



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

March 18, 2008
7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Presentations**
- None
- 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 - February 26, 2008 Regular Board Meeting Exhibit IX-A.1
 - 2. Bills Payable, Payroll for February 15, 2008, and February 29, 2008; Estimated Payroll for March 14, 2008 Exhibit IX-A.2
 - 3. Bid Awards Exhibit IX-A.3
 - 4. Requests for Proposals Exhibit IX-A.4
 - 5. Purchase Orders Exhibit IX-A.5
 - 6. Personnel Action Sheets Exhibit IX-A.6
 - 7. Tenure Status Report - 1st Year Fall Hires Exhibit IX-A.7
 - 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: Contract with Rosemont Theatre to Conduct May 22, 2008 Commencement Ceremony at Their Facility Exhibit X-A
- B. RECOMMENDATION: Resolution on Patrick S. Botterman Scholarship Exhibit X-B

XI. Announcements by the Chair

- A. Communications
- B. Calendar Dates

On-Campus Events

(Note: * = Required)

- March 21 **Reading Day - Holiday - the College will be closed.**
- March 22-30 **Spring Break - No Classes**
- *April 22 7:00 p.m. - Board Organizational Meeting and Regular Board Meeting
- W214-215
- April 29 5:30 p.m. - Arlington Heights Community Nights - Wojcik Conference Center
Dining Room
- *May 20 7:00 p.m. - Regular Board Meeting - W214-215

Off-Campus Events

- May 22 7:30 p.m. - **Graduation and Convocation** - Rosemont Theatre
- June 2 10:00 a.m. - Harper College Educational Foundation Annual Golf Open at
Makray Memorial Golf Club in Barrington

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

XIII. Adjournment

Minutes of the Special Board Meeting of Tuesday, February 26, 2008

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL	1
PRESENTATION	1
ADJOURNMENT	1

Minutes of the Regular Board Meeting of Tuesday, February 26, 2008

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL	1
APPROVAL OF AGENDA	2
PRESENTATIONS	2
- Internal Marketing Enhances Library's Ability to Serve	2
STUDENT TRUSTEE REPORT	4
HARPER EMPLOYEE COMMENTS	5
PRESIDENT'S REPORT	10
- ERP System Update	10
CITIZEN COMMENTS	12
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements,	
Grants/Gifts Report	12
Bid Awards	13
Requests for Proposals	13
Purchase Orders	14
Personnel Actions	14
Faculty Tenure Status Report	16
Disposal of Obsolete and Unrepairable Personal Property Owned by the College	16
NEW BUSINESS	
- Proposed Tuition Increases for FY2008-09	16
- Proposed Credit Course Fee and Fee for Payment Options for FY 2008-09	17

- Consideration of Sabbatical Leaves for Faculty for 2008-09	17
- IT Employment Services Contractor List	17
- Retain Law Firm of Seyfarth Shaw	18
- Retain Architecture Firm of Gilfillan Callahan Architects	18
- Dismissal Resolution, Non-Tenured Faculty Health Careers Division ...	18
ANNOUNCEMENTS BY CHAIR	18
Communications	18
Calendar Dates	18
OTHER BUSINESS	18
- Closed Session	19
ADJOURNMENT	19
SUMMARY OF BOARD REQUESTS	20

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 26, 2008

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, February 26, 2008 at 7:08 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Catherine Brod, V.P. for Development; Phil Burdick, Assistant V.P. for Communications and Legislative Relations; Joan Kindle, V.P. Student Affairs and Assistant to the President; Cheryl Kisunzu, Associate V.P. HR/Diversity and Organizational Development; David McShane, V.P. Information Technology; Colleen Murphy, V.P. Enrollment and Marketing; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Cathy Albergo; Mike Alsup; Mike Babb; Carol Blotteaux; Eric Bohman; Orlando Cabrera; Laura Crane; Tom Dowd; Earl Dowling; Tom Goetz; Sally Griffith; Michael Harkins; Erin Holmes; Mia Igyarto; Njambi Kamoche; Keiko Kimura; Ashley Knight; Maria Knuth; Laura LaBauve; Cindy Luxton; Jim Ma; Cathy MillIn; Maria Moten; Mark Mrozinski; Mike Nejman; Steve Petersen; David Richmond; Ilona Sala; Katherine Sawyer; Margie Sedano; Diana Sharp; John Smith; Doug Spiwak; Michelle Ukleja; Nancy Wajler and Dennis Weeks. Students: Enrique Ayala; Antonette Brotman; Alaine Garcia; Irini Gaglos; Bob Kastner; Victoria McClellan; Syeda Saeed; Todor Stefanov.

Guest: Sara Faiwell, Daily Herald; Tim Kane, Chicago Tribune; Victoria Bran, Rolling Meadows Police Neighborhood Resource Center.

Member Graft led the Pledge of Allegiance.

Chair Stone noted that there would be a closed session following the Regular meeting for the purpose of discussing personnel matters. There will be no votes taken following closed session.

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

In a voice vote, the motion carried.

EDUCATIONAL PRESENTATIONS

Internal Marketing
Enhances Library's
Ability to Serve

Dr. Magaret Skold introduced Njambi Kamoche, Dean of Resources for Learning. Dean Kamoche explained recent initiatives in the Library that are designed to reach Harper students in the spaces they inhabit. She noted that Harper has been offering many distance education courses – they have 10 degrees and 21 certificates being offered in a distance formality – and they want to serve those students who may not be able to come to the College campus.

Dean Kamoche invited Michelle Ukleja and Tom Goetz to speak about the initiatives. Ms. Ukleja stated that the Web 2.0 initiatives take the Harper College Library into the spaces that students inhabit - a more collaborative, more participatory, more social web world. She demonstrated a portion of the Library Video Tour, written by Harper staff members, which is available to view through the Library website and on the popular *YouTube* Website. The video tour briefly introduces services and resources available in the library in an entertaining and amusing way. Since its inclusion on *YouTube* in December, it has been viewed over 3,000 times and has gained the attention of the American Library Association, Illinois Library Association, North Suburban Library System, University of Illinois and University of Wisconsin.

Many Harper students (both traditional and distance learning students) prefer to conduct their research from off-campus. To accommodate this, the Harper College Library began offering a series of instructional vodcasts (or visual podcasts) this past fall - tutorials designed to familiarize students with a variety of resources. The vodcasts can be viewed from any internet connection via the Library website, and they will soon be on *YouTube*. Ms. Ukleja demonstrated the vodcasts.

Ms. Ukleja introduced the Harper Library Blog, which has attracted over 2,600 visitors since its induction in August. Popular posts have included such topics as materials in the Harper Library, how to format citations using ALA, MLA or

Turabian, Shakespeare resources and book and magazine reviews.

Tom Goetz stated that there is a tremendous initiative with regard to archives in the Library. The collection has expanded and is telling the story of Harper College's history. In the past, a challenge has been the limit of hours of operation and accessibility to the archives. An exciting project, The Digital Past, is being offered through North Suburban Library System. There are selections from archives all over the North Suburban area. In the case of Harper, the entire run of College catalogs, yearbooks and memorabilia from Dr. William Rainey Harper are all in a place where there will be heavy traffic. It will be accessible with many other digital archives from around the area - a great opportunity to display the history of Harper College.

A virtual reference program will be up and running in March. *AskAway* is a statewide initiative wherein reference services can be offered 24/7 to Harper students, and any other student. They can have interaction with a librarian, not just via e-mail, and they do not have to come into the Library to get it. He demonstrated the site, which featured a chat session between student and librarian, while they are able to view the web page to which they are referring. The librarian is co-navigating the web with the student; distance students are able to get reference assistance, and anyone else who has a late night question. Harper would be one of many libraries that are a part of it. Harper would staff the reference desk for eight to ten hours per week, and other libraries would be staffing it, as well, so there would be coverage throughout the week.

Michelle Ukleja explained that the Harper Library and its initiatives were recently showcased in WebJunction Illinois Member Spotlight. WebJunction Illinois is a web resource which provides online resources, community and continuing education for library staff throughout Illinois. It was so well received that they have decided to pass this on to their global site, WebJunction, where the spotlight on Harper will be worldwide.

Ms. Ukleja displayed posters from the Harper College Library READ program. She invited Board members to visit the Library and view the 36 posters that are mounted and hanging; they may also be viewed online. These posters have received a great response. They look forward to

having a physical display in Avanté and in the Student Activities area.

She organized Board members to pose for a READ poster. Board members received giveaways from the Library.

Member Graft stated that he applauds everything the Library is doing on the web, and it is truly a community resource. He asked if there was an opportunity to have this sort of information available on the free access cable TV channels within the district. It would be great to let the citizens, taxpayers, voters of the district know about the fantastic resource that is Harper's Library. It may lead them to visit the campus. He suggested they get the word out by placing an ad on Cable or Comcast.

In conclusion, Vice President Skold stated that the Harper College Library is not the traditional library anymore! They look at the students, faculty and staff of Harper College as being their internal market. She thanked everyone for doing such a great job. Chair Stone stated that this was a wonderful presentation.

STUDENT TRUSTEE REPORT

Student Member Borro stated that each year, Harper College Student Activities produces approximately 150 events, drawing an audience of between 15,000 – 20,000 students and community members. This semester, the Cultural Arts Committee, comprised of faculty, staff and student members, presents the theatrical performance of *The Importance of Being Earnest* by Oscar Wilde on March 12-16, 2008. A 40th anniversary alumni concert will be held on Saturday, April 5; and a screening of the academy award winning documentary *Sicko* will be held April 15 and 16. Student Member Borro introduced two leaders from the Campus Activities Board (CAB): Associate Producer for Programming Irini Gaglos and member Alaine Garcia.

Ms. Garcia and Ms. Gaglos spoke about the positive opportunities they have received through CAB – meeting people, working with other students and adults. Chris George has been a mentor with regard to campus activities and other College issues. They have come to him with many questions, and he has provided a great deal of help. It was noted that their Holocaust program last spring won the Educational Program Award for the National Association of Campus Activities Mid-America. This accomplishment has brought great momentum to the CAB. Upcoming events

include the *Laugh Shack Comedy Series* and *Inside Iraq: the Untold Story*, which is about a man who visited Iraq for two months and made his own documentary.

Student Member Borro stated that the recent edition of *The Harbinger* featured the Strengths initiative, FAFSA, the Portal, etc. The College newspaper also features different points of view and letters to the editor. There are many people involved, who put in a great deal of work. Student Member Borro introduced Antonette Brotman, Editor in Chief of *The Harbinger*.

With regard to the increase in tuition on tonight's agenda, Student Member Borro read the following statement: "The Harper College Student Senate recognizes that the decline in State funding has made the proposed \$5 per credit hour tuition increase fiscally necessary and fully expects the Board of Trustees to approve the increase. However, there are concerns with the continuing decline of State funding. For this reason, the Student Senate made a statement by voting 7 to 1 against the \$5 per credit hour tuition increase. The Student Senate, representing the student body, is confident that Harper College can partner with the community and all parties involved, urging the State to comply with their fiscal responsibilities. A few options recommended by the Student Senate include Town Hall Meetings, working closely with other community colleges with similar concerns, lobbying down-State for fair funding and finding creative alternative revenue sources that will be a win-win solution for the entire Harper community."

HARPER EMPLOYEE COMMENTS

Faculty Senate - Tom Dowd, David Richmond

David Richmond and Tom Dowd, officers of the Faculty Senate, addressed the Board regarding upcoming faculty issues.

Promotions Process

Mr. Dowd explained that last year there were problems with the promotion process, where people who were recommended by the faculty were not recommended to the Board of Trustees. In an effort to avoid that in the future, the administration and faculty have come together to develop a new process where excellence is rewarded. They met almost every Friday in October - five faculty members and three administrators. In addition to meeting together, they also met separately and came up with a plan that would be agreeable to both sides. When the plan was presented to

the Faculty Senate, they voted unanimously to accept it. As a group, the three administrators and the faculty personally explained the new system to Dr. Breuder. He supported the plan, also. Mr. Dowd explained that many faculty who were contemplating going to promotion this year were concerned. However, their concerns were alleviated through faculty meetings and meetings with administrators.

Before the new system, faculty would make a recommendation; it would go to the administration, and the administration would either forward it on to the Board or not. There was never a conversation between the faculty and the administration. Now, the faculty and administration speak with the candidate in a 15-20 minute interview and, together, the faculty and administration decide how to rate the applicant and determine whether or not he or she should be recommended for promotion. There are no appeals in this system - whatever is recommended by the faculty and administration gets forwarded to the President. The President can either agree or disagree with the recommendation. If he does not agree with the recommendation, he must come back and explain to the faculty and administration why he does not agree with their recommendation. Hopefully, the recommendation gets forwarded to the Board of Trustees; the Board will then vote on the process. Mr. Dowd stated that he feels the faculty, administration and Board have the same objectives in mind – excellence in education and continued improvement. This process rewards excellence so that everybody is comfortable; they know that people who get promoted truly deserve to be promoted.

Mr. Richmond explained that the largest number of applications for faculty sabbaticals is awaiting Board approval this evening. This is a very exciting opportunity. He explained that processing for sabbaticals in the past was contentious. However, over the last few years, Harper faculty and administrators have worked together to improve both the process for awarding sabbaticals and the quality of the applications. Today, by the time an application is brought before the Board, it has been reviewed by both faculty and administrators in the department level, the division level and the institutional level. Any application brought before the Board has been reviewed by the Deans, the Vice President, the President and many faculty members. The faculty and administration are very excited about the combination of professional development for the faculty member and the new and improved educational

opportunities and services for Harper students that these sabbaticals will generate. While they understand that there is a financial aspect to this, they can state unequivocally that the new process brings forth sabbaticals that directly support the College's mission. They are excited to bring the applications before the Board. They thanked the Board for their time and support.

Palatine Opportunity
Center and Rolling
Meadows Police
Neighborhood Resource
Center - Keiko Kimura

Acting Dean of Academic Enrichment and Language Studies, Keiko Kimura explained that community members, faculty and students would like to express their thanks to the Board and Foundation for their support to the community. Each year the Foundation generously provides funds to agency partners - Palatine Opportunity Center (POC) and the Rolling Meadows Police Neighborhood Resource Center (PNRC). These funds have been instrumental in enriching the lives of Harper students in ESL Literacy Programs and GED programs.

Dean Kimura introduced Elizabeth Minicz, full time faculty member and AED co-chair. Ms. Minicz noted that she is Vice President of the Police Neighborhood Resource Center Foundation which also provides financial assistance to students and supports the work of the center. In 1990, the Police Department in Rolling Meadows joined together with Harper College, Northwest Community Hospital and other social service agencies in the area to stabilize housing that was deteriorating. Since 1990, Harper has had classes at the PNRC, serving approximately 700 students per year in two classrooms. They offer 13 classes per week from ESL Literacy instruction to employment skills, to citizenship and basic computer skills. She thanked the Harper College Foundation for their generous support during the last three years; it enables them to continue to do what they do best - provide hope for the residents of the Harper district. Ms. Minicz Introduced Laura Garcia, one of her former students.

Ms. Garcia thanked the Board on behalf of all the people who attend this program. The ESL program changed her life. She now speaks English and is happy to be working in the Rolling Meadows Library. This program helps them improve their lives and offers better opportunities.

Dean Kimura introduced Victoria Bran, Director of the PNRC. Ms. Bran thanked the Board for everything they do to support the PNRC. She noted that Laura Garcia not only is an instrumental person at the Rolling Meadows Public Library, but she brings programs to the Police Neighborhood

Resource Center. Her education has expanded and enriches the lives of so many people. Laura is now taking a class at Harper College, furthering her education.

Ms. Bran explained that the PNRC Foundation, which is supported by the Harper College Educational Foundation, helps fund many of the programs that the City of Rolling Meadows does not. Harper College provides programs at the PNRC, but the Educational Foundation dollars help to contribute in many other ways with other programs.

Educational Programs

- *Scholarship program* - students graduating from Rolling Meadows High School and Fremd High School who cannot access other government funding can attend Harper College and get assistance from the scholarship program.
- *Pre-school program* - young children can attend classes with their parent, or extended family, learning English and expanding essential early childhood skills.
- *Homework tutor program* - children receive after-school assistance from high school and junior high school students in the Center's community library.

Safety Programs

- *Domestic Violence Services* - support group and childcare for the women who attend this support group.
- *Case Management Services* - helping people apply for food stamps and childcare.
- *Infant Child Passenger Safety Seat Program* – people come from Rolling Meadows, Palatine, Mt. Prospect, Schaumburg, Wheeling, Waukegan to access the program and receive car seats at a discounted rate.
- *Outreach to At-Risk Youth* – they help combat truancy, gang representation, aggressive behaviors and alcohol and drug use.

Health Programs

- *Dental Care* - Harper dental students offer programs to community members.
- *HIV Prevention* – they work with at-risk adolescents, parent/youth, community education regarding HIV and AIDS.

Ms. Bran concluded that, for over 15 years, Harper College has been an active partner with the Rolling Meadows Police Neighborhood Resource Center, meeting the needs of their immigrant community and young adults striving to achieve their education and professional dreams. Harper College Foundation has provided crucial financial support to this work. These programs are not funded by the municipality. Without Harper's support, they would receive a devastating blow and fall to the side. On behalf of the city residents, the PNR Foundation Board, PNR staff, volunteers and clients, Ms. Bran thanked the Harper College Board of Trustees and the Harper College Educational Foundation.

Cathy Millin has been a Harper College instructor for 19 years and has been the Director of the Palatine Township Opportunity Center (POC) for three years. She repeated what others have said, "I cannot thank you enough for what your generous donation does every day in the lives of the thousands of people who come through the door of the POC." She gets to see happy people come into the Center each day. They are happy because they know the environment is safe, and they know that down the hallway, Harper College teachers are waiting to teach them adult employment skills, citizenship, GED, non-native literacy and computer skills. As they are taking classes, their children are safely and lovingly watched and taught in a pre-school environment. These Harper students take classes, use the clinic, use a library card to check out books, and they are involved with park district programs. The students are growing – each one of the 13 current GED students is planning to come to Harper College someday. They would like these students to come to the main campus one day, get a degree and give back to the community that has so richly given to them. Ms. Millin invited Board members to visit the Center and share the joy that she feels every day. It could not be possible without their generous donations.

Maria Knuth, Adult Education Department, introduced Enrique Ayala, a student who has benefited from the Board's support. Ms. Knuth met Enrique in the Bridge to HVAC class - Heating and Air Conditioning program. As a result of taking that class, Enrique has gone on to pursue his GED at the Palatine Opportunity Center and has taken two more classes in addition to the Bridge to HVAC classes. Enrique is one class away from getting his certificate at Harper College. Every time Ms. Knuth sees Enrique, she cheers him on. Mr. Ayala thanked the Board for the opportunity given to him and

others at POC. He is very close to receiving his first certificate for this program. He is so excited about that.

Dean Kimura stated that their appreciation for Harper College cannot be overstated. The impact that the College has on students is considerable. She thanked the Board and Foundation for their continued commitment to community programs. Chair Stone thanked them for their enriching presentations.

PRESIDENT'S REPORT

ERP System Update

Dr. Breuder asked Vice President Dave McShane to give an update on the ERP system, per the Board's request. Vice President McShane noted that, since Mike Babb joined Harper as Director of Enterprise Systems, he has achieved significant outcomes, not only in the ERP project, but in his leadership in the Enterprise Systems Division. He has been a great addition to the IT staff.

Mike Babb gave a brief status of the ERP system. Oracle finance, HR and payroll systems have made excellent progress over the past six months in unleashing the power of the Oracle ERP system. Significant accomplishments have included automating the payroll processing for faculty and eliminating a paper process for payroll for adjuncts and overload associated with full-time faculty. The automation saves a great amount of time. Self-service components have been introduced within Oracle which include capabilities for employees to update their personal information, tax status, educational history, etc. In the coming months, they are looking to employ capabilities for benefit enrollment within Oracle Portal. Lastly, they have been able to enhance the reporting of inactive faculty status to HR. There have been many more accomplishments, but these are the three larger ones over the recent quarter.

Student Portal is in soft launch stage; they have not advertised it yet, but the results have been very positive. They have had 1,100 people, via informal communication, register for the student portal. The student visits and home page views have exceeded their expectations. Students can register, view catalog and use various tools and services associated with the student system. When they go into advertised launch, Mr. Babb is confident they will see a significant spike in registrations.

With regard to Banner, they are on target. This is a high level roll out of hundreds of activities associated with the project. Mr. Babb stated that it is difficult to estimate how many resource hours the functional team/technology team has put thus far into the composition of the Banner project – it has been an enormous effort. They have been able to migrate into the existing student system (Regent), over 400,000 records into Banner, as well as employee records. They are on the path to financial aid “go live,” which is only several days away. Mr. Babb stated that they are 24 percent complete; training is a significant component of the project, and it has continued on course.

Mr. Babb asked Earl Dowling, Office of Financial Aid, to speak about their progression to go live. Mr. Dowling stated that they are very excited about ushering in this new era of electronic processing that will replace manual processing of scholarships and financial aid files. This Banner implementation will offer distinct advantages to Harper students:

- *clear-cut communication* – a new award letter was developed that will provide more detailed information to students about how their financial aid was calculated, the amount of financial aid they will receive each term and for the year.
- *more effective communication* – Banner technology will allow the College to track and monitor electronically completed files, notify students of missing documentations, notify students when their files are complete.
- *more efficient processing* - instead of manually processing student loan applications, the new technology will do it. It will certify enrollment and will be less error prone – instead of manually calculating the amount of the student loan, the Banner technology will do that.
- *convenience* - when fully implemented, this Banner technology will allow the College to serve its students when students want to be served, not when the Financial Aid office is opened and staffed.

Mr. Babb acknowledged that, although he is the overall project manager for this effort, partners like Earl Dowling have made this project a tremendous success. Mr. Dowling understands his office well, and has been able to integrate their function into the system in a highly effective manner.

Mr. Babb displayed some screens within the Banner student portal, called Luminus. It allows the student to self-maintain - students can put in their own frames, customize their view. Through the Student Services page, they can register for classes, maintain their schedule, monitor, communicate with professors, etc.

Vice President McShane called attention to the last page of the packet that was distributed to Board members. They are on schedule and on budget to complete this project. He referred to the executive summary regarding the project. Mike identified some of the many outcomes and accomplishments to date. The project is approximately 24 percent complete. Being able to convey this level of confidence regarding the status of a complex major institutional project is significant. To compare and contrast, he reminded the Board that, in an eight month period, they were challenged by the Oracle Student System implementation and were unable to convey any level of confidence or achieve anywhere near these stated outcomes. They lost approximately one year in the original implementation schedule. However, the Board's approval to redirect their efforts to the Sunguard Banner Student Implementation System has proven to be a sound business decision.

In response to Chair Stone, Mr. Dowling explained that one advantage of Banner is that it is compliant with all federal and state rules and regulations. The production of the required federal reports will be done automatically and with less manual intervention with this system.

Member Graft stated that some of Harper's sister community colleges have had trouble with federal compliance. He heard from Dr. Breuder that Harper received a clean audit. Member Graft stated that the Board is very grateful. The Board expects excellence at Harper, but that is outstanding. Mr. Dowling stated that he will convey Member Graft's comments to his staff - they are responsible for running a clean, efficient and effective financial aid operation.

CITIZEN
COMMENTS

There were no citizen comments.

CONSENT AGENDA

Member Graft moved, Member Canning seconded, approval of the minutes of the January 22, 2008 regular Board meeting; bills payable; payrolls for January 18, 2008 and February 1, 2008; estimated payroll for February 15, 2008;

bid awards; requests for proposals; purchase orders; personnel action sheets; tenure status report; disposal of obsolete and unrepairable personal property owned by the College; 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 \$4,846,704.40

The payroll of January 18, 2008 in the amount of \$1,233,331.97 and February 1, 2008 in the amount of \$1,635,118.86; estimated payroll of February 15, 2008 in the amount of \$1,434,225.42.

Bid Awards	Ex. IX-A.3.a	Award bid request Q00509 for printing of the Summer 2008 Continuing Education Course Schedule, which is a major publication promoting enrollment, to P & P Press, Inc., the low bidder, in the amount of \$29,040.10.
	Ex. IX-A.3.b	Award bid request Q00548 for the purchase of a 14 passenger bus for use by the Athletic departments and Student Activities to Midwest Transit Equipment, the low bidder, in the amount of \$26,098.
	Ex. IX-A.3.c	Award bid request Q00545 for the purchase and installation of divider curtains in the M building Gymnasium to E.T. Paddock Enterprises, Inc., the lowest responsible bidder, in the amount of \$68,567.
	Ex. IX-A.3.d	Award bid request Q00553 for the purchase of 30 Informers, radio alert receivers with relay, to Communications Direct, Inc., the low bidder, in the amount of \$13,770.
Requests for Proposals	There were no requests for proposals.	
Purchase Orders	Ex. IX-A.5.a	Approve issuance of a purchase order to Apple Computer, Inc. for Macintosh servers in the amount of \$55,394.

In addition, authorization for the Vice President of Information Technology to sign the contract agreement with Apple Computer, Inc.

Ex. IX-A.5.b Approve issuance of a purchase order to Spectrum Industries, Inc. for up to 20 media lecterns and monitor arms for use in the retrofit of facilities into media rich/smart rooms in the amount of \$57,748.

Ex. IX-A.5.c Approve issuance of a purchase order to QAS for a two-year contract to license the QAS data integrity management solution – QuickAddress including maintenance, subscription and service in the amount of \$24,150 for fiscal year 2007/08 and in the amount of \$8,490 for fiscal year 2008/09 for a total amount of \$32,640. In addition, authorization for the Vice President of Information Technology to sign the contract agreement(s) with QAS.

Personnel Actions

Faculty Appointment

James Gramlich, Assistant Professor-Sociology, BUS/SS, 08/19/08, \$50,385/year

Professional/Technical Appointments

Wendy Drayer, ESL & International Student Advisor, AE/LS-ESL, 02/25/08, \$46,000/year

Teresa Ortiz, Staff Interpreter, p/t, ADS, 01/28/08, \$33,560/year

John Sandow, Laboratory Technician, p/t, M/S, 01/28/08, \$9,024/year

Supervisory/Confidential Appointments

Jason Ferguson, Judicial Officer & Special Projects, STU AFF, 02/20/08, \$58,000/year

Erin Holmes, Media Relations Specialist, MC/LR, 02/18/08, \$60,555/year

Susan McNeilly, Assistant Controller, ACCT SER, 01/01/08, \$89,740/year

Bonita Richter, Small Business Development Manager, HCFB, 02/11/08, \$54,000/year

Classified Staff Appointments

Linda Dumelle, Receptionist/Clerk, p/t, TEST CTR, 01/28/08,
\$13,572/year
Cindy Zimmer, Foundation Assistant, CR/FDN, 02/11/08,
\$33,969/year

Harper #512 IEA-NEA Appointments

Carlos Berrios, Custodian, PHY PLT, 02/11/08, \$23,192/year
Christopher Meron, Custodian, PHY PLT, 02/11/08,
\$23,192/year

Limited Term Employment

Supervisory/Confidential Appointment

Paula Saltzman, Diverse Workforce Recruiter, HR/DOD,
02/04/08, \$44,040/year

Classified Staff Retirement

Margaret Kukula, Telephone Operator, IT/TS, 04/01/08, 20
years

Harper #512 IEA-NEA Retirement

Lawrence Caul, Maintenance Mechanic, PHY PLT, 01/31/08,
15 years

Faculty Resignations

Jennifer Kohnke, Assistant Professor-Department of
Academic Success, AE/LS, 05/23/08, 2 years
Deborah Meyer, Assistant Professor-Library Services, LIB
SER, 02/29/08, 1 year 6 months
Indira Reddy, Instructor-Counselor, STU DEV, 05/23/08, 2
years

Supervisory/Confidential Resignation

Lisa Jones, Manager, Process Improvement, IT/ES,
02/01/08, 4 years 5 months

Classified Staff Resignation

Christine Postelnick, Office Assistant II, p/t, BUS/SS,
01/04/08, 4 months

Harper #512 IEA-NEA Resignation

Bobby Mireles, Custodian, PHY PLT, 01/07/08, 2 months

Faculty Tenure Status
Report

Board members received the Faculty Tenure Status Report,
for information purposes.

Disposal of Obsolete
and Unrepairable

Approval of the disposal of obsolete and unrepairable
personal property owned by the College for the 2007

Personal Property
Owned by the College

calendar year.

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

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

Nays: None

Motion carried. Student Member Borro voted aye.

In response to Chair Stone, Member Kelley stated that he was in Washington, DC for a very productive session. A legislative report will be forthcoming.

NEW BUSINESS:

Proposed Tuition
Increases for
FY 2008-09

Chair Stone noted that this is probably the most difficult subject the Board has to consider each year. They are regretful when they must present the student body with an increase, especially in times when State funding is as low as it is. The Board has a fiscal responsibility to the taxpayers of the district and also to the student body to keep the College running in a very sound financial manner. She reiterated that the Board has given this very careful consideration.

Member Botterman moved, Member Graft seconded, approval of the **District Resident** tuition increase of \$5 per credit hour from \$85 to \$90 per credit hour for FY 2009 effective summer 2008. The **Non-Resident** rate is set at the State formula plus the **District Resident** rate per credit hour or \$322 per credit hour for FY 2009 effective summer 2008. The **Out-of-State** rate is set at the per capita formula of \$399 per credit hour for FY 2009 effective summer 2008. The **International Student** rate is set at the per capita rate of \$399 per credit hour for FY 2009 effective summer 2008, as outlined in Exhibit X-A (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, Graft, Hoffman,
Kelley and Stone

Nays: None

Motion carried. Student Member Borro voted nay.

Proposed Credit

Member Kelley moved, Member Graft seconded,

Course Fee and Fee for Payment Options for FY 2008-09

approval of the Proposed Fee and Fee for Payment Options for 2008-09, effective with the 2008 Summer semester, as outlined in Exhibit X-B (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, Graft, Hoffman, Kelley and Stone
Nays: None

Motion carried. Student Member Borro voted aye.

Consideration of Sabbatical Leaves for Faculty for 2008-09

Member Graft moved, Member Canning seconded, to grant the following faculty members a sabbatical leave for the requested time period, as outlined in Exhibit X-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Randall Schietzelt	Biology	Fall 2008	\$50,171
Daniel Stanford	Chemistry	Fall 2008	\$33,738
Thomas Goetz	Library Services	Spring 2009	\$32,692
Kurt Hemmer	English	Spring 2009	\$28,822
			*\$145,423

*In addition to these costs, the College will hire part-time faculty at a cost of approximately \$61,152 to teach, in the absence of the faculty on leave.

In a voice vote, the motion carried.

IT Employment Services Contractor List

Member Canning moved, Member Kelley seconded, approval of the list of IT Employment Services Contractors to supplement and/or augment IT workforce as needed. Additionally, authorization for the Vice President of Information Technology to sign the contract agreement(s) as required when selected employment services contractor(s) are engaged, 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.

Retain Law Firm of

Member Graft moved, Student Member Borro seconded, to

Seyfarth Shaw retain the law firm of Seyfarth Shaw, 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 Architecture Firm of Gilfillan Callahan Architects Member Kelley moved, Member Canning seconded, to retain the firm of Gilfillan Callahan for various projects on the campus and to authorize the administration to negotiate a fee schedule and master contract for various types of projects. As individual projects are identified for Gilfillan Callahan, separate addendums to the master contract will be completed as is currently done with other campus architects, 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.

Dismissal Resolution, Non-Tenured Faculty Health Careers Division Member Botterman moved, Member Graft seconded, approval of the dismissal resolution and authorization for the issuance of the notice of dismissal, 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.

ANNOUNCEMENTS BY CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the Agenda for Board information. The next Regular Board meeting is March 18, 2008. The College will be closed on March 21 for a Reading Day/Holiday. There will be no classes March 22 through 30 for Spring Break. The Organizational Board Meeting and Regular Meeting will take place April 22, 2008.

OTHER BUSINESS

There was no other business.

Chair Stone asked for a moment of silence in honor of Northern Illinois University, and the events that occurred there.

EXECUTIVE SESSION

Member Kelley moved, Member Graft seconded, that the meeting adjourn into closed session.

In a voice vote, the motion carried at 8:19 p.m.

Following a short break, they began the closed session.

Member Graft moved, Member Canning seconded, to end the closed session. The Regular meeting reconvened at 10:26 p.m.

In a voice vote the motion carried.

ADJOURNMENT

Member Graft moved, Member Canning seconded, to adjourn the meeting.

In a voice vote, the motion carried at 10:27 p.m.

Chair

Secretary

BOARD REQUESTS

FEBRUARY 26, 2008 REGULAR BOARD MEETING

There were no Board requests.