Kotzamanis addressed the Board. She stated she agreed with Mr. Huley's comments regarding the censure of Member Shure. The Board must exercise discretion and attempt to work in the best interest of the community in considering its needs. Although she realizes there must be order on the Board, she does not believe it should simply be "a rubber stamp." The public holds its administrators and officials responsible for acting in the best interest of the schools and their students. They expect the administrators to promote and maintain a level of responsible thinking, values and order in the colleges and junior colleges.

Ms. Kotzamanis stated that she feels Dr. Breuder is not promoting Harper's true excellence or acting in the best interest of the students and the taxpayers. She feels he may be making the school more of a detriment to the community. She expressed her disapproval of his decision to bring alcohol on the campus, in spite of the extra liability and insurance costs that could incur. Ms. Kotzamanis feels that alcohol should not have a place on Harper's campus. She reflected on her past experience at another college, where alcohol was not served at conferences. Member Gillette clarified that Dr. Breuder did not "bring alcohol onto the campus." Alcohol has been served on Harper's campus since the day it opened. He added that he has attended special training seminars at Stanford and MIT, among other places, where alcohol was served on campus. In no case there, or at Harper College, is anybody under 21 given alcohol. Chair Howard reiterated that alcohol will only be served to people attending scheduled seminars, at their request. It will not be occurring very often.

Chair Howard announced that they were just informed of a transformer malfunction on the east side of campus. That part of campus has been shut down and students have been dismissed. They would try to move the meeting along quickly.

Michael O'Toole addressed the Board regarding a comment Dr. Breuder had made in the past in the presence of Mr. O'Toole's mother and a Harper College Vice President. He noted that if the Board felt it necessary to censure Trustee Leon Shure, they should also censure Dr. Breuder for his inappropriate behavior. He believes Dr. Breuder's actions

would be deemed inappropriate behavior under Chapter 6 of the College's current policy.

Vice President Bonnie Henry addressed the Board in response to Michael O'Toole's comments. She acknowledged that Mr. O'Toole respected her wishes by not mentioning her name during his comments this evening; however, she had asked him not to speak at all, because he was not speaking on her behalf. She clarified that she was not embarrassed by Dr. Breuder's statement or comment. She has never been embarrassed, harassed or demeaned by Dr. Breuder. She has, however, felt embarrassed, harassed and demeaned by Michael O'Toole. She resents the fact that Mr. O'Toole is using her and this incident to get at Dr. Breuder. She reiterated that Mr. O'Toole's comments do not reflect her feelings at all, and she asked that the subject be dropped.

Liz McKay, Acting Vice President of Academic Affairs, addressed the Board. She explained that when she came to Harper College in August 1970, she came to work for one year. This evening, February 28, 2002, will conclude her service to the College. Through the years, she has gained a knowledge and appreciation for how Harper College enhances and serves the comprehensive student, the taxpayers, the economic base and the overall community. She has had the privilege to serve with many excellent administrators and, at the pleasure of the Board, as an administrator. She has had the privilege of serving with many faculty members who provide wonderful service to students. They talk about transfer, career, and developmental goals. They talk about business and industry. She is extremely proud of the Board's courage to move the College to the next level. She acknowledged that they made an excellent decision in hiring Dr. Breuder. He has moved the school forward and will continue to move the school forward in the future. She is so proud of Harper College and wants to read positive things about it in the newspaper, because it is a wonderful place for the community and the students. She thanked the Board for letting her serve. Dr. McKay received a standing ovation and applause.

Chair Howard thanked Dr. McKay for giving many years of devoted service to the College, and also for serving as Acting Vice President of Academic Affairs while they went through the search process. The Board appreciates all she has done.

PRESIDENT'S  
REPORT

Dr. Breuder noted that due to the transformer problem, he would be brief.

He announced that, as of this morning, Harper's full time equivalent (FTE) enrollment is up 5.82 percent and the headcount enrollment is up 3.35 percent over January one year ago. The great numbers suggest that Harper is well thought of in the community. An increasing number of people are selecting Harper College for their educational opportunities.

Dr. Breuder shared information he had received earlier from Cheryl Kisunzu regarding the Nursing Program. After completing their studies at Harper College, nursing students must take the National Boards. For Registered Nurse (RN) students in 2001, the State pass rate was 84 percent; the national pass rate was 86 percent; Harper's was 94 percent. For Licensed Practical Nurses (LPNs), the State pass rate was 88 percent; the national pass rate was 86 percent; Harper's pass rate was 93 percent. In both of the instances (LPN and RN), Harper's faculty and the respective students have again distinguished themselves in terms of the exam they have to take for the National Board for nursing. That says that we do good things at Harper College. That, plus overall enrollment growth, and the ability for this institution to respond to a diverse population of needs speaks very well of this institution.

Dr. Breuder introduced Marge Skold, new Vice President for Academic Affairs. He acknowledged Liz McKay's over 30 years of service to Harper College. When she accepted his invitation to serve as the interim Vice President of Academic Affairs, he asked Liz McKay to not let Academic Affairs fall backward, but keep it where it was and, to the extent possible, continue to move it forward, while they searched for a new Vice President. She did that, knowing full well she would retire. He noted that, on her last day (today), she is sitting at a meeting until 9:20 p.m. She has also finished all of her early retirement projects, which are usually done in the first four or five years after retirement.

ANNOUNCEMENTS BY  
CHAIR

Chair Howard stated that it was important to uphold the values and the standards expected of Board members.

Communications

There were no communications.

Calendar Dates                      Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS                      There was no other business.

ADJOURNMENT                      Member Barton moved, Member Gillette seconded, that the meeting adjourn.

In a voice vote, the motion carried at 9:21 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

## BOARD REQUESTS

## FEBRUARY 28, 2002 REGULAR BOARD MEETING

1. Member Kolze suggested that, in the future, the new Board Budget Guidelines be attached to the previous year's guidelines so that Board members can easily see what was changed, removed or added.
2. With regard to the "Save Before You Spend" section of the Board Budget Guidelines, Member Gillette asked if the Board could be informed on the rate of accumulation or savings plan for the \$10M, prior to it being set in concrete in the budget. He would like to know, for example, if the College plans to accumulate \$10M in one year or in 20 years.
3. Student Member Passarini suggested that, since the tuition increase seems inevitable, the next step taken by the Board and Administration should be to increase emphasis on workshops for students to learn about scholarships and financial aid.
4. Member Gillette suggested giving each student who registers a letter explaining the paths to receiving financial aid and emphasizing the fact that it is anonymous.
5. Dr. Breuder suggested that Maria Moten and Matthew Tomaczewski give a presentation at the March Board meeting explaining what they do to make current and future students aware of the financial aid opportunities available to them. He asked that they also provide data which would demonstrate how much money is actually given during the course of the year and from what fund sources. Ms. Moten stated that they would be happy to give a presentation.
6. Chair Howard suggested that Student Senate President Mariya Drachevskaya invite members of the Student Senate to hear the presentation on financial aid next month. It was noted that the presentation would be at the beginning of the meeting.
7. Regarding Section 3 of the Resolution to Censure Trustee Leon Shure, Chair Howard stated that it will be removed from the Resolution and established as a Board Policy. It should be brought to the next Board meeting as a First Reading.
8. Student Member Passarini suggested that the Board keep encouraging Member Shure to attend seminars or some sort of training, so that they are able to work as a group and become more productive. Chair Howard assured Student Member Passarini that they would do that.



WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 26, 2002

SUMMARY OF BIDS

- Exhibit VI – 3a      The administration recommends that the Board award Q00203 for a 4 x 4  $\frac{3}{4}$  Ton Pick-Up Truck to Oakfield Ford, Inc., the low bidder, in the amount of \$22,998.
- Exhibit VI – 3b      The administration recommends that the Board award Q00195 for roadway and pavement rehabilitation of Lots 1, 1A, 2, 3A, 8, 9, 10, 11, and the Maintenance area to J. C. Blacktop Co., Inc., the low bidder, in the amount of \$162,529 plus an engineering fee of \$26,700, reimbursables of \$34,200, and a contingency of \$36,271 for a total award of \$259,700.
- Exhibit VI – 3c      The administration recommends that the Board award Q00197 for the renovation of room C-103 for use by the Continuing Education Division to Maman Corp., the low bidder, in the amount of \$53,330, and approve an architects fee of \$4,000, reimbursables of \$11,000, and a contingency of \$10,000 for a total award of \$78,330.
- Exhibit VI – 3d      The administration recommends that the Board award Q00206 to Multiple Images Printing, Inc., the low bidder for printing of the Spring 2002 Harper College Magazine, in the amount of \$16,734.00.
- Exhibit VI – 3e      The administration recommends that the Board award Q00205 to Von Hoffman Graphics, Inc., the low bidder for printing of the 2002/03 College Catalog which provides official information about the College, in the amount of \$22,698.00.

Exhibit VI – 3f      The administration recommends that the Board award bid request Q00201 for a dishwashing machine to Sysco Food Services, the low bidder, in the amount of \$122,844.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00203 for a 4 x 4 <sup>3</sup>/<sub>4</sub> Ton Pick-Up Truck as requested by Physical Plant for use by the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$22,998 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

Oakfield Ford, Inc.	\$22,998.00
Northwest Ford and Sterling Truck Center	24,464.00
Hoskins Chevrolet, Inc.	25,400.00
Morrow Brothers Ford, Inc.	25,600.00
Arlington Heights Ford	25,782.80
Feeny Dodge	28,359.50

This request is for a truck to replace a 1990 Ford Pick-Up that is used by the Utilities department and is beyond economical repair. The current vehicle will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00203 for a 4 x 4 ¾ Ton Pick-Up Truck to Oakfield Ford, Inc., the low bidder, in the amount of \$22,998.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00195 for roadway and pavement rehabilitation of Lots 1, 1A, 2, 3A, 8, 9, 10, 11, and the Maintenance area as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$259,700 are provided in the 2001/02 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9056 and 0292-039-539.00-9056.

III. INFORMATION

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

J. C. Blacktop Co., Inc.	\$162,528.85
Chicagoland Paving Contractors, Inc.	166,547.70
Behm Pavement Maintenance, Inc.	169,078.16
Schroeder Asphalt Services, Inc.	177,668.60
J. A. Johnson Paving Co.	179,149.18
Brothers Asphalt Paving, Inc.	184,457.38
Maneval Construction Co.	194,978.95
Denier, Inc.	207,289.78
F & G Construction Co.	208,776.99
Johnson Blacktop, Inc.	213,710.71

In order to preserve the quality of the campus parking and roadway surfaces, it is necessary that the College reseal and patch them every two years. This summer the focus will be on all but the south lots, plus the Maintenance area.

The recommendation also includes an engineering fee of \$26,700, reimbursables of \$34,200, and a contingency of not to exceed \$36,271. The amount for reimbursables is made up of two costs. The first is a not to exceed fee for construction management of \$21,200 and the second is miscellaneous work, primarily landscape, for not to exceed \$13,000. The contingency is normally set at 10%. The additional monies requested for this project will be used to complete the work required at the circle adjacent to the Performing Arts Center. Four separate Engineering/Architectural firms, with the contractors under their control, will be required to complete the work at this site. Stanley Consultants, the College Engineer, has been designated as the lead firm to coordinate these combined efforts. The scope and dollar amount has not yet been finalized. Stanley Consultants will meet with the individual firms that will be used to complete this portion of the project to finalize the scope and develop a project plan. The final costs will be determined based on the unit costs for such things as excavation, embankment, stabilization stone, and various types of patching included in the bid. Not knowing the extent of the final scope of this part of the project, Stanley Consultants has estimated the amount that needs to be encumbered at this time to move the project forward.

IV. RECOMMENDATION

The administration recommends that the Board award Q00195 for roadway and pavement rehabilitation of Lots 1, 1A, 2, 3A, 8, 9, 10, 11, and the Maintenance area to J. C. Blacktop Co., Inc., the low bidder, in the amount of \$162,529 plus an engineering fee of \$26,700, reimbursables of \$34,200, and a contingency of \$36,271 for a total award of \$259,700.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00197 for the renovation of room C-103 for use by the Continuing Education Division as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$78,330 are provided in the 2001/02 Operations and Maintenance Fund budget, under account numbers 0292-039-533.00-9240 and 0292-039-539.00-9240.

III. INFORMATION

A legal bid notice was published and 10 bids solicited. Ten responses were received. The following is a recap of the bid tab sheet:

Maman Corp.	\$ 53,330
Ernie Loberg Construction, Inc.	58,771
MacDonald Construction Services, Inc.	61,397
Loung's Corp.	63,172
The Dubs Co., Inc.	75,726
Fisher Commercial Construction Co., Inc.	78,740
Auxano, Inc.	85,600
Design/Build Management, Inc.	85,965
G. F. Structures Corp.	93,411
R. Rudnick & Co.	123,340

Academic Affairs Continuing Education was centralized as of July 2001. Personnel from six separate academic divisions physically located throughout the campus are now in the Continuing Education Division. In order to efficiently share workload and other

resources, it is essential to establish a Continuing Education Operations Center for registration, customer/student services, routine operations, and other administrative functions. Room C-103 will be renovated to create this center. Nine workspaces, a reception area and three private offices will be established.

This recommendation also includes an architects fee of \$4,000, reimbursables of \$11,000 and a contingency of \$10,000.

IV. RECOMMENDATION

The administration recommends that the Board award Q00197 for the renovation of room C-103 for use by the Continuing Education Division to Maman Corp., the low bidder, in the amount of \$53,330, and approve an architects fee of \$4,000, reimbursables of \$11,000, and a contingency of \$10,000 for a total award of \$78,330.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00206 for printing of the Spring 2002 Harper College Magazine as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$16,734.00 are provided in the 2001/02 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 27 bids solicited. Five responses were received. The following is a recap of the bid tab sheet:

Multiple Images Printing, Inc.	\$16,734.00
Platinum Graphics	19,673.00
Quantum Color Graphics L.L.C.	21,436.00
Consolidated Press, Inc.	22,820.00
Wallace Bruce Offset	30,383.30

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

IV. RECOMMENDATION

The administration recommends that the Board award Q00206 to Multiple Images Printing, Inc., the low bidder for printing of the Spring 2002 Harper College Magazine, in the amount of \$16,734.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00205 for printing of the 2002/03 College Catalog which provides official information about the College, as requested by the Marketing Services department.

II. BUDGET STATUS

Funds in the amount of \$22,698.00 are provided in the 2001/02 Educational Fund budget, under account number 0181-060-547.

III. INFORMATION

A legal bid notice was published and 38 bids solicited. Seven responses were received. The following is a recap of the bid tab sheet as pertains to a 320-page catalog:

Von Hoffman Graphics, Inc.	\$22,698.00
SFI	27,589.00
Creasey Printing Services	28,382.00
Consolidated Press, Inc.	30,970.00
Print Solutions	32,080.00
Rochelle Printing	40,303.20
VP Printing, Inc.	56,100.00

The catalog provides official information about Harper College. It lists all the programs of study and requirements for degree and certificate programs. In addition, it contains admission information as well as academic information and course descriptions.

IV. RECOMMENDATION

The administration recommends that the Board award Q00205 to Von Hoffman Graphics, Inc., the low bidder for printing of the 2002/03 College Catalog which provides official information about the College, in the amount of \$22,698.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00201 for a dishwashing machine as requested by Physical Plant for Food Services.

II. BUDGET STATUS

Funds in the amount of \$122,844 are provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0569-062-587.

III. INFORMATION

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

Sysco Food Services	\$122,844
Edward Don & Company	128,247
TriMark Marlinn	128,650

This request is for a new dishwashing machine to replace the existing machine that is 32 years old and beyond economical repair. With the opening of the Instructional Conference Center it is critical that the College have a dishwashing machine that is efficient and not subject to a lot of downtime.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00201 for a dishwashing machine to Sysco Food Services, the low bidder, in the amount of \$122,844.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 26, 2002

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a      The administration recommends that the Board approve issuance of a purchase order to Hewlett Packard, for the acquisition of a UNIX server to support the FAMIS Maintenance Management System which will automate Physical Plant functions, in the amount of \$57,938.
- Exhibit VI – 4b      The administration recommends that the Board approve the issuance of a purchase order to Prism Computer Corporation for the purchase of the Maintenance Management components of the FAMIS Asset Enterprise System (Version 7i), and the associated training, implementation, and knowledge transfer for an automated system to replace the manual maintenance Work Order processes currently in use by Physical Plant, in the amount of \$70,000 for fiscal 2001/02 and \$30,000 for 2002/03 for a total of \$100,000.
- Exhibit VI – 4c      The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for tables and chairs to be used in the Board Room in the Instructional Conference Center, in the amount of \$20,820.92.
- Exhibit VI – 4d      The administration recommends that the Board approve issuance of purchase orders for radio advertising time for Continuing Education and Adult Learning to WLUP-FM in the amount of \$10,000.00; to WNND-FM in the amount of \$23,522.50; and to WTMX-FM in the amount of \$12,250.00 for a total of \$45,972.50.

Exhibit VI – 4e      The administration recommends that the Board approve issuance of a purchase order to Arthur J. Gallagher, Inc. for Builder's Risk insurance for the Science, Emerging Technologies, and Health Careers Center in the amount of \$174,219.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Hewlett Packard for the acquisition of a UNIX server to support the FAMIS Maintenance Management System which will automate Physical Plant functions, as requested by Information Technology for Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$57,938 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

The FAMIS Maintenance Management System, which is being recommended for purchase in Exhibit VI-4b, requires its own UNIX server to host and operate the FAMIS software. The FAMIS system was developed on an Oracle Data Base, using Oracle Application tools and Oracle Web technology. The Hewlett Packard platform is the primary platform for deploying the Oracle suite. The Hewlett Packard platform also conforms to Harper College standards for UNIX enterprise systems.

The hardware will be acquired directly from Hewlett Packard, thereby enabling the College to take full advantage of the educational discount. On file is a letter from Hewlett Packard confirming that the pricing “ ... is the lowest pricing on the market. You will not find lower pricing through any of the authorized channel partners. This discount is only available to higher education customers.”



This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Hewlett Packard, for the acquisition of a UNIX server to support the FAMIS Maintenance Management System which will automate Physical Plant functions, in the amount of \$57,938.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Prism Computer Corporation for the purchase of the Maintenance Management components of the FAMIS Asset Enterprise System (Version 7i), and the associated training, implementation, and knowledge transfer for an automated system to replace the manual maintenance Work Order processes currently in use by Physical Plant, as requested by Information Technology for the Administrative Systems department.

II. BUDGET STATUS

Implementation of this project (TPC 860) has an expected time frame of three years (2001/02 – 2003/04). Funds in the amount of \$70,000 are provided in the 2001/02, and funds in the amount of \$30,000 will be budgeted in the 2002/03, Restricted Purposes Fund budget, under account number 0695-245-539.00-4509 for the base system.

III. INFORMATION

Moving to a Computerized Maintenance Management System (CMMS) will aid staff in the administration of Work Orders used to maintain the current 975,000 square feet of campus facilities. The area covered will increase to 1.1 million square feet after completion of the Instructional Conference Center and the Performing Arts Center. Upon completion of the Science, Emerging Technology and Health Careers Centers the campus buildings will increase to approximately 1.4 million square feet. A manual approach to Work Order assignments and monitoring is

labor intensive and ineffective for budgeting and long-range planning in our rapidly growing environment.

### RFP Process

A maintenance management systems expert from the architectural firm of O'Donnell, Wicklund, Pigozzi, and Peterson (OWP&P) was engaged to conduct the initial review of 200+ responses to a request for information. Fourteen vendors were pre-qualified and judged to be stable enough and their respective software robust enough to receive the Request For Proposal (RFP).

The RFP outlined in detail the immediate requirements to support Work Order processing, preventive maintenance and Web-enabled work requests. It also explored the potential of each vendor to supply the additional features the College anticipates needing in the future which include: mechanical inventory control, utilities management, mobile and wireless technology, full web deployment of client software, bar-coding, and CAD/graphics support.

Vendor support to assure prompt response to the needs of higher education as well as a strong desire to work in partnership with Harper College was also an important requirement.

The fourteen pre-qualified vendors were issued an RFP. Of those, six vendors responded to the RFP with proposals that could address the majority of the current and future requirements:

Prism Computer Corporation (FAMIS)  
MicroMain Corporation (MS2000)  
MRO Software (MAXIMO)  
MAXIMUS (Facility Focus)  
Datastream Systems (MP2)  
Four Rivers Software Systems (TMS)

### Evaluation Process

A task force was convened, consisting of key personnel from Physical Plant, the OWP&P consultant, and an IT project manager.

The evaluation process consisted of three stages: Proposal Review, Product Demonstrations, and Reference Checks.

Of the six proposals reviewed by the task force, four were identified as the strongest, and the vendors that had submitted them were asked to provide product demonstrations.

During the project demonstration stage, Physical Plant users evaluated the four vendors' products for ease of use and intuitive screen displays, while IT examined the feasibility of the technology and infrastructure requirements. To round out the systems and hardware information for each product as well as to learn the directions that the organizations were headed through R&D research, a list of additional IT questions was forwarded to each vendor. Ultimately, three final candidates were selected.

References from each of the three final candidates were contacted for in-depth interviews conducted by representatives from the Physical Plant, and an IT Technical Specialist.

#### Task Force Recommendation

After all references were interviewed, a debriefing meeting was held. Each vendor organization and its product were rated on overall effectiveness. As a result, the task force recommended the FAMIS Asset Enterprise Suite products from Prism Computer Corporation.

The FAMIS Facilities Maintenance Modules include:

- Real-time reporting of Work Order status.
- Work Order category based routing.
- Flexible organization allows for project, Work Order groupings and tasks.
- Ability to associate a Work Order with multiple tasks and resources.
- User defined Work Order status definitions and assignments.
- Fully automated Work Order life cycle.

- Standard reports and standard ODBC links to most database custom report tools.
- Automated triggers for preventive maintenance and warranty schedule tasks.
- Ability to link documents to all levels and elements of the database.
- Project Management workbench.
- Web enabled work requests.
- Wireless PDA support.

Prism Computer Corporation is a privately owned software company whose customer base is 95% academic institutions. Customer references consistently speak highly of the quality of the software support service. Prism is very responsive to the evolving needs of its user community, with new versions accurately reflecting the directions its customers are taking.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Prism Computer Corporation for the purchase of the Maintenance Management components of the FAMIS Asset Enterprise System (Version 7i), and the associated training, implementation, and knowledge transfer for an automated system to replace the manual maintenance Work Order processes currently in use by Physical Plant, in the amount of \$70,000 for fiscal 2001/02 and \$30,000 for 2002/03 for a total of \$100,000.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Krueger International, Inc. for tables and chairs to be used in the Board Room in the Instructional Conference Center as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$20,820.92 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

This request is for nine tables and 57 chairs to be used in the Board Room in the Instructional Conference Center. When the space is not being used as a Board Room, it will be utilized as an additional Breakout Room for the Instructional Conference Center. The chairs specified are the same as are being used throughout the rest of the Instructional Conference Center.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD40088241.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc. for tables and chairs to be used in the Board Room in the Instructional Conference Center, in the amount of \$20,820.92.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of purchase orders to WLUP-FM, WNND-FM and WTMX-FM for radio advertising time for Continuing Education and Adult Learning as requested by the Marketing Services department.

II. BUDGET STATUS

Funds in the amount of \$45,972.50 are provided in the 2001/02 Auxiliary Enterprise Fund budget, under account number 0548-133-547.90.

III. INFORMATION

Strategic media buying, advertising consultation services and public relations services directly related to enrollment initiatives are performed for the College by bvk, as approved by Board action on July 25, 2001. As a result, Purchase Order #018162 was issued to bvk in the amount of \$224,000 for the period of July 25, 2001 through June 30, 2002.

Initially, radio station charges were paid through bvk as part of the Purchase Order referenced above. Now the radio stations are billing the College directly.

Enrollment marketing radio spots for Continuing Education and Adult Learning aired on WLUP-FM, WNND-FM and WTMX-FM for the spring of 2002 per the media plan created by bvk.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of purchase orders for radio advertising time for Continuing Education and Adult Learning to WLUP-FM in the amount of \$10,000.00; to WNND-FM in the amount of \$23,522.50; and to WTMX-FM in the amount of \$12,250.00 for a total of \$45,972.50.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Arthur J. Gallagher, Inc., for Builder's Risk insurance for the Science, Emerging Technologies, and Health Careers Center as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$174,219 are provided in the Operations & Maintenance Restricted Fund budget, under account number 0392-039-565.41-9038.

III. INFORMATION

As part of the building project for the Science, Emerging Technologies, and Health Careers Center the College must maintain active Builder's Risk Insurance. Arthur J. Gallagher, Inc. was approached by the College to shop the market for the best available coverage at the lowest possible cost. Gallagher received quotes from AIG, Zurich and Westchester Insurance Companies. The most comprehensive and the most economical policy was offered by Zurich America Insurance Co. Insurance in the amount of \$75,000,000 is available for \$174,219. This coverage will run for the life of the project.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Arthur J. Gallagher, Inc. for Builder's Risk insurance for the Science, Emerging Technologies, and Health Careers Center in the amount of \$174,219.

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

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

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

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

Additionally there is a summary of tenure status during the spring, 2002 semester.

**NON-TENURED FACULTY  
2001-2002 Academic Year**

**FIRST YEAR EMPLOYED**

**1999-2000**

Barb Anderson -*Nursing*  
Gregory Clemons -*Music*  
Kristin Conroy -*Counselor*  
Rebecca Curtin -*Computer Information Systems*  
Deborah Damcott -*Physics*  
Karen Duellman -*Math*  
Geoffrey Durian -*Math Lab*  
John Finan -*Spanish*  
Joan Fiske *mid-year* -*Adult Ed Development*

**FIRST YEAR ELIGIBLE FOR TENURE**

**2002-2003**

Jason James -*Mathematics*  
Wendy Mertes -*Early Childhood Education*  
Perry Pollock -*Art*  
Manivong Ratts -*Counselor*  
Regina Rector -*Biology*  
Nancy Rice -*Math*  
Barbara Solheim -*Philosophy*  
Pat Widder -*Math Lab*

**2000-2001**

Carole Bomba -*Nursing*  
Willis Boughton -*Computer Information Systems*  
Bonnie Chisolm -*Dental Hygiene*  
Diana Cincinello -*Adult Ed Development*  
Maria Coons -*Banking and Financial Services*  
Thomas Dowd -*Chemistry*  
David Richmond -*History*  
Mary Gawienowski -*English as Second Language*  
Kathleen Hanahan -*Counselor*  
Kimberly Heinz -*Library Services*  
William Hengtgen -*Counselor*

**2003-2004**

George Hoeltje -*Electronics*  
Seema Kurup -*English*  
Timothy Littell -*Counselor*  
Kris Piepenburg -*English*  
Peter Puleo -*Criminal Justice*  
Catherine Restovich -*English*  
Denise Dudzinski-Walsh -*Nursing*  
Benjamin Yoder -*English as Second Language*

**2001-2002**

Manouchehr Azad -*Math*  
Getachew Begashaw -*Economics*  
Jennifer Bell -*Adult Ed Development*  
David Clydesdale -*Math*  
Dawn Grimm -*Accounting*

**2004-2005**

Kurt Hemmer -*English*  
Diane Martling -*Math Lab*  
Deborah Nance -*Art*  
Christopher Padgett -*English*  
William Pankey -*Library Services*

WILLIAM RAINEY HARPER COLLEGE  
Preliminary Schedule of Investments  
As of February 28, 2002

Exhibit VI-7  
March 28, 2002

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 21,387,851	716,400	935,000
OPERATIONS, & MAINT. FUND	5,411,264	178,492	240,000
OPERATIONS, & MAINT. FUND (Restricted)	3,015,595	73,891	60,000
BOND & INTEREST	3,315,099	91,506	75,000
AUXILIARY ENTERPRISES	2,100,700	88,386	170,000
RESTRICTED FUNDS	1,987,411	77,037	155,080
WORKING CASH FUND	11,848,792	372,125	666,000
AUDIT FUND	151,386	4,865	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,124,620</u>	<u>78,863</u>	<u>150,000</u>
Total	<u>\$ 51,342,718</u>	<u>1,681,567</u>	<u>2,456,080</u>

WILLIAM RAINEY HARPER COLLEGE  
Schedule of Investments  
As of February 28, 2002

Exhibit VI-7  
March 28, 2002

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 2/28/2002	Market Value	
<b><u>Certificates of Deposits</u></b>								
PMA/MBNA America NA	12/11/00	03/07/02	451	6.800	126,564.30	1,500,000.00		
PMA/MBNA America NA	12/11/00	03/21/02	465	6.800	130,569.05	1,500,000.00		
PMA/Standard Federal Bank	10/16/00	04/04/02	535	6.72	149,505.23	1,500,000.00		
PMA/Standard Federal Bank	10/16/00	04/18/02	549	6.72	153,637.60	1,500,000.00		
PMA/Standard Federal Bank	10/16/00	05/02/02	563	6.72	157,768.92	1,500,000.00		
PMA/Standard Federal Bank	10/18/00	05/16/02	575	6.67	160,006.51	1,500,000.00		
PMA/Standard Federal Bank	10/18/00	05/30/02	589	6.67	164,098.98	1,500,000.00		
PMA/Standard Federal Bank	10/18/00	06/13/02	603	6.67	168,190.22	1,500,000.00		
PMA/MBNA America NA	03/27/01	06/24/02	454	4.85	90,589.70	1,500,000.00		
PMA/MBNA America NA	03/27/01	06/27/02	457	4.85	91,205.99	1,500,000.00		
PMA/MBNA America NA	03/27/01	07/10/02	470	4.85	93,879.28	1,500,000.00		
PMA/MBNA America NA	03/27/01	07/24/02	484	4.85	96,763.18	1,500,000.00		
PMA/MBNA America NA	08/29/01	07/25/02	330	4.00	271,244.92	7,500,000.00		
LaSalle Bank	02/28/02	09/05/02	189	1.88	19,740.00	2,000,000.00		
Harris Bank	10/26/01	10/03/02	342	3.35	54,894.80	1,700,000.00		
Harris Bank	10/26/01	10/17/02	356	3.35	57,179.34	1,700,000.00		
PMA/Capital One Bank	10/25/01	10/25/02	365	3.00	130,487.50	3,900,000.00		
PMA/MBNA America NA	09/21/01	09/11/03	720	3.81	75,648.93	1,000,000.00		
Northern Trust	09/14/01	09/12/03	728	3.90	323,022.32	4,000,000.00		
Harris Bank	10/01/01	10/01/03	730	3.70	230,052.66	3,000,000.00		
Harris Bank	10/03/01	10/03/03	730	3.65	302,445.43	4,000,000.00		
	Weighted Average: 4.52						<b>46,800,000.00</b>	46,800,000.00 *
<b><u>Government Securities</u></b>								
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	1,995,000.00	
	Weighted Average: 3.05						<b>1,995,000.00</b>	1,995,000.00 **
<b>ISDMAX</b>		01/02 Monthly Average		1.72		<b>2,147.05</b>	2,147.05	
<b>Illinois Funds</b>		01/02 Monthly Average		1.90		<b>2,545,573.52</b>	2,545,573.52	
<b>TOTALS AS OF:</b>	<b>2/28/2002</b>				<b>\$</b>	<b>51,342,720.57</b>	<b>51,342,720.57</b>	

\*Market value not available

\*\* Current market value shows gains or losses depending on the current interest rates and the rates when the securities were purchased. The gains or losses can only occur if the securities are sold before their maturity dates.

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

- ICCTA meeting - March 8-9 - Oak Brook Hills Resort, Oak Brook

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.



**WILLIAM RAINEY HARPER COLLEGE**  
**LISTING OF**  
**GRANT PROGRAMS**  
**July 1, 2001 – June 30, 2002**

Reported: March 14, 2002

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	09/01/01 08/31/02
Special Populations Academic Enrichment D. Corr	State Allocation Grant To provide support to disadvantaged students	ICCB \$342,152	07/01/01 06/30/02
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$175,702	07/01/01 06/30/02
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$118,648	07/01/01 06/30/02
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,772	07/01/01 06/30/02
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$317,620	07/01/01 06/30/02
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$370,986	07/01/01 06/30/02
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. Students taking college credit	ICCB \$86,939	07/01/01 06/30/02
Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$13,807	07/01/01 06/30/02
Health & Safety Physical Plant R. Getz	Installation of ADA accessible Chair lifts in Building "D"	ICCB \$235,808	01/01/01 12/31/01
Adult Education & Literacy Adult Educational Development L. Nelson & E. Minicz	Continuation of FY 01 Supports Adult Educational Development Programs	ICCB \$478,311	07/01/01 06/30/02

<b>GRANT NAME DIVISION/DEPARTMENT MANAGER</b>	<b>BRIEF DESCRIPTION</b>	<b>FUNDING SOURCE AWARD AMOUNT</b>	<b>DATES STARTS – ENDS</b>
Leadership & Core Values Human Resources B. Henry/C.Wandambi-Kisunzu	Employee development training "Working by Values"	ICCB \$5,000	07/01/01 06/30/02
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY 01 To provide services to disabled students	IDHS \$134,754	07/01/01 06/30/02
Displaced Homemakers Women's Program S. Otto	Continuation of FY 00 Advising and Job Placement For Women's Program Participants	IDOL \$68,000	07/01/01 06/30/02
Perkins III J. Hennig	Continuation of FY 01 Award. Career and Technical Education	ISBE \$238,805	07/01/01 06/30/02
Program Improvement J. Hennig	Continuation of FY 01	ISBE \$30,649	07/01/01 06/30/02
Federal Tech Prep Education to Careers J. Hennig	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE/DOE \$29,685	07/01/01 06/30/02
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY01 Grant Comprehensive Career Development Program	ISBE \$232,272 { \$148,228 [F] & \$84,044 [S] }	07/01/01 06/30/02
Transitions Grant NSET-Education to Careers S. Griffith	Continuation of FY01 Grant Financial resources for Tech Prep Program	ISBE \$7,500	07/01/01 06/30/02
Work Base Learning NSE-Education to Careers S. Griffith	Continuation of FY01 Grant To provide experiences for students of the workplace	ISBE \$13,500	07/01/01 06/30/02
Scholar-in-Residence International Studies M.Simonsen	Professor Dumisani Moyo of Zimbabwe  Matching funds required**	CIES Expenses for Scholar \$7,150 *	08/01/01 12/15/01
Mathematics Project M. McGowen / B. Weil	To support teacher preparation project	NSF UIC subcontract \$9,856	07/01/01 06/30/02
Scholarships for Success D. Magno TMPS/ Marketing Services	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$222,449	01/01/02 12/31/06

<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/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$15,000	07/01/01 09/30/01
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$46,875	10/01/01 06/30/02
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	New project. Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$31,500	10/01/01 06/30/02
TECH R.Fabbrini	Equipment Purchase Grant To support TECH program.	Sun Microsystems \$6,708	10/01/01 12/31/01
Industry Training Program Corporate Services L. Danaher	To support customized training needs for manufacturing	Illinois Manufacturers Association \$25,000	07/01/01 06/30/02
Industrial Training Program Corporate Services L. Danaher	To support customized training needs for industry	Illinois State Chamber of Commerce \$58,000	07/01/01 06/30/02
Total as of March 14, 2002		\$3,453,895	

## HARPER COLLEGE GRANT PROGRAMS

### DESCRIPTION OF ABBREVIATIONS

DAVTE	Illinois Department of Adult Vocational –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
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

(F) Federal funds (S) State funds

\*\$14,300 grant shared with College of Lake County

\*\*\$7,000 cash and \$14,200 in-kind (shared by College of Lake County)

**Harper College  
Educational Foundation  
Gift Summary by Appeal  
February FY02 Fundraising**

<b>Appeal</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks/Pledges</b>	<b>In-Kind</b>	<b>Other</b>	<b>Total</b>
Harvest Ball 2001	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Retirement Fund	2	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00
Tradition of Excellence Campaign 2000	2	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00
Golf Open 2001 - Underwriting Appeal	1	\$375.00	\$0.00	\$0.00	\$0.00	\$375.00
Golf Open 2002 -- Underwriting	11	\$14,750.00	\$10,500.00	\$0.00	\$0.00	\$25,250.00
Harvest Ball 2001 - Invitation	1	\$550.00	\$0.00	\$0.00	\$0.00	\$550.00
Proposal	1	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Special Initiatives	1	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00
Stewardship	2	\$1,250.00	\$0.00	\$0.00	\$0.00	\$1,250.00
Tradition of Excellence 2001	12	\$54.00	\$0.00	\$0.00	\$0.00	\$54.00
TSC -- Barrington Breakfast Club Letter	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Theatre Seat Campaign -- Brochure	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	2	\$1,141.45	\$0.00	\$0.00	\$0.00	\$1,141.45
	<b>38</b>	<b>\$30,957.45</b>	<b>\$10,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,457.45</b>

**Harper College Educational Foundation**  
**Gift Summary by Appeal**  
**Year-to-Date Fundraising FY02 (as of 2/28/2002)**

<b>Appeal</b>	<b>#Gifts</b>	<b>Cash</b>	<b>Stocks/Pledges</b>	<b>In-Kind</b>	<b>Other</b>	<b>Total</b>
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001	83	\$14,175.00	\$2,200.00	\$0.00	\$0.00	\$16,375.00
Retirement Fund	10	\$113.50	\$260.00	\$0.00	\$0.00	\$373.50
Direct Mail FY02 -- Board	5	\$2,700.00	\$0.00	\$0.00	\$0.00	\$2,700.00
Direct Mail FY02 -- Donors under \$250	7	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00
Direct Mail FY02 -- Donors over \$250	6	\$5,050.00	\$0.00	\$0.00	\$0.00	\$5,050.00
Direct Mail FY02 -- Alumni Mailing	21	\$708.00	\$0.00	\$0.00	\$0.00	\$708.00
Direct Mail FY02 -- Annuitants	7	\$2,020.00	\$0.00	\$0.00	\$0.00	\$2,020.00
Direct Mail FY02 -- Lapsed	7	\$470.00	\$0.00	\$0.00	\$0.00	\$470.00
Direct Mail FY02 -- Trustees	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
DM01- AL	6	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Direct Mail 2000 - Alumni	3	\$58.00	\$0.00	\$0.00	\$0.00	\$58.00
Direct Mail 2000 - Annuitants	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
DM2001	3	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00
Tradition of Excellence Campaign 2000	11	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00
Golf 2001 - Event Day	1	\$36.00	\$0.00	\$0.00	\$0.00	\$36.00
Golf 2001 - Invitation	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Golf Open 2001 - Underwriting Appeal	3	\$725.00	\$0.00	\$0.00	\$0.00	\$725.00
Golf Open 2002 -- Underwriting	11	\$14,750.00	\$10,500.00	\$0.00	\$0.00	\$25,250.00
Harvest Ball 2001 - Invitation	126	\$37,325.00	\$0.00	\$0.00	\$0.00	\$37,325.00
Harvest Ball 2001 - Underwriting	59	\$23,137.00	\$17,050.00	\$6,299.00	\$0.00	\$46,486.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Margaret Scott	10	\$2,461.35	\$0.00	\$0.00	\$0.00	\$2,461.35
Personal Solicitation	2	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Proposal	7	\$37,400.00	\$190,000.00	\$0.00	\$0.00	\$227,400.00

Special Initiatives	15	\$4,225.00	\$0.00	\$0.00	\$0.00	\$4,225.00
Stewardship	14	\$14,900.00	\$0.00	\$3,025.00	\$0.00	\$17,925.00
Tradition of Excellence 2001	77	\$366.00	\$1,390.00	\$0.00	\$0.00	\$1,756.00
Theatre Seat Campaign	20	\$10,450.00	\$20,500.00	\$0.00	\$0.00	\$30,950.00
TSC -- Barrington Breakfast Club Letter	2	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Theatre Seat Campaign -- Brochure	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Unsolicited	25	\$8,894.67	\$0.00	\$34,415.14	\$0.00	\$43,309.81
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
<b>TOTAL</b>	<b>559</b>	<b>\$187,564.52</b>	<b>\$241,900.00</b>	<b>\$43,739.14</b>	<b>\$0.00</b>	<b>\$473,203.66</b>

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

First Reading of an addition to the Board of Trustees Policy Manual on Indemnification of Trustees.

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 requested by the Board to add a statement of Indemnification of Trustees to the Board Policy Manual following the censure resolution discussed at the February 28, 2002 Board of Trustees Meeting.

IV. RECOMMENDATION

Policy 01.16.01 is presented for a first reading by the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: **Indemnification of Trustees**

**No. 01.16.01**

Approved:

Revised:

Should any individual Board member be sued based upon a claim arising out of the dissemination of the confidential information which constitutes a property or liberty interest, or may constitute a libel, slander or defamation, or may constitute an invasion of privacy or disparagement of business reputation or any similar type of action, such conduct shall not constitute an act of a Board member acting in his or her official capacity as a Board member, but shall constitute the individual and personal action of the Board member.

Should any Board member be sued for violating the sanctity of a confidential communication, the Board of Trustees will not defend, indemnify or hold the member harmless for a violation of the confidentiality of the communication.

Should any Board member be sued because of an individual Board member's disclosure of confidential information, the Board of Trustees authorizes its legal counsel to seek indemnification from the offending Board member and to recover all costs and expenses incurred, including attorneys' fees in the defense of the claim.



WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

First Reading of a change to the Board of Trustees Policy Manual  
11.11.13 – Tax Sheltered Annuities and Deferred Compensation Plan

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

IRS regulations have recently changed and employees of State and local governments are now able to participate in both 403(b) (tax sheltered annuities) and 457 (deferred compensation) plans without coordination limits.

IV. RECOMMENDATION

Policy 11.11.13 is presented for a first reading by the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: Tax Sheltered Annuities **and Deferred Compensation** Plan No. 11.11.13

Approved:

Revised:

Salary **reductions** ~~deductions for retirement annuity contracts (tax sheltered annuities)~~ **under IRC Section 403(b)** shall be available to all permanent full-time employees, **except student employees.**

**An IRC Section 457(b) deferred compensation plan shall be available to Harper Administrators.**

~~The College shall not assume the responsibility for deterring whether individual employees who purchase annuities and may receive other tax sheltered benefits have exceeded the maximum annual allowable deferred compensation amount defined in the Internal Revenue Code. Employees who secure annuities or other tax sheltered benefit 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 assessed by the Internal Revenue Service, which are due on account of the failure of the employee to compute correctly the maximum annual allowable deferred compensation amount.~~

**The College has no liability for any losses arising from depreciation or other decline in the value of any investments employees acquire under these plans.**

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of an Internal Revenue Code 457(b) Plan.

II. REASON FOR CONSIDERATION

IRS regulations have recently changed and employees of State and local governments are now able to participate in both 403(b) (tax sheltered annuities) and 457 (deferred compensation) plans without coordination limits. This means that employees can increase the amount of dollars that are tax sheltered, from current compensation, if they elect this option. There is no cost to the College other than minimal costs to set up and administer the program.

III. BACKGROUND INFORMATION

The College already has a 403(b) (tax sheltered annuities) plan, but it does not have a 457(b) (deferred compensation) plan. The administration has been working with an attorney, who specializes in tax shelter plans, and with other professionals to design a 457(b) (deferred compensation) plan for Harper.

IV. RECOMMENDATION

It is the recommendation of the administration to adopt the attached Resolution regarding the Internal Revenue Code 457(b) plan.

**Resolution**

WHEREAS, William Rainey Harper College, Community College District 512, as a local governmental unit is eligible to offer a deferred compensation plan under Internal Revenue Code Section 457.

WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, has deemed it appropriate to approve a deferred compensation plan under Internal Revenue Code Section 457 to be administered by the Vice President, Administrative Services or designee; and

WHEREAS, the deferred compensation plan under Internal Revenue Code Section 457 will be known as the 457(b) Deferred Compensation Plan; and

WHEREAS, the William Rainey Harper College administrative employee group will be eligible to participate under this plan; and

WHEREAS, the Vice President, Administrative Services or designee will be authorized to sign Adoption Agreements with eligible vendors and other required documents within this plan; and

NOW THEREFORE, BE IT RESOLVED that the 457(b) Deferred Compensation Plan be established effective January 1, 2002.

Approved:

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Chairman  
Board of Trustees

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Secretary  
Board of Trustees

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions, 2002-2003 Academic Year

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

The 1990-93 Agreement between the Board of Trustees and the Faculty Senate stipulated that a faculty promotions procedure be developed beginning with the 1991-92 academic year. On January 30, 1992, the Board of Trustees approved a Faculty Promotion System developed by the Promotions Committee. The promotions procedures in the Faculty Promotions System, page 8, item E, have been followed.

IV. RECOMMENDATION

It is recommended that the Board of Trustees grant the following promotions for the 2002-2003 academic year.

To Assistant Professor

Collette Marsh	TMPS	Judith Zaplatynsky	BUSSS	Joan Carlson	LSHS
Terry Ann Felke	BUSSS	Alice Roberts	AELS	Sam Rosby	AELS
Vicki Atkinson	STUDEV				

To Associate Professor

Janet Landato	TMPS	Ana Hernandez	LIBARTS	Peg Gallagher	LSHS
Patricia Ferguson	AELS				

To Professor

Christine Poziemski	AELS	Janice Phillips	AELS
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WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Settlement Agreement for Roof Repairs - Business and Social Science Center.

II. REASON FOR CONSIDERATION

The Board needs to approve the attached Settlement Agreement before the process can be finalized.

III. BACKGROUND INFORMATION

The College gets annual appropriations through the Capital Development Board (CDB) for Capital Renewal Projects. In 1998, the Capital Development Board contracted to have the roof repair work completed over the theater portion of the Business and Social Science Center. In the course of the work, the building was not properly protected and we had a number of heavy rains that caused damage to the inside of the theater. The College proceeded to hire outside vendors to clean and repair the damage with concurrence from our insurance company. The College insurance company, after more thorough investigation, decided that the damage did not qualify as an insured item. In the interim, the Capital Development Board paid the contractors in full. The College was now responsible for clean up and repair bills. The CDB retained the College attorney to file a lawsuit on behalf of the CDB and Harper to recover our costs and potential damages that may appear in the future. All parties decided that mediation was the best method to resolve this dispute.

IV. RECOMMENDATION

The administration recommends that the Board approve the Settlement Agreement once it has completed attorney review between the Capital Development Board ("CDB"), William Rainey Harper Community College #512 ("Harper"), Weisbrook Sheet Metal, Inc. ("Weisbrook") and Mastership Construction Company, Inc. ("Mastership") in the amount of \$318,750.

*(Draft Agreement is Attached).*

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New AAS degree programs in Radiologic Technology and Emergency Medical Services Paramedic Program and new certificate programs in Phlebotomy, Electrocardiograph Technician, Emergency Medical Services Paramedic Program and Diagnostic Medical Sonography Program.

II. REASON FOR CONSIDERATION

The Illinois Community College Board requires the Board approve new certificate and degree programs.

III. BACKGROUND INFORMATION

As a result of meetings with representatives of the health care providers, the Life Sciences and Human Services division and developed new certificate and degree programs to meet documented community needs.

- **RADIOLOGIC TECHNOLOGY/AAS DEGREE**

As a result of the closure of the Radiologic Technology Program at Northwest Community Hospital, the staff and administration of this facility approached Harper College and asked about the possibility of Harper's implementation of a Radiologic Technology Program. The October 2001 "Market Analysis for New Programs", as conducted by Harper's Office of Research, confirms a 13.30% increase from 1998-2008 in the demand for this technician. In addition, the 2000-01 edition of the Occupational Outlook Handbook, notes that employment of radiologic technologists is expected to grow as fast as the average for all occupations through 2008. This growth corresponds with the increasing demand for diagnostic imaging and therapeutic technologies. Given this evident need, the degree option for this area of study has been developed. As newer imaging programs evolve, the Radiologic Technology curriculum will serve as the



fundamental conceptual framework on which other imaging programs will be built.

- EMERGENCY MEDICAL SERVICES PARAMEDIC PROGRAM/  
AAS DEGREE

EMERGENCY MEDICAL SERVICES PARAMEDIC CERTIFICATE

The 64-credit hour degree program is a joint educational venture with Northwest Community Healthcare, the Emergency Medical Services (EMS) Department, and William Rainey Harper College. The Emergency Medical Technician-Paramedic (EMT-P) Program fulfills prescribed requirements by the Illinois Department of Public Health (IDPH) to practice the art and science of pre-hospital care under the direct supervision of a licensed physician or a registered professional nurse credentialed in emergency care. Where authorized, EMT-P function under the direction of an EMS medical director in an Illinois Department of Public Health approved Advanced Life Support (ALS) provider agency. According to the 2000-2001 Enhanced Occupational Outlook Handbook, 3<sup>rd</sup> edition, employment for paramedics is expected to increase 21 to 35 percent through 2008.

Presently, Northwest Community Healthcare is offering a hospital-based Paramedic Program. Upon completion, students receive a program certificate, which qualifies them to take the state of Illinois certification exam. There is a need to implement a formal mechanism or agreement with William Rainey Harper College so that award so that students can receive academic credit.

In accordance with a conversation between Northwest Community Healthcare, Emergency Medical Services Department and William Rainey Harper College, a contractual arrangement whereby the curriculum has been mutually prepared was proposed. Students would enroll at Harper College, and be taught by qualified Northwest Community Healthcare, Emergency Medical Services faculty who would serve as Harper College adjunct faculty. The students would receive Harper College credit, which would culminate in either a Paramedic Certificate or an Associate in Applied Science (AAS) degree in the Paramedic Program. The 64 credit hour Associate in Applied Science Degree in Paramedics expands the proposed 29 credit hour Paramedic Certificate Program with the addition of 35 credit hours of general education and elective coursework.

- PHLEBOTOMY CERTIFICATE

According to the 1998-99 *Occupational Outlook Handbook*, the employment of phlebotomists is expected to grow through the year 2008. This projection is based directly on health care's increased demand for laboratory tests. This employment opportunity also reflects a need to replace workers who transfer to other occupations or retire. Harper's Life

Science/Human Services Division consistently receives calls from students and employers inquiring about the availability of this type of offering.

Consistent with the demand, this 13 credit-hour certificate has been created. The student's educational experience will include lectures, lab and clinical internships in local healthcare facilities.

- **ELECTROCARDIOGRAPH TECHNICIAN CERTIFICATE**

As a result of the increasing costs which are associated with health care delivery, agencies are responding to this need through cross-training of personnel. This trend is also consistently noted in the health care institutions of Chicago's Northwest suburbs. This 11 credit-hour certificate has been developed in response to this need. This certificate is designed for persons interested in becoming electrocardiographers in health care facilities such as a physician office, cardiology departments, cardiac rehabilitation centers, ambulatory surgery centers or health maintenance organizations. Completers of the Electrocardiograph Technician Program are encouraged to challenge a national certification examination to become a certified ECG Technician.

- **DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM CERTIFICATE**

The rapid expansion of radiologic technician has produced many very sophisticated imaging modalities. In particular, diagnostic medical sonography or "ultrasound" has continued to gain professional and public popularity with the introduction of new diagnostic non-invasive modalities, which allow for imaging in areas not previously possible. The job prospects for sonographers are excellent nationally as well as locally. Sonographers work in a variety of health care settings such as hospitals, clinics, and physician offices as a sonographer, in educational facilities as an educator, in the manufacturing industry as an equipment sales person and/or a manufacturing application specialist. This 39-credit certificate will provide an opportunity for the Registered Radiographic Technologist (RT ®) to obtain new skills as well as expand marketability.

#### IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new AAS degree programs in Radiologic Technology and Emergency Medical Services Paramedic Program and the new Certificate programs in Phlebotomy, Electrocardiograph Technician, Emergency Medical Services Paramedic Program and Diagnostic Medical Sonography Program for implementation in academic years 2003 and 2004.