

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

December 18, 2001

7:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Educational Presentations
- None
- V. Student Trustee Report
- VI. Approval of Consent Agenda* (Roll Call Vote)

For Approval

1. Minutes – November 20, 2001 Regular Board meeting and executive session Exhibit VI-1
2. Bills Payable, Payroll for November 16, 2001, and November 30, 2001; Estimated payrolls for December 1, 2001 through December 28, 2001 Exhibit VI-2
3. Bid Awards Exhibit VI-3
4. Purchase Orders Exhibit VI-4
5. Personnel Action Sheets Exhibit VI-5
6. College/Foundation Naming Program Exhibit VI-6

For Information

7. Financial Statements Exhibit VI-7
8. Committee and Liaison Reports Exhibit VI-8
9. Grants and Gifts Status Report Exhibit VI-9

* 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: Affiliation Agreement Between William Rainey Harper College and Loyola University Medical Center for use of clinical facilities for students in the Cardiac Technology Program. Exhibit VII-A

B. RECOMMENDATION: Approval of Construction Documents and Specifications for the Science, Emerging Technology and Health Careers Center and authorization to proceed to bid. Exhibit VII-B

VIII. Citizens' Participation

IX. President's Report

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

December 22, 2001

January 2, 2002

Holiday Break begins - campus will be closed through January 1

School Reopens

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, November 20, 2001

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

Minutes of the Regular Board Meeting of Tuesday, November 20, 2001

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 Tuesday, November 20, 2001 at 7:00 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindel, V.P. Student Affairs; David McShane, V.P. Information Technology; Elizabeth McKay, Acting V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Cathy Brod; Chris Burkhart; Harley Chapman; Marilyn Cook; Dave Dluger; Jim Edstrom; Bob Fabbrini; Bob Getz; Sara Gibson; Michael Harkins; Thea Keshavarzi; Cheryl Kisunzu; Tom McCluskey; Russ Mills; Sheryl Otto; Elena Pokot; Sheila Quirk; Fred Skorude and Sarah Stark.

Guests: Jeff Jameson, Stanley Consultants, Inc.; Tim Kane, Chicago Tribune; Shruti Daté, Daily Herald; Laurie Stone, Trustee-Elect; Doug Hess, husband of Trustee.

Chair Kolze noted that Student Member Passarini has a class on Tuesday evenings and will not be able to attend the meeting.

Chair Kolze announced that they would have several different meetings this evening. Shortly, they would adjourn sine die to the Organizational Meeting. Following the Organizational Meeting, they will reconvene the Regular Board meeting. He asked for a motion to approve the first five items on the agenda, prior to commencing the Board Organizational Meeting.

APPROVAL OF AGENDA Member Barton moved, Member Howard seconded, approval of items I through V on the agenda.

Upon roll call, the vote was as follows:

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

Motion carried.

PRESENTATIONS

Dr. Richard Kolze

Chair Kolze announced that Trustee Judy Hess has completed her term on the Board. He asked her to come forward as he read a Resolution honoring her. The Resolution outlined Ms. Hess' outstanding service as a Member of the Board of Trustees from November 1995 to November 2001. Through personal and collaborative efforts, she helped with a successful referendum campaign which will result in the construction of the Science, Emerging Technology and Health Careers Center. On behalf of the Board of Trustees, Chair Kolze expressed deep appreciation for Ms. Hess' loyalty, commitment and service. Chair Kolze added that Ms. Hess has always made William Rainey Harper College her personal priority. Member Barton noted that Ms. Hess will be the first Trustee to receive the title of Trustee Emeritus.

Member Howard moved, Member Barton seconded, approval of the above Resolution, awarding Judith Hess the title of Trustee Emeritus.

In a voice vote, the motion carried.

He presented her with a framed copy of the Resolution and other gifts, including a framed picture of the Groundbreaking Ceremony. Chair Kolze introduced Doug Hess, Judy's husband, who was present in the audience. Chair Kolze read a description of Trustee Emeritus status. He suggested she speak to Dr. Breuder if she has any questions.

Ms. Hess thanked everyone for their support and friendship. She noted that Harper College has meant a great deal to her and to her family. She has no doubt that Harper will continue on the leading edge of education with its wonderful President, administration, Board and faculty. She welcomed Trustee Laurie Stone and indicated she believes Laurie will be a great asset to the Board.

Burnidge Cassell Report In response to Chair Kolze, Board members agreed to move the presentation of Burnidge Cassell until later in the evening, pending their arrival.

STUDENT TRUSTEE
REPORT

In the absence of Student Member Passarini, Chair Kolze distributed the Student Trustee Report. He suggested that each Board member read the report at their leisure.

Inasmuch as there was no further business, Chair Kolze asked for a motion to adjourn sine die.

ADJOURNMENT:

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

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 7:11 p.m.

Chair Kolze asked newly-elected Trustee Laurie Stone to join them at the table. He noted that Richard Gillette was part of the election, as well, and was re-elected to a six-year term. He welcomed both Members Stone and Gillette to the Board.

CALL TO ORDER:

The Organizational Meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair Kolze on Tuesday, November 20, 2001 at 7:14 p.m. in the Student and Administration Center (Room A-242), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

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

Also present: Robert Breuder, President; Bonnie Henry, V.P. Human Resources and Internal Affairs; Joan Kindler, V.P. Student Affairs; David McShane, V.P. Information Technology; Elizabeth McKay, Acting V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Linda Kolbusz, Special Assistant to the President; Joe Accardi; Mike Alsup; Larry Bielawa; Carol Blotteaux; Cathy Brod; Chris Burkhart; Harley Chapman; Marilyn Cook; Dave Dluger; Jim Edstrom; Bob Fabbrini; Bob Getz; Sara Gibson; Michael Harkins; Thea Keshavarzi; Cheryl Kisunzu; Tom McCluskey; Russ Mills; Sheryl Otto; Elena Pokot; Sheila Quirk; Fred Skorude and Sarah Stark.

Guests: Jeff Jameson, Stanley Consultants, Inc.; Charles Burnidge, John Cinelli, Burnidge Cassell Architects; Tim Kane, Chicago Tribune; Shruti Datã, Daily Herald; Doug and Judith Hess, citizens.

ELECTION OF
2001-02 OFFICERS:

Chair Kolze noted that, ordinarily, the current Chair serves as Chair pro tem. He asked for nominations for Board Chair.

Member Botterman moved, Member Barton seconded, that Kris Howard be elected to serve as Chair for a one-year term. There were no other nominations.

Upon roll call, the vote was as follows:

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

Nays: Member Shure

Motion carried.

Member Kolze congratulated Kris Howard and wished her well as Chair of the Board.

Member Kolze switched places with Chair Howard. In response to Member Shure, Chair Howard noted that seating arrangement changes will be made at the next meeting, as is customary.

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

Member Kolze moved, Member Botterman seconded, that Barbara Barton be elected to serve as Vice Chair. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Howard congratulated Member Barton.

Member Barton moved, Member Kolze seconded, that Patrick Botterman be elected to serve as Secretary of the Board. There were no other nominations.

Upon roll call, the vote was as follows:

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

Motion carried.

Chair Howard congratulated Member Botterman.

CONSENT AGENDA

Member Stone moved, Member Kolze seconded, approval of the minutes for the October 30, 2001 regular Board meeting and executive session; bills payable; payroll for November 2, 2001; estimated payrolls for November 3, 2001 through November 30, 2001; bid awards; purchase orders; personnel action sheets; Organizational Meeting agenda; disposal of obsolete and unrepairable property owned by the College; career advisory appointments; and for information: financial statements, committee and liaison reports and grants and

gifts status report, as outlined in Exhibits VI-1 through VI-11 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$3,218,911.00
Tuition Refunds	168,097.77

The payrolls of November 2, 2001 in the amount of \$1,994,195.78; and estimated payroll of November 3, 2001 through November 30, 2001 in the amount of \$4,018,304.50.

Bid Awards	Ex. VI-3a	Award bid Q00179 for an underground fuel storage tank monitoring system to Palatine Oil Co., Inc., the low bidder, in the amount of \$54,734, and for approval of Engineering Fees of \$11,700, reimbursables in the amount of \$4,500, and a 10 percent contingency of \$5,473 for a total award of \$76,407.
	Ex. VI-3b	Award bid Q00180 for Radware Fireproof hardware and remote technical support to Daly Computers, Inc., the low bidder, in the amount of \$26,040.
Purchase Orders	Ex. VI-4a	Approve issuance of a purchase order to Krueger International, Inc., for computer laboratory furniture for use at the Northeast Center by the TECH program, in the amount of \$21,902.64.
	Ex. VI-4b	Approve issuance of a purchase order to Krueger International, Inc. for computer laboratory furniture to be used at the Hilltop Professional Plaza in Schaumburg, in the amount of \$16,372.04.
Personnel Actions	<u>Administrator Appointment</u> Sarah Griffith, Dean of Applied Technology, Mathematics and Physical Science, TM/PS, 1/02/02, \$93,906/year <u>Professional/Technical Appointments</u> Christopher Dobson, Curriculum Content Graphic Illustrator, DoIT, 11/26/01, \$42,000/year Guy Leahy, Assessment Coordinator, W/HP, 11/19/01, \$35,000/year	

Sarah Michaels, Workforce ESL & Basic Skills Program
Specialist, COR SER, 12/03/01, \$35,000/year

Supervisory/Confidential Appointment

Larry Olson, Utilities Foreman, PHY PLT, 11/05/01,
\$56,000/year

Classified Staff Appointments

Kathleen Burlette, Library Assistant II, LIB SER, 11/12/01,
\$30,200/year

Iosif Capota, Food Service Worker I, p/t, FD SER, 11/05/01,
\$12,150/year

Carolyn Medley, Food Service Worker II, p/t, FD SER,
11/05/01, \$12,750/year

Emil Romano, Library Assistant I, LIB SER, 11/05/01,
\$24,000/year

Joyce Stewart, Food Service Worker II, p/t, FD SER,
11/05/01, \$13,800/year

Harper #512 IEA-NEA Appointment

Laura Deal, Custodian, PHY PLT, 11/05/01, \$19,989/year

Classified Staff Reclassification

Maria Bevilacqua, Food Service Worker II, FD SER,
07/01/01, \$14,415/year

Professional/Technical Resignation

James Walter, Desktop Integration Analyst, IT/CS, 11/30/01,
7 years 6 months

Harper #512 IEA/NEA Resignation

Nan McComb, Custodian, PHY PLT, 10/22/01, 2 weeks

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.

Approval of the Career Advisory Committee appointments for the 2001-2002 academic year.

With regard to Exhibit VI-3a, Member Gillette asked how much fuel Harper College uses per year. Fred Skorude stated that the College has three underground storage tanks (USTs): one holds diesel fuel (6,000 gallons per year are used); one holds unleaded fuel (13,000 gallons per year are used); one is a generator diesel fuel tank (440 gallons per year are used). In response to Member Gillette, Mr. Skorude

explained that the monitoring system is a legal requirement that is a cost of doing business when an organization has its own fueling facility on site. The monitoring system does not rely on how much fuel the College uses. Member Gillette questioned whether this is a good business decision, considering the cost of the monitoring system.

In response to Member Gillette's question regarding the type of tanks, Mr. Skorude stated that they were upgraded approximately 10 years ago. Member Gillette suggested that the College stop using the UST's and purchase fuel at the pump as it is needed. Mr. Skorude explained that, if the Board does not approve the monitoring system, the State Fire Marshal will require that they close the tanks and remove them, which would be very costly. In response to Dr. Breuder, Mr. Skorude explained that, with regard to the unleaded fuel, the College, theoretically, could purchase that off-site at a regular service station. However, with regard to the diesel tank (which services the College's on-site equipment such as lawnmowers), they do not have any other recourse, because it is not legal to transport that fuel on the road. With regard to the third tank, (a diesel fuel tank for the emergency generator for the Wellness and Sports Center), again, they do not have another option because of transport issues. In response to further questions, Mr. Skorude stated that there is not much of a price differential when purchasing the fuel in the current manner, as opposed to purchasing at the pump. The life expectancy of the tanks is 25 years, and the life expectancy of the monitoring system is approximately 10 years, depending on the electronics on the system.

There was discussion regarding moving to above-ground tanks in the future. Mr. Skorude noted that it would be possible; however, above-ground tanks are not very well accepted industry-wide. They have more requirements, because they are above-ground. Member Gillette suggested that, when the College gets to the point where another maintenance decision needs to be made regarding the USTs, the Board should seriously consider above-ground oil storage (which is not as flammable as gasoline) and/or off-campus purchase of gasoline. He added that the monitoring equipment is very expensive, relative to the small amount of fuel used by Harper.

Member Gillette raised questions concerning Exhibit VI-7, Disposal of Obsolete and Unrepairable Personal Property of the College. He felt that the 600 computers are worth more than \$300 apiece in the used market. Additionally, he

wanted to know why only two monitors were disposed of, when he was pretty sure the College has been purchasing monitors with each computer for some time. In response, Vice President Dave McShane explained that the College does not purchase monitors with every machine. Monitors have a three- to five-year life, and the College has been extending them to six years. They have been replacing the CPU and keeping the monitor for a lifecycle of two CPU's for every one monitor. He added that many monitors were released for disposal last year. Additionally, he noted that the bid for this year reflects the request of 150 monitors and 700 PC's.

Member Gillette requested a report reflecting the destination of all computers released last year and the destination of the 600 computers that will be released this year. Dr. Breuder noted that a report for last year's units was produced and given to Member Gillette last year. Member Gillette felt that he did not receive all the information he desired from the report that was given to him.

In response to Member Shure, Vice President McShane stated that a request must be submitted on official letterhead from the Indian Trails Public Library District, or its Foundation, if they want to be included on the list of not-for-profit organizations who receive these items. Member Shure stated that he would follow-up on that.

Member Gillette suggested that perhaps Harper student organizations could work together to learn how to fix some of the computer equipment and either use it or sell it. Chair Howard noted that this suggestion could be given to the Student Senate to see if they would be interested.

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

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

Motion carried.

Chair Howard noted that she had made her first mistake as Board Chair in following the agenda. She asked that the Board go back to Exhibit IV in the Organizational Meeting section – Establishment of Regular Meetings.

ESTABLISHMENT OF
REGULAR MEETINGS:

Member Kolze moved, Member Barton seconded, that the Board adopt the resolution establishing the dates, times and place of the regular meetings as outlined in Exhibit IV (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, Howard, Gillette,
Kolze, Shure and Stone
Nays: None

Motion carried.

After a short break for photographs to be taken of the new Board, the regular meeting was reconvened at 7:34 p.m.

NEW BUSINESS:

Affiliation Agreement
Between William
Rainey Harper College
and Medical Practice of
Northwest Neurology

Member Barton moved, Member Kolze seconded, approval of the Affiliation Agreement between William Rainey Harper College and Medical Practice of Northwest Neurology, for the clinical education of students in the health career programs, as outlined in Exhibit VII-A (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, Howard,
Kolze, Shure and Stone
Nays: None

Motion carried.

Resolution for
Increased Capital
Funding for Community
Colleges

Member Kolze moved, Member Stone seconded, adoption of the resolution for Increased Capital Funding for Community Colleges, as outlined in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted that, by increasing the funding for community colleges and the students who attend community colleges, the State will actually save money.

Chair Howard explained that a commitment has been made by the State to increase capital funding for community colleges. The Illinois Community College Trustees and Presidents are concerned that the current economic system

might weaken the commitment to community colleges' capital funding needs. Therefore, community college boards are being asked to pass this resolution to show support for increased community college capital funding. In response to Member Barton, Chair Howard noted that the amounts given to community colleges and universities will depend upon how much will be cut.

Upon roll call, the vote was as follows:

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

Motion carried.

Second Reading of Board Policy Manual Addition – Student Development Program for Policy on Assessment

Member Kolze moved, Member Gillette seconded, adoption of the addition to 05.27.00 Student Development Program in the Board of Trustees Policy Manual, 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, Howard, Kolze, Shure and Stone
Nays: None

Motion carried.

Second Reading of Board Policy Manual Addition – Americans with Disabilities Act (ADA) Policy

Member Barton moved, Member Kolze seconded, adoption of the addition to the Americans with Disabilities Act Policy in the Board of Trustees Policy Manual, as outlined in Exhibit VII-D (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, Howard, Kolze, Shure and Stone
Nays: None

Motion carried.

Recommendation for Issuance of Purchase Orders to CoreSource, Provident Life Insurance

Member Kolze moved, Member Botterman seconded, acceptance of the proposal of Willis Corporation of Illinois and the College administration to have Provident/Unum Life Insurance Company continue to provide the College with

Company, Blue Cross
Blue Shield of Illinois,
HMO Illinois and CNA
Insurance Company

Term Life, not to exceed \$0.28 per \$1,000 of covered payroll; Accidental Death and Dismemberment, not to exceed \$0.024 per \$1,000 of covered payroll; CNA to provide Long-Term Disability insurance coverage, not to exceed \$0.29 per one percent of payroll per month; and CoreSource to provide claims administration, not to exceed \$2.92 for dental and \$1.10 for Short-Term Disability. Additionally, that Blue Cross Blue Shield of Illinois and HMO Illinois provide the College with medical insurance coverage, not to exceed the proposed amount per level of coverage per covered individual per month, as outlined in Exhibit VII-E (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, Howard,
Kolze, Shure and Stone

Nays: None

Motion carried.

CITIZEN
PARTICIPATION

Cheryl Kisunzu addressed the Board with regard to the Workplace Violence Policy. She noted that concerns regarding this policy are currently being reviewed by the Human Resources Committee and the College Assembly. She explained that the policy was presented to the Board and to the College Assembly by a representative of the Human Resources Committee for informational purposes. The College Assembly identified policy strengths and concerns with respect to the policy's language, and it shared the information with the Human Resources Committee for its review and action. Consistent with protocol which had been previously followed, a final version of the policy was not presented to the College Assembly prior to the Human Resources Committee's presentation of this policy to the Board. Ms. Kisunzu noted that, due to contractual concerns, the College Assembly could not vote on the policy.

In response to Chair Howard, Ms. Kisunzu stated that the College Assembly and the Human Resources Committee are continuing to work through the concerns. She noted that Mike Vijuk, Chair of the Human Resources Committee, and Michael Harkins, Chair of the College Assembly, will continue to work collaboratively to ensure that the concerns are addressed. Ms. Kisunzu noted that she continues to act as a resource for them and with them.

PRESIDENT'S REPORT

Dr. Breuder asked Charles Burnidge of Burnidge Cassell Architects to make his presentation at this time.

Mr. Burnidge introduced John Cinelli, Burnidge Cassell's on-site architect for Harper College. Mr. Cinelli gave an update of the project

Overview

- Construction for the two buildings remains on schedule, according to the timeline approved by the CDB.
- Substantial completion and punchlist are scheduled for the two buildings April 30, 2002.
- Both buildings are scheduled for acceptance and turnover to Harper College on June 1, 2002.
- The Conference Center turnover has shifted back two months from the date reported to the Board in June 2001 due to the delay in installation of exterior metal panels and delay in commissioning of the building heating system by the construction team.
- The project schedule for both buildings is approximately at 80 percent completion.
- The CDB and Burnidge Cassell Architects have continued regular meetings with the construction team to monitor the schedule and budget.
- During the last few months, there has been coordination made with the Harper College audio-visual system designer for both buildings.
- All key components have been procured and coordination drawings approved by the architecture and engineering design teams.
- Construction staffing on the two sites has increased significantly through the summer and fall, with an average of 65 people and a high of 80 people.
- A warm, dry period of weather, in October and November, has allowed the project to continue enclosing both buildings.
- The key construction milestone of making both buildings weather-tight by early December is in sight.

Conference Center

- The Conference Center is expected to be fully enclosed by the end of November.
- Drywall is installed on the third and second floors.
- The building finishes, painting, ceramic tile, millwork and carpeting will be completed from the third floor down to the first floor.

- Painting will be starting on the third floor in December and progressing through the building.
- The asphalt work is scheduled for tomorrow morning.

Performing Arts Center

- The site is extremely busy, with a large push of manpower during the week and on Saturdays.
- Weather permitting, the balance of the masonry work will be completed in early December.
- Windows for the building are also scheduled for completion in early December.
- The mezzanine level concrete deck is scheduled to be poured next week.
- The interior masonry has also begun at the north end of the building around the main stage and in the theater.
- Given the sophistication of the building, there are large crews of ventilation, electrical and plumbing contractors working in the main mechanical room and the north end or backstage area of the building.
- Burnidge Cassell has recently toured the building separately with the theater design and acoustic consultant to make sure that nothing is missed in these two key areas.
- The site reports have been forwarded back to the contractors, so that important items can be remedied before construction closes up these areas.
- The stage rigging contractor and the orchestra pit lift contractor are due on-site on December 10 to begin their work.
- January and February will bring drywall and interior finishes to the lobby. There will also be a big push from the electrical contractor, as they continue to wire up the elaborate stage and house lighting.
- The CDB and Burnidge Cassell appreciate the College's patience on the site.

Project Budget

- The project remains on budget.
- 87 percent of the project contingency money has been obligated. Thirteen percent of the contingency was spent on primary electrical power for the two buildings from ComEd. Seven percent of the money has been spent by the CDB; the CDB is now awaiting reimbursement from Harper College.
- The project completion and contingency money both stand at approximately 80 percent.

- They continue to forward a monthly breakdown of change order status to Bob Getz.
- The entire design team continues to review all change order requests received from the contractors and scrutinizes the billing.
- The CDB and Burnidge Cassell will be vigilant throughout the winter and spring and let Harper know if funding on the project becomes an issue.
- They work closely with Bob Getz in coordination with other campus projects that are near or on the building sites, such as the utility tunnel to the west of the new W Building and the new fountain at the turnaround to the R Building.
- They are also coordinating with Kay Turner and her associates with regard to landscaping around each of the buildings.

In response to Member Barton, Mr. Cinelli stated that after the June 1 turnover date, Bob Getz will be working with the audio-visual people to complete their work in each of the buildings. Mr. Getz noted that they are working internally on the campus to make sure that they have the equipment ready to roll into the building as soon as the buildings become available. They are working with Vice President Dave McShane and Michael Lundeen of Legat Architects.

In response to Member Shure, Dr. Breuder stated that there is no target date for a dedication ceremony at this time. The College needs to know for sure when the buildings will be available. Member Shure suggested that all legislators who were helpful to Harper be invited to the dedication ceremony.

Additionally, Member Shure asked if the Press could come in and take pictures so that the public can see what is being created. There was discussion regarding the hard hat area. Charles Burnidge stated that it could be arranged that both the Board and the Press walk through at this juncture to see the status. They would need to know ahead of time to make sure that the areas are safe and that hard hats are available. Member Shure stated that, if it is safe enough to do it, a photograph session should be scheduled soon.

In response to Member Barton, Mr. Burnidge explained that they had hoped, as they reported in June, to have the Conference Center available in April and the Performing Arts Center construction work completed in June. The Performing Arts Center schedule has not changed.

Burnidge Cassell's work and the CDB work will be done in June, and then the audio-visual work needs to take place. The original schedule from the CDB for both buildings was June 2002, but Burnidge Cassell had hoped the Conference Center would be complete by April, due to fact that they were ahead of schedule earlier on.

In response to Member Barton, John Cinelli explained that the cause of the delay was due to two key issues: exterior panels and heating system. Exterior metal panels were ordered in early spring, but there was an issue related to sizing of the windows in relation to the metal panels. The number kept going back and forth between the two contractors, which pushed back the fabrication of the panels. The panels are half-way up today. They are approximately one month behind because of the delay. The second issue is related to the heating system. In order to get to the fine finish level on the W Building (final painting and millwork), the building must be at a temperature of at least 68 degrees. They were ready to commission the heating system (bring it online) during construction; however, there were issues relating to warranties and the CDB. They did not want to compromise any warranties on the building with mechanical systems. That pushed the schedule back another month.

In response to Member Barton, Mr. Burnidge explained that the windows and panels are being installed now, which will enclose the building. He added that this has been very frustrating to everyone. Even though they work very diligently with the contractor, they cannot always accomplish the goals that the CDB and the architect want to accomplish. They have agreements, their scheduled completion was June 1, and that is what their contract is. Burnidge Cassell had hoped, since they had been ahead of schedule earlier, that they would be able to accomplish an earlier turnover. However, with the delay of the panels and the heating system warranties, it has pushed the schedule back to the original June deadline.

Mr. Cinelli noted that they have spent the last several weeks with the CDB and all the contractors to work on the schedule so that delays do not happen again. June 1, 2002 is a real contract date. There are some significant and serious issues if that date is not met.

Mr. Burnidge explained that the CDB has worked very hard on this issue. He does not want to reflect negatively on the

CDB, because they have been a real partner in trying to get the schedules accomplished.

Dr. Breuder stated he is startled by the fact that they cannot have either one of the two buildings enclosed by the second winter of construction. He was concerned this past fall when the weather was beautiful and there was hardly anybody working on the Conference Center for three or four weeks. The individuals at Harper who will be receiving these buildings for the benefit of the community sit in utter frustration because there is so little they can do. Dr. Breuder noted that the College is preparing to build a complex of 281,500 square feet, at almost \$100M, with a construction schedule of less than 24 months. The Performing Arts Center and Conference Center combined are 89,000 square and will take 24 to 25 months to build. That is one-third the size with an equal construction time. Something has fallen apart in the process. He added that, whatever Burnidge Cassell can do to firm up the date and give the College reasonable time to get in, would be greatly appreciated. It is terribly important to the people who will occupy the space.

Mr. Burnidge explained that the Harper employees involved in the construction meetings can attest to the intensity with which Mr. Cinelli tries to work with the contractor to get them to be on schedule and resolve these issues. He added that he and Mr. Cinelli would be happy to address the Board again, in January or February or whenever, to give another update on the situation.

Board members thanked Messrs. Burnidge and Cinelli for their update.

Member Gillette suggested that the CDB, ICCB and/or the IBHE hold one of their monthly meetings in Harper's new Conference Center during the month of July. He feels this might be an incentive for the people involved to have the building ready for the people who pay their bills. Board members agreed that the idea was worth looking into. It was noted that one of the challenges with the Conference Center is to get a definite completion date, so that the College can begin booking it.

Learning Communities

Dr. Breuder noted that several weeks ago, Harper College co-sponsored, along with Delta College, a Learning Communities Conference in downtown Chicago. Almost 300 participants attended from around the country. Jacque Mott and Jan Phillips led the conference, and it was supported by

Tom Johnson, Dean of the Business and Social Science. After attending a portion of the conference, Dr. Breuder noted that it was an outstanding experience and very well received. Harper College distinguished itself and represented the Learning Communities concept very well nationwide. A great deal of credit goes to everyone who worked for a year to organize the conference. Learning Communities is a defined non-traditional instructional delivery system which is soon to be much more traditional.

ANNOUNCEMENTS BY
CHAIR

On behalf of the Board, Chair Howard thanked Dick Kolze for chairing the Board for the last four years. He was a steady hand in turbulent times. He devoted much time and thought to the position. The Board will recognize Member Kolze's commitment at the next meeting. Member Barton noted she is pleased with the tennis courts.

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

There was no other business.

Chair Howard wished everyone a Happy Thanksgiving.

ADJOURNMENT

Member Barton moved, Member Gillette seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:06 p.m.

Chair

Secretary

BOARD REQUESTS

NOVEMBER 20, 2001 REGULAR BOARD MEETING

1. Member Gillette suggested that when the College gets to the point where another maintenance decision needs to be made regarding the USTs, the Board should seriously consider above-ground oil storage (which is not as flammable as gasoline) and/or off-campus purchase of gasoline.
2. With regard to Exhibit VI-7, Member Gillette requested a report reflecting the destination of all computers released last year and the destination of the 600 computers that will be released this year.
3. In response to Member Shure, Vice President McShane stated that a request must be submitted on official letterhead from the Indian Trails Public Library District, or its Foundation, if they want to be included on the list of not-for-profit organizations who receive these items. Member Shure stated that he would follow-up on that.
4. Member Gillette suggested that perhaps Harper student organizations could work together to learn how to fix some of the computer equipment and either use it or sell it. Chair Howard noted that this suggestion could be given to the Student Senate to see if they would be interested.
5. In response to Member Shure, Dr. Breuder stated that there is no target date for a dedication ceremony at this time. The College needs to know for sure when the buildings will be available. Member Shure suggested that all legislators who were helpful to Harper be invited to the dedication ceremony.
6. Charles Burnidge stated that it could be arranged that both the Board and the Press walk through the buildings at this juncture to see the status. They would need to know ahead of time to make sure that the areas are safe and that hard hats are available. Member Shure stated that, if it is safe enough to do it, a photograph session should be scheduled soon.
7. Member Gillette suggested that the CDB, ICCB and/or the IBHE hold one of their monthly meetings in Harper's new Conference Center during the month of July. He feels this might be an incentive for the people involved to have the building ready for the people who pay their bills. Board members agreed that the idea was worth looking into.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 18, 2001

SUMMARY OF BIDS

- Exhibit VI – 3a The administration recommends that the Board award bid request Q00184, for upgraded carpet to replace the carpet specified in the original bid documents for the Instructional Conference Center and the Performing Arts Center, to R. W. Johnson Corp. for Collins & Aikman carpet in the amount of \$95,540 and to Flooring Resources Corp. for Interface carpet in the amount of \$47,642.95 for a total award of \$143,182.95. After deducting \$121,670 credit for the carpet and installation in the original bid documents and adding back in the \$45,000 cost of installation, the total increase is \$66,512.95.
- Exhibit VI – 3b The administration recommends that the Board award Q00183 for two different models of Data/Video projectors for use in academic and administrative areas of the College to MCSi, the lowest responsible bidder meeting specifications for both categories of projectors, in the amount of \$83,504.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00184 for upgraded carpet to replace the carpet specified in the original bid documents for the Instructional Conference Center and the Performing Arts Center, as requested by Physical Plant.

II. BUDGET STATUS

Funds in the amount of \$66,512.95 are provided in the 2001/02 Operations and Maintenance Fund budget, under account number 0292-039-589.

III. INFORMATION

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

	<u>Collins & Aikman</u>	<u>Interface</u>
R. W. Johnson Corp.	\$ 95,540.00	\$48,552.25
Vortex enterprises	95,629.80	No Bid
Flooring Resources Corp.	96,039.20	47,642.95
H. F. Huster Company, Inc.	99,548.00	57,398.00
DuPont Flooring Systems	100,999.60	No Bid

This request is to upgrade the carpet in the Instructional Conference Center and the Performing Arts Center. The carpet specified in the original bid documents is a low grade and only carries a five-year warranty. The upgraded carpet carries a 10-year warranty and consists mostly of carpet squares, which are more easily replaced if there is a need. As well as the additional life, the upgraded carpet will be easier to maintain and visually more attractive.

A carpet manufactured by Collins & Aikman Floorcoverings, Inc. will be used on the first two floors of the Instructional Conference Center and will cost \$95,540. A carpet manufactured by Interface Flooring Systems, Inc. will be used on the third floor of the Instructional Conference Center and in the Performing Arts Center and will cost \$47,642.95.

The new total cost is \$188,182.95, which includes \$143,182.95 for the upgraded carpet and \$45,000 for installation. This is an increase of \$66,512.95 over the original total cost of \$121,670.

If the carpet specified in the original bid documents were replaced in five years, the estimated cost to the College at that time is approximately \$271,000. By changing the carpet now, at an increased cost of \$66,512.95, the College will gain a minimum of five years of additional life and a potential savings of approximately \$204,487.05.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00184, for upgraded carpet to replace the carpet specified in the original bid documents for the Instructional Conference Center and the Performing Arts Center, to R. W. Johnson Corp. for Collins & Aikman carpet in the amount of \$95,540 and to Flooring Resources Corp. for Interface carpet in the amount of \$47,642.95 for a total award of \$143,182.95. After deducting \$121,670 credit for the carpet and installation in the original bid documents and adding back in the \$45,000 cost of installation, the total increase is \$66,512.95.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00183 for two different models of Data/Video projectors for use in academic and administrative areas of the Colleges as requested by Information Technology/Client Services for the Media Services department.

II. BUDGET STATUS

Funds in the amount of \$83,504 are provided in the 2001/02 Education Fund budget, under account number 0122-025-586.

III. INFORMATION

A legal bid notice was published and 13 bids solicited. Six responses were received. The following is a recap of the bid tab sheet:

	<u>Large Projectors</u>	<u>Small Projectors</u>
Fox River Graphics, Inc.	\$56,944	\$15,968
	(Sanyo projectors)	
Roscor Corp.	58,096	19,968
Fox River Graphics, Inc.	58,736	13,336
	(Epson projectors)	
MCSi	61,200	22,304
United Visual, Inc.	63,344	22,568
Allen Visual Systems, Inc.	93,344	20,200

Neither the Sanyo nor the Epson projectors bid by Fox River Graphics, Inc. met mandatory specifications. The bid received from Roscor Corp. could not be considered because it did not meet specifications and was incomplete. The bid received from Allen Visual Systems, Inc. was incomplete and could not be considered.

The new equipment will be used to help meet three goals of the Media Services department: first, to update and increase the number of projectors available in classrooms and conference rooms for instruction and demonstration; second, to provide supplemental projectors for a wide variety of special events on campus; and third, to provide minimal necessary backfill when older units are out for repair or need replacement.

This recommendation is to award the bid to MCSi, the lowest responsible bidder for both categories of projectors. The award will be for 16 large projectors and eight smaller units. The total amount is \$83,504.

IV. RECOMMENDATION

The administration recommends that the Board award Q00183 for two different models of Data/Video projectors for use in academic and administrative areas of the College to MCSi, the lowest responsible bidder meeting specifications for both categories of projectors, in the amount of \$83,504.00.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

December 18, 2001

SUMMARY OF PURCHASE ORDERS

- Exhibit VI – 4a The administration recommends that the Board approve the issuance of a purchase order to Intecom, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Performing Arts Center and the Instructional Conference Center, in the amount of \$111,434.
- Exhibit VI – 4b The administration recommends that the Board approve the issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, and indexes, in the amount of \$17,036.25.
- Exhibit VI – 4c The administration recommends that the Board approve the issuance of a purchase order to Softchoice, Inc., the sole provider in the Midwest Region for the purchase of upgrades and additional software licenses for the Total Virus Defense Security Suite published by McAfee Corporation, in the amount of \$44,119.80.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Intecom, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Performing Arts Center and the Instructional Conference Center, as requested by Information Technology for the Technical Services department.

II. BUDGET STATUS

Funds in the amount of \$111,434 are provided in the 2001/02 Restricted Purposes Fund budget, under account number 0695-245-585.10-4509.

III. INFORMATION

The purchase and installation of the Intecom E-14 Millennium telephone system was approved by Board action April 23, 1998. The system provides telephone service for all of the buildings on the main campus, as well as for the Northeast Center and the Hilltop Professional Plaza. It is a distributed digital system which was designed for expansion to provide service to future buildings, such as the Performing Arts Center and the Instructional Conference Center. This request is for the telephone system hardware, software, installation and maintenance for these two Centers.

Intecom, Inc. is the sole provider of the equipment, software and maintenance.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Intecom, Inc., for the purchase, installation and maintenance of telephone system hardware and software for the Performing Arts Center and the Instructional Conference Center, in the amount of \$111,434.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Proquest Information and Learning for renewal of subscriptions to newspapers on microfilm, and indexes, as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$17,036.25 are provided in the 2001/02 Education Fund budget, under account number 0121-024-546.1.

III. INFORMATION

The acquisition of newspapers on microfilm is a crucial part of the long-term collection development of the Library. Through the analysis of usage statistics and in consultation with other College faculty, Library faculty identifies and selects certain newspaper titles that are regularly acquired on microfilm. This achieves three purposes: it optimizes the use of space, it provides a destruction-proof copy for student use, and it preserves the newspapers in a stable and long-lasting medium.

This request is to renew subscriptions to the following newspapers, and indexes, on microfilm for the 2002 calendar year:

- *Barron's*
- *Chicago Tribune*
- *New York Times*
- *New York Times Index*
- *Wall Street Journal*
- *Wall Street Journal Index*

Proquest (previously Bell & Howell and University Microfilms International) has produced microfilm newspapers for the library community for many years. No other microfilm producer of newspapers has the full image of the specific newspaper issue, or the previous years needed for our collection.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Proquest Information and Learning, for renewal of subscriptions to newspapers on microfilm, and indexes, in the amount of \$17,036.25.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order to Softchoice, Inc., for the purchase of upgrades and additional software licenses for the Total Virus Defense Security Suite published by McAfee Corporation, as requested by Information Technology for the Client Services department.

II. BUDGET STATUS

Funds in the amount of \$44,119.80 are provided in the 2000/01 Education Fund budget, under account numbers 0195-245-544.8 and 0195-245-534.01.

III. INFORMATION

This request is for licenses to upgrade the current version of the anti-virus software, and for additional licenses for support of 2,400 networked stations in both administrative and academic environments. In an open systems networked environment, all systems are highly vulnerable to thousands of viruses of many types. Open access to information across the campus and around the world, via the Internet, is essential to the College. It is also essential that the College have virus scanning detection and removal software in place.

Softchoice, Inc. is the sole educational partner for McAfee software in the Midwest Region. A letter is on file confirming this.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Softchoice, Inc., the sole provider in the Midwest Region for the purchase of upgrades and additional software licenses for the Total Virus Defense Security Suite published by McAfee Corporation, in the amount of \$44,119.80.

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 Administrator Appointments.
- B. Ratification of Faculty Appointment.
- C. Ratification of Professional/Technical Appointment.
- D. Ratification of Classified Staff Appointment.
- E. Ratification of Professional/Technical Reclassification.
- F. Ratification of Classified Staff Reclassifications.
- G. Ratification of Classified Staff Retirement.
- H. Ratification of Professional/Technical Resignation.
- I. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

The administration recommends that the Board of Trustees ratify the Administrator, the Faculty, the Professional/Technical and the Classified Staff Appointments; the Professional/Technical and the Classified Staff Reclassifications; the Classified Staff Retirement; the Professional Technical and the Classified Staff Resignations and the Overload and Adjunct Faculty Assignment Summary Sheets.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

College/Foundation Naming Program: Conference Center and Performing Arts Center.

II. REASON FOR CONSIDERATION

Board Policy states that the naming of all College facilities is subject to the approval of the governing boards of the Board of Trustees and the Foundation Board.

III. BACKGROUND INFORMATION

Recommendations for naming opportunities in recognition of contributions to the Foundation on behalf of the College are made by the Foundation in concert with their *Stewardship and Gift Acceptance Guidelines*. Additionally, as part of the Advocate for Arts and Innovations campaigns for the two centers currently under construction, naming opportunities within the facilities were created and approved to recognize donors contributing major gifts.

IV. RECOMMENDATION

In accordance with Foundation guidelines and/or current campaign recognition programs, the Foundation recommends to the Board of Trustees approval of the naming opportunities listed below.

Additionally, the Foundation supports the College President's recommendation that the Conference Center be named for State representative Kay Wojcik for directing \$1.1 million of state funding under her membership initiative to support the capital development of the College. While the funding was not funneled through the Foundation and therefore not under the Foundation's governance, the Foundation does affirm that the naming of this facility in such a manner is consistent with Foundation guidelines.

<u>Naming Opportunities</u>	<u>Gift/Grant</u>	<u>Honoree</u>
Conference Center Building	\$1,100,000	Kay Wojcik
Conference Center Amphitheatre	\$350,000	Square D
Water Sculpture	\$75,000	David and Diane Hill
Performing Arts Center Costume Classroom	\$50,000	McGraw Foundation
Conference Center Classroom	\$40,000	David Sullivan
Performing Arts Center Green Room	\$35,000	Omron Foundation

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of November 30, 2001

Exhibit VI-7
December 18, 2001

	<u>Outstanding Investments</u>	<u>Earned To Date</u>	<u>FY02 Budget</u>
EDUCATION FUND	\$ 23,960,555	480,597	935,000
OPERATIONS, & MAINT. FUND	7,261,152	118,877	240,000
OPERATIONS, & MAINT. FUND (Restricted)	1,536,715	40,669	60,000
BOND & INTEREST	1,574,489	54,984	75,000
AUXILIARY ENTERPRISES	2,650,623	65,243	170,000
RESTRICTED FUNDS	2,597,803	55,142	155,080
WORKING CASH FUND	11,500,437	241,588	666,000
AUDIT FUND	159,583	3,198	5,000
LIABILITY, PROTECTION & SETTLEMENT	<u>2,288,261</u>	<u>55,456</u>	<u>150,000</u>
Total	<u>\$ 53,529,618</u>	<u>1,115,754</u>	<u>2,456,080</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of November 30, 2001

Exhibit VI-7
December 18, 2001

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 11/30/2001	Market Value
<u>Certificates of Deposits</u>							
PMA/Comerica Bank California	11/13/01	12/13/01	30	2.56	2,736.25	1,300,000.00	
PMA/Ledger Bank	03/06/01	12/27/01	296	4.80	38,926.03	1,000,000.00	
PMA/MBNA America NA	12/11/00	03/07/02	451	6.80	126,564.30	1,500,000.00	
PMA/MBNA America NA	12/11/00	03/21/02	465	6.80	130,569.05	1,500,000.00	
PMA/Standard Federal Bank	10/16/00	04/04/02	535	6.72	149,505.23	1,500,000.00	
PMA/Standard Federal Bank	10/16/00	04/18/02	549	6.72	153,637.60	1,500,000.00	
PMA/Standard Federal Bank	10/16/00	05/02/02	563	6.72	157,768.92	1,500,000.00	
PMA/Standard Federal Bank	10/18/00	05/16/02	575	6.67	160,006.51	1,500,000.00	
PMA/Standard Federal Bank	10/18/00	05/30/02	589	6.67	164,098.98	1,500,000.00	
PMA/Standard Federal Bank	10/18/00	06/13/02	603	6.67	168,190.22	1,500,000.00	
PMA/MBNA America NA	03/27/01	06/24/02	454	4.85	90,589.70	1,500,000.00	
PMA/MBNA America NA	03/27/01	06/27/02	457	4.85	91,205.99	1,500,000.00	
PMA/MBNA America NA	03/27/01	07/10/02	470	4.85	93,879.28	1,500,000.00	
PMA/MBNA America NA	03/27/01	07/24/02	484	4.85	96,763.18	1,500,000.00	
PMA/MBNA America NA	08/29/01	07/25/02	330	4.00	271,244.92	7,500,000.00	
Harris Bank	10/26/01	10/03/02	342	3.35	54,894.80	1,700,000.00	
Harris Bank	10/26/01	10/17/02	356	3.35	57,179.34	1,700,000.00	
PMA/Capital One Bank	10/25/01	10/25/02	365	3.00	130,487.50	3,900,000.00	
PMA/MBNA America NA	09/21/01	09/11/03	720	3.81	75,648.93	1,000,000.00	
Northern Trust	09/14/01	09/12/03	728	3.90	323,022.32	4,000,000.00	
Harris Bank	10/01/01	10/01/03	730	3.70	230,052.66	3,000,000.00	
Harris Bank	10/03/01	10/03/03	730	3.65	302,445.43	4,000,000.00	
	Weighted Average: 4.57					47,100,000.00	47,100,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	1,997,494.00
Federal Home Loan Bank Bonds	06/30/99	12/28/01	912	6.01	176,447.01	1,175,000.00	1,184,917.00
	Weighted Average: 3.05					3,170,000.00	3,182,411.00 **
Illinois Funds	11/01 Monthly Average			2.34		3,259,618.28	3,259,618.28
TOTALS AS OF:	11/30/2001				\$	53,529,618.28	53,542,029.28

*Market value not available

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

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Board Committee and Liaison Reports

II. REASON FOR CONSIDERATION

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

III. INFORMATION

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, 2001 – June 30, 2002

Reported: December 5, 2001

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
Minority Student Transfer Center Student Development F. Solano	Provide counseling & advising services to minority students Continuation Project	IBHE \$70,000	09/01/01 08/31/02
Special Populations Academic Enrichment L. McKay	State Allocation Grant To provide support to disadvantaged students	ICCB \$342,152	07/01/01 06/30/02
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$175,702	07/01/01 06/30/02
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and workbased training	ICCB \$118,648	07/01/01 06/30/02
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$60,772	07/01/01 06/30/02
Current Workforce Training Grants Corporate Services L. Danaher	State Allocation Grant To provide training for workers currently employed	ICCB \$345,067	07/01/01 06/30/02
Advanced Technology Information Technology D. McShane	State Allocation Grant To purchase technological resources for instruction	ICCB \$370,986	07/01/01 06/30/02
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. Students taking college credit	ICCB \$86,939	07/01/01 06/30/02
Online Grants Distance Learning S. Stark	State Allocation Grant To support student services for online students	ICCB \$13,807	07/01/01 06/30/02
Health & Safety Physical Plant R. Getz	Installation of ADA accessible Elevator in Building "D"	ICCB \$235,808	01/01/01 12/31/01
Adult Education & Literacy Adult Educational Development L. Nelson & E. Minicz	Continuation of FY 01 Supports Adult Educational Development Programs	ICCB \$478,311	07/01/01 06/30/02

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

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS – ENDS
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavim	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$15,000	07/01/01 09/30/01
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavim	Continuation of FY01 Grant Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$46,875	10/01/01 06/30/02
Mid-west Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kavim	New project. Provides technical assistance to A & D Service programs	USDE/ St. Paul Technical College \$31,500	10/01/01 06/30/02
TECH R.Fabbrini	Equipment Purchase Grant To support TECH program.	Sun Microsystems \$6,708	10/01/01 12/31/01

Total as of December 5, 2001

\$3,397,895

Note: ICCB line items reflect required reductions

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
ISBE	Illinois State Board of Education
NSF	National Science Foundation
USDE	United States Department of Education

(F) Federal funds (S) State funds

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

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

Harper College Educational Foundation
Gift Summary by Appeal
FY02 Year-To-Date Fundraising

Description	#Gifts	Cash	Pledges	Gifts-In-Kind	Planned Gifts	Total
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001 – Event Day	80	\$13,625.00	\$2,200.00	\$0.00	\$0.00	\$15,825.00
Retirement Fund	4	\$32.50	\$260.00	\$0.00	\$0.00	\$292.50
Direct Mail FY02 -- Lapsed	3	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
Direct Mail FY02 -- Alumni	6	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Direct Mail FY02 -- Donor	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Tradition of Excellence Campaign 2000	5	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Direct Mail FY01 – Alumni	3	\$58.00	\$0.00	\$0.00	\$0.00	\$58.00
Golf 2001 – Event Day	1	\$36.00	\$0.00	\$0.00	\$0.00	\$36.00
Golf 2001 – Invitation	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Golf Open 2001 – Underwriting Appeal	2	\$350.00	\$0.00	\$0.00	\$0.00	\$350.00
Harvest Ball 2001 – Invitation	125	\$36,775.00	\$0.00	\$0.00	\$0.00	\$36,775.00
Harvest Ball 2001 – Underwriting	59	\$23,137.00	\$17,050.00	\$6,299.00	\$0.00	\$46,486.00
Memorial	1	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Margaret Scott	10	\$2,461.35	\$0.00	\$0.00	\$0.00	\$2,461.35
Personal Solicitation	1	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00
Proposal	4	\$17,400.00	\$140,000.00	\$0.00	\$0.00	\$157,400.00
Special Initiatives	12	\$2,825.00	\$0.00	\$0.00	\$0.00	\$2,825.00
Stewardship	5	\$9,000.00	\$0.00	\$0.00	\$0.00	\$9,000.00
Tradition of Excellence 2001	46	\$232.00	\$390.00	\$0.00	\$0.00	\$622.00
Theatre Seat Campaign	16	\$8,700.00	\$9,000.00	\$0.00	\$0.00	\$17,700.00
Unsolicited	18	\$6,534.28	\$0.00	\$26,860.14	\$0.00	\$33,394.42
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
TOTAL	416	\$122,336.13	\$168,900.00	\$33,159.14	\$0.00	\$324,395.27

Harper College Educational Foundation
Gift Summary by Appeal
November 2001 Fundraising

Description	#Gifts	Cash	Pledges	Gifts-In-Kind	Planned Gifts	Total
Harvest Ball 2000	2	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Harvest Ball 2001 – Event Day	79	\$8,625.00	\$2,200.00	\$0.00	\$0.00	\$10,825.00
Retirement Fund	3	\$32.50	\$0.00	\$0.00	\$0.00	\$32.50
Direct Mail FY02 -- Lapsed	3	\$250.00	\$0.00	\$0.00	\$0.00	\$250.00
Direct Mail FY02 -- Alumni	6	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00
Direct Mail FY02 -- Donor	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Tradition of Excellence Campaign 2000	3	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00
Golf 2001 – Invitation	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Harvest Ball 2001 – Invitation	18	\$6,700.00	\$0.00	\$0.00	\$0.00	\$6,700.00
Harvest Ball 2001 – Underwriting	12	\$6,550.00	\$17,050.00	\$0.00	\$0.00	\$23,600.00
Margaret Scott	1	\$701.35	\$0.00	\$0.00	\$0.00	\$701.35
Proposal	2	\$0.00	\$140,000.00	\$0.00	\$0.00	\$140,000.00
Special Initiatives	1	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00
Stewardship	1	\$5,000.00	\$0.00	\$0.00	\$0.00	\$5,000.00
Tradition of Excellence 2001	12	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00
Theatre Seat Campaign	4	\$4,700.00	\$0.00	\$0.00	\$0.00	\$4,700.00
Unsolicited	3	\$353.75	\$0.00	\$1,495.00	\$0.00	\$1,848.75
Young Artists' Competition	11	\$240.00	\$0.00	\$0.00	\$0.00	\$240.00
TOTAL	163	\$33,812.60	\$159,250.00	\$1,495.00	\$0.00	\$194,557.60

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Affiliation Agreement between William Rainey Harper College and Loyola University Medical Center for use of clinical facilities for students in the Cardiac Technology Program.

II. REASON FOR CONSIDERATION

A Cooperative Agreement is required between William Rainey Harper College and affiliating agencies to provide for the clinical education of students in health career programs.

III. BACKGROUND INFORMATION

The facilities and education opportunities available at Loyola University Medical Center are consistent with the clinical objectives of the Harper College Cardiac Technology Program.

This agreement has been approved by appropriate officers of Loyola University Medical Center.

IV. RECOMMENDATION

The administration recommends that this agreement between William Rainey Harper College and Loyola University Medical Center be approved as submitted.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Approval of Construction Documents and Specifications for the Science, Emerging Technology & Health Careers Center and authorization to proceed to bid.

II. REASON FOR CONSIDERATION

The Board Policy 07.05.17 Facility Planning requires Board approval of construction documents and specifications prior to releasing them for bid.

III. BACKGROUND INFORMATION

The College has completed the design development stage of planning for the construction of the Science, Emerging Technologies and Health Career Center which will be funded by bond proceeds from the successful 2000 referendum. Construction documents (75% complete) for structural and civil trades are now available for review. Final documents will be completed in early January and will be ready for bid release.

Construction drawings for architectural, mechanical, plumbing and electrical trades will be ready for review at January Board Meeting.

IV. RECOMMENDATION

It is the recommendation of the Administration that the Board of Trustees approves the construction documents and specifications for bidding and authorizes the President to proceed in bidding the project upon 100% completion of the construction drawings.

(Board members who want to perform a review of the documents should contact Judy Thorson. Documents will be available for 3 hours prior to the Board meeting.)