



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

June 26, 2007
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
 - Dave McShane: MyHarper Portal
- V. Student Trustee Report**
- VI. President's Report**
- VII. Harper Employee Comments**
- VIII. Citizen Comments**
- IX. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes - May 9, 2007 Canvass and Organizational Meeting; May 22, 2007 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for May 11, 2007, May 25, 2007 and June 8, 2007; Estimated Payroll for June 22, 2007 Exhibit IX-A.2
 - 3. Bid Awards Exhibit IX-A.3
 - 4. Purchase Orders Exhibit IX-A.4
 - 5. Personnel Action Sheets Exhibit IX-A.5
 - 6. Student Service Awards Spring 2007 Exhibit IX-A.6
 - B. For Information**
 - 1. Financial Statements Exhibit IX-B.1
 - 2. Committee and Liaison Reports Exhibit IX-B.2
 - 3. Grants and Gifts Status Report Exhibit IX-B.3
 - 4. Summary of Items Purchased from State Contracts, Consortiums or Cooperatives Exhibit IX-B.4

* At the request of a Board member or the President, an item may be removed from the Consent Agenda for discussion. In addition, certain recurring recommendations may be included in the Consent Agenda at the discretion of the College President.

X. New Business

- A. RECOMMENDATION: Educational Service Providers Exhibit X-A
- B. RECOMMENDATION: The Resource Allocation and Management Plan for Community Colleges (RAMP) Exhibit X-B
- C. RECOMMENDATION: Second Reading of Modification of Board Policy 05.21.00 Distinguished Scholars Award Exhibit X-C
- D. RECOMMENDATION: Affiliation Agreement Between Harper College and Children’s Memorial Hospital for the Nursing Program Exhibit X-D
- E. RECOMMENDATION: Preliminary Budget for FY2007-2008 Exhibit X-E
- F. RECOMMENDATION: Resolution to Establish 2007-2008 Budget Hearing Date Exhibit X-F
- G. RECOMMENDATION: Faculty Promotions 2007-08 Academic Year Exhibit X-G
- H. RECOMMENDATION: Educational Improvement and Work Experience Leave Request Exhibit X-H
- I. RECOMMENDATION: Resolution to Approve the 2007-2010 Strategic Long Range Plan Exhibit X-I

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- *July 4 **Independence Day - the College will be closed.**
- *July 24 7:00 p.m. - Regular Board Meeting - W214-215
- *August 28 7:00 p.m. - Regular Board Meeting - W214-215
- September 3 **Labor Day Observance - the College will be closed.**
- *September 25 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

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

XIII. Adjournment

**Minutes of the Canvass and Organizational Meeting of
Wednesday, May 9, 2007**

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

Minutes of the Canvass and Organizational Meeting of Wednesday, May 9, 2007

CALL TO ORDER: The Canvass and Organizational meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Wednesday, May 9, 2007 at 7:11 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL OF
CURRENT BOARD:

Present: Members Canning, Gillette, Graft, Hoffman,
Kelley and Stone; Student Member Borro
Absent: Member Hill

Also present: Judy Thorson, V.P. Administrative Services;
David McShane, V.P. Information Technology; Mike Alsup;
Carol Blotteaux; Orlando Cabrera; Heidi Scheuer.

Guests: Adele Gillette, wife of Board member; newly-elected
Trustee Patrick Botterman.

APPROVAL OF
AGENDA:

Member Graft moved, Member Kelley seconded, approval of
the Agenda.

In a voice vote, the motion carried.

NEW BUSINESS:

Results of April 17, 2007
Consolidated Election

Member Gillette moved, Member Canning seconded,
adoption of the Resolution of canvass of the results of the
April 17, 2007 consolidated election, as outlined in Exhibit IV
(attached to the minutes in the Board of Trustees' Official
Book of Minutes).

In a voice vote, the motion carried.

Chair Stone declared the motion carried and the resolution
as hereinafter set out adopted, approved the same in open
meeting and directed the Secretary to record the same in full
in the minutes of the meeting.

ADJOURNMENT:

Member Gillette moved, Member Graft seconded, that the meeting be adjourned *sine die*.

In a voice vote, the motion carried at 7:12 p.m.

Board members thanked Richard Gillette for his years of service.

Member Gillette noted that the new secretary will receive the tapes from the closed session meetings; they should be stored for 18 months.

Chair Stone asked newly-elected Trustee Patrick Botterman to join them at the table. She welcomed Member Botterman and Student Member Borro to the Board.

Chair Stone asked Member Hoffman to act as secretary pro tem. She asked him to call the roll of the new Board.

ROLL CALL:

Present: Members Botterman, Canning, Graft, Hoffman, Kelley and Stone; Student Member Borro
Absent: Member Hill

Also present: Judy Thorson, V.P. Administrative Services; David McShane, V.P. Information Technology; Mike Alsup; Carol Blotteaux; Orlando Cabrera; Heidi Scheuer.

ELECTION OF
2007-08 OFFICERS:

Chair Stone noted that a quorum of the new Board is present. She asked for nominations for Board Chair.

Member Graft moved, Member Hoffman seconded, that Laurie Stone be elected to serve as Chair for a one-year term. There were no other nominations.

In a voice vote, the motion carried.

Chair Stone thanked everyone. She noted that she accepts this and appreciates their confidence.

Chair Stone asked for nominations for Vice Chair of the Board.

Member Botterman moved, Member Graft seconded, that Bill Kelley be elected to serve as Vice Chair. There were no other nominations.

In a voice vote, the motion carried.

Chair Stone congratulated Bill Kelley. She asked for nominations for Secretary of the Board.

Member Kelley moved, Member Botterman seconded, that Dick Hoffman be elected to serve as Secretary of the Board.

In a voice vote, the motion carried. Chair Stone congratulated Dick Hoffman. She noted that he will receive the tapes and all of the necessary information for handling closed session meetings.

ESTABLISHMENT OF

Member Graft moved, Member Canning seconded, that the

REGULAR MEETINGS: Board adopt the resolution establishing the dates, times and place of the 2007-2008 regular Board meetings as outlined in Exhibit VIII (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

With regard to the Board retreat, Chair Stone asked members to check their calendars. She will be sending an e-mail with more specific information and meeting date choices. It has been suggested that a date during the week would be better than a weekend, because of family obligations. She emphasized the importance of the Board getting together and addressing issues. It was noted that this would most likely be a half-day retreat.

ADJOURNMENT: Member Graft moved, Member Hoffman seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 7:20 p.m.

Chair

Secretary

Minutes of the Regular Board Meeting of Tuesday, May 22, 2007

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

Minutes of the Regular Board Meeting of Tuesday, May 22, 2007

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Stone on Tuesday, May 22, 2007 at 7:07 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Botterman, Canning, Hoffman, Kelley, and Stone; Student Member Borro
Absent: Members Graft and Hill

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; Judy Thorson, V.P. Administrative Services; Cheryl Kisunzu, Associate V.P. Diversity/Organizational Development; Colleen Murphy, V.P. Enrollment and Marketing; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Sheila Quirk-Bailey, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, V.P. for Development; Mike Alsup; Michael Babb; Carol Blotteaux; Dave Braunschweig; Phil Burdick; Orlando Cabrera; Maria Coons; Daniel Corr; Richard Costello; Laura Crane; Earl Dowling; John Filler; Robert Getz; Vickie Gukenberger; Mia Igyarto; Njambi Kamoche; Thea Keshavarzi; Ashley Knight; Terry Lindsay; Jim Ma; Fredia Martin; Mark Mrozinski; Regan Myers; Mike Nejman; Ilona Sala; Rich Seiler; Diana Sharp; John Smith; Doug Spiwak; Jane Swider; Dennis Weeks; Deanna White and Renee Zellner. Students: Bill Buehring, Pat Gremпка, Nick Herron, Erin Vukovich.

Guests: Elizabeth Cohen, Melior Group; James Gould, Legat Architects; Lisa Starks, Illinois Clean Energy Community Foundation; Rick Mason, citizen; Jack Thomas, Harper parent.

Member Botterman led the Pledge of Allegiance.

Chair Stone announced that appointments were made at the Board Organizational Meeting held on May 9. She confirmed that the following individuals have agreed to serve in specific roles:

Primary ICCTA Representative, Legislative Liaison – Pat Botterman; Alternate – Bill Kelley

- Liaison to Foundation – Rita Canning; Alternate – Dick Hoffman
- Audit Committee – Bill Graft and Bill Kelley
- Construction Issues – Dick Hoffman and David Hill

Chair Stone thanked everyone for their willingness to serve. She noted that she also intends to ask Bill Graft to serve as parliamentarian.

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

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

Sheila Bailey –
Community Survey
Results

Sheila Quirk-Bailey explained that the College does one major piece of research each year (community, students and culture within Harper College); this year they focused on the community to find out how they feel about higher education, how they feel about Harper and what they feel are their needs. She introduced Dr. Laura Crane, head of Harper College's Department of Research.

Dr. Crane explained that Melior Group in Philadelphia was hired to complete the community survey. She introduced Liz Cohen, Senior Project Director from Melior Group to share highlights of the study.

Highlights of Community Survey

Ms. Cohen explained that there will be two reports forthcoming, one from the community residents and one from the businesses, which will provide more detail.

Study Background

Harper does research every three years to explore community needs: identify professional, academic and personal interests; understand expectations of community colleges and Harper; determine awareness and impressions of Harper College; elicit reactions to new initiatives from Harper.

Methodology

They conducted a telephone survey in February and March 2007, using random digit dial sampling. In an effort to reach younger students, they also used age-targeted lists. During

the phone survey, they did not identify Harper at first as being the sponsor of the research, but they did identify Harper at the end. A scale of 1 to 5 was used with 5 = agree strongly with the statement and 1 = disagree strongly with the statement. Ms. Cohen noted that many of the answers were 5's and 4's.

Community Snapshot

Findings:

- Higher education is extremely important to residents in Harper's district.
- Education is *the key* for professional success.
- Residents view community colleges as playing a distinct role – to offer an intermediate step; to be accessible, and affordable.
- Harper is the “go to” institution of higher learning – 32 percent mentioned Harper unaided, exceeding Northwestern. When prompted, 96 percent knew Harper. Additionally, 33 percent of residents who have taken a class in the past five years, took it at Harper; and 43 percent of residents who will likely or possibly take a course within five years, plan to take it at Harper.
- Harper College's mission is consistent with expectations.
- Harper is highly regarded by community residents.
- Respondents graded Harper with an A or B in the following areas: offering programs for people who want to complete a degree; offering enrichment classes; offering classes at convenient times.

Going Forward

There is extremely strong community support for Harper taking steps to offer Bachelor's degrees in targeted areas with high workforce need -76 percent agreed strongly; three percent disagreed strongly. Respondents gave preferences regarding course delivery – location, time of day, days of week, length of courses, distance learning and Fast Track. Responses varied depending on age category. Other information gathered includes:

- A continuing challenge for Harper will be to let residents know all that it offers.
- The internet is “the source” for consumers who are exploring higher education, generally.
- Direct mail remains most powerful for communicating course offerings and athletic/cultural events at Harper.

Recommendations

Traditional Age Students: Harper should become *the place* to begin a college education; offer classes 16 weeks long and held during the week; develop accelerated and fast track course options, particularly for those ages 20-24.

Adult Students: Harper should continue effort to offer Bachelor's degrees in key areas; expand distance learning; offer varied delivery options; expand Fast Track programs in business and computer science; develop Fast Track program in education; increase accelerated course offerings.

Communications: Harper should reinforce its mission; focus messages on key themes; evaluate web site for ease and accessibility; continue to use direct mail for courses/events.

Preliminary Business Survey Highlights

A survey was conducted with 50 area businesses within the Harper district that employ at least 100 people (slightly larger businesses). Findings include:

- District employers support higher education (84 percent have encouraged employees to take a class); 80 percent offer tuition reimbursement; 70 percent actively recruit employees from local colleges and universities.
- Employers want options in course delivery.
- Impressions of Harper are positive – 90 percent grade A or B for offering education that is affordable for their business; 86 percent grade A or B for offering classes at convenient times for working adults; 84 percent grade A or B for offering programs for people who want to complete a degree.
- 54 percent of employers cite trouble filling positions in technology, customer service, foreign language and engineering.

In response to Member Kelley, Dr. Crane explained that they wanted to include high school students in the survey, because they are considering college right now; they are potential Harper students.

In response to Member Canning, Ms. Cohen explained that, in the full report, they will see what the C's and D's are, and they will be able to see the areas that need improvement. She added that the C's and D's are a small percentage (85 percent of the respondents gave Harper A's and B's). People regard Harper positively. Dr. Crane explained that some of what will come out of the study are questions that will lead to a more focused study. Ms. Cohen clarified that

earlier she had mentioned a theme of making education “easy;” she did not mean academically easy, but easy to access in terms of time and location.

Jim Ma - Energy Savings

Energy Savings at Harper College

With regard to managing energy, Mr. Ma explained that they use two very simple principles – buy cheap and use less. Mr. Ma explained that it was no longer in Harper’s best interest to purchase power from ComEd, because Harper is a 5-megawatt user and, therefore, only allowed to purchase power through “hourly rates.” The price goes up and down hourly, based on market demand, which is very unpredictable. Mr. Ma called attention to several graphs, and explained that Total Cost of Electricity includes energy supply, energy delivery, facility rental, meter rental, transmission services and taxes. Harper’s price in 2004/05 was 6.59 cents per kw hour. During 2005/06, they were lucky enough to get on the ComEd PPO plan at 6.01 cents per kw hour (nobody could beat that price at the time). Last year, with all other large users, Harper College was not permitted to participate in the PPO program, so they went out for bid. The total cost became 7.72 cents per kw hour. He noted that if they went out for bid now, the current price would be approximately 9.5 cents per kw hour. They made a very good move last year by bidding electrical supply. They will enjoy their current price for another year and a half, with the contract expiring in December 2008.

Mr. Ma called attention to a graph which showed total energy cost between this year and last year, with the increase purely due to the electrical rate increase. Last year, the Total Cost of Electrical Power was \$1.3 million; this year Total Cost is approximately \$1.6 million (July to April). Last year, they used 21.7 million kw hours; this year they only used 20.6 million kw hours (due to various energy conservation measures). Their energy savings of approximately 1.1 million kw hours is huge – almost a five percent reduction.

Natural Gas

This year’s cost is much lower than last year, because Harper did everything right – they got out of the Illinois Gas Cooperative; they used Harper’s storage capacity to their advantage; and they bought cheap gas during the summer months when the price was low. They purchased some gas at 50 cents per therm and put it into storage for winter use. During the winter, the price is typically as high as 90 cents per therm. Natural gas usage is purely based on winter

outdoor temperatures. They experienced a colder winter this year than last year and used 7,300 more therms than last year; however, their natural gas bill was \$320,000 less.

Mr. Ma noted that he appreciates the confidence the Board and Administration have in him, which allows him to do all the right things. In addition to providing savings for Harper College, it has made the College a better world citizen. Because of Harper's conscientious effort, ComEd burns less gas. Harper is contributing to a better environment now and for future generations.

Illinois Clean Energy Community Foundation Grant

Mr. Ma explained that last year, Harper received approval for a grant from the Illinois Clean Energy Community Foundation (ICECF) for approximately \$83,000 to change the T-12 ballasts to T-8 ballasts and bulbs throughout campus. Overall, the project was a success.

- Work was done on 2,800 light fixtures, which included 3,000 ballasts and 6,000 bulbs.
- Total energy savings (148 kw) exceeded what was promised. Savings will be enjoyed year after year.
- The contractor used nine electricians with approximately 1,200 hours of work.
- Work was done between the hours of 11:00 p.m. and 6:00 a.m. to minimize inconvenience to students, faculty and staff.
- Harper electricians did quality control and inspected the contractor's work.
- Total cost of project - \$140,000; ICECF grant amount - \$83,322; Harper's cost – approximately \$56,000.

Mr. Ma asked Rich Costello, project manager for the job, to stand and be recognized. Mr. Ma thanked ICECF for helping Harper save energy. Ms. Lisa Starks from ICECF presented a grant in the amount of \$83,322 to Harper College. She noted that this is the second grant awarded to the College for lighting upgrade projects. Grants totaling \$8.8 million have been awarded to 104 Illinois colleges and universities. They will reduce electricity demands by almost 7,400 kw, which is enough to meet the needs of over 3,000 Illinois households. On behalf of the Foundation's Trustees, Ms. Starks thanked everyone involved in the project. She thanked Harper for their commitment to the environment.

On behalf of the Board of Trustees, Chair Stone thanked Jim Ma and everyone who worked hard to make this project a success. This shows wise stewardship of taxpayer dollars.

STUDENT TRUSTEE REPORT

Student Member Borro thanked the Board of Trustees, administration and faculty who helped with and/or were present at the graduation ceremony. It was Harper's very first off-site graduation at Willow Creek Auditorium. The facility was a very professional place to honor the 350 graduates who attended this year. Student Member Borro also thanked Chair Stone and Trustees Kelley and Hoffman for attending the Student Awards Banquet, which recognizes the outstanding contribution by students in all areas of the Student Activities Program. It means a lot to the students to have the Board present.

The Harper Speech and Debate Team finished fifth place overall at the National Community College Speech and Debate Tournament in Houston. Harper competed against 80 other community colleges. Coaches include Jeff Przybylo, Margaret Bilos and Josh Sunderbruch.

Phi Theta Kappa, International Honor Society of Two-Year Colleges, recently inducted 140 new students this semester at Harper College. That is an awesome accomplishment for students to maintain great grades.

Student Member Borro introduced Renee Zellner, Professor of Physical Education and coach of the Mens and Womens Track and Field teams. Eight of Coach Zellner's Womens Teams have won regional titles in six events, more than 100 Harper athletes have qualified for nationals, and numerous athletes have earned the status of All-American.

Coach Zellner noted that the Womens Team took fourth place at Nationals. Freshman Charlotte Jauch set a national meet record in pole vault with a height of 10'4". She introduced Erin Vukovich, double national champion for the second year in a row. She was second place All-American in hammer and third place in discus. Coach Zellner explained that, in spite of twisting her ankle on a practice throw in javelin, Ms. Vukovich still threw in the event and won the national meet in the javelin on her last throw and won the national championship in shot put. For the second year in a row, Erin Vukovich was voted Most Valuable Field Athlete at the meet. She also has a new school record in shot put and is an academic All-American.

Coach Zellner announced that, after 27 years, Harper finally brought back a national championship for the Mens Team. Vann Osei took first place in hammer and was second place All-American in shot put and discus. Harper College has dominated the throwing events at the national level for the last 10 years. She introduced Nick Herron, high jumper. On his last jump, Mr. Herron had the pressure of either making the jump for first place or taking fourth place. He made the jump and became the national champion in high jump. In addition, Harper Mens Team had 11 second place All-Americans and numerous other point contributors. Coach Zellner introduced Pat Gremпка, who was on both relay teams. His team placed third in the 400 meter relay, and fourth in the 1600 meter relay. Both teams had personal records. Coach Zellner introduced Bill Buehring, a member of the third place 400 meter relay team. He also took fourth place in the 100 meter.

Coach Zellner thanked the Board of Trustees, Dr. Breuder, Vice President Joan Kindle and the Student Senate for their support of Harper's athletic programs. They hope to continue the prestigious program, serving the community in years to come.

In closing, Student Member Borro noted he will be working with Michael Nejman throughout the year to develop his skills and learn how to best represent the students at Harper. It is a great honor to work with the Board. He looks forward to next month.

PRESIDENT'S REPORT

Vice President Dave McShane introduced Michael Babb, the new Enterprise Systems Director. Mr. Babb will be relieving Vice President McShane of the Project Management role of the ERP system. He comes to Harper with 20 years of experience in Information Technology. Mr. Babb noted that it is an honor to be selected for this position. He was a student at Harper in the past and feels this is an excellent institution. He is confident he will offer a significant contribution to Harper College.

Sheila Quirk-Bailey noted that this year's draft of the Strategic Long-Range Plan (SLRP) is in front of each Board member. She asked that Board members get back to them within the next 10 days with any concerns or revisions. The SLRP will come before the Board for action in June.

Ms. Quirk-Bailey noted that there are two new weaknesses in the SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis this year - one has to do with full-time faculty ratios and one has to do with alignment of developmental programs with traditional programs. Ms. Quirk-Bailey noted that the SWOT analysis may answer Member Canning's earlier question regarding areas to improve.

Dr. Breuder noted that they are saying good-bye to Vickie Gukenberger. Vice President Margaret Skold explained that Dr. Gukenberger has done some wonderful curriculum development for Harper and has been very productive over the past four years. She has been given a chance to start the baccalaureate BSN completion program for Roosevelt University. Vice President Skold added that Roosevelt's gain is Harper's loss. Dr. Breuder noted that it is a great tribute to Vickie to travel across town to Roosevelt, where they recognize that Harper has a talented cadre of people. Dr. Breuder added that the good news is that Harper now has somebody over at Roosevelt to help build a great relationship. He wished Dr. Gukenberger well. He welcomed Michael Babb, and noted that they look forward to working with him.

CITIZEN COMMENTS

Rick Mason explained that he is an in-district taxpayer, former student and former employee of Harper College. He addressed the Board regarding two issues. He found it listed in the February Board meeting minutes that he "resigned" from his position at Harper College; he would like it known that he did not resign, but was "fired." When he was asked to resign, he refused and was immediately served with a termination notice.

In regard to another issue, Mr. Mason stated that he sent an anonymous letter to Police Chief Michael Alsup last year concerning a member of the Harper College staff peeping into the women's washrooms. He sent it anonymously, because he did not want to jeopardize his job. However, he felt he had to do something. Later, he discovered that the offender was simply told to remove the ladder. In his anonymous letter, Mr. Mason suggested that perhaps a camera should be put in place to catch the offender. He heard that the suggestion was dismissed as being too costly. Mr. Mason noted that he has been infuriated that this invasion of privacy has not been properly dealt with. To his knowledge, the offender is still employed at Harper College, and could still possibly be watching women. Mr. Mason

stated that he did not come to the Board meeting to embarrass or hurt anyone. He feels Harper College mishandled the situation, and it still bothers him. He thought the Board should know about the incident. Chair Stone thanked Mr. Mason. She added that the Board will take that under advisement.

HARPER EMPLOYEE COMMENTS

Board Liaison Committee Dave Braunschweig explained that summer is more than an unpaid vacation time for faculty. It is an opportunity for personal and professional development, course preparation and external studies. Mr. Braunschweig gave highlights of faculty professional development planned this summer.

- Completing the final version of the Higher Learning Commission Self-Study document and preparing for the fall visit.
- Taking an ISU graduate course offered on Harper's campus entitled Advanced Strategies for Teaching and Learning – Teaching to Diverse Learners II.
- Monitoring rare, threatened and endangered plant species for plants of concern and the U.S. Fish and Wildlife Service.
- Participating in Wisconsin Lake Management Planning.
- Taking a National Science Foundation Course in Computer Modeling of Future Oil Supplies.
- Studying biology and ecology in Greece.
- Visiting the Shanghai Zoo and Botanical Gardens.
- Attending and presenting a lecture for a tropical ecology class in Trinidad and Tobago.
- Taking a graduate course on nanoscience for teachers.
- Presenting a faculty continuing education course on Microsoft Office 2007 new features.
- Developing a new course in creating accessible content online.
- Participating as an invited expert in the worldwide web consortium HTML working group to develop a draft recommendation for the next version of XHTML – that is effectively developing the next version of the worldwide web.
- Volunteering at the mobile dental health clinic in Palatine.
- Developing new degrees in Math and Special Education.
- Continue planning and coordination of the American Experience in Paris - Harper study abroad course – two instructors and their students will be in Paris from July 27 – August 13.

- Preparing an abstract for the Lessons and Legacies Conference to be held in Israel in December.
- Filming and editing a DVD on acclaimed author T. C. Boyle.
- Traveling to Ireland to study how Irish Gaelic is taught and to learn Irish literature.
- Taking industry certification classes and tests from the American Culinary Federation and the International Food Services Executives Association.
- Reorganizing classrooms.
- Attending the Illinois Chapter of American Choral Directors Summer Retreat.
- Participating in the Kids First Health Fair-Lake County Health Department.
- Rewriting the Harper Nursing Guidelines Book.
- Developing a presentation on the National League for Nursing Accrediting Commission Standards for Nursing Faculty.
- Preparing a new Learning Communities course.
- Attending the conference for the American Psychological Association.
- Developing course materials and preparing a lab manual for their new energized radiography lab.
- Preparing a presentation on the transfer of speech/debate students from two-year to four-year institutions for the National Communication Convention.

Harper faculty summer professional development activities demonstrate the incredible strength and diversity of the faculty and this institution. Faculty take advantage of these opportunities to learn and to share expertise with students and the community at large. Chair Stone thanked Mr. Braunschweig.

CONSENT AGENDA

Chair Stone noted that on the Agenda, Exhibit IX-A.1, the minutes should be stated as minutes of April 24, 2007, rather than March 20, 2007.

Member Botterman moved, Member Kelley seconded, approval of the minutes of the April 24, 2007 regular Board meeting; bills payable; payrolls for March 16, 2007 and March 30, 2007 (March Report); April 13, 2007 and April 27, 2007 (April Report); estimated payroll for April 13, 2007 (March Report) and May 11, 2007 (May Report); bid awards; purchase orders; personnel action sheets; academic calendar 2009-2010; revisions to academic calendars 2007-2008 and 2008-2009; first reading of modification of board

policy 05.21.00 distinguished scholars award; faculty promotions 2007-2008 academic year; financial statements, committee and liaison reports, grants and gifts status report, summary of items purchased from state contracts, consortiums or cooperatives, as outlined in Exhibits IX-A.1 through IX-B.4, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Accounts Payable & Tuition Refunds (April) \$3,979,691.47
(May) \$4,501,076.15

The payroll of March 16, 2007 in the amount of \$1,712,567.51 and March 30, 2007 in the amount of \$1,714,011.92; payroll of April 13, 2007 in the amount of \$1,654,525.99 and April 27, 2007 in the amount of \$1,689,986.63; and estimated payroll of April 13, 2007 in the amount of \$1,713,373.05 and May 11, 2007 in the amount of \$1,672,256.31.

Bid Awards

- Ex. IX-A.3.a Award bid request Q00510 to Veolia Environmental Service, the low bidder for waste removal service for the main campus, in the amount of \$40,490 plus a 10 percent contingency of \$4,049 for additional pickups as needed, for a total award not to exceed \$44,539 for the period of July 1, 2007 through June 30, 2008, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2008/09 and 2009/10.
- Ex. IX-A.3.b Award bid request Q00505 to Perfect Cleaning Services, Inc., the low bidder for a professional cleaning service, in the amount of \$1,040 per month, for a total of \$12,480 for the period of July 1, 2007 through June 30, 2008, and approve the option, subject to the discretion of the administration, to renew the agreement at the same or lower cost for fiscal years 2008/09 and 2009/10.
- Ex. IX-A.3.c Award bid request for proposal Q00515 to Reaction Distributing, Inc., the low bidder for a self-contained compactor

with a hydraulic cart tipper unit, in the amount of \$24,965.00.

- Ex. IX-A.3.d Award bid request Q00511 to Expedia Construction Corporation, the low bidder for the renovation of the Radiology Lab, in the amount of \$23,400 plus the architect's fee of \$9,750 and a 10 percent contingency of not to exceed \$2,340 for a total award of \$35,490.
- Ex. IX-A.3.e Award bid request Q00521 to Classic X-Ray Ltd., the low bidder for the purchase and installation of a high frequency generator, a rotating tube, a radiographic table with a bucky and a tube stand track, in the amount of \$32,865.
- Ex. IX-A.3.f Award bid request Q00520 to E.T. Paddock Enterprises, Inc., the low bidder for the refurbishment and repair of the gymnasium bleachers, in the amount of \$46,818.
- Ex. IX-A.3.g Award request for proposal Q00504 for the purchase and installation of Point-of-Sale software, hardware and training to Datawave, Inc., the vendor that best fulfilled the requirements of the Request for Proposal, for \$19,481 in fiscal year 2006/07 and \$19,481 in fiscal year 2007/08 for a total award of \$38,962.
- Ex. IX-A.3.h Award bid request Q00519 for chemistry laboratory HVAC modifications to Expedia Construction Corp., the lowest responsible bidder meeting specifications, in the amount of \$88,400 plus a contingency of not to exceed \$8,000 and the architect's fee of \$3,600 for a total award of \$100,000.
- Ex. IX-A.3.i Award request for proposal Q00513 to Shaker Recruitment Advertising & Communications for employee recruiting and advertising in the amount of \$200,000 and approve the

recommendation for the recognition of Shaker as a service provider for strategic consultation regarding diversity recruitment initiatives for the period of July 1, 2007 through June 30, 2008, and approve the option, subject to the discretion of the administration, to renew at the same or lower cost for fiscal years 2008/09 and 2009/10.

Ex. IX-A.3.j

Award bid request Q00523 to Daktronics Inc., the lowest bidder meeting specifications for the purchase and installation of a Football Stadium Scoreboard, in the amount of \$16,393.

Ex. IX-A.3.k

Award bid request Q00518 for roadway and parking lot rehabilitation which includes minor repair, sealing and painting of Lots 8, 9, 10, 11, 12, 13, 14, the roadway on the north side of the campus, the Physical Plant yards and the provision of safety devices to Behm Pavement Maintenance, Inc., the lowest responsible bidder meeting specifications, in the amount of \$203,490.74, plus the architects fee in the amount of \$15,261.81, reimbursables of not to exceed \$500.00, an allowance of not to exceed \$15,000 for landscape repairs, and an allowance of not to exceed \$20,747.45 for a total award of \$255,000.

Ex. IX-A.3.l

Award bid request Q00522 to Midwest Transit Equipment, the low bidder for the purchase of a 14 passenger bus for use by the athletic departments and student activities, in the amount of \$27,099.

Purchase Orders

Ex. IX-A.4.a

Approve issuance of purchase order to Blackboard, Inc. for renewal of a course management software site license, support and hosting in the amount of \$47,400. In addition, approve authorization for the Vice President of

- Information Technology to sign the contract with Blackboard, Inc.
- Ex. IX–A.4.b Approve issuance of purchase order to Hewlett-Packard Company for renewal of a maintenance agreement for software and related licenses for the HP/Peregrine application system in the amount of \$64,793. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Hewlett-Packard Company.
- Ex. IX–A.4.c Approve issuance of purchase order to South Suburban College for the purchase of ACT COMPASS Test Units in the amount of \$24,490.40. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with South Suburban College.
- Ex. IX–A.4.d Approve issuance of purchase order to Astra Intecom, Inc. for renewal of a maintenance agreement covering the digital phone switch system hardware and software in the amount of \$66,225. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Astra Intecom, Inc.
- Ex. IX–A.4.e Approve issuance of purchase order to Hewlett-Packard Corporation (HP) for renewal of a maintenance agreement for UNIX hardware and operating system software in the amount of \$62,280.96. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Hewlett-Packard Corporation.
- Ex. IX–A.4.f Approve issuance of purchase order to Blackbaud Inc. for renewal of annual licensing and maintenance agreements for the Fundraising Solutions, Fund

Accounting Solutions and Online Fundraising Solutions in the amount of \$11,900.55. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Blackbaud Inc.

- Ex. IX–A.4.g Approve issuance of purchase order to Anasazi Instruments, Inc. for a 90MHz Nuclear Magnetic Resonance (NMR) spectrometer, nuclei accessories, air source, installation, training and a five year warranty for use in the Chemistry department in the amount of \$137,400.
- Ex. IX–A.4.h Approve the signing of a Master Discount Agreement with AT&T, applicable to the annual purchase of select AT&T services, during the period of July 1, 2007 through June 30, 2010, to meet the \$80,000 annual threshold requirement. In addition, approve authorization for the Vice President of Information Technology to sign the contract(s) agreement(s) with AT&T.
- Ex. IX–A.4.i Approve issuance of purchase order to Spectrum Industries, Inc. for up to 12 media lecterns for use in the retrofit of classrooms, lecture halls, and labs into media rich/smart rooms in the amount of \$36,640.
- Ex. IX–A.4.j Approve issuance of purchase order to Regent Education, Inc. for renewal of a standard licensing and maintenance agreement covering Regent Integrated Application System software in the amount of \$77,225. In addition, approve authorization for the Vice President of Information Technology to sign the contract agreement with Regent Education, Inc.

Personnel Actions

Administrator Appointment

Michael Babb, Director, IT/Enterprise Systems, IT/AS,
06/04/07, \$115,000/year

Faculty Appointments

Antonio Iacopino, Instructor-Spanish, LIB ARTS, 08/21/07,
\$41,809/year
Virginia Turner, Assistant Professor-Biology, TMS, 08/21/07,
\$49,871/year

Professional/Technical Appointments

Joseph Aquilina, Desktop Integration Analyst III, IT/TS,
05/14/07, \$48,000/year
Kevin King, Desktop Integration Analyst IV, IT/TS, 05/14/07,
\$61,000/year

Supervisory/Confidential Appointment

Leslie Acuesta, Admissions Data Steward, ADM PRO,
05/01/07, \$31,777/year

Classified Staff Appointments

Joanne Gorecki, Registration Assistant/Support Services,
REG OFF, 05/01/07, \$41,224/year
Karen Lotz, Admissions Processing Associate, ADM PRO,
05/01/07, \$38,860/year
Lisa Simon, Admissions Data Steward, ADM PRO, 05/01/07,
\$23,472/year
Nicole Simoni, Records Clerk-Transcripts, REG OFF,
05/01/07, \$38,684/year
Katherine Speer, Admissions Data Steward, ADM PRO,
05/01/07, \$20,184/year

Faculty Retirement

Cathy Albergo, Professor-Music, LIB ARTS, 07/31/08, 29
years

Professional/Technical Retirement

Jerilyn Gadberry, ESL & International Student Advisor,
AE/LS-ESL, 10/31/07, 10 years

Faculty Resignation

Dawn McKinley, Assistant Professor-Accounting, BUS/SS,
05/18/07, 4 years 8 months

2009-2010 Academic
Calendar

Adoption of the calendar for the 2009-2010 academic year.

Revisions to the 2007/08
and 2008/09 Academic
Calendars

Adoption of the revised calendars for the 2007-2008
academic year and the 2008-2009 academic year.

First Reading of

Submitted for consideration and moved to a second

Modification of Board
Policy 05.21.00
Distinguished Scholars
Award

reading.

Faculty Promotions
2007-2008 Academic
Year

Approve the following promotions for the 2007-2008 academic year. This list includes those awarded according to the faculty contract. The administration certifies the number of years of service and professional development credits have been met.

To Assistant Professor

Larry Lasko, STU DEV
Kathi Nevels, STU DEV
LaVonya Williams, STU DEV

To Associate Professor

Richard Larkin, WHP
Sam Rosby, LIB ARTS

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

Ayes: Members Botterman, Canning, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Borro voted aye.

NEW BUSINESS:

Employment Services
Contractors List

Member Kelley moved, Member Canning seconded, approval of the list of marketing and creative services temporary employment services agencies, as outlined in Exhibit X-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Hire 3D/I for Facility
Assessment

Member Kelley moved, Member Canning seconded, approval of contracting with 3D/I for a level 2 facility assessment at \$66,522, reimbursables in the amount of \$12,846, Comet Software for \$10,000 and staff training for \$5,000 for a total of \$94,368, as outlined in Exhibit X-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Affiliation Agreement

Member Hoffman moved, Member Kelley seconded,

with Provena Mercy Medical Center approval of the Affiliation Agreement between Harper College and *Provena Mercy Medical Center* as submitted, and authorization for the Dean of Health Careers and Public Safety to sign all of the above, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Awarding Faculty Emeritus Recognition Member Canning moved, Member Botterman seconded, to grant Professor Emeritus recognition to the following Harper College tenured faculty retirees: John Kiener, 12 years; Margaret Smith, 32 years; Renate von Keudell, 15 years; as outlined in Exhibit X-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Chair Stone congratulated those individuals receiving the recognition.

Prevailing Wage Act Member Botterman moved, Member Kelley seconded, adoption of the Prevailing Wage Act Resolution and authorization for the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois, as outlined in Exhibit X-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Retain Zack Stamp, Ltd. Member Botterman moved, Member Canning seconded, to retain Zack Stamp, Ltd., for consulting services with regard to state agency and legislative monitoring of the Illinois General Assembly. In addition, authorization for the President to sign a contract in the amount of \$30,000, plus expenses pre-approved by the President, as outlined in Exhibit X-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

In response to Member Botterman, Dr. Breuder affirmed that this is an open-ended agreement for the length of this session of the General Assembly.

RFP Q00507 - Vending Member Canning moved, Member Hoffman seconded, to

Services

award request for proposal Q00507 to provide various food and hot beverage vending services to the College to PGI Services, the vendor that best fulfilled the requirements of the Request for Proposal, with an anticipated revenue of \$36,750 per year based on a 22.6 percent commission on candy, snacks, pastry, cookies and hot beverages and a 11.3 percent commission on ice cream, frozen and fresh foods.

This recommendation is for a three-year contract beginning July 1, 2007 through June 30, 2010 and the option to renew, subject to the discretion of the administration, for two additional years, July 1, 2010 through June 30, 2012. The option to renew will be based on the timely receipt of commission checks, acceptable levels of service to the College, and that the revenue percentages will be equal to or greater than that of July 1, 2007 through June 30, 2010. In addition, authorization of the Vice President of Administrative Services to sign the contract agreement with PGI Services, as outlined in Exhibit X-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

RFP Q00517 - Web Based Student Payment System

Member Kelley moved, Member Canning seconded, to award request for proposal Q00517 for a Web Based Student Payment System to FACTS, the vendor with the most responsive proposal at no direct cost to the College. In addition, approval of using FACTS as a credit card processor. The current rate is 2.25 percent. This request is for a three-year contract beginning July 1, 2007 through June 30, 2010 with the option to renew, subject to the discretion of the administration based on acceptable service delivery and competitive cost structures, for two additional years, July 1, 2010 through June 30, 2012. In addition, authorization of the Vice President of Administrative Services to sign the contract agreement with FACTS, as outlined in Exhibit X-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

RFP Q00516 - Electronic Student Refund System

Member Canning moved, Student Member Borro seconded, to award request for proposal Q00516 for an electronic student refund delivery system to Automatic Data Processing, Inc., the vendor with the most responsive proposal, for a one-time cost of \$2,500 for card branding, software setup and training, and a cost to the College of \$2

per card issued. This request is for a three-year contract beginning July 1, 2007 through June 30, 2010 and the option to renew, subject to the discretion of the administration, for two additional years, July 1, 2010 through June 30, 2012. In addition, authorization of the Vice President of Administrative Services to sign the contract agreement with Automatic Data Processing, as outlined in Exhibit X-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Ratification of a Four-Year 2006-2010 Collective Bargaining Agreement with HCAFA, IEA-NEA – Adjunct Faculty Counselors and Librarians

Member Hoffman moved, Member Canning seconded, ratification of the 2006/2010 Collective Bargaining Agreement with the Harper College Adjunct Faculty Association, IEA-NEA, Counselors and Librarians. In addition, authorization for the Board Chair and Secretary to execute such Agreement on behalf of the Board of Trustees, as outlined in Exhibit X-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Canning, Hoffman, Kelley and Stone
Nays: None

Motion carried. Student Member Borro voted aye.

Administrative Employment Contract

Member Kelley moved, Member Canning seconded, approval of the sum of \$256,803 for adjustments in salaries and fringe benefits. In addition, authorization for the Board Chair and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 2007/2008 fiscal year, as outlined in Exhibit X-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Canning, Hoffman, Kelley and Stone
Nays: None

Motion carried. Student Member Borro voted aye.

Classified, Food Service and Supervisory/

Member Botterman moved, Member Canning seconded, approval of the sum of \$707,531 to implement the increase

Confidential Salary and Fringe Benefits in salaries and fringe benefit expenses for the Classified, Food Service and Supervisory/Confidential employees effective July 1, 2007, as outlined in Exhibit X-L (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Botterman, Canning, Hoffman, Kelley and Stone

Nays: None

Motion carried. Student Member Borro voted aye.

ANNOUNCEMENTS BY CHAIR

Communications

Chair Stone thanked the Board for studying the very involved agenda and for asking pertinent questions ahead of time. Because answers were given prior to the meeting tonight, they were able to deal with the agenda in an organized fashion.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. Upcoming Regular Board meetings are Tuesday, June 26 and Tuesday, July 24. Chair Stone noted that the College campus will be closed on Monday, May 28 for Memorial Day Observance. She encouraged everyone to attend the Harper College Educational Foundation Golf Outing on Monday, June 4 at Boulder Ridge.

OTHER BUSINESS

Member Kelley noted that last month, the Daily Herald had an editorial on the Civic Federation Metropolitan Mayor's Caucus Study on Financial Accountability for Schools. Upon reviewing the report, he found that Harper College already has adopted most of the recommended Best Practices. He suggested that the Board review and possibly incorporate a formal Board policy regarding the practices Harper already follows – executive summaries of the budget, three- to five-year projections, annual review of long-term financial plans, capital improvement plans, etc. Member Kelley asked if he and Member Graft could spearhead reviewing the report with Vice President Judy Thorson and Dr. Breuder to determine whether they could adopt some items as policy by the Board. Chair Stone stated that, if the Board agrees, a good first step would be to schedule a meeting with Dr. Breuder and Vice President Thorson to review this and make sure they are not duplicating efforts. She reiterated that much of what was in the report is already practiced at Harper.

Member Hoffman thanked Dr. Breuder and others involved with organizing the commencement exercise off campus. It was a great venue, and it was fitting for the graduates. They were all very proud. Chair Stone thanked Vice President Joan Kindle.

ADJOURNMENT

Member Kelley moved, Member Botterman seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:30 p.m.

Chair

Secretary

BOARD REQUESTS

MAY 22, 2007 REGULAR BOARD MEETING

1. Sheila Quirk-Bailey noted that this year's draft of the Strategic Long-Range Plan (SLRP) is in front of each Board member. She asked that Board members get back to them within the next 10 days with any concerns or revisions. The SLRP will come before the Board for action in June.
2. Member Kelley asked if he and Member Graft could spearhead reviewing the Civic Federation Metropolitan Mayor's Caucus Study on Financial Accountability for Schools with Vice President Judy Thorson and Dr. Breuder to determine whether they could adopt some items as policy by the Board. Chair Stone stated that, if the Board agrees, a good first step would be to schedule a meeting with Dr. Breuder and Vice President Thorson to review this and make sure they are not duplicating efforts