

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting

November 23, 1999

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizens' Participation
- IV. Student Trustee Report
- V. Approval of Agenda
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

- 1. Minutes – October 28, 1999 Regular Board meeting and Executive Session and November 3, 1999 Board Organization meeting Exhibit VI-1
- 2. Bills Payable, Payrolls for October 22, 1999 and November 5, 1999; Estimated payrolls for November 6, 1999 through December 31, 1999 Exhibit VI-2
- 3. Bid Awards Exhibit VI-3
- 4. Purchase Orders Exhibit VI-4
- 5. Personnel Action Sheets Exhibit VI-5
- 6. Confirmation of Appointment of New Members to the Harper College Educational Foundation Board of Directors Exhibit VI-6
- 7. Career Advisory Appointments Exhibit VI-7

For Information

- 8. Financial Statements Exhibit VI-8
- 9. Committee and Liaison Reports Exhibit VI-9
- 10. Grants and Gifts Status Report Exhibit VI-10

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

- VII. New Business
 - A. RECOMMENDATION Investment Policy – First Reading Exhibit VII-A

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| B. RECOMMENDATION: | Annual Insurance Renewal | Exhibit VII-B |
| C. RECOMMENDATION: | Adoption of 1999 Tax Levy Resolution | Exhibit VII-C |
| D. RESOLUTION: | Abatement of Taxes and Authorization for
Transfer of Funds | Exhibit VII-D |

VIII. President's Report
- Presentation – Dr. Karina Srugys - LSHS

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

December 3 7:30 p.m. – Harper Community/Palatine Concert Band – Cutting Hall, Palatine

On-Campus Events

December 4 2:00 p.m. – American Family Theatre: Babes in Toyland – Business and Social Science Center, Theatre, J143

December 5 3:00 p.m. – Harper Festival Chorus – Wellness and Sports Center

December 7 7:30 p.m. – Concert – Harper Guitar/Piano Ensemble – Business and Social Science Center, Theatre, J143

December 8 12:00 noon – Tree Trimming Party – Student Center Lounge

December 8 7:30 p.m. – Concert – Harper Jazz Band/Wind Symphony – Business and Social Science Center, Theatre, J143

December 9 7:30 p.m. – Concert – Harper Steel Band – Business and Social Science Center, Theatre, J143

December 10 7:15 p.m. – Concert Choir – Business and Social Science Center, Theatre, J143

December 12 7:30 p.m. – Harper Symphony Orchestra – Business and Social Science Center, Theatre, J143

December 15 7:00 p.m. – Acting II Showcase – Liberal Arts Center, L109, Drama Lab

*December 21 7:00 p.m. - Regular Board Meeting – Room A242

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

XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, October 28, 1999

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Thursday, October 28, 1999 at 7:02 p.m. in the Student and Administration Center (A-242) of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette (7:08 p.m. arrival), Hess, Howard, Kolze and Shure; Student Member Kazmierczak

Also present: Robert Breuder, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Human Resources and Internal Affairs; Colleen Murphy, V.P. Marketing; Judy Thorson, V.P. Administrative Services; Joan Kindle, Associate Vice President for Student Affairs; Mary Azawi; Carol Blotteaux; Catherine Brod; Steve Catlin; Harley Chapman; Tom Choice; Wendy Convey; Lori Danaher; Dave Dluger; Robert Getz; Julie Hennig; Christinia Hirsch; Bill Howard; Thea Keshavarzi; Linda Kolbusz; Roberta Lindenthaler; Dave Macaulay; Liz McKay; Sue McNeilly; Russ Mills; Maria Moten; Sheila Quirk; Phil Robert; Karina Srugys and Matthew Tomaszewski - Harper. Students: Desmond Lane; Kevin Lorenc; Joseph O'Leary; Wendy Wilczynski.

Guests: Michael O'Toole, Northwest Tax Watch; Stuart Miller, KPMG LLP; Jerry Devlin, 3 Com; Mark Nannini, City of Rolling Meadows; Ken Jacobs, Stanley Consultants; Tim Pareti, Chicago Tribune.

Chair Kolze welcomed students from Sharon Alter's political science classes who were in attendance to observe and analyze the Board meeting. He informed Board members that the students would be contacting them at a later date for an interview regarding the meeting.

CITIZEN
PARTICIPATION

Chair Kolze asked if there were any individuals wishing to address the Board. Michael O'Toole of Northwest Tax Watch came forward. He applauded Board members and Dr. Breuder for this semester's campus appearance and for the parking lot improvements. However, he asked why some permanent signage originally installed during last

summer was already replaced within one year. Robert Getz explained that some of the signs were damaged from vehicles running into them and needed to be replaced.

STUDENT TRUSTEE REPORT

Member Kazmierczak noted that on October 22 and 23, she attended the Illinois Community College Student Activity Association Leadership Conference at Moraine Valley College where she met other trustees from Illinois community colleges. She is working toward getting involved on a state level with these trustees.

She held a very successful roundtable discussion which included representatives from many clubs and organizations throughout Harper. A food and clothing drive is being promoted by the Student Ambassadors and Latinos Unidos. Member Kazmierczak is organizing a children's book drive and hopes to work with elementary schools in the area. They are deciding on recipients of the books, possibly low income families. She noted other upcoming shows and activities put on by different groups at Harper.

Chair Kolze thanked Member Kazmierczak for her written and oral report.

APPROVAL OF AGENDA

Chair Kolze noted that there were changes made to various exhibits, and they have been distributed as one document entitled, "Changes to Board Exhibit." Copies are available for the audience. He explained each of the changes. He noted that Exhibit VI-4c is being withdrawn, and will be rebid at a future date. He also noted that revised Exhibit VI-5 includes a new appointment. Chair Kolze stated that he asked Dr. Breuder to include the salary range on the data sheets in the future.

With regard to past executive session minutes, Member Gillette noted some errors. On March 25 executive session minutes, the word "bargaining" should be inserted between "collective negotiations." On September 23 executive session minutes, the discussion regarding exploring "Harper as an on-site possibility for services under WIA" should be omitted from the executive session minutes and added to the open session minutes of that same date. It was decided that the discussion should take place in open session, not closed session. Chair Kolze noted that a change involving the omission of a student's name was made to the October 22 executive session minutes. Student Member Kazmierczak noted that the September 23 executive session minutes reflect that "Student Member Rich Garcia was

absent" when it should reflect that Student Member Kazmierczak was present as Student Trustee.

Chair Kolze stated that there will be an executive session at the end of the regular meeting to discuss the appointment, employment and dismissal of personnel as well as possible litigation. He does not anticipate any action following executive session.

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

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

CONSENT AGENDA

Member Howard moved, Member Hess seconded, approval of the minutes of the September 23, 1999 Regular Board meeting and executive session; bills payable; payrolls for September 24, 1999 and October 8, 1999; estimated payrolls for October 11, 1999 through December 3, 1999; bid awards; purchase orders; revised personnel action sheets; review of revised executive session minutes; 2000-2001 academic calendar; disposal of obsolete and unrepairable property owned by the college; confirmation of appointment of new member to the Harper College Educational Foundation board of directors; and for information: financial statements, committee and liaison reports, and grants and gifts status report, as modified and outlined in revised Exhibits VI-1 through VI-12 with the elimination of Exhibit VI-4c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$4,522,708.72
Tuition Refunds	565,237.66

The payrolls of September 24, 1999 in the amount of \$1,750,890.99; October 8, 1999 in the amount of \$1,765,541.51, and estimated payroll of October 11 through December 3, 1999 in the amount of \$5,327,395.24.

Bid Awards

There are no bid awards.

Purchase Orders	Ex. VI-4a	Approve issuance of a purchase order to York International Corporation, for annual winter preventive maintenance work and spring start-up for 13 York chillers, in the amount of \$28,500.
	Ex. VI-4b	Approve issuance of a purchase order to RRTC, for courseware for the AutoCAD Program, in an amount not to exceed \$30,000.
	Ex. VI-4d	Approve issuance of a change order to purchase order #013979 issued to Attitude Research Company, for services to assist in collecting data pertaining to the future development of the College's physical plant, reducing the order from \$30,250 plus appropriate expenses to \$15,000 plus travel expenses not to exceed \$2,000.
	Ex. VI-4e	Approve issuance of a change order to purchase order #014196 issued to A.M.S. Mechanical Systems, Inc. for the repair of the condensate line that services the heating system for the Liberal Arts Center, the Business and Social Science Center, and the Engineering and Applied Technology Center, to include replacing the steam heating system piping, in an amount not to exceed \$40,000, plus approval of an additional \$5,000 for engineering fees and reimbursables, for a total not to exceed \$45,000.
	Ex. VI-4f	Approve issuance of a purchase order to Information Access Co., for Periodical Index Subscription Service for World Wide Web access, in the amount of \$22,725.

Personnel Actions

Administrator Appointments

Joan Kindle, Vice President, Student Affairs, STU AFF,
11/01/99, \$98,146

Maria Moten, Registrar, REG OFF, 11/01/99, \$67,700

Frederick Skorude, Assistant Director of Physical Plant, PHY
PLT, 11/08/99, \$66,000

Matthew Tomaszewski, Director, Office of Student Financial Assistance, OSFA, 11/01/99, \$52,000

Professional/Technical Appointments

Kevin King, Technical Installation Specialist II, IT/TS, 10/11/99, \$43,500

Uma Panditi, Research Analyst, OFC/RES, 09/27/99, \$31,000

Supervisory/Confidential Appointments

Craig Marscin, Telecommunications Systems Engineer, IT/TS, 09/27/99, \$47,000

Matthew Nelson, Graphic Designer/Mac Specialist, Marketing Services, 10/18/99, \$33,000

Classified Staff Appointments

Kevin Berry, Food Service Worker III Vending, p/t, FD SER, 09/20/99, \$18,291

John Caravajal, Bookstore Systems and Web Specialist, BKST, 09/27/99, \$27,000

Doresa Fouts, Weekend College Program Specialist, p/t, CE, 10/22/99, \$9,576

Jeanne Kline, Program Assistant, BUS/SS, 10/27/99, \$32,349

Lynne Lutman, Applications Clerk, p/t, Admissions, 09/27/99, \$17,644

Mary Mikell, Secretary, BUS/SS, 10/06/99, \$25,123

Connie Podgorski, Program Assistant Continuing Education, BUS/SS, 09/20/99, \$28,995

Kathy Shine, Administrative Secretary, Marketing Services, 11/01/99, \$28,500

Kathy Wright, Laboratory Assistant Fashion/Interior Design, LIB ARTS, 09/28/99, \$20,475

Harper #512 - IEA-NEA Appointments

Vicki Gratzke, Weekend Custodian, p/t, PHY PLT, 10/02/99, \$4,877

Dorota Malinowski, Custodian, PHY PLT, 09/29/99, \$19,469

Faculty Retirement

Patricia Best, Associate Professor, AE/LS, 05/31/00, 12 yrs. 9 mths.

Professional/Technical Resignation

Joan Kirkwood, Instructional Design Specialist, LIB SER Media/Distance Learning, 09/16/99, 4 yrs. 2 mths.

Classified Staff Resignations

Dawn Anderson, Clerk Typist II, p/t, WHP, 10/15/99, 1 year

Bridgette Bauman, Registration Assistant Operations

Support, p/t, REG OFF, 10/20/99, 11 months

Shannon Greenfield, Program Specialist, TM/PS, 09/10/99,
9 months

Jerry Seitzinger, Registration Clerk Continuing Education,
p/t, CE, 09/23/99, 8 months

Deanna Torres, Word Processor, Marketing Service Center,
09/08/99, 9 yrs. 1 mth.

Hung Ling Yoon, Weekend College Program Assistant, p/t,
CE, 10/15/99, 3 yrs. 10 mths.

Approval of the release of the following revised executive session minutes for public record: May 18, 1998 through September 23, 1999.

Adoption of the calendar for the 2000-2001 academic year.

Approval of the disposal of obsolete and unrepairable personal property owned by the College through donation, a sealed bid sale, an open sale or an auction, sale to a scrap dealer, or other appropriate means for disposal of the property.

Confirmation of the appointment of Messrs. Gerald J. Smoller and Joseph J. Legat as members of the Board of Directors of the Harper College Educational Foundation.

With regard to Exhibit VI-4a, Member Gillette noted that it was explained to him that York was chosen for maintenance of the chillers because they have equipment that only their factory-trained people can service. However, when he researched their web site, he found out that York offers training so that others can become familiar with maintaining their equipment. If that is the case, Member Gillette suggested opening up the bid (in the future) to allow others in. It is not his intent to pull the action out of the Consent Agenda because the cost to re-open the bid would most likely override any possible savings. However, he suggested that it may be worth some savings in the future. Dr. Breuder stated that he would check into this and share information with the Board. However, he is perfectly content with the current recommendation.

With regard to Exhibit VI-4e, Member Shure noted that this is another example of the aging physical plant and problems that are developing.

With regard to the academic calendar, Member Gillette suggested looking into the possibility of having two summer sessions in order to benefit students and instructors and have better utilization of campus facilities. Vice President Bonnie Henry noted that a committee has been formed to look more intently at the academic calendar and consider many innovative ideas.

Member Gillette asked if Board members could receive a list of the obsolete or unrepairable items that are being disposed of at Harper College. He mentioned that a senior citizen home was searching for a used piano and computer equipment for internet access. Chair Kolze noted that the staff would send him the appropriate list; however, he reminded Board members that they are not eligible to participate in the donation or disposal of any items. Vice President Judy Thorson asked Member Gillette to forward information to Thea Keshavarzi to make sure the senior citizen home was on Harper's list of non-profit organizations eligible for donations.

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

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

Motion carried. Student Member Kazmierczak voted aye.

NEW BUSINESS:

Truth in Taxation
Resolution and 1999
Estimated Tax Levies

Member Barton moved, Member Howard seconded, adoption of the resolution providing for the estimated tax levies, required publication, and hearing date for 1999, as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard pointed out that regardless of how much the College levies, under the tax cap it will only collect a 1.6 percent increase over this year's budget.

There was discussion regarding the purpose of this levy when the tax cap prohibits the amount. It was noted that the Board wants to make sure they are doing everything possible; and the hearing gives the public a chance to see what is happening.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

Annual Financial Audit
for Fiscal Year 1998-99

Member Barton moved, Member Hess seconded, acceptance of the revised annual financial audit for Fiscal Year 1998-99, as outlined and modified in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Breuder introduced Stuart Miller from KPMG who would be sharing some thoughts on the audited financial statements for the year ended June 30, 1999.

Mr. Miller explained that he was the engagement partner from KPMG on the audit of Harper College. He noted that they have issued an unqualified opinion on the financial statements found on Page 1 of the report. He reminded everyone that page 1 is the only page from his company; all other pages of the report are the work of Harper College administration and staff. He noted that Harper has a very solid balance sheet with approximately \$200M worth of assets and only \$7M worth of long-term debt. Approximately \$80M of activity flows through the institution each year. Budget expectations have either been met or exceeded; and therefore, the College is very fiscally sound.

In response to Chair Kolze, Mr. Miller stated that a management letter will be issued by KPMG shortly. He emphasized that there are no material weaknesses or reportable conditions.

In response to Member Gillette, Mr. Miller stated that the KPMG LLP initials on the audit opinion is the legal signature of the firm. The management letter will be signed by him, personally.

Member Gillette pointed out an error on page 33 - equalized assessed valuations are shown with incorrect units. It is shown as \$12,862,707 when it should most likely be \$12,862,707,000. Vice President Thorson concurred that the figures should be billions, not millions. The document will be corrected.

In response to Member Gillette, Mr. Miller explained that deferred property taxes are those amounts not yet collected within 60 days of year end. It is considered deferred revenue and is offset by accounts receivable.

In response to Member Gillette, Mr. Miller noted that on page 28 schedule 8, the figures for bookstore, food service, etc. are net of sales tax.

Dr. Breuder recognized Roberta Lindenthaler and her colleagues for their efforts in preparing the outstanding financial statements.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

Additional Life Safety Project for 2000-2001

Member Gillette moved, Member Botterman seconded, adoption of the resolution for approval of the projects to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Community College Act. In addition, approval of the employment of Stanley Consultants, Inc. to provide the engineering services specified for the 1999 Life Safety repair and renovation project and the projects listed at a fee of 7 percent of the project costs, as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

There was discussion regarding energy savings performance contracts where a company would audit a potential project and estimate the cost and energy savings to the College. A savings guarantee would then be made to the College if they would contract with the company. Member Gillette suggested doing further research on this type of contract. Vice President Thorson stated that the

College is currently looking into it and seeing what might apply to Harper College.

Annual Authorization to Approve Depositories and Investment Brokers

Member Hess moved, Member Barton seconded, approval of the updated listing of College depositories and investment brokers, as outlined in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Vice President Thorson explained that the smaller list is a reflection of bank mergers and people starting to specialize. The list has been refined to include those that the College does the most business with.

In response to Member Gillette, Dr. Breuder stated that their financial advisor has explained in written form why it does not benefit the College to make many \$100,000 bank deposits when \$40-50M is in consideration. A two-page letter has been distributed to Board members with the explanation.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Kazmierczak voted aye.

Rolling Meadows Municipal Area Network

Member Howard moved, Member Botterman seconded, approval of the Rolling Meadows Metropolitan Area Network program, as outlined in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Barton, Sheila Quirk noted that the location for the server has not been determined. Ms. Quirk explained that the goal of the project is to develop a municipal area network. It is being spearheaded by a major donation from 3Com to the City of Rolling Meadows in partnership with governmental service providers in Rolling Meadows, educational institutions and Harper College (with Board approval). Ms. Quirk introduced Mark Nannini, Director of Finance for the City of Rolling Meadows, and Jerry Devlin, Vice President and General Manager of 3Com Personal Communication Division.

Mr. Nannini explained that the mission of the Rolling Meadows Metropolitan Area Network (RMMAN) is to offer

expanded use of technology to residents. Many residents throughout the northwest suburbs do not have access or do not know how to gain access to the internet. The intention of the RMMAN group is to make the facilities and technology available to those people. The use of the internet and internet technology will expand beyond Rolling Meadows to give people access to do business, to communicate, to do homework assignments for grammar school, high school, and College level classes. Teachers would be able to post homework assignments, and students would possibly be able to return assignments to teachers via the internet. He added that they are hoping Media One (the Rolling Meadows Cable provider) will be a strong partner. They are seeking out large corporations such as IBM and AT&T to help them branch out beyond the borders of Rolling Meadows.

Member Gillette expressed concern that this is only one community out of the 23 communities that Harper serves. He asked whether the College would be doing the same for all the communities.

Mark Nannini explained that the intention is for Harper College to participate with a contribution of money, services, or use of facility - it is not necessarily a \$10,000 donation. 3Com has offered \$1M of their services, equipment and assistance. He explained that it is not a direct donation for the City of Rolling Meadows, but a donation to the "RMMAN" Foundation which will continue to expand. RMMAN does not expect to just serve Rolling Meadows. Other members in the group will be local grammar schools, the local high school, and the College (with approval). This would help them to reach out to the borders and beyond.

Jerry Devlin explained that the \$1M donation of support and services from 3Com is very much in line with donations his company has made throughout the country. The Chicago office of 3Com employs more people than any other office. The company is making an investment in this community partially as a payback for the goods and services 3Com receives in the community, and partially because the project reflects the goal of 3Com - to make connections. The intent is to make this a partnership or collaboration among industry, education, municipalities and individual people in the community to connect them, to give them an opportunity to bring more efficiency in the way they communicate with their municipal services, with their educational systems or with each other. Mr. Devlin noted that this type of project

has been done in San Jose and in Marlboro, Massachusetts. 3Com has experience and expertise in designing these types of networks.

Member Howard added that this is the wave of the future and Harper must be a part of it.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Kazmierczak voted aye.

PRESIDENT'S REPORT

Presentation:
Library Services and
Academic Enrichment
and Language Studies

Dean Elizabeth McKay gave a presentation regarding the Library Services Division and the Academic Enrichment and Language Studies Division. Handouts were distributed to follow the presentation.

Library Services

Dr. McKay noted that drop-in classes occurred this summer and are occurring right now. The College could not accommodate 150 people on the waiting list because of lack of space and staff. However, they are in the process of catching up with these students.

She explained how anyone can access the Harper Library Collection via their home computer. They are working with Information Technology to enhance the features of remote access to the Library. They are also working with Strategic Alliances to explore corporate donations to enlarge, renew and develop the library collection.

English as a Second Language (ESL)

There has been a 10 percent FTE increase in enrollment. Demographic changes in the district impact the College - approximately 1,200 students represent 80 countries and 65 languages. This makes ESL the fourth largest department at Harper and presents some challenges for young adult immigrant students with special needs. They are striving to better serve these students by creating a customized automation system, acquiring additional instructional space, hiring more qualified faculty and staff, expanding

partnerships with high school administrators and faculty and seeking consultation on young adult immigrant needs.

The ESL department received a \$15,000 gift from Omron which was used for equipment to enhance the language lab. The department is very thankful to Omron and the Foundation Board for achieving this gift.

International Students

Dr. McKay noted that 82 international students are enrolled this fall from 20 countries. She emphasized the fact that they pay \$264 per credit hour. The number of international students has declined in the last year because the Asian economy has been unstable and it has prevented some students from coming over on their visas. A new International Student Handbook has just been developed to help students get acquainted with the College and their new country. There is an International Students Club made up of native and foreign born students who learn about each other and about their cultures.

Member Gillette emphasized the fact that international students must pay 100 percent of their tuition. There is no property tax aid, and no state aid. By law, they must pay the entire amount.

Dr. McKay noted that coordinator/advisor Jane Harris has just recently been appointed to represent the five state region at the National Association of Foreign Student Advisors. She was instrumental in organizing the community college in this association which had primarily concentrated on universities and four-year schools.

Developmental Education

Underprepared high school graduates and adults are served at Harper College to make them more successful. Their success as students impacts the future of our economy, as well as future enrollment. The College offers developmental math, developmental English and developmental reading. In English and reading, 764 students were referred to ESL needing assistance. They are in the process of coordinating a tracking system to ensure that students are being successful and are accomplishing their goals. In response to Dr. Breuder, Dr. McKay responded that she will provide him with information regarding the percentage of underprepared high school graduates that fall into math, English, reading and a collective percentage of all three.

Harper Online Writing Lab (HOWL)

This is a service provided for students. They can dial in and receive help in punctuation, common sentence errors, pronouns and articles and receive a self-prescribed program to assist them. The Writing Center staff has been working on developing this for students. They have just received a Harper Technology Mini Grant to develop electronic essay grading. Faculty that are teaching online can grade online; students can receive almost immediate feedback.

Sign Language Interpreting Program (SLIP)

Sally Koziar, coordinator of SLIP and department chair for Sign Language Studies, has just been appointed to the Illinois Interpreter Taskforce. This taskforce was appointed by the Illinois Deaf and Hard of Hearing Commission to look into how interpreters are being trained in the state. She will represent all sign language interpreting programs in the state, which is a tribute to her and to the Harper program. They are currently working on a grant proposal to become a regional interpreter training site.

Adult Educational Development

This program serves undereducated adults - students who have not graduated from high school. One of the initiatives is to market this area for GED students. They are advertising in the Yellow Pages and putting advertisements on the Pace Bus. It is a way to inform people that they can take GED classes at Harper. In response to Member Barton, Dr. McKay stated that they have been tracking response to the ads, and it has not been as great a response as they would like. They do ask students how they find out about certain programs. They have a proposal to expand GED scholarship support to help students transition to degree credit classes.

They are currently working with the Northeast Palatine Community Center in conjunction with adult educational development. She displayed a picture of a building which was the result of the Healthy Communities Initiative started in Palatine. Board Member Kris Howard has been instrumental in that initiative. The building was purchased by a grateful patient of Northwest Community Healthcare. The \$2M, 21,000 square foot facility was donated to Northwest Community Healthcare who will be managing the site. The programs in the facility are a cooperative effort of 12 community agencies and Harper College AED department chair Dr. Pat Mulcrone. Harper will have two dedicated classrooms and an assessment area in the building which

will be opening for business and classes in January 2000. In response to Member Barton, Dr. McKay stated that it is seven times as big as the Police Neighborhood Resource Center in Rolling Meadows. There is also a community outreach at the Northeast Center in Prospect Heights.

Dr. McKay summarized by saying that Library Services and AELS have been serving our community into the future. Since time did not permit her to speak of other programs and courses, she would be happy to come back in the future to share additional information.

Member Gillette emphasized that it is difficult (if not impossible) to put a financial value on these services. By helping these people improve their English skills, Harper College is changing their lives forever - in earning ability, and in their ability to function as a citizen. It positively affects the community, as well, because these people will not be on welfare and they will not be tempted to steal in order to feed their families. He thanked Dr. McKay and her staff for providing these invaluable services.

Student Member Kazmierczak noted that the HOWL program is a great idea for students.

Dr. Breuder thanked Dr. McKay for her presentation. He emphasized the fact that many of her programs need additional instructional space. He asked Tom Choice to update the Board on space utilization of the College.

Classroom Utilization Update

It was noted that classroom utilization is approximately 94 percent for prime time and over 86.5 percent overall for combined prime time and non-prime time sections. The national average or recommended level is approximately 60 percent.

Dr. Choice called attention to handouts regarding classroom utilization. He pointed to the long list of courses where all sections are full. If a student wanted to take one of these classes, they could not because there are no more seats available. In the current (fall) semester, there are 33 classes for which there are no more seats available in these particular classes. He explained that this list does not include all filled classes. For example, there are 66 sections

of English 101, many of which are filled; however, it is not listed here because there might still be a seat available in one of the sections.

He pointed to the far right column of the handout showing "extra students." In order to help serve the students who are being "turned away," instructors have the option to allow additional students into their classroom under special circumstances and within feasibility limits. Only so many students can reasonably be added to a computer lab or sign language courses because of equipment and visibility. Even if instructors can allow extra students in their classroom, there are many who are turned away. Sometimes the College loses enrollment because a student needs a certain course and cannot get in - they eventually go elsewhere. It is a major concern. Member Barton noted that if the College had more space, enrollment would most likely increase. Dr. Choice concurred.

In response to Member Barton, Dr. Choice stated that they have out of district agreements with other schools for programs that Harper does not offer. But, they do not have agreements for students to take classes that they all offer. For example, they do not want a student from Palatine to take English 101 at Elgin Community College and expect to be reimbursed for the out of district tuition. He noted that Steve Catlin keeps tabs on what courses Harper students are taking elsewhere. They review these courses and look into the feasibility of Harper offering some of the programs.

There was discussion regarding the Dental Hygiene program turning away many interested students. Member Gillette wondered why no Dental Hygiene courses appear on the filled section list. Dr. Choice explained that if a student drops out of the course after a certain number of weeks, that leaves a seat open that cannot be filled because it is too late to begin the course. On paper it appears open. It may have been filled on the first week. Member Gillette suggested overbooking these courses to avoid the attrition situation. Dr. Choice noted that they do overbook certain classes to some extent. But with the 420 dental hygiene applicants, they try to choose the ones that they feel will be able to succeed in the program and not drop out.

Dr. Breuder stated that he recently met with six community college presidents in the region. The College of Lake County president informed him that they will be starting a dental hygiene program because Harper College could not

guarantee them a certain number of seats every year in the dental hygiene program. Unfortunately, this does not work to the advantage of the taxpayer.

Dr. Choice called attention to page 3 of the handout. For the Spring 2000 semester, there are 14 credit classes and 54 non-credit classes without homes; yet they are ready to be advertised during registration next month. He discussed ways that they are trying to work around the dilemma. They are looking into condensing class times, offering Fastrack options. They must stay within ICCB guidelines, however. Dr. Choice has written to Virginia McMillan in the ICCB asking if Harper could be a pilot for offering courses with less than the typically required classroom hours. He has had no response as yet. It was suggested that Dr. Choice contact past Harper Trustee Molly Norwood on the Board of ICCB regarding this issue. Dr. Choice also talked about distance learning options to alleviate their space shortage. They are making arrangements to use meeting rooms for classes, changing times of classes offered or using other less-than-desirable space on campus. With each of these options, they must make sure that the student is getting the same level of quality in class.

Dr. Choice reiterated that each semester there are more homeless courses. These programs are offered because they satisfy a need; there is a demand. He noted that there are 789 evening classes for credit on the schedule, 14 of which do not have homes. That translates into 350 students not getting what they need.

In response to Member Gillette, Dr. Choice stated that unfortunately, they have had to use the cafeteria for meetings and classes. He mentioned that all of this discussion has only reflected courses taught at Harper; it has not addressed the issue of meetings and activities which are scheduled in these facilities.

Dr. Breuder thanked Dr. Choice for his presentation.

Dr. Breuder invited Board members to meet with him and representatives from the Attitude Research Corporation (ARC) in his office the following morning. Dr. Breuder will be reviewing the survey instrument with them. He noted that other meeting arrangements can be made if tomorrow is not convenient. In response to Chair Kolze, Dr. Breuder stated that when the instrument is closer to being finished, the Board will have an opportunity to review it and give input.

ANNOUNCEMENTS BY CHAIR

Communications Chair Kolze read portions of a letter written by Gary Davis who spent time with the Board during their Board Self Evaluation meeting. Chair Kolze thanked Member Shure for organizing the very productive meeting.

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

Chair Kolze noted that Member Kris Howard will be honored at the Harper Harvest Ball. He added that he has not met anyone who serves as much as Kris does.

The Board Organizational meeting is November 3 at 7:00 p.m. in Room 242.

OTHER BUSINESS

Member Gillette shared some information he received at the ACCT convention. He commented on distance learning, education warranties, computer enhanced learning, community colleges getting involved with students while they are still in high school, crime and violence on campus, etc. Chair Kolze suggested that Member Gillette organize this information and submit it to Board members in written form.

Chair Kolze noted that each Board member received a copy of the Harper Anthology. He thanked the staff for providing those.

EXECUTIVE SESSION

Member Botterman moved, Member Barton seconded, that the meeting adjourn into executive session to discuss the appointment, employment and dismissal of personnel and possible litigation.

Chair Kolze noted that there would not be any action taken following executive session.

Upon roll call, the vote was as follows:

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

The motion carried at 8:55 p.m. Student Member Kazmierczak voted aye.

Following executive session, the Board reconvened the Regular meeting at 9:21 p.m.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

In a voice vote, the motion carried at 9:22 p.m.

Chair

Secretary

BOARD REQUESTS

OCTOBER 28, 1999 REGULAR BOARD MEETING

1. With regard to Exhibit VI-5, Chair Kolze stated that he asked Dr. Breuder to include the salary range on the data sheets in the future.
2. Member Gillette suggested opening up the bid (in the future) for maintenance of York chillers to allow others in; it may be worth some savings. Dr. Breuder stated that he would check into this and share information with the Board. However, he is perfectly content with the current recommendation.
3. Chair Kolze noted that staff would send Member Gillette the appropriate list of unrepairable items; however, he reminded Board members that they are not eligible to participate in the donation or disposal of any items.
4. Member Gillette pointed out an error on page 33 of the financial statements - equalized assessed valuations are shown with incorrect units. It is shown as \$12,862,707, when it should most likely be \$12,862,707,000. Vice President Thorson concurred that the figures should be billions, not millions. The document will be corrected.
5. Member Gillette suggested doing further research on energy savings performance contracts. Vice President Thorson stated that the College is currently looking into it and seeing what might apply to Harper College.
6. In response to Dr. Breuder, Dr. McKay responded that she will provide him with information regarding the percentage of underprepared high school graduates that fall into math, English, reading and a collective percentage of all three.
7. It was suggested that Dr. Choice contact past Harper Trustee Molly Norwood, Board member of the ICCB, regarding Harper being a pilot for offering courses with fewer contact hours.
8. In response to Chair Kolze, Dr. Breuder stated that when the survey instrument from ARC is closer to being finished, the Board will have an opportunity to review it and give input.
9. Member Gillette shared some information he received at the ACCT convention. He commented on distance learning, education warranties, computer enhanced learning, community colleges getting involved with students while they are still in high school, crime and violence on campus, etc. Chair Kolze suggested that Member Gillette organize this information and submit it to Board members in written form.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

NOVEMBER 23, 1999

SUMMARY OF BIDS

- EXHIBIT VI-3a The administration recommends that the Board award Q00057 for a self-propelled articulated boom lift to Horizon High Reach and Equipment Co., the low bidder, in the amount of \$42,750.
- EXHIBIT VI-3b The administration recommends that the Board award Q00056 to Webcom Ltd., the low bidder for printing of the 2000/2001 College Catalog which provides official information about the College, and the option to have the 2001/2002 College Catalog printed at the same or lower price, in the amount of \$29,640.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00057 for a self-propelled articulated boom lift for use by the Maintenance and Utility departments as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$42,760 are provided in the 1999/00 Operations and Maintenance Fund budget, under account number 0271-050-587.

III. INFORMATION

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

Horizon High Reach and Equipment Co.	\$42,750
Lift-A-Loft Corp.	54,200
Upright	No Bid

Upright submitted a No Bid, as they did not want to bid against any of their distributors. The other vendors either could not meet specifications or did not feel they could be competitive so just did not bid at all.

Currently in order to service campus lights, wash windows, or work in high places such as the Student Center in the Student and Administration Center, Physical Plant has to rent a boom lift. In order to make the rental economically feasible, the departments wait until several projects can be done at the same time. This means when parking lot lights burn out, it is necessary to wait for several lights to burn out or for other projects that need to be done before Physical Plant can rent a lift

The purchase of the lift will have a five year, or better, payback. Instead of waiting to accumulate projects, it will allow campus units to do work as needed. This will help to create a safer environment on walkways and in the parking lots. The use of the lift will also eliminate the need to rent scaffolding for many projects.

IV. RECOMMENDATION

The administration recommends that the Board award Q00057 for a self-propelled articulated boom lift to Horizon High Reach and Equipment Co., the low bidder, in the amount of \$42,750.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00056 for printing of the 2000/2001 College Catalog which provides official information about the College, and the option to have the 2000/2001 College Catalog printed at the same or lower price.

II. BUDGET STATUS

Funds in the amount of \$29,640 are provided in the 1999/2000 Education Fund budget, under account number 0192-039-547.

III. INFORMATION

A legal bid notice was published and 13 bids solicited. Three responses were received. The following is a recap of the bid tab sheet as pertains to a 288-page catalog:

Webcom Ltd.	\$29,640.00
Custom Printing	30,230.00
Creasey Printing Services	33,554.00

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

IV. RECOMMENDATION

The administration recommends that the Board award Q00056 to Webcom Ltd., the low bidder for printing of the 2000/2001 College Catalog which provides official information about the College, and the option to have the 2001/2002 College Catalog printed at the same or lower price, in the amount of \$29,640.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

NOVEMBER 23, 1999

SUMMARY OF PURCHASE ORDERS

EXHIBIT VI-4a The administration recommends that the Board approve issuance of a purchase order to Ameritech - Advanced Data Services, for the purchase of and related upgrades to Cisco Systems routing equipment in the amount of \$165,988.20.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Ameritech - Advanced Data Services, for the purchase of and related upgrades to Cisco Systems routing equipment as requested by Information Technology.

II. BUDGET STATUS

Funds in the amount of \$165,988.20 are provided in the 1999/2000 Operations & Maintenance Fund budget under account number 0295-245-585.10.

III. INFORMATION

The original Technology Plan projects provided the means to acquire network equipment and create the campus network (HCCN) which permits electronic access to campus resources for instructional delivery, administrative support functions and computing and instructional labs. Much of this equipment is now outdated and will experience problems for Year 2000 compliance and in supporting newer methods of electronic delivery such as switched Ethernet. This request is to upgrade, replace and acquire routers, hubs, and the associated equipment necessary to continue the current level of support needed for network usage. In addition, this equipment will provide some relief for the demands being placed for bandwidth by such applications as e-mail, Internet and Intranet access, and by the growth in additional computer labs.

Harper College has standardized on the use of Cisco Systems equipment. As a member of the statewide LincOn initiative of the Illinois State Board of Education (ISBE), the College is able to purchase through the consortium at group discounted prices. The prices supplied include educational discounts, credit for trade-in of used equipment, and consortium discounts. This purchase complies with State Statute and Board policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to Ameritech - Advanced Data Services, for the purchase of and related upgrades to Cisco Systems routing equipment in the amount of \$165,988.20.

WILLIAM RAINEY HARPER COLLEGE
BOARD ACTION

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

Board Action is required to ratify and approve personnel actions for all employees.

III. BACKGROUND INFORMATION

A. Ratification of Supervisory/Confidential Appointment.

B. Ratification of Classified Staff Appointments.

C. Ratification of Harper #512 IEA-NEA Appointment.

D. Ratification of Classified Staff Retirements.

E. Ratification of Administrator Resignation.

F. Ratification of Classified Staff Resignations.

G. Ratification of Harper #512 IEA-NEA Resignations.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Confirmation of appointment of new members to the Harper College Educational Foundation Board of Directors.

II. REASON FOR CONSIDERATION

In accordance with the Board *Policy Manual*, Chapter 6, Section 6.6, and Educational Foundation Bylaws, Article VI, Section 5, confirmation by the Board of Trustees is required for appointment of new members to the Educational Foundation Board of Directors.

III. BACKGROUND INFORMATION

Via fax vote on November 2, 1999, the Nominating Committee of the Educational Foundation appointed Mr. John Campbell and Mr. Stephen J. Topolski to the Educational Foundation Board of Directors.

Biosketches of the newly-appointed directors are attached.

IV. RECOMMENDATION

The administration recommends confirmation of the appointment of Messrs. John Campbell and Stephen J. Topolski as members of the Board of Directors of the Harper College Educational Foundation.

John Campbell

John Campbell is the Workforce Planning Manager for the North Central Region of United Parcel Service and manages UPS' largest employment group. John's primary responsibility is staffing in the Chicagoland area, and overseeing affirmative action and EEOC compliance throughout Illinois, Wisconsin and Indiana.

In today's highly competitive market, John is responsible for bringing new and innovative ways to attract qualified workers. This past year, UPS interviewed over 40,000 applicants and hired over 26,000 in this region.

John is responsible for providing these qualified workers to fuel UPS' growth in Chicagoland. One of the facilities in his region, the Chicago Area Consolidation Hub (CACH) facility located in Hodgkins, handles 1.2 million or just over 10% of UPS' daily volume.

John has been with UPS since 1978, and has held a variety of positions in areas including operations, safety, industrial engineering, human resources and employment. Prior to being assigned to the North Central Region, John worked in New Jersey, Southern California, Hawaii and Arizona.

John is a member of the Society for Human Resource Managers (SHRM), Illinois Education-to-Careers Steering Committee, and is active with the Chicagoland area colleges.

John lives in Naperville with his wife Cindy. A father of three, his daughter is a first grade teacher in New Jersey; his son, Chad, is a senior at Drake University; and his youngest son, Ryan, is a sophomore at Arizona University.

Stephen J. Topolski

Stephen J. Topolski is Executive Vice President/Co-owner of Pandolfi, Topolski, Weiss & Co., Ltd. (PTW) and works out of the Oak Brook office. PTW has over sixty employees and has other offices in Chicago and Springfield.

After graduating from St. Joseph's College in Indiana with a B.S. in accounting and Northern Illinois University (MBA), he practiced in Public Accounting for over twenty years. He also gained valuable operational experience by working for a public Chicagoland company, which included various positions including that of Chief Financial Officer of the manufacturing division. He predominately works with closely held businesses, not-for-profit corporations, and local municipalities and state agencies. In effect, he acts as a member of the management team in an advisory capacity and plans and supervises financial audits. Consulting projects for the firm have included business evaluations, cost containment, cash flows, installation of cost accounting and inventory systems, sales and acquisitions, assisted in acquiring financing, federal and state tax audits, succession and estate planning and project manager for new computer applications.

Steve resides in Schaumburg with his wife, Jeannine, and two of their three children. His son is currently enrolled at Harper.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Career Advisory Committee appointments for the 1999-2000 academic year.

II. REASON FOR CONSIDERATION

Board policy requires notification be given Advisory Committee appointees on an annual basis.

III. BACKGROUND INFORMATION

For the current year, 269 prospective committee members representing 30 career programs have been invited to assist the College in the further development and improvement of career education. Attached is a listing of advisory committee members and a copy of the letter to be sent to each individual committee member after Board approval.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees approve the Career Advisory Committee appointments for the 1999-2000 academic year.

November 23, 1999

«Gender» «FirstName» «LastName»
«JobTitle»
«Company»
«Address1»
«Address2»
«City», «State» «Zip»

Dear «Gender» «LastName»:

On behalf of the Harper College Board of Trustees and the Administration, I am pleased to welcome you as a member of the «Program» Advisory Committee for the 1999-00 academic year.

We appreciate your willingness to commit time and energy to this endeavor. Your background and experience qualify you as a valuable member of this advisory team. The students who enter Harper's programs deserve the most current, practical and theoretical information available. Your contributions to this advisory committee will provide them that opportunity.

With your expert advice, we can continue to offer our students courses that are designed to provide the skills that are required in today's workplace.

Sincerely,

Robert L. Breuder

RLB: cb

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

Reports from liaison officers are provided as part of the Consent Agenda.

III. INFORMATION

There are no committee reports this month.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Grants and gifts status report.

II. REASON FOR CONSIDERATION

The Board is provided with a monthly update of grants and gifts.

III. BACKGROUND INFORMATION

The attachment reports the current status of operational public and private grants to the College, and status of cash donations and in-kind gifts to the Educational Foundation.

**HARPER COLLEGE
LISTING OF
GRANT PROGRAMS
July 1, 1999 – June 30, 2000**

Reported: November 10, 1999

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS-ENDS
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$67,500	09/01/99 08/31/00
Special Populations Academic Enrichment L. McKay	State Allocation Grant Special Populations to academically support students	ICCB \$306,847	07/01/99 06/30/00
Business/Industry Workforce Preparation J. Hennig	State Allocation Grant To provide local economic development in workforce training	ICCB \$173,002	07/01/99 06/30/00
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work-based training	ICCB \$117,440	07/01/99 06/30/00
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$64,100	07/01/99 06/30/00
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$169,741	07/01/99 06/30/00
Advanced Technology Information Technology D. McShane	State Allocation Grant Technology Support	ICCB \$118,727	07/01/99 06/30/00
Technical Skills Information Technology D. McShane	State Allocation Grant Staff Technical Skills Enhancement	ICCB \$98,607	07/01/99 06/30/00
Displaced Homemakers Women's Program K. Hanahan	Continuation of FY99 Grant Advising & Job Placement for Women's Program participants	IDOL \$59,000	07/01/99 06/30/00
Disabled Student Project Access & Disability Services T. Thompson	Continuation of FY99 Grant To provide services to disabled students	IDHS/ORS \$137,892	07/01/99 06/30/00
Adult Education & Literacy Adult Educational Development P. Mulcrone	Continuation of FY99 Grant Supports Adult Educational Development Programs	ISBE \$344,465	07/01/99 06/30/00

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Federal Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$106,240	07/01/99 06/30/00
State Tech Prep Education to Careers S. Griffith	Continuation of FY99 Grant Comprehensive Career Development Program	ISBE \$162,694	07/01/99 06/30/00
Perkins III Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$197,012	07/01/99 06/30/00
Program Improvement Workforce Development J. Hennig	Continuation of FY99 Grant Education to Careers Career & Technical Education	ISBE \$23,228	07/01/99 06/30/00
Single Parent Program Women's Program K. Hanahan	One-time grant for services provided to women who are single parents	ISBE \$10,000	07/01/99 06/30/00
Gender Equity Project Women's Program K. Hanahan	One-time grant for services for preparation for nontraditional careers	ISBE \$10,000	07/01/99 06/30/00
Safe Harbor Program Student Development C. Levington	Provide leadership in conflict resolution Continuation of project	Northwest Community Healthcare \$48,871	04/01/99 03/31/00
Student Support Services Student Development Access & Disability Services T. Thompson	Third Year of Grant* To provide services to students with disabilities *Second year continues until 09/30/99	USDE/TRIO \$194,688*	10/01/99 09/30/00
Title III Eligibility Off. Stud. Fin. Assistance M. Moten	Provision for waiver of required matching funds for federal financial aid received by the College *Eliminates \$40,000 in match requirements associated with federal financial aid programs.	USDE/Title III No funds awarded*	07/01/99 06/30/00
Excellence in Teacher Preparation TM/PS Division M. McGowen	Collaborative to strengthen teaching in Mathematics for K-12 teachers A three year project	NSF UIC \$7,200	07/01/99 06/30/00
ITP Corporate Services Lori Danaher	Training for IMA Member Companies	Illinois Manufacturer's Association (IMA) \$236,136	10/22/99 09/30/00

FY 1999 – 2000

Reported as of November 10, 1999

\$2,653,390

HARPER COLLEGE GRANT PROGRAMS

DESCRIPTION OF ABBREVIATIONS

DAVTE	Illinois Department of Adult Vocational – Technical Education
DCCA	Illinois Department of Commerce and Community Affairs
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
IDHS	Illinois Department of Human Services
IDL	Illinois Department of Labor
IMA	Illinois Manufacturer’s Association
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

Harper College Educational Foundation
Gift Summary by Fund
October 1999

Description	#Gifts	Cash	Pledge Payments	Total
(E)Glenda F. Nuccio Memorial Scholarship	2	\$0.00	\$3.00	\$3.00
(E)Carol Zack Memorial Fine Arts	2	\$0.00	\$1.00	\$1.00
(E)Harold Cunningham Mathematics	2	\$0.00	\$0.00	\$0.00
(E)Midge C. Smith Memorial Endowment	4	\$0.00	\$23.00	\$23.00
(E)Roy G. Kearns Memorial Endowment	12	\$0.00	\$24.00	\$24.00
(E)Lawrence Francione Memorial	1	\$200.00	\$0.00	\$200.00
(E)John Louis Papandrea Liberal Arts	6	\$0.00	\$28.00	\$28.00
(E)Cheryl M. Dwyer Memorial Endowment	2	\$0.00	\$10.00	\$10.00
(E)Walter and Elizabeth Schroeder	2	\$0.00	\$14.00	\$14.00
(E)Dr. Charles Shaner Memorial	2	\$0.00	\$6.00	\$6.00
(E)Diane Tomcheff Callin Endowment	2	\$0.00	\$20.00	\$20.00
(E)Nils Andrew Johnson Memorial	1	\$500.00	\$0.00	\$500.00
(E)General Scholarship Endowment	4	\$0.00	\$7.00	\$7.00
(E)Harper Nursing Student Endowment	4	\$0.00	\$12.00	\$12.00
(E)Business/ Social Science Staff	2	\$0.00	\$2.00	\$2.00
(E)Architectural Technology Endowment	2	\$0.00	\$10.00	\$10.00
(E)GED Graduate Scholarship Endowment	10	\$0.00	\$54.00	\$54.00
(E)Education to Careers Endowment	2	\$0.00	\$20.00	\$20.00
(E)Criminal Justice Scholarship	2	\$0.00	\$10.00	\$10.00
(E)Otter Chemistry Endowment	2	\$0.00	\$20.00	\$20.00
(E)Endowment for Student Success	6	\$0.00	\$57.70	\$57.70
(E)Kathy Johnson Award for Excellence	2	\$0.00	\$2.00	\$2.00
Edward Moran Memorial Computer	3	\$1.00	\$3.00	\$4.00
Gene & Hildegarde Evans Memorial	8	\$0.00	\$62.00	\$62.00
James E. Finke Memorial Scholarship	4	\$0.00	\$16.00	\$16.00
Jacob & Iris Wolf Sign Language	1	\$35.00	\$0.00	\$35.00
Kathleen N. Graber Scholarship	4	\$0.00	\$3.00	\$3.00
Wilford C. Papenthien Memorial	1	\$0.00	\$1,000.00	\$1,000.00
Displaced Homemakers	6	\$0.00	\$14.00	\$14.00
GED Graduate Scholarship	17	\$200.00	\$52.00	\$252.00
Doriann E. Thompson for Women	2	\$0.00	\$0.00	\$0.00
Heidenhain Corporation Scholarship	2	\$0.00	\$4.00	\$4.00
Latinos Unidos Student Organization	6	\$0.00	\$95.00	\$95.00
Harper 512 IEA-NEA Association	6	\$10.00	\$4.00	\$14.00
International Student Scholarship	6	\$0.00	\$14.00	\$14.00
Schaumburg Area AAUW Scholarship	3	\$300.00	\$10.00	\$310.00
Joan R. Young Scholarship	18	\$0.00	\$32.70	\$32.70
General Scholarship Fund	4	\$0.00	\$70.00	\$70.00
Meteorite and Planetary Studies	4	\$0.00	\$34.00	\$34.00
Women's History Week	6	\$0.00	\$12.00	\$12.00
Wellness Program	6	\$0.00	\$5.00	\$5.00
Music Academy	4	\$0.00	\$22.00	\$22.00

Harper College Educational Foundation
Gift Summary by Fund
October 1999

Description	#Gifts	Cash	Pledge Payments	Total
Business/Social Science Fund	6	\$0.00	\$14.00	\$14.00
Women's Program	2	\$0.00	\$2.00	\$2.00
Public Safety Program	10	\$0.00	\$13.00	\$13.00
Student Career Services	2	\$0.00	\$4.00	\$4.00
Excellence in Teaching/Learning	2	\$0.00	\$40.00	\$40.00
Child Care Fund	2	\$0.00	\$6.00	\$6.00
Young Artists Competition	2	\$0.00	\$4.00	\$4.00
New Technologies	9	\$0.00	\$10,030.00	\$10,030.00
Art Gallery	2	\$0.00	\$10.00	\$10.00
New Construction	2	\$0.00	\$10.00	\$10.00
Friends of the LRC	6	\$0.00	\$21.00	\$21.00
Capital/Performing Arts Center	14	\$0.00	\$140.92	\$140.92
General Unrestricted Fund	41	\$2,900.00	\$86.00	\$2,986.00
Harper Annual Golf Outing	6	\$240.00	\$556.92	\$796.92
Annual Gala	274	\$66,824.00	\$15.38	\$66,839.38
Major Gifts Campaign	3	\$0.00	\$319.24	\$319.24
TOTAL	568	\$71,210.00	\$13,048.86	\$84,258.86

Harper College Educational Foundation
Gift In Kind Report
October 1999

Date	Constituent Name	Fund	Gift Value	Reference
10/1/99	Motorola, Inc.	01-3303202-R*	\$380.00	2 Motorola Talkabout Phones
10/5/99	Anonymous	01-3303202-R	\$210.00	6 bottles of Gary Farrell Wine
10/14/99	Jimmy John's	01-3303202-R	\$89.50	Six Foot Party Sub for 36 People
10/14/99	Atomatic Mechanical Services, Inc.	01-3303202-R	\$300.00	Boat Cruise on Lake Michigan
10/14/99	Paddock Publications, The Daily Herald	In-kind donation	\$40,000.00	Advertising Space
10/14/99	William Rainey Harper College	01-3303202-R	\$700.00	3 Holiday Floral Arrangements
10/14/99	William Rainey Harper College	01-3303202-R	\$400.00	Landscape Design
10/25/99	American Airlines	01-3303202-R	\$2,800.00	4 Round Trips/Denver
10/25/99	American Airlines	01-3303202-R	\$2,800.00	4 Round Trips/Open Destination
10/25/99	American Airlines	01-3303202-R	\$2,800.00	4 Round Trips/Fort Meyers
10/25/99	American Airlines	01-3303202-R	\$11,200.00	2 Round Trips/Paris
10/25/99	American Airlines	01-3303202-R	\$11,200.00	2 Round Trips/London
	TOTAL		\$72,879.50	

*Fund #01-3303202-R (Annual Gala)

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

First Reading: Revision to the Board of Trustees Policy Manual on the Investment Policy.

II. REASON FOR CONSIDERATION

The legislature recently passed a new law related to investment policies for all units of government. This law prescribes the content of Board policy on investments.

III. BACKGROUND INFORMATION

The College has reviewed its current investment policy and finds it does not meet all of the requirements of the new law. The College has worked with professionals in the field and other colleges to craft the revised policy. This revised policy was sent to legal review to ensure it meets the requirements of the new law.

IV. RECOMMENDATION

This is presented for a first reading by the Board of Trustees and no action is required. The second reading and adoption is scheduled for the December 21, 1999 Board Meeting.

Following is the recommended revised Investment Policy.

Investment Policy for College Funds

Investment of Funds

This policy provides for direction to the College Treasurer on investment of College funds. All investments shall be made in accordance with the Illinois Public Funds Investment Act (30 ILCS 235/1 et seq.), as may be amended from time to time (hereinafter referred to as the "Act"). All transactions involving College funds and related activity of any funds shall be administered in accordance with the provisions of this policy and the canons of the "prudent person rule."

Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The College's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the College, the Board of Trustees or the College Treasurer.

Investment Instruments

The College may invest in any type of security allowed by the Act, but the College Treasurer shall not invest in derivatives of authorized investments.

Diversification

The College shall diversify its investment portfolio to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the College Treasurer.

Collateralization

It is the policy of the College to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.

Eligible collateral instruments are any investment instruments acceptable under 30ILCS 235. The collateral must be placed in safekeeping at or before the time the College acquires the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

Safekeeping of Collateral

Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve
- by an escrow agent of the pledging institution
- by the trust department of the issuing bank

Substitution or exchange of securities held in safekeeping for the College can be approved exclusively by the College Treasurer, provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

Safekeeping of Securities

Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:

- A Federal Reserve Bank or its branch office
- At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
- In an insured account at a primary reporting dealer

Original certificates of deposits will be held by the originating bank.

Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits

Any financial institution selected by the College shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.

The College will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the College will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.

2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the College's competitive certificate of deposit purchase program must meet the following requirements:

- Shall provide wire transfer and certificate of deposit safekeeping services.
- Shall be a member of FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
- Shall have met the financial criteria as established in the investment procedures of the College.

3. Intermediaries

Any financial intermediary selected to be eligible for the College's competitive investment program must meet the following requirements:

- Shall provide wire transfer and deposit safekeeping services.
- Shall be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
- Shall provide an annual audit upon request.
- Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
- Shall be familiar with the College's investment policy and accept financial responsibility for any inappropriate investment.

Management of Program

The College Treasurer is authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure. These documents include, but are not limited to, wire transfer agreements, depository agreements, safekeeping agreements and custody agreements.

The Treasurer is responsible for management of the College's investment program, and shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions: check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy and the corresponding procedures.

The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall be approved by the Board of Trustees.

Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed in accordance with the objectives established in this document. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the Illinois Funds rate.

Ethics and Conflicts of Interest

Officers and employees of the College involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Indemnification

Investment officers and employees of the College acting in accordance with this investment policy and written operational procedures as have been or may be established, and exercising due diligence, shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The Treasurer shall submit to the College's Board of Trustees and the President, a monthly investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies, including its effectiveness, meeting the College's need for safety, liquidity, return on investment, diversity and general performance.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adoption of Levy Resolution

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute the adoption of the Levy Resolution.

III. BACKGROUND INFORMATION

The provisions of the Illinois Community College Act, 110-ILCS 805/3-20.5, require that the board of each community college district annually ascertain, as nearly as practical, how much money must be raised by special tax for Education; Operations and Maintenance; Tort Liability Insurance, Workers' Compensation and Occupational Diseases Insurance, and Unemployment Insurance; Medicare Insurance; Financial Audit; and Life Safety purposes for the next year. Such amounts shall be certified and returned to the County Clerks on or before the last Tuesday in December annually.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees adopt the Levy Resolution for 1999.

November 23, 1999

ADOPTION OF LEVY RESOLUTION

Member _____ moved, seconded by Member _____

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 1999 be approved and adopted by the Board of Trustees of William Rainey Harper College, Community College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Tax Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 110-ILCS 805/3-20.5 of the Illinois Community College Act:

We hereby certify that we require the sum of \$23,500,000 to be levied as a special tax for Educational purposes on the equalized assessed value of the taxable property of our district for the year 1999.

We hereby certify that we require the sum of \$9,800,000 to be levied as a special tax for Operations and Maintenance purposes on the equalized assessed value of the taxable property of our district for the year 1999.

We hereby certify that we require the sum of \$650,000 to be levied as a special tax for Tort Liability Insurance purposes, Workers' Compensation and Occupational Diseases Insurance purposes, Unemployment Insurance purposes and Tort Liability Prevention Items on the equalized assessed value of the taxable property of our district for the year 1999.

We hereby certify that we require the sum of \$60,000 to be levied as a special tax for Financial Audit purposes on the equalized assessed value of the taxable property of our district for the year 1999.

We hereby certify that we require \$475,000 to be levied as a special tax for Medicare Insurance and Social Security purposes on the equalized assessed value of the taxable property of our district for the year 1999.

Exhibit VII-C
November 23, 1999

We hereby certify that we require the sum of \$2,450,000 to be levied as a special tax for Energy Conservation, Health or Safety, Environmental Protection or Handicapped Accessibility purposes on the equalized assessed value of the taxable property of our district for the year 1999.

Bond and Interest levy to be determined by each of the County Clerks.

November 23, 1999

Board Chairman

Board Secretary
Community College Dist. #512
Cook, Kane, Lake and McHenry Counties
State of Illinois

Exhibit VII-C
November 23, 1999

**CERTIFICATE OF COMPLIANCE WITH
THE TRUTH IN TAXATION LAW**

I, the undersigned, do hereby certify that I am President of the Board of Trustees of William Rainey Harper Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois; and

I do further certify that the Board of Trustees of said district adopted a "Resolution Regarding Estimated Amounts Necessary to be Levied for the Year 1999," at a regularly convened meeting held on the 28th day of October 1999, said date being at least twenty (20) days preceding the adoption of the aggregate tax levy of the district; and

I do further certify that public notice of the intention of the district to levy taxes in excess of 105% of the amount of taxes extended or estimated to be extended or abated, exclusive of election costs and bond and interest costs, upon the levy of the district for 1998 was published on November 10, 1999, in accordance with the provisions of the Truth in Taxation Law, in newspapers of general circulation in the *Daily Herald and The Journal & Topics Newspapers*, a copy of which published certificates are attached hereto; and

I do further certify that a public hearing on proposed tax levy was held in said district on November 23, 1999; and

I do further certify that the aggregate tax levy of the district was adopted on November 23, 1999 after public notice and a hearing, all in accordance with the Truth in Taxation Law.

President
Board of Trustees
William Rainey Harper Community College
District No. 512
Counties of Cook, Kane, Lake and McHenry
State of Illinois

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Abatement of Taxes levied for 1999 to pay the debt service on \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) and authorization to transfer \$220,500 from the Auxiliary Fund to the Bond and Interest Fund to provide funds for the abatement.

II. REASON FOR CONSIDERATION

The purpose of this abatement is to cover the debt service costs from the Bookstore profits. The Board of Trustees approved this funding approach at the time they authorized selling the Alternate Revenue Bonds.

III. BACKGROUND INFORMATION

The Board of Trustees, as part of the construction and renovation plan, approved the sale of \$1,700,000 Alternate Revenue Bonds. As a condition of this action, it was agreed that the levy covering the payment of debt service for these bonds would be abated each year and that funds necessary to cover the debt payment would be transferred each year from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund. This recommendation is in keeping with the intended plan.

IV. RECOMMENDATION

It is recommended that the attached resolution abating the tax levied for 1999 to pay the debt service on the \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) be approved and the transfer of \$220,500 from the Bookstore profits in the Auxiliary Fund to the Bond and Interest Fund be authorized.

November 23, 1999

RESOLUTION abating the tax heretofore levied for the year 1999 to pay debt service on \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois.

WHEREAS, the Board of Trustees (the "Board") of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois (the "Issuer"), by resolution adopted on the 19th of December, 1991 (the "Resolution"), did provide for the issue of \$1,700,000 General Obligation Bonds, Series 1992 (Alternate Revenue Source) (the "Bonds"), and the levy of a direct annual tax sufficient to pay principal and interest on the Bonds: and

WHEREAS, the Issuer will have Pledged Revenues (as defined in the Resolution) available for the purpose of paying the debt service due on the bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the Issuer that the tax hereto levied for the year 1999 to pay such debt service on the bonds be abated in the amount of \$220,500.

NOW THEREFORE, Be it and it is hereby resolved by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry and State of Illinois, as follows:

Exhibit VII-D

November 23, 1999

Section 1. Transfer Authorized. The Board hereby authorizes and directs that the sum of \$220,500 be transferred forthwith from the Auxiliary Fund to the Alternate Bond and Interest Fund of 1999 so that the total aggregate sum of \$220,500 will be on deposit therein.

Section 2. Abatement of Tax. The tax heretofore levied in the amount of \$220,500 for the year 1999 in the Resolution is hereby abated in its entirety.

Section 3. Filing of Resolution. Forthwith upon the adoption of this resolution, the Secretary of the Board shall file a certified copy hereof with the County Clerks of Cook, Kane, Lake and McHenry counties, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 1999 in accordance with the provisions hereof.

Section 4. Effective Date. This resolution shall be in full force and effect forthwith upon its adoption.

Adopted November 23, 1999

AYES:

NAYS:

ABSENT:

Chairman, Board of Trustees

Secretary, Board of Trustees