

Regular Board Meeting Agenda

March 25, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Pat Beach: Culinary Students
 - Mike Brown: "Lintel"
 - Referendum Building Update: Michael Lundeen, Legat Architects; Rick Wise, Gilbane
 - Dave McShane: Enterprise Resource Planning System - The Next Generation
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes – February 25, 2003 Regular Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for February 21, 2003, and Exhibit VII-A.2
March 7, 2003; Estimated payrolls for March 8, 2003
through April 4, 2003
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - B. For Information**
 - 1. Financial Statements Exhibit VII-B.1
 - 2. Committee and Liaison Reports Exhibit VII-B.2
 - 3. Grants and Gifts Status Report Exhibit VII-B.3

* 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.

VIII. New Business

- A. RECOMMENDATION: Teacher Paraprofessional AAS Degree and Teacher Paraprofessional Certificate Exhibit VIII-A
- B. RECOMMENDATION: Second Reading Fair Use Policy Exhibit VIII-B
- C. RECOMMENDATION: ComEd Electrical Service Agreement Exhibit VIII-C
- D. RECOMMENDATION: Faculty Promotions, 2003-2004 Academic Year Exhibit VIII-D
- E. RECOMMENDATION: Faculty Tenure Status Report Exhibit VIII-E
- F. RECOMMENDATION: Sabbatical Leave Consideration, 2003-2004 Academic Year Exhibit VIII-F
- G. RECOMMENDATION: Mutual Aid Agreement Exhibit VIII-G

IX. Citizen Participation

X. Announcements by the Chair

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

On-Campus Events

- March 24 - 30 **SPRING BREAK**
- *March 25 7:00 p.m. - Regular Board Meeting - Room W214-215
- April 1 **Election Day**
- April 11 7:30 p.m. - Guitar Concert - William Kanengiser - Performing Arts Center
- April 12 7:30 p.m. - Concert - Sharpeworldmusic Ensemble - Performing Arts Center
- April 18 **READING DAY - COLLEGE IS CLOSED**
- *April 22 7:00 p.m. - Regular Board Meeting - Room W214-215
- April 26 7:30 p.m. - Concert - Goran Ivanovic & Fareed Hague, Guitarist Duo - Performing Arts Center
- *May 27 7:00 p.m. - Regular Board Meeting - Room W214-215
- *June 24 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, February 25, 2003

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting	1
APPROVAL OF AGENDA	1
PRESENTATIONS	2
- Update on Career Advisory Groups	2
- Education-to-Career Partnerships	3
STUDENT TRUSTEE REPORT	6
PRESIDENT'S REPORT	8
- Memorandum from Moody's	8
- Diversity	9
- Enrollment	9
- New Director of Nursing	9
- Performing Arts Center Dedication	10
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report	10
Bid Awards	11
Purchase Orders	11
Personnel Actions	12
First Reading: Fair Use Policy	13
Purchase Order	14
NEW BUSINESS	
Resolution to Issue \$5,500,000 Limited Tax Funding Bonds	15
Addendum to Educational Service Providers and Rental Facilities	18
Crumb Rubber Grant	18
CITIZEN PARTICIPATION	19
ANNOUNCEMENTS BY CHAIR	19
Communications	19
Calendar Dates	19
OTHER BUSINESS	19
Executive Session	20
ADJOURNMENT	20
SUMMARY OF BOARD REQUESTS	21

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 Tuesday, February 25, 2003

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 Tuesday, February 25, 2003 at 7:05 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Associate V.P. Development, Government Relations; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Catherine Brod, Assistant V.P. for Development; Sheila Quirk, Associate V.P. for Strategic Alliances; Joe Accardi; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Phil Burdick; Daniel Corr; Laura Crane; Lori Danaher; P. Robert Dix; Dave Dluger; Jim Edstrom; Terry Engle; Don Evangelista; Robert Getz; Ron Greenberg; Marianna Grevemberg; Sally Griffith; Vickie Gukenberger; Michael Harkins; Michael Held; Julie Hennig; Elizabeth Jung; Thea Keshavarzi; Jim Ma; Russ Mills; Bo'Lynne Modzelewski; Maria Moten; Michael Nejman; Sheryl Otto; Jeanne Pankanin; Jamie Petersen; Marie Schumacher; Stanford Simmons and Deanna White. Students: Ronnie Kroell; Arpan Shah.

Guests: Sue Ter Maat, Daily Herald; Joanne Malinowski, Kane McKenna Capital Inc.; Michael Lundeen, Legat; Mike Sons, H.S. District 214; Michael Broccolino, eSwoosh; Yves Souvenir, Roscor Corporation; William Huley, Northwest Tax Watch; John Gebhard, taxpayer; Jerry Bohn, Peg and Tim Gallagher, guests; William Kelley, citizen.

APPROVAL OF AGENDA Member Kolze moved, Member Barton seconded, approval of the agenda.

Upon roll call, the vote was as follows:

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

Motion carried.

PRESENTATIONS

Update on Career Advisory Groups

Chair Howard noted that community input and professional input are very important to the College. She introduced Julie Hennig to give an update on Career Advisory Committees.

Ms. Hennig explained that College policy and Board policy dictate that Career Advisory Groups meet a minimum of two times per year, and that one meeting be dedicated to examining current curriculum and reviewing new proposed curriculum. Membership requirements differ according to career program. For example, the American Bar Association has strict guidelines for the appointment of advisory groups when they accredit any paralegal program. Additionally, some membership requirements depend on industry specialization, such as programs in the healthcare field.

Some advisors are selected for clinical and intern site representation. For example, healthcare advisors are chosen from the areas of long-term care, critical care and home care to add balance. In the interior design program, it is imperative to have representatives from residential, retail and commercial design firms give a broad scope of the industry. Graduates of the program are encouraged to come back and lend their expertise. Additionally, they get people who are currently employed and/or credentialed in the industry to become advisors. Individual community members are also recruited.

Ms. Hennig gave examples of advisory board contributions. In the Fire Science program, members of local fire departments served on faculty screening committees. They observed teaching demonstrations and reviewed curriculum to make sure that it was up to the standards of the industry. Members of the Computer Information Department Advisory Board Group reviewed over fifty pieces of curriculum that were proposed for change in the CIS program. Other examples included advisory involvement in the Dietetic Tech Program, Sign Language Interpreting Program, Interior Design Program and Professional Practices Course.

Ms. Hennig explained that the website is a new tool used for recruiting advisory members. Prospective volunteers will go through a short question/answer segment that describes expectations and goals of Advisory Boards and Board policy. The volunteer can fill out a short form and quickly submit it. They will then receive a response on behalf of Harper College.

In response to Member Stone, Ms. Hennig noted that the website tool is very new. She has not had a great deal of contact yet; however, she is referring to the website more often when she speaks at Chambers of Commerce and addresses other groups.

In response to Member Kolze, Ms. Hennig stated that the rate of turnover on the advisory boards differs by program. For example, there is a high turnover in CIS, because people are moving in and out of the field. Other programs have long-term veterans.

Member Stone suggested they ask local Chambers of Commerce to put a notice in their newsletters that Harper College would welcome applications. She feels it would provide a good cross-section of the business community. Ms. Hennig concurred.

Chair Howard noted that advisory groups are a real asset to the College.

Education-To-Career Partnerships

Stanford Simmons explained that the Career Partnership is made up of Harper College High School Districts 211, 214, 220, and their feeder high schools. The Partnership recently recommitted to its mission: "To enable educators to provide students with the skills and knowledge they need to make an important decision about their careers, develop a workplace-driven system that prepares all students for meaningful careers and lifelong learning and provide businesses with a well-prepared workforce."

The Education-to-Career Partnership is governed by a Board of Representatives made up of the three superintendents, the College President and his designee, as well as the Leadership Team, which is made up of businesses, educators and agencies. Funding is received from the Career Technical Education Improvement Grant, which consists of several grants to improve career education in the post-secondary and secondary level. Business partners

have grown from 125 in 1999 to 900 today. They are a very important part of the team.

Dr. Simmons explained that Harper has model programs, which are highlighted in a package distributed to Board members. He discussed College Now, which is made up of dual enrollment, articulated credit and concurrent enrollment credit programs.

Dual Enrollment - courses at Harper College taken by high school students, where the student can earn both high school credit and college credit. Students leave the high schools and are transported by bus to the Harper campus, where they take classes. The high school pays for the tuition, fees and books. Much growth is anticipated in the program with the advent of the new Emerging Technology building. This year, 658 students participated in the program, took over 2,000 credit hours, equaling 140 FTEs. Additional classes being considered are as follows: Introduction to Education, Costume, History and History of Latin America.

Articulated Credit - classes that students take in their high school, potentially for college credit. The high school teachers meet with Harper College faculty and develop an articulation agreement which says that the content in the class is the same that is taught at Harper College. For example, if a student takes Accounting 101 and maintains a B in that class, the credits are held in escrow. When he goes to Harper within the next two years and takes the second level course and passes it, he earns those credits. It is a great way for students to begin to receive college credit ahead of time.

Concurrent Enrollment - courses taken by high school students on their own time, with their own transportation and at their own expense for tuition, fees and books. It is an opportunity for mature students, many of whom have a GPA of 3.0 or better and receive recommendation from the counselors.

Benefits include:

- students earn college credit now;
- parents save on expense;
- FTE for Harper College and area high schools is increased;
- Harper's capacity to serve the community is extended;

- taxpayers benefit because they do not need tax dollars for additional facilities to serve the students.

Dr. Simmons noted that many of the courses offered in the academic area are courses that are not offered at the high schools.

Elizabeth Jung demonstrated the website that was developed by eSwoosh and the Harper College Marketing Department. The website is used to communicate information about these programs to high school students, their parents, high school counselors and the community. They have received a positive response from parents and students.

Stanford Simmons introduced Otis Price from District 211 and Mike Sons from District 214. Additionally, he asked everyone involved in the Partnership to stand. He thanked them for their collaborative effort to make this very worthwhile.

Member Stone noted that she has had the opportunity to be involved with the program. She congratulated them on how far the program has come - they are doing a great job. Member Gillette stated that he was impressed by the website and the work that they have done.

Stanford Simmons shared his appreciation with the team at Harper College. He noted that it has been wonderful to work with the deans and faculty. It is a collaborative effort, and great results happen when everyone works well together.

Chair Howard noted that, while she and Member Gillette were in Washington, DC, concern was raised at the federal level at the Department of Education about turf wars between high schools and community colleges over the money for these kinds of programs, and also about businesses feeling that the programs were not meeting their needs. She does not feel the concerns applied to Harper College; however, she would like assurance that she is correct. She would like to meet with Dr. Simmons and get information back to the congressmen and senators to refute some of the concerns. Dr. Simmons responded that, because of the partnership and everyone's commitment to the students' interest, he can assure Chair Howard that he has not seen those concerns here. They focus on what is best for the student. One of the motives behind getting the information out there via the website is that, if the College

does well, plans well and shows well, then they are able to take this to their congressmen while they are defending Harper's causes. He added that they are scheduled to present at the state conference and at the national conference in November in Nashville.

Chair Howard added that they want them to correct the problems where they exist, but continue to support and encourage the good programs and help spread those good programs across the country. Harper is a shining example, in her observation. She has watched this program for a long time.

Dr. Simmons introduced web designer Michael Broccolino, President of eSwoosh, and thanked him for his support and development on the project. It was noted that Mr. Broccolino has students working on the websites.

On behalf of the Board, Chair Howard thanked the representatives from the high school districts and the high schools for building the partnership with Harper College. It has benefited all students.

Member Gillette suggested that they send a letter to all of the legislative assistants they met last week, along with the congressmen and senators, and ask them to please review the website so they can see the great partnership that exists. Chair Howard concurred.

STUDENT TRUSTEE REPORT

Chair Howard noted that Student Member Chartrand has a class on Tuesday evenings and will not be in attendance at the Board meeting. In his absence, Arpan Shah, President of the Student Senate, gave a brief update. Mr. Shah noted that Vice President of the Student Senate Ronnie Kroell would be distributing literature which supplements the topics about which he will be talking. He highlighted three opportunities that he has had at Harper College, opportunities that are available to all students: Excel Leadership Program, Multicultural Retreat and Phi Theta Kappa.

Excel Leadership Program is a series of workshops and seminars that focus on leadership development. After participating in various sessions, students are broken up into groups to conduct community service projects. Mr. Shah noted that, through this opportunity, he found community service to be extremely rewarding, and he learned that

people have different leadership skills. Excel helped him to find his skills and develop them.

Multicultural Retreat consists of group discussions and activities which are centered on commonalities and differences in religions, ethnicities and socioeconomic backgrounds. It was a very eye-opening experience. He learned that commonalities unite them, but differences make them stronger as a whole. A common theme that came up is coalition building and how to help one another. The students created a program called "Harper Fusion - A Multicultural Celebration," which showcases different cultures in a variety of ways.

Phi Theta Kappa is an international honor society for two-year institutions of learning. It is academically based, and the chapter at Harper is focused on community service and service projects. Last semester, Phi Theta Kappa took part in an Adopt-a-Family project. They pooled resources with other groups on campus including Student Ambassadors, Student Activities and the Student Senate. Mr. Shah learned that there are a lot of resources on campus, and if students learn to network and connect with other groups, almost anything is possible.

In closing, Mr. Shah invited all Board members to the Induction Ceremony for Phi Theta Kappa on Friday, March 14 at 5:00 p.m. Board members noted they were impressed with Mr. Shah's presentation.

In response to Chair Howard, Mr. Shah stated that they were hoping to bring back several students next year to serve as mentors on the Multicultural Retreat. Additionally, they are putting together some round-table meetings where representatives from all the different clubs and organizations will be invited to participate. Some of the organizations are ethnic and culturally based. They hope to discover how groups can help with one another's agenda, and how they can get the rest of the campus and/or community involved.

In response to Member Kolze, Mr. Shah noted that they encourage everyone to do some research on their own with regard to community service projects. The Student Senate or Phi Theta Kappa then discuss the different ideas and see which ones will work best based on need, interest and time issues. Public Action to Deliver Shelter (PADS) has been a popular project. The Student Senate sponsored a coat drive last holiday season where they collected 56 coats. Initially,

they looked at PADS; however, because some of the coats had been worn, they were not able to go through PADS. They look forward to working with them this semester.

Member Stone noted that many of the community boards for volunteer organizations in the region struggle with finding diverse candidates for their boards and to work in their organizations. With the help of programs like Harper Fusion, Member Stone feels that this next generation will bring a great deal of knowledge into the community that will help people make their organizations more diverse. She is very pleased with the impact they are making. Mr. Shah noted that Harper does a good job in offering and promoting different diversity experiences. He very much enjoyed the weekend retreat and made new friendships.

Dr. Breuder complimented Arpan Shah on his eloquence.

PRESIDENT'S REPORT

Memorandum from
Moody's

Dr. Breuder read a portion of a memorandum the College received from Moody's Investor Services: "Moody's has assigned a Aaa rating to Community College District 512 for the \$3.5M in general obligation bonds series 2003b. In addition, Moody's is affirming the Aaa rating on the district's \$87.8M of outstanding general obligation debt. Assignment of the highest quality rating reflects the district's substantial and economically diverse tax base, consistently sound financial operation supported by healthy reserves and a favorable debt position." Additionally, he read: "Moody's believes that the community college district's financial operations will remain sound due to the conservative budgeting practices of the strong management team, coupled with the support provided by sizable operating reserves. The district has achieved operating surpluses in five of the last six fiscal years with the sole reduction in accumulated balances related to \$4M in transfers related to non-recurring expenditures. During the same time period, the district's general education fund balance increased from \$14.4M, or 30 percent, of the general fund revenues at the start of FY97 to \$20.4M, or 33 percent, of revenues at the close of FY02. Despite projections of reduced balances related to capital spending, the district saw only a modest reduction in funding equity during FY01 and a modest surplus in FY02."

Dr. Breuder noted that this is additional testimony to the financial stability in the overall financial strength of the

institution. When you take this in concert with the recent KPMG audit findings of June 30, 2002 in which the College received an unqualified audit opinion with no management letter for the second year in a row, it would argue that Harper operates on sound financial footing and is the envy of many community colleges.

Chair Howard noted that it is not just having the reserves, but really trying to make the budget fit the priorities of the organization and holding strictly to that. Dr. Breuder added that, while everyone is deeply concerned about what is happening at the national and state levels, it should be comforting for the Board to know that Harper can weather the storm because of its financial strength. They are not facing lay-offs, they are not facing rescissions, and they are not facing reductions in programming and services. Rather, they continue to look at ways to enhance.

Diversity

Dr. Breuder explained that last year they instituted a series of workshops on diversity hiring, which were mandatory for anyone on a screening committee. He noted that 29 percent of management positions and 20 percent of faculty positions filled within the last several years were filled with individuals from diverse backgrounds. He credited the efforts of many in bringing about this positive change in order to more closely mirror the overall population of the College. The process begins with screening committees who go through a myriad of activities to be able to identify and cull down a number of people to bring to the campus for an interview. He feels the results are positive considering the competitive market.

Enrollment

Dr. Breuder noted that FTE growth from Fall FY02 to Fall FY03 is officially 3.79 percent. Using 10-day numbers for the Spring term, FTE growth from Spring FY02 to Spring FY03 is at 5.8 percent. The numbers continue to show good growth, and growth is a good expression of vitality of an organization. He explained that reverse transfers are a part of the population - those individuals who elected to go someplace else to college, and end up coming back to the community to enroll at Harper. These students find that they get an education equal to, if not better than, what they experienced away. They are pushed hard by our faculty. At Harper, the emphasis is on teaching and learning, and elsewhere the emphasis is on teaching.

New Director of Nursing

Dr. Breuder introduced Peg Gallagher, Director of Nursing. He explained that Ms. Gallagher was a faculty member at

Harper, and after a national search, they chose her to replace Cheryl Kisunzu, who moved into Senior Management in Human Resources. Ms. Gallagher was an instrumental player in the reaccreditation process for the nursing program, which recently received the maximum length of accreditation - eight years.

Performing Arts Center
Dedication

The Performing Arts Center Dedication is scheduled for March 20. The Harper College Educational Foundation will be coordinating the event, which will honor the many donors that contributed to the building. He added that they will officially dedicate the Wojcik Conference Center at a later time.

Dr. Breuder added that the referendum building is very much on schedule for completion in the Spring 2004, despite the inclement weather. They are still within two or three percent of the total contingency dollars that were earmarked at the beginning of the project.

CONSENT AGENDA

Chair Howard noted that Exhibit VII-B.2 will be removed for informational purposes. She called attention to the Educational Foundation report. March 20 is the Performing Arts Center Reception at 6:30 p.m., with a performance of West Side Story, directed by Mary Jo Willis. Chair Howard noted that the Foundation is sponsoring a candidate forum for those running for election for the Board of Trustees. The forum will be held on March 18 in the Square D Amphitheater at 7:00 p.m. in Wojcik Conference Center. She reminded Board members that they are welcome to attend the quarterly Foundation Board meetings.

Chair Howard called attention to the one-page report regarding the Community College Legislative Summit, which Member Gillette and she attended, along with Student Trustee Patrick Chartrand and Linda Kolbusz. She noted that many pertinent items are coming up in the 108th congress, especially reauthorization of national legislation which greatly impacts community colleges. These include the reauthorization of Welfare to Work Law, reauthorization of the Higher Education Act, reauthorization of the Workforce Investment Act, Reauthorization of the Carl D. Perkins Act, and a modification of the Hope Scholarship Act. They are all being considered by congress within the next 18 months, and they all impact students, particularly low income students and those coming back for workforce development. Because they are important pieces of legislation, she urged everyone to study it. They will keep in close contact with

congressmen and senators. She added that they will spend some time at the retreat this spring to look more deeply into this issue.

Member Gillette suggested that they find some way to let all employees know about and understand the reauthorization bills, because they are very important to community colleges and to Harper in general. Once employees understand, he would encourage them to take a position and to get in touch with their elected representative to share their position. Chair Howard concurred. She felt the website and other methods of internal communication could be used. Additionally, the Student Senate might want to have a program which looks at the bills.

Member Gillette asked that Exhibit VII-A.4.c be removed from the Consent Agenda.

Member Kolze moved, Member Barton seconded, approval of the minutes for the January 21, 2003 regular Board meeting; bills payable; payrolls for January 10, 2003; January 24, 2003 and February 7, 2003; estimated payrolls for February 8, 2003 through March 7, 2003; bid awards; purchase orders; personnel action sheets; first reading of the fair use policy; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,811,775.81
Tuition Refunds	454,995.46

The payrolls of January 10, 2003 in the amount of \$1,452,718.28, January 24, 2003 in the amount of \$1,475,773.79 and February 7, 2003 in the amount of \$1,882,130.16; and estimated payroll of February 8, 2003 through March 7, 2003 in the amount of \$3,764,260.32.

Bid Awards

There are no bid awards.

Purchase Orders

Ex. VII-A.4.a	Approve issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract custodial services to augment Harper College crews, in the amount of \$36,000 for a new total of \$86,000.
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Ex. VII-A.4.b Approve issuance of a purchase order to Krueger International, Inc. for 50 stacking chairs for the Performing Arts Center, in the amount of \$12,600.

Personnel Actions

Administrator Appointments

Peggy Gallagher, Director, Nursing, LS/HS, 02/26/03, \$65,000/year

Michael Held, Director, Student Recruitment and Outreach, ADM OUTR, 03/03/03, \$65,000/year

Dennis Weeks, Dean, Liberal Arts, LIB ARTS, 03/17/03, \$85,000/year

Faculty Appointment

JoAnn Smith, Instructor-Computer Information Systems, BUS/SS, 01/15/03, \$42,733/year

Professional/Technical Appointment

Sarah Boomgarden, Copywriter, MSC, 02/20/03, \$36,500/year

Supervisory/Confidential Appointments

Richard Costello, CMMS Supervisor, PHY PLT, 02/17/03, \$43,830/year

Susan Skora, Coordinator of Student Records, REG OFF, 02/01/03, \$51,800/year

Classified Staff Appointment

Nilam Patel, Clerk/Receptionist, p/t, ADM-Information Center, 01/27/03, \$10,901/year

Harper #512 IEA-NEA Appointments

Elena Berrios, Custodian/Groundskeeper, PHY PLT, 01/06/03, \$20,384/year

Michael Carbone, Custodian/Groundskeeper, PHY PLT, 02/03/03, \$20,384/year

Kristin Gravel, Custodian/Groundskeeper, PHY PLT, 01/27/03, \$20,384/year

Public Safety – ICOPS Appointment

Chad Mower, Community Service Officer I-Dispatch, PUB SAF, 02/08/03, \$23,296/year

Faculty Retirement

Janice Phillips, Professor-AED, AE/LS-AED, 07/31/03, 14 years

Professional/Technical Retirement

Russell Kingsley, Extension Services Specialist, CE,
02/28/05, 15 years

Classified Staff Retirement

Mary Jane Austensen, Program Assistant, p/t, LS/HS-ECE,
02/28/03, 16 years

Administrator Resignation

Gregory Rogers, Director, Technical Services, IT/TS,
04/04/03, 6 years 7 months

Faculty Resignation

Benjamin Yoder, Instructor-ESL, AE/LS-ESL/Linguistics,
05/16/03, 3 years

Classified Staff Resignation

Ashley Zimmerman, Receptionist/Clerk Typist I, AE/LS-
ESL/Linguistics, 01/31/03, 4 months

First Reading: Fair
Use Policy

Board members received first reading of the "Fair Use"
Policy.

In response to Member Gillette's question regarding Exhibit VII-A.4a, Vice President Thorson explained that the College uses the custodial service to supplement their workforce on occasion, such as during the move into the new building, during employees' vacations or sick/injury leave, and for the time between when an employee has left and when he/she is replaced. Vice President Thorson noted that the turnover rate within that group is higher than in other groups. It was noted that the contract is giving a very good price.

In response to Member Kolze, Vice President Thorson explained that they looked at what they used last year, and then cut back somewhat, to determine their current needs. Last year they had higher rates, but that was expected with the onset of the new buildings.

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

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

Nays: None

Motion carried.

Purchase Order

Member Stone moved, Member Kolze seconded, to approve issuance of a change order to purchase order 020131 to IKON Office Solutions, for the lease and maintenance of campus copiers, in the amount of \$21,398 for a new total of \$111,583.84, as outlined in Exhibit VII-A.4.c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette explained that he cannot support this item, because he feels they are paying more than they have to for additional copiers. The proposal is to lease additional copiers from a company that bid in the year 2000 at \$75,000 per year, and it was adjusted to \$90,000 in 2001. This action would bring it to \$111,500 per year. Member Gillette added that the present cost of money is less than it was in the year 2000, and the actual price of copiers has fallen since that time.

Member Stone asked what happens to service contracts if the College has several different suppliers, and she asked about the cycle of the leases. Vice President Colleen Murphy explained that IKON currently does preventative maintenance, repairs, and counts the clicks, or numbers, for accounting purposes. That system would have to be duplicated by another vendor, which would add additional cost to Harper College to coordinate it.

Mike Barzacchini explained that the machines are on three-year leases under the contract, with opportunity to add one or two years, depending on technology upgrades. They look at what the users want, try to stay with one consistent vendor through the term of the lease and then prepare to go out to bid as a whole campus solution.

In response to Member Kolze, Mr. Barzacchini explained that there is currently a group which includes Purchasing, IT Department and Marketing Services, that is looking at a campus-wide solution for copiers and other reproduction technology needs.

In response to Dr. Breuder, Mr. Barzacchini explained that if this item is not approved, and assuming another vendor is brought in, service agreements and service response times would be duplicated. Multiple vendors would mean multiple tracking procedures and multiple contacts for Harper employees to follow up with. IKON currently takes care of copiers on the main campus, Northeast Center, and Hilltop. They do meter readings and interface with Harper's accounting system, which saves Harper staff time. There

are many advantages to keeping a single vendor for the remainder of this contract. There was additional discussion regarding total cost of ownership.

Dr. Breuder noted that this item was reviewed by legal counsel in December and again recently. It is well within the contractual parameters.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:

Resolution to Issue
\$5,500,000 Limited
Tax Funding Bonds

Member Barton moved, Member Kolze seconded, approval of the Resolution to Issue Limited Tax Bonds, as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Joanne Malinowski, from Kane McKenna Capital, Inc., addressed the Board. She called attention to two documents: the Resolution for the issuance of \$5.5M of limited tax funding bonds, and a summary report that provides a summary of the bond structure, the results of the competitive sale and a summary of the credit rating by Moody's.

In response to Member Gillette, Ms. Malinowski noted that she will focus primarily on the Series 2003b bonds, because the 2003c bonds have already been authorized by the Board. However, they will actually approve the sale results for both series of bonds and the final pricing of the two series.

Ms. Malinowski explained that the closing of the \$3.5M and \$2M limited tax bonds is scheduled for March 11. The \$2M bond (series 2003c) will be used in part for early retirement costs. The \$3.5 (series 2003b) bonds will be used to fund additional technology purchases of the district.

Structure

This is the fifth series of limited tax bonds for Harper College. The general obligation bonds are payable from property taxes of the district via levies for the next four years, without an increase in property taxes. They carry the highest form of security that the district can put behind its

bonds. These bank qualified bonds carry a four-year maturity with an interest rate of 1.49 percent. She explained that bank-qualified bonds are a more attractive investment and, therefore, sell at a lower percentage rate than bonds which are not bank qualified.

Market Conditions

Municipal bonds are currently selling at extremely low interest rates. In the current economy, investors who might normally be interested in buying in the stock market and other markets, turn to the municipal bond market because of the fixed interest rates and the fact that municipal bonds are so secure. This makes the current environment for the issuance of Harper's bonds extremely positive. Harper College has many things working in their favor to achieve such low interest rates: (1) Aaa rated bonds, (2) with a very short maturity, (3) backed by the district's general obligation, (4) in these current economic conditions.

Sale Process

The bonds were sold in a competitive sale via the internet, which is a fairly new innovation in the municipal bond market. They used the Muni Auction site of Grant Street Group. Ms. Malinowski welcomed anyone to review the results of the sale on the www.grantstreet.com website. The advantage for using electronic bidding is the ease of the process for the underwriters. The easier they can make it for the underwriters, the more positive the results are for the seller (lowest possible interest rate on the bonds).

She explained that underwriters can literally wait until the last second to tweak their bid and submit it. One bidder in the sale submitted their bid with less than 2/10 of a second remaining for the 10:00 a.m. deadline. This allows underwriters to keep looking at market conditions and working their bid. They can adjust their bid, but they will not know what others are bidding. The bids are immediately evaluated by the Grant Street software and put in rank order in terms of lowest interest rate. If the underwriter makes a mistake in bid structure, he will be advised of the mistake before he submits the bid. In other words, a non-conforming bid would not be received. That benefit is not possible via telephone and fax.

Results of the Sale

The low bid received via the internet sale today was from Harris Bank and Trust Co. They had a syndicate with five members, which included Harris Bank of Palatine. Their true

interest cost was a rate of 1.49 percent. They received a total of eight bids representing 17 underwriters (many underwriters join together and bid in a syndicate of two, three or five members). Ms. Malinowski noted that Board member packets include a complete list of all the bidders, their interest rates and the syndicates.

On the \$2M Series 2003c bonds, the interest rate is 2.29 percent. This reflects the fact that they are taxable, so the interest income on this is not exempt from federal income taxes for the purchaser. She did not include a list of bidders in the summary report, because those bonds were sold via a letter from the district inviting local banks to purchase the bonds. The 2003c bonds were treated differently because they mature very quickly (30 days); it did not lend itself to doing website, telephone or fax bidding. They felt they could get better interest rates for this short debt instrument by inviting local banks to bid on the 2003c bonds.

Credit Rating

A bond rating of Aaa by Moody's Investor Services is the highest credit rating that Moody's awards; Harper College is one of only four community colleges nationwide to carry Moody's highest rating. Ms. Malinowski noted that it is a real compliment to the Board and a real compliment to the staff of the district. Moody's has commented on the strong management team of Harper College, about their tax base and financial condition, but it ultimately comes down to the leadership of the Board that sets the tone for how the district operates, in terms of its educational mission and its financial operation. She added that most underwriters are amazed that the College has a Aaa rating in its own right - it is a "true Aaa" rather than a "natural Aaa." That reputation reaches out to the district, but also to the entire investment community throughout the country.

On behalf of the Board, Chair Howard thanked Ms. Malinowski for helping the College receive great interest rates and for doing a very professional job. Dr. Breuder complimented her, as well.

Upon roll call, the vote was as follows:

Ayes:	Members Barton, Gillette, Howard, Kolze and Shure
Nays:	None
Abstain:	Member Stone

Member Stone explained that, although it was not required by law, she was abstaining because she is on the Board of Harris Bank.

Motion carried.

Addendum to
Educational Service
Providers and
Rental Facilities

Member Barton moved, Member Stone seconded, approval of the following new Educational Service Providers: Continuing Education: “woodcrafters” - woodcrafting instruction and facilities; Harper TECH: “Stampco Technology Group” – training in Microsoft/Sun Microsystems/Comptia/Cisco/Linux/CIW, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Crumb Rubber Grant

Member Kolze moved, Member Barton seconded, approval of payment to Turf Solutions in the initial amount of \$15,000, with \$15,000 to follow after receipt of the second grant, for a total of \$30,000, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Jeanne Pankanin stated that the rubber itself does not deteriorate, and it seems to work very well. If there is a rainstorm or any snow, it helps prevent damage to the fields. In response to Member Gillette's question regarding whether or not pieces of steel-belted tires were being prohibited from the crumb rubber mix, Ms. Pankanin stated she did not know. There was discussion regarding the risk of steel pieces injuring athletes. Member Gillette stated he would not vote in favor of this item without knowing whether steel-belted tires were prohibited. Ms. Pankanin is confident the company, Turf Solutions, has addressed the issue; however, she was not certain. Dr. Breuder asked if Ms. Pankanin could affirm the safety element of the rubber once the Board approved the item this evening. She stated she would. She thanked Ron Greenberg for helping Harper receive the grant.

In response to Member Kolze, Ms. Pankanin stated that the crumb rubber used in athletic fields is a fairly new product. It

has been used at some high schools, where they have determined it should last for at least 10 years. If further grant opportunities present themselves, Harper would like to apply the product to some roads and other fields, such as softball and baseball.

In response to Chair Howard, Ms. Pankanin assured the Board that she will check that there are no steel-belted tires in the mix.

Upon roll call, the vote was as follows:

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

Motion carried.

CITIZEN PARTICIPATION

There was no citizen participation.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

In view of recent tragedies, Member Shure stated he would like a report on Harper's crowd control procedures and policies on the use of flammables on campus. Chair Howard asked Dr. Breuder to follow up with the report.

Member Gillette requested an executive session for the purpose of reviewing personnel matters. In addition, he stated he has a number of issues he would like to have addressed.

Member Gillette asked when the Board would be receiving business plans for the Conference Center and the Performing Arts Center. Dr. Breuder stated that Member Gillette had sent him an email yesterday with approximately 24 items, including the two just mentioned. Very shortly after receiving the email, Dr. Breuder emailed a response to six of the items, and has since dictated a memorandum with responses to another 12-15 items. The memorandum is in his in-box awaiting final review. He noted that he is responding as quickly as he can.

BOARD REQUESTS

FEBRUARY 25, 2003 REGULAR BOARD MEETING

1. With regard to Career Advisory Groups, Member Stone suggested they ask local Chambers of Commerce to put a notice in their newsletters that Harper College would welcome applications. She feels it would provide a good cross-section of the business community. Ms. Hennig concurred.
2. Member Gillette suggested that they send a letter to all of the legislative assistants they met last week, along with the congressmen and senators, and ask them to please review the website so they can see the great partnership that exists. Chair Howard concurred.
3. Member Gillette suggested that they find some way to let all employees know about and understand the reauthorization bills, because they are very important to community colleges and to Harper College in general. Once employees understand, he would encourage them to take a position and to get in touch with their elected representative to share their position. Chair Howard concurred. She felt the website and other methods of internal communication could be used. Additionally, the Student Senate might want to have a program which looks at the bills.
4. With regard to the crumb rubber issue, Ms. Pankanin assured the Board that she will check that there are no steel-belted tires in the mix.
5. In view of recent tragedies, Member Shure stated he would like a report on Harper's crowd control procedures and policies on the use of flammables on campus. Chair Howard asked Dr. Breuder to follow up with the report.
6. After a brief discussion, Board members agreed to have Dr. Breuder continue to respond to Member Gillette's items in writing. All Board members requested a copy of Dr. Breuder's response.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 25, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award bid request Q00272 for brass and woodwind instruments to American Music Company, the low bidder for the trumpet, trombone, and clarinet, in the amount of \$10,528.35, and to The Woodwind and Brasswind, Inc., the low bidder for the bassoon in the amount of \$5,310.00 for a total award of \$15,838.35.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00273 for percussion instruments for use in the Performing Arts Center to American Music Company, the low bidder for the timpani, xylophone, marimba, vibraphone, chimes, bass drum, and the two sets of concert toms, in the amount of \$31,398.47, and to The Woodwind and Brasswind, Inc., the only bidder for the glockenspiel, in the amount of \$1,280.00 for a total award of \$32,678.47.
- Exhibit VII – A.3.c The administration recommends that the Board award Q00274 for carpet to be installed in the hallways and five classrooms on the third floor of Building F to Jemrick Carpets, Inc., the low bidder, in the amount of \$30,625.34.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00275 for the purchase of Steelcase furniture for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance to Office Equipment Company of Chicago, the low bidder, in the amount of \$24,640.47.

Exhibit VII – A.3.e The administration recommends that the Board award Q00270 for a 2003 Ford E350 One Ton Service/Work Van to Tom Peck Ford of Huntley, Inc., the low bidder, in the amount of \$15,718.38.

Exhibit VII – A.3.f The administration recommends that the Board award Q00276 for carpet to be installed in rooms C101 and C102, space being renovated for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance, to Jemrick Carpets, Inc., the low bidder, in the amount of \$12,659.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00272 for brass and woodwind instruments as requested by the Liberal Arts Division for the Music department.

II. BUDGET STATUS

Funds in the amount of \$15,838.35 are provided in the 2002/03 Education Fund budget, under account number 0111-219-586.

III. INFORMATION

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

Palatine Music Center	\$ 11,614.00 (No bid 1 item)
Quinlan and Fabish Music Company	15,650.00 (No bid 1 item)
American Music Company	16,280.94
The Woodwind and Brasswind, Inc.	16,836.00
Karnes Music Company	18,074.00 (No bid 1 item)

The Music department is actively working toward expanding the Harper College Wind Symphony, which was established in the Fall of 1999. The brass and woodwind instruments owned by the College are mostly 30 or more years old and are worn out and beyond economical repair. This request is for four new brass and woodwind instruments, to begin replacing existing instruments.

In order to obtain the lowest cost for the College, the award will be split according to the lowest bidder meeting specifications for each instrument. Of the four instruments to be purchased, the trumpet, trombone, and clarinet will be awarded to American Music Company

in the amount of \$10,528.35, and the bassoon will be awarded to The Woodwind and Brasswind, Inc. in the amount of \$5,310.00, for a total of \$15,838.35.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00272 for brass and woodwind instruments to American Music Company, the low bidder for the trumpet, trombone, and clarinet, in the amount of \$10,528.35, and to The Woodwind and Brasswind, Inc., the low bidder for the bassoon in the amount of \$5,310.00 for a total award of \$15,838.35.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00273 for percussion instruments for use in the Performing Arts Center as requested by the Liberal Arts Division for the Music department.

II. BUDGET STATUS

Funds in the amount of \$32,678.47 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

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

American Music Company	\$31,398.47 (No bid 1 item)
Quinlan and Fabish Music Company	33,612.00 (No bid 1 item)
The Woodwind and Brasswind, Inc.	33,995.00
Karnes Music Company	34,694.00 (No bid 1 item)

The instruments in this request are part of the new equipment for the Performing Arts Center. They will replace instruments that are more than 30 years old, some in very poor condition and others completely unusable. Because of being moved by truck from the Music Instruction Center to the Business and Social Science Center for performances for so many years, the current instruments have sustained a lot of damage. The new instruments will be used by the Harper College Wind Symphony and the Harper College Symphony Orchestra, and will be stored in a dedicated storage space in the Performing Arts Center.

Nine instruments are to be purchased. This recommendation is to split the award of the bid to American Music Company, the low bidder for the timpani, xylophone, marimba, vibraphone, chimes, bass drum, and the two sets of concert toms, in the amount of \$31,398.47, and to The Woodwind and Brasswind, Inc., the only bidder for the glockenspiel, in the amount of \$1,280.00.

IV. RECOMMENDATION

The administration recommends that the Board award Q00273 for percussion instruments for use in the Performing Arts Center to American Music Company, the low bidder for the timpani, xylophone, marimba, vibraphone, chimes, bass drum, and the two sets of concert toms, in the amount of \$31,398.47, and to The Woodwind and Brasswind, Inc., the only bidder for the glockenspiel, in the amount of \$1,280.00 for a total award of \$32,678.47.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00274 for carpet to be installed in the hallways and five classrooms on the third floor of Building F as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$30,625.34 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

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

Jemrick Carpets, Inc.	\$30,625.34
Flooring Resources	33,746.00
R. W. Johnson Corp.	34,208.00
Libertyville Tile & Carpet, Inc.	34,228.00
Office Equipment Company of Chicago, Inc.	40,037.64
Carpet Plus, Inc.	40,875.00

The carpet on the third floor of Building F is badly worn and in need of replacement. This is the first phase of a project that will be completed over several years.

IV. RECOMMENDATION

The administration recommends that the Board award Q00274 for carpet to be installed in the hallways and five classrooms on the third floor of Building F to Jemrick Carpets, Inc., the low bidder, in the amount of \$30,625.34.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00275 for the purchase of Steelcase furniture for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance, as requested by Marketing and Advancement.

II. BUDGET STATUS

Funds in the amount of \$24,640.47 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-585.

III. INFORMATION

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

Office Equipment Company of Chicago	\$24,640.47
Johnson & Associates	25,044.05
Environetx	25,376.19
Cook's Office Equipment, Inc.	27,892.00

Currently, the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance are located far from each other. Students must traverse the campus if they need to go to both offices. In order to provide a "one-stop" service area for students, the offices will be moved to a central location. The offices will also gain the ability to pool resources and increase communication, which will allow student requests to be handled in a more efficient and timely manner.

This request is for furniture required for a meeting room, student call center, storage area, two offices, an expanded reception desk, and the reconfiguration of the offices into the new area.

IV. RECOMMENDATION

The administration recommends that the Board award Q00275 for the purchase of Steelcase furniture for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance to Office Equipment Company of Chicago, the low bidder, in the amount of \$24,640.47.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00270 for a 2003 Ford E350 One Ton Service/Work Van as requested by Physical Plant/Auxiliary Services for the Utilities department.

II. BUDGET STATUS

Funds in the amount of \$15,718.38 are provided in the 2002/03 Operations and Maintenance Fund budget, under account number 0292-039-587.

III. INFORMATION

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

Tom Peck Ford of Huntley, Inc.	\$ 15,718.38
Morrow Brothers Ford, Inc.	17,150.00
Oakfield Ford, Inc.	18,178.00
Northwest Ford and Sterling Truck Center	21,490.00

The Utilities department is in need of a service/work van to transport parts, refrigerant tanks, speed controllers, filters and other materials across campus. The items need to be secure from theft and the elements of the weather. The current vehicle being utilized, a 2000 350 pick-up, will replace a 1989 GMC pick-up that is being used at the Northeast Center (NEC). The 1989 GMC pick-up is beyond economical repair and will be used as a trade-in.

IV. RECOMMENDATION

The administration recommends that the Board award Q00270 for a 2003 Ford E350 One Ton Service/Work Van to Tom Peck Ford of Huntley, Inc., the low bidder, in the amount of \$15,718.38.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00276 for carpet to be installed in rooms C101 and C102, space being renovated for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$12,659 are provided in the 2002/03 Operations and Maintenance Fund and Operations and Maintenance Restricted Fund budgets, under account numbers 0292-039-589 and 0392-039-534.00-9097.

III. INFORMATION

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

Jemrick Carpets, Inc.	\$12,659
Libertyville Tile & Carpet, Inc.	12,897
Carpet Plus, Inc.	14,415

This request is to replace three types of carpet that are currently in C101 and C102. In anticipation of this carpet replacement, asbestos testing was performed. Asbestos was found in about half of the area, and abatement was done before the renovation began. Therefore, half of the cost of replacing the carpet will be paid from Life Safety funds earmarked for asbestos abatement.

The replacement carpet is carpet squares and will be installed using the manufacturer's recommended adhesive for concrete floors.

IV. RECOMMENDATION

The administration recommends that the Board award Q00276 for carpet to be installed in rooms C101 and C102, space being renovated for the Office of Admissions Recruitment and Outreach and the Office of Scholarships and Financial Assistance, to Jemrick Carpets, Inc., the low bidder, in the amount of \$12,659.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

March 25, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for hardware, software, remote technical support, and related equipment, in the amount of \$113,055.
- Exhibit VII – A.4.b The administration recommends that the Board identify KPMG LLP as the College's auditing firm for FY 2003 for \$69,500, FY 2004 for \$73,050 and FY 2005 for \$76,550 for a total award of \$219,100 with the option to renew for an additional two years. The College plans to identify specialized focus audit reviews requiring additional negotiated provider services during the same time period.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Cisco Systems, Inc. for hardware, software, remote technical support, and related equipment, as requested by Information Technology/Technical Services.

II. BUDGET STATUS

Funds in the amount of \$113,055 are provided in the 2002/03 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509 and in the Operations and Maintenance Fund budget, under account number 0295-245-585.10.

III. INFORMATION

Cisco networking equipment is the core network switching technology that converges voice, video, and data on the Harper College Communication Network (HCCN). It also provides connectivity for desktop, local area network (LAN) applications, WEB servers, and Internet access at the Northeast Center (NEC), the Harper Professional Center (HPC), and the main campus.

Two multi-year, multi-phase projects were created based on Campus Technology Plan initiatives, and recommendations of the Instructional Technology Committee and the Institutional Technology Planning Committee. Project #658 involves a network infrastructure zoning plan and deployment, and a network redesign to improve instructional access to the Internet. Project #1620 is for a wireless campus network. Because the projects are tightly integrated, coordinated product acquisition is necessary.

This request is to create and install a new network zone for use by students, visitors to the campus, and staff. It will permit Internet access for them, from personal computing devices or from Harper-provided devices, while attending classes or working at Harper facilities. Additionally, it will establish the core network infrastructure for a wireless campus network. Phase I will focus on providing “hot spot” locations on campus for the use of laptops and other wireless devices for access to the Internet. Thus, students, visitors, and staff will have mobile accessibility to campus resources individually or in work groups, and lab resources will be freed for more specialized course work.

The College will be partnering directly with Cisco Systems, the sole provider of the hardware, software, remote technical support, and related equipment. The pricing includes educational discounts and is further enhanced by a partnership discount, resulting in a total discount of 43.5%.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Cisco Systems, Inc. for hardware, software, remote technical support, and related equipment, in the amount of \$113,055.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to KPMG LLP for accounting and consulting services, including the College Audit, as requested by Accounting Services.

II. BUDGET STATUS

Funds will be provided in the 2003/2004, 2004/2005 and 2005/2006 budget from the Audit Fund under account number 1192-039-531.

III. INFORMATION

A request for proposals and legal notice was published. Six responses were received. The College issued a Request for Proposal to identify a partner who would work with the College to provide accounting and consulting services, including the annual audits required.

The College established six factors upon which proposals would be evaluated. They are:

1. Qualifications of firm and leadership team to include experience with Illinois Community Colleges and Cook County taxing districts;
2. Technical factors to include schedules required by the college;
3. Participation in the professional accounting community including participation in the development of new standards;
4. Cost of auditing services;

5. Recommendations of colleges for whom work has been done and;
6. Ability to offer a full range of consulting services on the various topics impacting on community colleges.

After evaluation of the proposals against the criteria, it is recommended that the contract be awarded to KPMG LLP. KPMG LLP is recognized as an industry leader assigned to the College is one of the firm's designated GASB technical specialists and he worked directly with the GASB during the development of the new financial reporting model. His assistance in the year prior to GASB implementation and during the GASB implementation helped the College to achieve GASB implementation one year ahead of schedule. The College has also been impressed with the firm's depth and breadth of resources to apply to various issues as they arise. This is in stark contrast to other firm's the College has used in the past who do not have such resources. An unqualified opinion from KPMG LLP lends credibility within the bond market contributing to the College's Aaa bond rating. Finally, in this time when finding efficiencies in operations is critical, continuing with the same audit firm eliminates significant internal staff costs incurred when changing auditors.

Prices for the basic audit varied from a low of \$205,600 to a high of \$278,500.

There were two firms whose price was lower than KPMG LLP, McGladrey & Pullen LLP has limited staff with community college experience to meet all needs of the College during the annual audit period and has received a qualified opinion during its last peer review. The other firm FPT&W, Ltd., did not receive sufficient recommendations from reference checking with community college clients. The peer review data for FPT&W, Ltd. was not available.

This is a service that is exempt from the bidding requirements. This recommendation meets State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board identify KPMG LLP as the College's auditing firm for FY 2003 for \$69,500, FY 2004 for \$73,050 and FY 2005 for \$76,550 for a total award of \$219,100 with the option to renew for an additional two years. The College plans to identify specialized focus audit reviews requiring additional negotiated provider services during the same time period.

WILLIAM RAINEY HARPER COLLEGE

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 Harper #512 IEA-NEA Appointments.
- D. Ratification of Faculty Retirements.
- E. Ratification of Professional/Technical Retirement.
- F. Ratification of Harper #512 IEA-NEA Retirement.
- G. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of February 28, 2003

Exhibit VII-B.1
March 25, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY03 Budget</u>
EDUCATION FUND	\$ 21,375,640	350,527	700,000
OPERATIONS, & MAINT. FUND	6,961,450	111,448	180,000
OPERATIONS, & MAINT. FUND (Restricted)	6,849,505	91,856	70,000
BOND & INTEREST	4,208,039	74,721	0
AUXILIARY ENTERPRISES	1,621,106	25,807	70,000
RESTRICTED FUNDS	180,043	8,572	60,000
WORKING CASH FUND	12,438,707	202,078	340,000
AUDIT FUND	143,210	2,554	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>1,208,524</u>	<u>22,625</u>	<u>75,000</u>
Total	<u>\$ 54,986,224</u>	<u>890,188</u>	<u>1,500,000</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of February 28, 2003

Exhibit VII-B.1
March 25, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 2/28/2003	Market Value
<u>Certificates of Deposits</u>							
PMA/First NA of AZ	09/06/02	03/06/03	181	2.01	14,990.74	1,500,000.00	
PMA/CIB Bank	03/11/02	03/11/03	365	2.49	24,993.00	1,000,000.00	
PMA/American Enterprise Bank	03/11/02	03/11/03	365	2.60	26,101.37	1,000,000.00	
PMA/Metrobank	09/06/02	03/20/03	195	1.91	15,345.80	1,500,000.00	
LaSalle Bank	11/21/02	04/03/03	133	1.30	7,204.17	1,500,000.00	
LaSalle Bank	11/21/02	04/16/03	146	1.30	7,908.33	1,500,000.00	
PMA/Discover Bank	10/28/02	05/01/03	185	1.97	20,005.61	2,000,000.00	
PMA/MBNA America NA	08/20/02	05/15/03	268	2.12	23,375.98	1,500,000.00	
PMA/MBNA America NA	08/20/02	05/29/03	282	2.12	24,610.69	1,500,000.00	
PMA/First State Bank	11/21/02	05/29/03	189	1.74	18,019.42	2,000,000.00	
PMA/Discover Bank	11/21/02	05/29/03	189	1.45	3,761.58	500,000.00	
PMA/Cole Taylor Bank	10/30/02	06/12/03	225	1.90	15,263.14	1,300,000.00	
PMA/Discover Bank	11/21/02	06/25/03	216	1.47	13,078.39	1,500,000.00	
PMA/Suburban Bank & Trust	01/10/03	07/09/03	180	1.40	10,376.45	1,500,000.00	
PMA/Pullman Bank	01/10/03	07/23/03	194	1.40	11,185.20	1,500,000.00	
Harris Bank	01/10/03	08/06/03	208	1.68	14,629.35	1,500,000.00	
PMA/Discover Bank	01/17/03	09/04/03	230	1.40	13,271.54	1,500,000.00	
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	
PMA/Discover Bank	01/17/03	09/18/03	244	1.40	14,075.91	1,500,000.00	
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	
PMA/Pullman Bank	01/17/03	10/16/03	272	1.40	15,707.02	1,500,000.00	
LaSalle Bank	03/11/02	11/14/03	613	3.30	84,287.50	1,500,000.00	
LaSalle Bank	03/11/02	11/26/03	625	3.30	85,937.50	1,500,000.00	
PMA/Discover Bank	02/26/03	11/28/03	275	1.34	60,733.40	6,000,000.00	
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00	
Harris Bank	01/10/03	08/01/03	223	1.68	15,689.85	1,500,000.00	
	Weighted Average: 2.27					51,300,000.00	51,300,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
	Weighted Average: 3.05					1,995,000.00	2,019,319.05 **
<u>Illinois Funds</u>							
		Monthly Average		1.18		1,691,224.25	1,691,224.25
TOTALS AS OF:	2/28/2003				\$	54,986,224.25	55,010,543.30

*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
FY2002/2003 BUDGET AND EXPENDITURES
February 28, 2003

Mar. 25, 2003
 Exhibit VII-B.1

OPERATIONS AND MAINTENANCE FUND

DIVISION	BUDGET	EXPENDITURES YEAR TO DATE	FUTURE COMMITMENTS	% PAID OR COMMITTED	UNCOMMITTED BALANCE
Institutional					
Admin Services	3,597,293.00	2,119,564.82	250,484.55	65.88%	1,227,243.63
Sub-Total	\$3,597,293.00	\$2,119,564.82	\$250,484.55	65.88%	1,227,243.63
VP Admin Services					
Construc/Spec Proj	86,628.00	54,772.69	26,481.24	93.80%	5,374.07
Physical Plant	7,432,202.00	4,103,469.20	1,394,601.66	73.98%	1,934,131.14
Sub-Total	\$7,518,830.00	\$4,158,241.89	\$1,421,082.90	74.20%	1,939,505.21
VP Info Technology					
Info Technology	1,183,859.00	680,816.33	242,715.59	78.01%	260,327.08
Sub-Total	\$1,183,859.00	\$680,816.33	\$242,715.59	78.01%	260,327.08
Grand Total:	\$12,299,982.00	\$6,958,623.04	\$1,914,283.04	72.14%	3,427,075.92

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

- Richard Gillette: ICCTA Meeting Report
- Kris Howard - Educational Foundation Report
- Barbara Barton - Legislative Report

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, 2002 – June 30, 2003

Reported: March 25, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
<u>NEW</u>			
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 09/24/03
<hr/>			
<u>NEW</u>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<hr/>			
<u>NEW</u>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<hr/>			
<u>RENEWAL</u>			
Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$81,347	07/01/02 6/30/03
<hr/>			
<u>FY 02 CONTINUATION</u>			
Minority Student Transfer Center Access & Dis. Services L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	8/20/02 8/31/03
<hr/>			
<u>NEW</u>			
Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$33,500	04/02/02 06/30/03
<hr/>			
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$149,296	07/01/02 06/30/03
<hr/>			
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$ 93,643	07/01/02 06/30/03
<hr/>			
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,728	07/01/02 06/30/03
<hr/>			

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$288,799	07/01/02 06/30/03
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction (Staff Technical Skills, \$68,163; Advance Tech Support, \$147,363; Tech Support, \$108,228).	ICCB \$323,754	07/01/02 06/30/03
Advanced Technology Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$12,025	07/01/02 06/30/03
Deferred Maintenance Physical Plant R. Getz	State Allocation Grant Help reduce backlog of neglected maintenance projects.	ICCB \$118,954	07/01/02 06/30/03
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$ 74,445	07/01/02 06/30/03
Health & Safety Physical Plant R. Getz	Installation of ADA accessible chair lifts in Building "D"	ICCB \$235,808	01/01/01 12/20/02
<u>FY01 Continuation</u> Adult Education & Literacy Adult Educational Development D. Corr	Supports Adult Educational Development Programs (Federal Basic, \$153,418; EL/Civics, \$41,154; State Basic, \$130,527 State Public Aid, \$19,040 State Performance, \$102,321)	ICCB \$446,460	07/01/02 06/30/03
<u>FY01 Continuation</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$263,497	07/01/02 06/30/03
<u>FY01 Continuation</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$30,649	07/01/02 06/30/03
<u>NEW</u> Perkins Postsecondary Performance Enhance- ment Grant Advanced Implemen- tation J. Hennig	To develop and implement computerized automated degree & certificate audit systems to recognize and promote student success.	ICCB \$15,000	02/15/03 08/30/03
<u>FY01 Continuation</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/02 06/03/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>FY01 Continuation</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$67,000	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$24,783	07/01/02 06/30/03
<u>FY01 Continuation</u> Federal Tech Prep Education to Careers S. Simmons	Comprehensive Career Development Program	ISBE \$218,661 { \$87,928 [F] & \$130,733 [S] }	07/01/02 06/30/03
<u>FY01 Continuation</u> Transitions Grant NSET-Education to Careers S. Simmons	Financial resources for Tech Prep Program	ISBE \$7,500	07/01/02 06/30/03
<u>FY01 Continuation</u> Work Based Learning NSET-Education to Careers S. Simmons	To provide experiences for students of the workplace	ISBE \$15,684	07/01/02 06/30/03
<u>NEW</u> Education-To-Careers Transition Grant S. Simmons	To assist in continued development of sustainable, systemic change in ETC region. (Full grant is \$78,471 – FY03 \$53,000, FY04 \$25,471)	ISBE \$53,000	10/01/02 09/30/03
<u>NEW</u> HELP Health Services D. Yurik	Become national pilot site to develop innovative health interventions to reduce student risk for HIV or other diseases.	NASPA \$2,000	10/02 03/31/03
<u>NEW</u> Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Magno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$19,306	07/01/02 06/30/03
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/02 09/30/02
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$49,500	10/01/02 06/30/03

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
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NEW

Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$42,000	10/01/02 06/30/03
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NEW

COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$123,129 (F) (\$41,043 per officer x 3)	01/02 07/31/03
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Total as March 25, 2003

\$3,087,922

DESCRIPTION OF ABBREVIATIONS

ACHA American College Health Association
COPS Community Oriented Policing Services
DCCA Department of Commerce & Community Affairs
DoIT Department of Instructional Technology
HECA Higher Education Cooperation Act
HELP Health Education and Leadership Program
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
NASPA National Assoc. of Student
Personnel Administrators
NSF National Science Foundation
NSET Northwest Suburban Employment
and Training Center
TMPS Technology, Math & Physical Science
USDE United States Department of Education
USDJ United States Department of Justice

(F) Federal funds (S) State funds

**Harper College Educational Foundation
February Fundraising Report FY03**

Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Alumni Direct Mail	15	\$635.00	\$0.00	\$0.00	\$0.00	\$635.00
Direct Mail FY03 -- Board Pacesetters	1	\$188.60	\$0.00	\$0.00	\$0.00	\$188.60
Direct Mail FY03 - Lapsed	2	\$450.00	\$0.00	\$0.00	\$0.00	\$450.00
Golf Open 2003	2	\$500.00	\$15,000.00	\$0.00	\$0.00	\$15,500.00
Harvest Gala 2002	3	\$1,500.00	\$450.00	\$0.00	\$0.00	\$1,950.00
Matching	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Personal Solicitation	1	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Proposal	1	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Stewardship	3	\$1,350.00	\$0.00	\$0.00	\$0.00	\$1,350.00
Tradition of Excellence Campaign 2002	4	\$27.00	\$0.00	\$0.00	\$0.00	\$27.00
Unsolicited	4	\$570.00	\$0.00	\$0.00	\$0.00	\$570.00
Grand Totals:	37	\$9,720.60	\$15,450.00	\$0.00	\$0.00	\$25,170.60

**Harper College Educational Foundation
Year to Date Fundraising Report (as of 2/28/03)**

Appeal Description	No. Gifts	Cash	Pledges/Stocks	In-Kind Gifts	Other	Total
Unknown	17	\$703.00	\$0.00	\$0.00	\$0.00	\$703.00
Alumni Direct Mail	15	\$635.00	\$0.00	\$0.00	\$0.00	\$635.00
Direct Mail 2003	58	\$11,544.00	\$0.00	\$0.00	\$0.00	\$11,544.00
Direct Mail - Board and Trustees	15	\$8,638.60	\$2,059.00	\$0.00	\$0.00	\$10,697.80
Golf Open 2002	7	\$9,975.00	\$2,000.00	\$0.00	\$0.00	\$11,975.00
Golf Open 2003	2	\$500.00	\$15,000.00	\$0.00	\$0.00	\$15,500.00
Harper Symphony Orchestra	2	\$225.00	\$0.00	\$0.00	\$0.00	\$225.00
Harvest Gala 2002	353	\$75,745.00	\$7,400.00	\$12,403.08	\$0.00	\$95,548.08
Matching Gifts	2	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00
Jim McGuire Golf Open	82	\$6,370.00	\$0.00	\$0.00	\$0.00	\$6,370.00
Memorial	5	\$133.00	\$0.00	\$0.00	\$0.00	\$133.00
Performathon 2002	84	\$4,013.00	\$0.00	\$0.00	\$0.00	\$4,013.00
Personal Solicitation	6	\$16,505.00	\$0.00	\$0.00	\$0.00	\$16,505.00
Planned Giving*	4	\$0.00	\$0.00	\$0.00	\$300,000.00	\$300,000.00
Proposal	6	\$39,000.02	\$0.00	\$0.00	\$0.00	\$39,000.02
Special Initiatives	2	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Stewardship	14	\$7,081.43	\$0.00	\$0.00	\$0.00	\$7,081.43
Tradition of Excellence Campaign 2002	50	\$281.00	\$260.00	\$0.00	\$0.00	\$541.00
Theatre Seat Campaign	9	\$5,565.00	\$0.00	\$0.00	\$0.00	\$5,565.00
Unsolicited	12	\$3,065.82	\$0.00	\$1,750.00	\$0.00	\$4,815.82
Young Artists' Competition	3	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00
Grand Totals:	745	\$191,339.87	\$26,719.20	\$13,998.08	\$300,000.00	\$563,712.15

*Estimated value as per donor.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

New Teacher Paraprofessional AAS degree and certificate programs.

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

TEACHER PARAPROFESSIONAL – AAS Degree

This program is in direct response to the new federal Elementary/ Secondary Education Act “No Child Left Behind.” It stipulates that teacher aides must have completed 60 semester hours to work in a Title 1 program. (Title 1 programs meet the needs of at-risk students including children with limited English proficiency, children with disabilities, young children in need of reading assistance, neglected or delinquent children, migratory children, etc.)

Currently employed teacher aides working in Title 1 programs who have not completed 60 semester hours need to complete this requirement by 2006. The Harper College program is designed to promote the development of skills necessary when working with children in Title 1 positions in K-12 public or private schools. The Education Department Advisory Committee supported the development of this degree program.

TEACHER PARAPROFESSIONAL – Certificate Program

This program is designed to promote the development of skills necessary when working with children in *non-title 1* positions in K-12 public or private schools. Individuals can use the certificate toward completion of the Teacher Paraprofessional AAS degree. This program will also serve those individuals who may already possess 30 hours of appropriate college credit that, when combined with the certificate requirements, will total 60 or more credit hours. These individuals would then meet the requirements of the federal law, “No Child Left Behind,” and be eligible to work in Title 1 positions in K-12 public or private schools. The Education Department Advisory Committee supported the development of this certificate program.

Both the TEACHER PARAPROFESSIONAL AAS degree and certificate programs meet the recommendations made by the Paraprofessional Task

Force, which was convened by the Illinois State Board of Education and the Illinois Community College Board.

IV. RECOMMENDATION

The administration and the curriculum committee recommend that the Board approve the new Teacher Paraprofessional AAS degree and the new Teacher Paraprofessional Certificate programs for implementation in academic years 2003 and 2004.

NEW CERTIFICATE

TEACHER PARAPROFESSIONAL CERTIFICATE

The 32-credit hour certificate program is designed to promote the skills necessary when working with children in non-Title 1 positions in K-12 public or private schools. Individuals can also use the certificate program toward completion of the Teacher Paraprofessional AAS degree.

Required Courses:

DIV	101	Exploring Diversity in the U.S.....	3
ECE	102	Child Development I.....	3
ECE	219	Psychology of Exceptional Children	3
EDU	201	Introduction to Education.....	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU	250	Technology in the Classroom.....	3
LIT	219	Children's Literature	3
MTH	130	Mathematics for Elementary Teaching I.....	4
PSY	101	Introduction to Psychology	3

NEW PROGRAM

TEACHER PARAPROFESSIONAL ASSOCIATE IN APPLIED SCIENCE DEGREE

This 60 credit-hour program is designed to promote the development of skills necessary when working with children in Title 1 programs in the K – 12 public or private school classrooms. Students must complete the required courses for the program and 18 hours of approved electives.

Required General Education Courses:

ENG	101	Composition	3
LIT	219	Children's Literature	3
MTH	130	Mathematics for Elementary Teaching I	4
PHS	111	Introduction to Physical Science or	
PHS	112	Exploring the Earth and Universe	4
PSY	101	Introduction to Psychology	3
SPE	101	Fundamentals of Speech Communication	3

Required Core Courses:

DIV	101	Exploring Diversity in the U.S.	3
ECE	102	Child Development I	3
ECE	219	Psychology of Exceptional Children	3
EDU	201	Introduction to Education	3
EDU	202	Pre-Student Teaching Clinical Experience	1
EDU	211	Educational Psychology	3
EDU	230	Introduction to Language Arts in Elementary/Middle School Teaching	3
EDU	250	Technology in the Classroom	3

Electives: Select 18 hours from the following:

ANT	101	Introduction to Anthropology	3
ANT	202	Cultural Anthropology	3
ART	105	Introduction to Arts or	
FNA	111	History of Art	3
ECE	103	Child Development II	3
ECE	120	Introduction to Special Education for Paraprofessionals	3
ECE	121	Behavioral Management in Special Education Setting	3
ENG	102	Composition	3
GEG	101	World/Regional Geography	3
HST	111	The American Experience to 1877	3
HST	112	The American Experience Since 1877	3
LNG	105	Introduction to Language and Linguistics	3
MTH	131	Mathematics for Elementary Teaching II	4
PSC	101	American Politics and Government	3
PSY	217	Adolescent Psychology or	
PSY	228	Psychology of Human Development	3
SGN	101	American Sign Language	4
		Science elective	3-4

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

'Fair Use Policy', a new policy being presented for adoption.

II. REASON FOR CONSIDERATION

New policy, and changes to policy, require approval of the Board of Trustees. This was presented for 'first reading' in February 2003.

III. BACKGROUND INFORMATION

This new policy was recommended to the President by Academic Affairs to demonstrate the College's commitment to ensuring that members of the Harper College community use copyrighted materials for teaching in accordance with a good-faith understanding of the principles of fair use. This 'Fair Use' Policy has been reviewed by the College's attorney.

IV. RECOMMENDATION

The 'Fair Use' Policy is attached and is being recommended for campus-wide implementation.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Recommendation for approval to install the new electric service for the Center for the Science, Emerging Technology and Health Careers Center.

II. REASON FOR CONSIDERATION

The College in conjunction with Stanley, Legat Architects and KJWW have been developing the demands required to support this facility and confirming the costs as submitted by ComEd. As a result, a package consisting of service connection, terminal facilities, electric service station and ATO reserve capacity charges has been developed and included in a newly updated Electric Facilities Service Agreement.

III. BACKGROUND INFORMATION

The College is building a new facility for science, emerging technology and health careers. This facility will need electrical infrastructure addition in order to function. Funds have been provided within the Science, Emerging Technology and Health Careers Center construction budget.

IV. RECOMMENDATION

The administration recommends that the Board approve this agreement to provide the electric service required to operate these new facilities at a cost of \$280,023.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Faculty Promotions, 2003-2004 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, 'Promotion Procedures' pages 7 - 10, have been followed.

IV. RECOMMENDATION

It is recommended that the Board of Trustees grant the following promotions for the 2003-2004 academic year.

To Assistant Professor

Barbara Anderson LSHS
Rebecca Curtin BUSSS
Perry Pollock LIBARTS

Derek Collis TMPS
John Finan LIBARTS
Regina Rector LSHS

Kris Conroy STUDEV
Wendy Mertes BUSSS

To Associate Professor

Lynn Altfeld AELS
Laura Pulio-Colbert LIBARTS
Pascuala Herrera STUDEV
Kathryn Powell AELS

Susanne Bajt BUSSS
Deborah Damcott TMPS
John Kiener BUSSS
Barbara Solheim LIBARTS

Gregory Clemons LIBARTS
Michael Harkins BUSSS
Robert Paul AELS

To Professor

Katherine Kniest LSHS
Patricia O'Leary LSHS

Linda Nelson AELS
Thomas Stauch LIBARTS

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Faculty Tenure Status Report

II. REASON FOR CONSIDERATION

Article III.M.2 of the 2002-2006 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, this is a summary of tenure status during the spring, 2003 semester.

**NON-TENURED FACULTY
2002-2003 Academic Year**

FIRST YEAR EMPLOYED

FIRST YEAR ELIGIBLE FOR TENURE

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
Mary Gawienowski -English as Second Language
Kathleen Hanahan -Counselor
Kimberly Heinz -Library Services

2003-2004

William Hengtgen -Counselor
George Hoeltje -Electronics
Seema Kurup -English
Kris Piepenburg -English
Peter Puleo -Criminal Justice
Catherine Restovich -English
David Richmond -History
Denise Dudzinski-Walsh -Nursing

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
Christopher Padgett -English
William Pankey -Library Services

2002-2003

Bowker, Barbara -Music
Braunschweig, David -Computer Info Systems
Cui, Lin -English as Second Language
Curran, John -Speech/Theatre
Hammontree, Kelly -Cardiac Tech
Harris, Travaris -Counselor
Kaplan, Richard -English
Kaplow, Judy -Humanities
Labeau, Kathleen -Math
Larkin, Richard -Physical Ed
Lasko, Larry -Counselor
Lombardi, Jeannine -Education
McLaughlin, Pamela -Biology

2005-2006

Moran, Corinne -Art
Nevels, Kathi -Counselor
Noonan, Sean -Sociology
Olmos, Ross -Criminal Justice
Page, Kelly -Physics
Peot, Jason -Art
Robinson, Michele -ECE
Rubin, Adam -Math
Sallee, Judith -Math
Stettner, Craig -Biology
Taylor, M. Glenn -English
Walsh, Jessica -English
Williams, LaVonya -Counselor

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Consideration of sabbatical leaves for faculty, beginning Fall term of the 2003-04 academic year.

II. REASON FOR CONSIDERATION

Article IV-J of the Collective Bargaining Agreement provides for sabbatical leaves to be given upon approval by the Board of Trustees provided such leaves would add to the effectiveness of the faculty member and benefit the College.

III. BACKGROUND INFORMATION

Sabbatical Leave applications were reviewed by the Sabbatical Leave Committee, the appropriate dean and vice president, and President.

IV. RECOMMENDATION

It is the recommendation of the President that the following faculty members be granted a sabbatical leave for the requested time period:

Cathy Albergo	LIB/ARTS	Fall 2003	\$ 45,997
Susan Farmer	AE/LS	Fall 2003	43,189
Kathi Holper	AE/LS	Spring 2004	<u>35,086</u>
			*\$124,272

*In addition to these costs, the College will hire part-time faculty at a cost of approximately \$31,725 to teach, in the absence of the faculty on leave.

SUMMATION OF SABBATICAL REQUEST

Cathy Albergo - On Monday, March 17, 2003, at the Music Teacher's National Convention, I will be participating in the launch of a new piano method for North America. The authors are Cathy Albergo and Mark Mrozinski from Harper College and Mitzi Kolar from San Diego State University. The publisher is Frederick Harris Music Publishing Co., Toronto, Canada.

We have spent seven years developing, testing and revising this new piano method. Piano students and their parents at Harper College have received free music for seven years as we tested and developed our method. In return, the students have received, not only free music, but have enjoyed participating in the process.

Even before we launch, we have thousands of teachers and students in the United States and Canada using our method and requesting workshops and teacher training sessions. After the launch, the demand for teacher training will be even higher. We already have requests from Iowa, Arizona, California, Toronto, Ohio, etc. Various music teachers' organizations and many college piano pedagogy class teachers have requested that we visit their organizations to provide in-depth teacher training. Just like new math, or any new teaching strategy, a solid introduction, teacher training and discussion sessions are needed for teachers to feel comfortable with a new approach.

I intend to travel the United States and Canada, visiting major colleges, universities and state music teachers' organizations who are already requesting workshops. This new piano method will change music instruction for thousands of piano students in North America. It will also be a new and major influence on teacher training in piano pedagogy classes across the United States.

In addition to visiting these schools and providing teacher training and new insights for piano teaching, I will also be able to tour the schools and gather information on how these schools structure their class piano, piano pedagogy and music education classes. I look forward to gathering new ideas and information which would benefit Harper College and our students. I also look forward to helping spread the reputation of Harper College and the realization of the quality of instruction offered.

Susan Farmer - During my 17-week sabbatical, I intend to conduct primary and secondary research.

Regarding primary research, I have been invited to educational institutions in eleven states. Many of my contacts in these educational institutions were made during my longstanding leadership in the College Reading and Learning Association. I would like to visit many or most of these educational institutions

and conduct a “knowledge transfer.” To illustrate, here are three targeted educational institutions and goals:

- At Southwest Texas State University (San Marcos, Texas), I’ll discuss with Russ Hodges, Ed. D., on the subjects of brain learning theory and motivation.
- At St. Cloud State University (St. Cloud, Minnesota), I’ll discuss with Gretchen Starks-Martin, Ed. D., on the subject of online application of study strategies.
- At Johnson County Community College (Overland, Kansas), I’ll discuss with Pat Jonason the subjects of goal-setting and learning styles.

Regarding secondary research, I plan to do the following:

- Read 20 books related to learning strategies. A bibliography is included in my application for sabbatical.
- Assemble a list of 20 pertinent web sites that provide information pertinent to the objectives of our curriculum. For example, www.byu.edu/stlife/cdc/Learning_Strategies/study_skills/not-tak.htm offers helpful information about the subject of note-taking skills and the Cornell note-taking system.
- Refresh lessons and activities for 17 specific subunits of PSY 106. In my request for sabbatical, I list the areas that I wish to study in-depth, and some of those areas are the memory retention and mnemonics; time management; goal setting; critical thinking skills; and others.

After the conclusion of my sabbatical, I’ll arrange LAP departmental “roundtables” in order to convey the most insightful and beneficial findings garnered during my sabbatical.

Kathi Holper - This is the summary of my activities that I have planned for Spring semester, 2004:

My sabbatical involves the further study of students referred to as Generation 1.5; they have come from other countries and entered American high schools during the period of time when their critical thinking skills are being refined. They speak English without accents, yet their reading and writing skills are definitely not at a college level.

1. I would visit the high schools in Districts 211 and 214 that feed into Harper and talk to the ESL teachers, counselors and students. The purpose would be to inform them of Harper's requirements for entering English 101 and, if that is not possible because of second language interference, then the expectations of the ESL Department and our policy for improving English skills at a college level.
2. I would visit the Newcomer Center at Taft High School in Chicago. This school is for high school students who have recently arrived from other countries. They often need help in making plans for their choices after high school.

3. I would visit Dr. Michael Khirallah at Oakland Community College in Farmington Hills, Michigan. He has written his doctoral dissertation on the Generation 1.5 students.
4. I would read recent books and articles devoted to the Generation 1.5 group of students.
5. I would attend conferences that will include presentations on Generation 1.5, e.g. Illinois and international TESOL, National Council of Teachers of English and Illinois Association of Multicultural and Multilingual Educators.
6. Upon completion of this sabbatical, I intend to discuss my findings with other faculty (both full-time and adjunct) at one of our ESL workshops. I believe it is also important to share my research with faculty from other departments at Harper. These students are usually taking classes in science, math and computer areas. I could request a time slot during one of the Orientation week programs.

RECOMMENDATION OF THE VICE PRESIDENT OF ACADEMIC AFFAIRS

Cathy Albergo - Although Dr. Albergo's application is different from typical requests that want to use time for doing research or producing product, I recommend her for your consideration. Her request is the culmination of many years of strong professional work and scholarship. The semester activity she is requesting will demonstrate the success of the teaching methodology she has developed and how Harper students have benefited from the product to date. The teaching system will now be expanded beyond Harper. Cathy Albergo's sabbatical will strengthen the College's position as a leader in music pedagogy. Her students continue to benefit from the past seven years of research and leadership in the pedagogy of teaching music. The College will now benefit from her sharing with other teachers of music. Many of those teachers will recognize our program and will send their students to us at the collegiate level.

Susan Farmer - Ms. Farmer's sabbatical application is typical in that it is designed to refresh the curriculum of a course. What makes this application supportable is her interest in researching the successes of similar courses and programs at other colleges, and then applying that research to Harper's course. Also unique about this particular course is that it is both classroom based and online. I am confident the course content and presentation will be improved by Susan, and then shared with faculty who also teach the course. This course in study skills is very important in our retention processes here at Harper. Keeping content current and continuously improving the course are supportive of student satisfaction and retention necessary for enrollment growth. I am confident that she will encourage participation from other faculty in her training.

Kathi Holper - Ms. Holper's sabbatical application is more traditional in nature. She has identified a specific group of students who regularly appear in ESL

classes. These students are called Generation 1.5, because they are educated through high school but do not have the language skills to succeed in college-level English. They do not fit in traditional ESL classes for non-native speakers. They present unique challenges to the faculty in ESL, because they have the critical thinking skills necessary to be successful in college-level course work, but do not have the mastery of American English necessary for success in an English-speaking college. She plans to extend the research done 6-7 years ago and to assist faculty in her department, and in other disciplines, to work successfully with these students. Her dean strongly supports this sabbatical, because of its benefit to students and faculty in the learning environment.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Execution of the Illinois Law Enforcement Alarm System (ILEAS) mutual aid agreement.

II. REASON FOR CONSIDERATION

This mutual aid agreement must be executed to allow Harper College to take advantage of local or statewide resources or Homeland Security funding in the event of a natural or manmade disaster affecting Harper College.

III. BACKGROUND INFORMATION

The Illinois Law Enforcement Alarm System (ILEAS) is a statewide mutual aid system. The purpose of ILEAS is:

- To provide immediate extra law enforcement manpower and equipment at the scene of law enforcement emergencies.
- To provide for an automatic and systematic response of law enforcement manpower teams.
- To provide for contractual responsibilities and liabilities.
- To provide broad area coverage.
- To foster a cooperative spirit for law enforcement emergency planning.
- To provide access to specialized manpower and equipment which no one department could afford to maintain.

The ILEAS program is similar in scope to the fire service Mutual Aid Box Alarm System (MABAS) whereby fire departments statewide have voluntarily (via mutual aid agreements) agreed to assist other MABAS fire departments in the event of a fire emergency.

IV. RECOMMENDATION

The administration recommends that the Board approve the Illinois Law Enforcement Alarm System (ILEAS) mutual aid agreement.