



Harper College
1200 West Algonquin Road
Palatine, Illinois

Regular Board Meeting Agenda

August 26, 2003

7:00 p.m.

- I. Call to Order**
- II. Roll Call**
- III. Approval of Agenda**
- IV. Educational Presentations**
 - Cheryl Kisunzu, Laura Labauve-Maher: Update on Diversity Plan
- V. Student Trustee Report**
- VI. President's Report**
- VII. Consent Agenda*** (Roll Call Vote)
 - A. For Approval**
 - 1. Minutes - June 24, 2003 Regular Board Meeting and June 24, 2003 Emergency Board Meeting Exhibit VII-A.1
 - 2. Bills Payable, Payroll for July 10, 2003, July 24, 2003 and August 7, 2003
Estimated payrolls for August 8, 2003 through September 5, 2003 Exhibit VII-A.2
 - 3. Bid Awards Exhibit VII-A.3
 - 4. Purchase Orders Exhibit VII-A.4
 - 5. Personnel Action Sheets Exhibit VII-A.5
 - B. For Information**
 - 1. Financial Statements Exhibit VII-B.1
 - 2. Committee and Liaison Reports Exhibit VII-B.2
 - 3. Grants and Gifts Status Report Exhibit VII-B.3

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

VIII. New Business

- A. RECOMMENDATION: Budget Hearing and Adoption of Budget Resolution Exhibit VIII-A
- B. RECOMMENDATION: Adjunct Faculty Compensation Schedule - 2003-04 Exhibit VIII-B
- C. RECOMMENDATION: Second Reading of Addition to Board of Trustees Policy Manual - E-mail Communications Among Board Members Exhibit VIII-C
- D. RECOMMENDATION: Second Reading of Addition to Board of Trustees Policy Manual - Professor Emeritus Exhibit VIII-D
- E. RECOMMENDATION: Reaffirmation of Vote of Vendor Selection for Electrical Repairs of H Building Chiller Exhibit VIII-E
- F. RECOMMENDATION: President's Employment Contract Exhibit VIII-F
- G. RECOMMENDATION: Voting Delegate to ACCT Annual Convention Exhibit VIII-G

IX. Citizen Participation

X. Announcements by the Chair

A. Communications

B. Calendar Dates

(Note: * = Required)

On-Campus Events

September 7, 2003 2:00 p.m. - Fulfilling Dreams - A Recognition of Harper College's Past Presidents and the Dedication of the Wojcik Conference Center - Wojcik Conference Center

***September 30** 7:00 p.m. - Regular Board Meeting - Room W214-215
(note change of date)

*October 28, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215

*November 13, 2003 7:00 p.m. - Organizational Meeting/Regular Board Meeting - Room W214-215

*December 18, 2003 7:00 p.m. - Regular Board Meeting - Room W214-215

Off-Campus Events

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

XII. Adjournment

Minutes of the Regular Board Meeting of Tuesday, July 22, 2003

<u>INDEX</u>	<u>PAGE</u>
ROLL CALL - Regular Board Meeting	1
APPROVAL OF AGENDA	2
PRESENTATIONS	2
- Russ Mills: Seniors Programming	2
STUDENT TRUSTEE REPORT	6
PRESIDENT'S REPORT	6
CONSENT AGENDA	
Minutes, Bills Payable, Payrolls, Financial Statements, Committee/Liaison Reports, Grants/Gifts Report	8
Bid Awards	9
Purchase Orders	9
Personnel Actions	10
Purchase Orders	11
NEW BUSINESS	
Master Affiliation Agreement	16
CITIZEN PARTICIPATION	17
ANNOUNCEMENTS BY CHAIR	17
Communications	17
Calendar Dates	17
OTHER BUSINESS	17
ADJOURNMENT	18
SUMMARY OF BOARD REQUESTS	19

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

Revised Minutes of the Regular Board Meeting of Tuesday, July 22, 2003

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Member Botterman on Tuesday, July 22, 2003 at 7:00 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Phil Burdick; Laura Crane; Rob Dix; Jim Edstrom; Terry Engle; Terence Felton; Peg Gallagher; Doug Grier; Sally Griffith; Vickie Gukenberger; Thea Keshavarzi; Jim Ma; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Diana Sharp; Kathy Swan; Jane Swider and Dennis Weeks. Student: Ronnie Kroell.

Guests: Tim Kane, Chicago Tribune; Shruti Datè Singh, Daily Herald; Michael Lundeen, Legat Architects; Gary Clair, citizen/parent; Matt Delort, Robbins, Schwartz, Nicholas, Lifton and Taylor.

In the absence of Chair Howard, Member Botterman acted as Chair Pro Tem.

Chair Botterman noted that there were changes to Board Exhibits VII-A.3.a and VIII-A. He also noted that following adjournment of the Regular Board meeting, they will hold a public Special Emergency Board meeting for College business.

APPROVAL OF AGENDA Member Barton moved, Member Gillette seconded, approval of the agenda as modified.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Kelley
and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

PRESENTATIONS

Russ Mills: Seniors
Programming

Russ Mills gave a brief overview of the Lifelong Learning Institute (LLI) at Harper College.

Current Situation

- It is an auxiliary program, which means it is self-supporting. All of the programs must be supported by tuition received, and they must be priced at the market rate. Senior citizens are accustomed to receiving discounts. It is difficult to run the program at a profit.
- There is a great deal of competition; many senior programs are offered in the area. Many of the other senior programs are subsidized.
- Harper has had limited program stature. When it was decentralized in Continuing Ed for approximately 10 years, the coordinator had many other priorities. Harper did not devote the time and energy to this program that they are now.
- In the past, they did not have a Senior Champion, because it was housed in a division. They now have someone who is charged with running the program. This is a major improvement.
- Harper has had limited offerings and participation. Based on advisory committee recommendations, they scheduled programs in the middle of the day at the Northeast Center because parking was convenient. However, they did not have enough people committed to the program. It was difficult to recruit faculty because courses were canceled frequently.

Improvements

They decided to make some changes, because they were still getting demands from the community for this kind of programming. They became proactive rather than reactive.

- Continuing Education (CE) was centralized and all CE programs were brought into one division. Resources are now available to establish a program.
- Doug Grier, Personal and Cultural Enrichment Continuing Education Coordinator, was hired. One of his charges was to spearhead the forming of a Lifelong Learning Institute (LLI), or a Senior Program.
- Research was conducted. They found out what kinds of programs are available across the country, and how successful the programs are. Harper's LLI model is based on some of the more successful programs out there.
- A grant was written for startup funding. They received the Educational Foundation Resources for Excellence Grant.

Mr. Mills introduced Doug Grier to give a more detailed presentation. Mr. Grier noted that he immediately focused on solutions for the challenges they faced.

- They hired a dedicated staff person to work on the Senior Program. In order to run a quality full-fledged program for older adults, they felt someone should dedicate at least 20 hours per week to that program. After researching 75 other programs, they found that the vast majority of them had at least one dedicated part-time person working on senior programming.
- Through research, they decided to establish an LLI, which is a national model of programming for older adults.

What is a Lifelong Learning Institute?

- It is sometimes called an Institute for Learning and Retirement.
- It is the primary method of programming for older adults at colleges and universities nationwide. There are 300+ LLIs nationwide, in every state in the country.
- There are three core components which are very important and distinguish them from other approaches to programming for older adults.
 - Peer learning - members, or the people involved in the program, teach each other as study group leaders or teachers.
 - Collaborative leadership - volunteers have decision-making authority and some investment in the program. They help to shape the direction of the program.

- Member involvement - a complete package of involvement is offered: social, academic, leadership and other involvement opportunities.

Why an LLI?

- Membership oriented programs - adults 55+ pay a small membership fee to join the program, and they receive certain benefits.
- Program stabilized financially - the fairly regular source of revenue is used to support the program.
- Favorable model to secure grants. They received \$15,000 for the first year, \$7,500 for the second year from the Resources for Excellence Grant. They will reapply for funding from the Retirement Research Foundation in the next several months.
- Membership basis helps to reduce course cancellations. The earlier program was plagued by an 85% course cancellation rate. This made it difficult to get people to sign up for classes and difficult to recruit instructors.
- Peer learning helps to increase the content, helps to keep costs down and helps to get people involved in the program. Volunteers bring creativity and ideas.

Strategy

- Their startup funding enabled them to hire Kathy Swan, Program Specialist for LLI.
- A three-pronged approach to marketing was implemented:
 - Instructor recruitment and course development - approximately 25 new courses were developed. They were offered in Spring and Summer and are scheduled for Fall semester.
 - Volunteer recruitment - an information session was held on February 18. Currently, 26 members of the community are helping with various aspects of the program; 12 of those are on the steering committee. They are assisting with recruiting instructors, deciding what classes to offer and discussing marketing and how to attract more members.
 - Member recruitment - 12,000 piece mailing was sent, ads were placed in the *Daily Herald*, CE Catalog and other media. An Open House was held at the Northeast Center in May, with 125 people in attendance. People were able to see sample classes, meet the instructors and volunteers. They received 10 paid memberships to the program following the Open House. Volunteers are members as well, but

their membership fees are waived in lieu of their volunteer service. Kathy Swan has reported that she receives three or four calls per day and approximately two new memberships per day. Additional Open Houses are planned for the future.

Priorities

- Ongoing recruitment
- Cooperative programming agreements - four co-ops have been developed so far:
 - Arlington Heights Senior Center
 - Palatine Senior Center
 - Friendship Village
 - Our Savior Lutheran Church in Arlington HeightsThe nature of the agreements varies: allowing the use of their facility, developing classes for their particular constituency or helping generate revenue.
- Reapply to the Retirement Research Foundation for additional grant money.

Mr. Grier distributed brochures regarding the LLI at Harper.

In response to Member Barton, Mr. Grier stated that Kathy Swan has met with several groups and has made presentations. In response to Member Stone, Mr. Grier noted that the brochure describes membership fees and benefits of the membership. The annual membership fee is \$100. This helps stabilize the program so they have money to pay instructors. A person who is really involved with the program will come out farther ahead than if they took several classes individually and paid individual tuition. They receive a discount on all classes, and receive some free classes offered by the Institute. Some classes are available to non-members, but the members get a reduced rate on tuition.

Member Gillette noted that there is no state reimbursement for Continuing Education, unless it is under a grant program. It is unfortunate that other groups can get subsidized learning with property taxes, but seniors must pay it all themselves.

In response to Member Kelley, Mr. Grier explained that research indicated it can take as long as ten years to have a self-sustaining institute program. Grants will help subsidize the program initially.

In response to Chair Botterman, Mr. Grier noted that most classes are four-six weeks, while some are 12-weeks long.

They offer a variety of classes, at a variety of locations, held at various times. Standard course evaluations are used.

STUDENT TRUSTEE REPORT

Student Member Sheppard distributed a written report to Board members. He introduced new Student Senate President Ronnie Kroell who is replacing Arpan Shah. Mr. Kroell noted that he is excited about the upcoming school year. He learned a great deal watching Arpan get through different obstacles in the Senate last year. It is his desire to keep open lines of communication between the students, faculty, administration and community.

Student Member Sheppard listed upcoming events including First Year Experience and Welcome Week. He noted that although there have been budget cuts this year, Harper College has continued to increase the number of applications for the Fall semester by 5.7 percent. He commended the administration, faculty and students.

PRESIDENT'S REPORT

Dr. Breuder stated that the Board had the opportunity last month to approve the Strategic Long-Range Plan (SLRP). The Annual Plan is a document intended to operationalize the three-year rolling SLRP. The Board will receive the Annual Plan before the end of summer. It clearly details specific objectives for FY04. The Outcomes document reports on the accomplishments of the institution during the previous 12-month period, ending June 2003. The Outcomes document connects back to the Annual Plan and the SLRP. Board members will receive the 70-page Outcomes document at their homes by the end of July. He added that the achievements in the organization were made by the entire Harper population - greater than 700 people.

Institutional Outcomes Summary

Dr. Breuder noted that the four P's of marketing are as valid today as they have been for many years: Price, Place, Product and Promotion. In order to remain competitive, Harper must adjust the program mix (their "product") periodically. They have done a great deal of promotion in the *Chicago Tribune*, the *Daily Herald* and on the radio. They are very price conscious at Harper. They are concerned about the "place" - the campus - and how Harper presents itself to the community. He highlighted the following 15 accomplishments.

- Academic Vitality - developed two new degree programs, five new certificates and 45 new courses in addition to revisions and withdrawals.
- Enrollment Growth - FTE increase of 3.52%: highest FTE enrollment in Harper's history.

- Financial Excellence - reaffirmed Moody's Investor Services Aaa bond rating; received an unqualified audit opinion with no management letter for the second year in a row; expected fund balance increase; FY 04 balanced budget.
- Student Service Quality - 70,000 contacts with a 99 percent average satisfaction rating of Harper's customers - the students.
- Co-curricular Outreach - 33,723 participants; 143,786 community event attendees. That will continue to grow with the advent of the Performing Arts Center and the Conference Center, the new Science, Emerging Technology and Health Careers Center.
- Student Retention - 90 percent retention of students in intervention services. These are specifically those students who are challenged in terms of pursuing a higher education. The programs Harper offers and the people who provide the service are doing the job in commendable fashion.
- Diversity - the Board has encouraged diversifying the employee force of the institution. A 30 percent diverse candidate hiring rate is very impressive, given market conditions and Harper's location.
- Instructional Quality - received ICCB recognition for five years and no mandatory recommendations; received five continued accreditations in programs such as nursing, music, paralegal and ESL.
- Construction Progress - the Science, Emerging Technology and Health Careers Center is on schedule; change orders are running at less than one percent. When the budget was put together for the referendum building, approximately \$3.583M was set aside in contingency. They are ten months away from delivering the building in May 2004, and they have spent only \$253,000 in change orders to date for a project of 288,000 square feet. That speaks volumes about the people who wrote the ed specs in-house, and it speaks volumes about HOK, Legat and Gilbane.
- External Funding - they received over \$8M in new and pledged funding this year.
- Strategic Communications Plan - Harper has made a conscious effort to communicate more effectively within the institution and also with the community at large. They are receiving great coverage in the various newspapers. They have added on-line media experts; Speakers Bureau and "E-goodnews" ambassadors programs.

- Web Service Enhancements - Web registration grew each semester during the past calendar year. Web registration and payment accounted for 24 percent, 31 percent and 58 percent of activity respectively over three semesters.
- Campus Enhancements - all external signage was replaced, and exterior lighting is beginning to be replaced. The accent is on safety and on "place" - one of the four P's.
- Contract Settlements - four contracts were negotiated with unions on campus. The Board recognizes the importance of treating all employee groups alike. The 5.25% salary increase was made available and distributed to everyone. That is unique.
- Strike Resolution - the strike was resolved while retaining enrollment growth in fall and spring terms. Everyone is pleased that the strike is behind them. They have moved the institution forward with a progressive agenda and a rapid pace.

Dr. Breuder noted that it is the people who work at this institution who are giving the Board the ROI for the salary and benefits they made available in a very generous package. FTE enrollment is up over seven percent in the summer term. The fall enrollment is running five percent ahead. There is vitality and growth at Harper College. He added that they very much appreciate this Board.

CONSENT AGENDA

Member Gillette noted he would like to have Exhibit VII-A.8 and Exhibit VII-A.4.c removed for discussion.

Member Gillette moved, Member Kelley seconded, approval of the minutes for the June 8-9, 2003 Board Retreat; June 24, 2003 regular Board meeting; bills payable; payrolls for June 12, 2003 and June 26, 2003; estimated payrolls for June 27, 2003 through July 24, 2003; bid awards; purchase orders; personnel action sheets; first reading of addition to Board of Trustees policy manual - designation of professor emeritus status; resolution to approve Board meeting dates; and for information: financial statements, committee and liaison reports and grants and gifts status report, as outlined in Exhibits VII-A.1 through VII-B.3, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating Fund	\$6,476,722.17
Tuition Refunds	135,070.28

The payrolls of June 12, 2003 in the amount of \$1,531,718.68 and June 26, 2003 in the amount of \$2,132,753.99; and estimated payroll of June 27, 2003 through July 24, 2003 in the amount of \$4,388,171.88.

Bid Awards

Ex. VII-A.3.a Award bid Q00290 for general printing and copying services for various cost centers for July 1, 2003 through June 30, 2004, and the option to renew for up to two additional years, in the amount of \$30,000 each to Vis-O-Graphic Printing, Inc., Elk Grove Graphics, K & M Printing Co., and Quantum Color, and approximately \$80,000 to be assigned among the four vendors throughout the year based on cost, service and print capabilities, for a total award of \$200,000.

Ex. VII-A.3.b Award bid Q00304 to Cardinal Cartridge, Inc., the lowest responsible bidder meeting specifications for Laser Toner Cartridges and Maintenance Kits for Printers, in the amount of \$73,095.00.

Ex. VII-A.3.c Award bid to Innovative Systems Associates, Inc., the low bidder for Impromptu User Software Licenses and Support, in the amount of \$31,600.

Purchase Orders

Ex. VII-A.4.a Approve issuance of a change order to Gilbane Building Company for the addition of a de-ionized (DI) water system, which includes separate piping and a filtering system, for the Science, Emerging Technology and Health Careers Center. The award will be made to the low bidder, International Piping Systems, Inc. in the amount of \$170,000. The contract will then be assigned to Gilbane Building Company.

Ex. VII-A.4.b Approve issuance of a change order to purchase order number 019956 issued to Smith Janitorial & Maintenance for contract employees to augment Harper College Roads and Grounds crews, in

the amount of \$30,000 for a new total of \$116,000.

Personnel Actions

Faculty Appointments

Jennifer Puente, Assistant Professor-Psychology, BUS/SS,
08/19/03, \$42,932/year

Bobby Summers, Instructor-Political Science, BUS/SS,
08/19/03, \$42,132/year

Professional/Technical Appointment

Sara Borcz, New Student Specialist, STU DEV, 08/18/03,
\$37,500/year

Supervisory/Confidential Appointment

Joseph Baumann, Manager, Academic Research Services,
OFF RES, 07/07/03, \$53,104/year

Classified Staff Appointments

Barbara Koenig, Administrative Secretary, BUS/SS,
06/23/03, \$30,820/year

Anna Opredek, Library Assistant I, LIB SER, 07/28/03,
\$24,000/year

Kimberly Ruud, Receptionist-Evening, p/t, Assessment
Center, 07/21/03, \$13,728/year

Harper #512 IEA-NEA Appointment

Maria Del R Flores, Custodian/Groundskeeper, PHY PLT,
07/08/03, \$20,842/year

Supervisory/Confidential Reclassification

Teresa Karow, Marketing/Public Relations Specialist, p/t,
STU ACT, 07/01/03, \$28,750/year

Professional/Technical Resignation

Jeanne Upreti, Desktop Integration Analyst, IT/CS, 06/30/03,
5 years, 5 months

Classified Staff Resignations

Rebecca Brandt, Laboratory Assistant, LS/HS, 06/25/03, 1
year 1 month

Kathleen Burlette, Library Assistant II, LIB SER, 07/03/03, 7
years 1 month

Lisa Melena, Administrative Secretary, BUS/SS, 06/26/03, 1
year 6 months

Harper #512 IEA-NEA Resignations

Daniel Battaglia, Custodian, PHY PLT, 06/13/03, 3 months

Marco Ramirez, Weekend Custodian, p/t, PHY PLT,
04/12/03, (failed to report to work)

First reading of an addition to the Board of Trustees Policy Manual: 11.02.21 Professor Emeritus - A full time Associate Professor or Professor or an administrator who holds either academic rank may apply for Professor Emeritus status upon retirement. Applicants must meet minimum years of service criteria and be able to demonstrate significant accomplishments as delineated in the application procedure and selection guidelines that are available in the Academic Affairs Procedure Manual.

Approval of the date of November 13, 2003 for the Organizational/Regular Board meeting, at which time the Board of Trustees would approve dates for the 2004-2005 Board meetings and elect officers to the Board for the period November 13, 2003 to the regular Board meeting in April 2004. The Board would then elect officers who would serve until the Organizational meeting in April 2005. Additionally, approval of the date of December 18, 2003 for the regular Board meeting in December.

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

Ayes: Members Barton, Botterman, Gillette, **Howard**,
Kelley, **Kelze** and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

Exhibit VII-A.4.c

Member Gillette noted that there should be a change to the wording in the exhibit. On Page 2, item 2, it reads "thereby reducing the total cost of ownership and return on investment. . ." It should read "thereby reducing the total cost of ownership and increasing return on investment . . ." Vice President McShane noted that the typographical error should be corrected.

Member Stone moved, Member Kelley seconded, approval of the issuance of a purchase order to Peregrine Systems, for the purchase of upgraded software, licenses, modules, and maintenance, in the amount of \$146,998, as modified and outlined in Exhibit VII-A.4.c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Gillette, Vice President McShane noted that the engine is less expensive than the seats that utilize it. They must purchase more seats because more technicians are utilizing the product. They may have to purchase more next year, depending on growth and technology use relative to the opening of the Science, Emerging Technology and Health Careers Center.

In response to Member Gillette, Vice President McShane explained that The AssetCenter software keeps track of all the technology at Harper College. When the Service Desk technician gets a call, they are able to bring up everything that is associated with the individual's workspace in order to provide assistance.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Botterman, Gillette, Kelley
and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

First Reading:
Policy on E-mail
Communications Policy

The Board received a first reading of an addition to the Board of Trustees Policy Manual - E-mail Communications Among Board Members. Chair Botterman explained that the author of the policy, Matt Delort from Robbins, Schwartz, is present at the Board meeting to answer questions.

Member Gillette suggested that the policy be written to include other forms of electronically aided communication, such as faxes, instant messaging, conference calls, etc. He asked what length of response time would make it equal to a letter being sent, which has been ruled by case law to be legal. Mr. Delort noted that if the Board so chooses to have a policy about telephone conference calls and faxes, they may. However, the national focus right now, among attorneys general, state's attorneys and the journalism industry, is on email communication short-circuiting board discussions. That is why Dr. Breuder has asked them to prepare the email policy.

Mr. Delort noted that the concern that has been raised by courts and law enforcement authorities in other states is that the closer in time these communications are to each other, the more it is like a discussion. The law uses the word "discussion," and that has been interpreted to mean face-to-face and it has been interpreted to mean telephone calls.

Now the Illinois Attorney General Office, in its new Open Meetings Act Guide, has said it applies to emails, as well. If the communication was days apart or perhaps six hours apart, one could certainly argue strongly that it is not like a discussion, because the people were not online when the message was sent, and they did not know it was coming. To date, they do not have a court case where a judge has said, "Well, two hours is not good enough, but five hours is." The commentators and courts have said there are elements that will be looked at, and one important element is the timeframe back and forth so as to determine whether or not it is just like a discussion. Mr. Delort noted that it is extremely difficult to draw a line and say, "five minutes is not okay, or six hours is okay." At this point, all they can do in a policy such as this is try to put everyone on notice that these are the types of things a Board member should avoid doing.

In response to Member Kelley's question regarding review source, Mr. Delort explained that this policy was drafted from "whole cloth." Harper College is the first of their clients to have specifically asked them to address the issue of an email policy for Board members. He noted he has spoken on the issue at a number of conferences with school administrators in recent years, because it has been a topic of interest for those clients.

Mr. Delort noted that the Board does not need a policy to tell them not to violate the Open Meetings Act; the law of Illinois tells them not to violate the Open Meetings Act. It is a focused topic of interest for school board members, municipal board members and other government officials, because there have been instances where board members (perhaps deliberately and perhaps innocently) have engaged in a lot of emailing back and forth to each other to try to reach a consensus, or share opinions, and short circuit what should be happening in the meeting. Email is fast, easy and efficient; it is basically like being on a conference call.

In response to Member Barton, Mr. Delort noted that the policy, like any other policy, will be monitored through self-enforcement or through some type of law enforcement authority if an inquiry is made. He reminded Board members and the administration that one unique characteristic of emails is that they leave a trail that is exceedingly hard to erase. Prosecuting authorities have gone into the computers of elected officials to find the email trail. The time stamps show how quick the communication was back and forth.

There was discussion among Board members regarding this action being an invasion of privacy.

Mr. Delort explained that the policy is being created to set guidelines for Board members, to remind them and make sure they are aware of what is a violation of the Open Meetings Act.

There was discussion regarding the use of the "Reply to All" button in email communication. Mr. Delort gave the following example of how the use of that button would be in violation of the Open Meetings Act: Member Gillette types a question, "Will you support having more money for the football team at Harper College?" He sends it to Member Kolze. Member Kolze types a response "I agree. Yes, we should have more money for the football team" and hits the "Reply to All" button. Mr. Delort noted that the example would constitute a Board discussion, because all of the other Board members are "hearing" the two-person discussion. He added that two Board members are free to talk about anything, College business or not College business. However, once a third person is involved, a discussion has started, which violates the Act.

Member Kelley noted that he appreciates the guidance that the policy gives them as Board members.

Mr. Delort added that, under the Open Meetings Act, Board members cannot use what is called "chain mailing" or "chain communications." For example, Member Gillette cannot call Member Kolze and say, "Hey I think we need more money for the football team. Member Kolze, you call Member Kelley and have him call Member Botterman, and have someone get back to me." Even though no three Board members talked at the same time, the whole purpose was to have discussion behind closed doors. Mr. Delort clarified that one trustee can certainly send things out to the other trustees individually, and those trustees can reply back to the starting trustee. But, when the other trustees start getting in the loop, there are violation concerns.

In response to Member Gillette, Mr. Delort noted that administrators are not subject to the Open Meetings Act. However, the reason they are mentioned in the policy is because the administration is generally the source of a lot of communications to the Board regarding decisions the Board has to make. Administrators cannot start the email chain going to three or more Board members, and then get the

replies back in a manner which subverts the free and open discussion which should be taking place in an open meeting.

Mr. Delort read a portion of Paragraph 2 in the policy, "Board members and administrators may use email to send messages or forward information to each other, either on an individual or a group basis." For example, if Dr. Breuder wants to send something to the seven Board members about some issue of interest to the College saying, "We are considering this, what do you think. . .," he can do that.

Chair Botterman reminded Board members that, without a policy, every Board member is still subject to the Illinois Open Meetings Act, and the liabilities. The policy does not restrict communication; the Illinois Open Meetings Act is the restricting force, not the policy.

In response to Member Gillette, Mr. Delort explained that the Open Meetings Act permits the Board, as a governmental body, to set standards for themselves which are stricter than those in the Act. The Attorney General or state's attorney can only prosecute the Board member(s) for violations of the Act.

In response to Carol Blotteaux, Mr. Delort explained that only Board members can violate the Open Meetings Act; however, the administration can help them do it, if they are not careful. If there is a sufficient time delay and Dr. Breuder responds to a Board member's request for information, and he replies to all (because all Board members were initially cc'd on the request for information), it is sort of operating as if it were Board packets going out by hand delivery or by mail. No "discussion" is taking place; no one is trying to reach a consensus. Housekeeping items can be taken care of back and forth; for example, "We need a quorum, will you be there?" However, if the emails back and forth discuss the finances of the College, the teacher's union contracts or who to hire/fire, the Open Meetings Act would be violated. Mr. Delort noted that he tells his clients that after the meeting, they can all go and talk about the Cubs and the Sox and the Bears at a tavern or restaurant, but they cannot talk about the teacher's union, what buildings they are going to build and all those types of issues.

Member Kelley clarified that if he poses a question to Dr. Breuder in an email, and Dr. Breuder uses the Reply to All button, for informational purposes, that is not a problem. Mr. Delort stated there is a lesser concern about that, because

the initial discussion is between a Board member and Dr. Breuder, and not between two Board members.

Member Stone encouraged her fellow trustees to look at this policy as an issue that concerns discussion. If they look at the fundamentals of the Open Meetings Act, whether Board members are out in a restaurant, whether they are creating a conference call, or in any other way holding a discussion between more than two trustees on matters affecting this College, they are in violation of the Open Meetings Act. She added that they are getting caught up in minutia and being thrown by the use of technology, when they really need to go back to the fundamental point of the Open Meetings Act. The policy is intended to give guidance to help Board members conduct themselves properly as elected officials.

Chair Botterman recommended that Board members type out their additional concerns and forward them to Dr. Breuder, who will then forward them to legal counsel. A policy will be drafted that works for this Board, one that addresses as many concerns as possible. He added that this is a first reading, and no action is taken this evening. If there are additional concerns during the second reading, the Board can choose to have it sit as a second reading. It does not need to be acted upon next month.

Mr. Delort noted that the policy is a work in progress. Harper College Board of Trustees is the ground-breaker on this. While he feels they did a good job of putting together the framework for the policy, obviously individual provisions are going to be subject to the Board's discretion. He welcomes any improvements that they submit, and they will go forward from there.

Member Gillette pointed out that the letter sent from Mr. Delort referred to paragraphs D, E and F, while the policy had paragraphs numbered 1 through 6. Mr. Delort explained that the paragraphs may have been renumbered in the transmission of the email. If there is automatic paragraph numbering, it translates letters to numbers or vice versa.

Board members thanked Mr. Delort.

NEW BUSINESS:
Master Affiliation
Agreement

Member Gillette moved, Member Kelley seconded, approval of the Master Affiliation Agreement prepared by the College Attorney and approval of the list of affiliating agencies for fiscal year 2004. Additionally, authorization for

the Dean of LSHS to execute the approved agreements, as outlined in Revised Exhibit VIII-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, Kelley
and Stone
Nays: None

Motion carried. Student Member Sheppard voted aye.

In response to Member Gillette, Thea Keshavarzi stated that there are many layers of liability insurance, but \$2M is one layer. She does not have the information with her at the meeting. Member Gillette noted that the exhibit talked about \$1M. He suggested that the attorney review it. Dr. Breuder responded that the attorney did review it.

CITIZEN
PARTICIPATION

There was no citizen participation.

ANNOUNCEMENTS BY
CHAIR

Communications

There were no communications.

Calendar Dates

Calendar dates are printed on the agenda for Board information.

OTHER BUSINESS

Member Stone reported that she recently worked with Vice President Dave McShane and his staff regarding the paperless Board packet. Edd Bachman, from IT, has reviewed with her the use of the tablet computer. Ms. Stone added that Board members will be in awe. The new equipment will help Board members become very efficient; it will allow them to access Board packets and use the information at Board meetings very effectively. They are working together on organizing files, so that if they have a question about something that occurred in a previous Board meeting, they can click on a file. Member Stone added that she is very grateful to be participating in the project. She thanked Vice President McShane and his staff.

Member Gillette requested that the College not purchase a computer for him. He has sufficient equipment at home.

Vice President McShane reminded everyone that the Past President's Recognition and Dedication of the Wojcik Conference Center will be held on September 7.

ADJOURNMENT

Member Barton moved, Student Member Sheppard seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:37 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 22, 2003 REGULAR BOARD MEETING

1. With regard to the email policy, Chair Botterman recommended that Board members type out their additional concerns and forward them to Dr. Breuder, who will then forward them to legal counsel.

Minutes of the Special Emergency Board

Meeting of July 22, 2003

<u>INDEX</u>	<u>PAGE</u>
CALL TO ORDER	1
ROLL CALL	1
NEW BUSINESS	2
- Resolution to Approve Emergency Expenditure to Repair Chiller in Building H	
ADJOURNMENT	2
BOARD REQUESTS	3

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 Special Emergency Board Meeting of Tuesday, July 22, 2003

CALL TO ORDER: The Special Emergency Board meeting of the Board of Trustees of Community College District No. 512 was called to order by Member Botterman on Tuesday, July 22, 2003 at 8:38 p.m. in the Wojcik Conference Center (Room W214), 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Botterman, Gillette, Kelley, Kolze (via telephone) and Stone; Student Member Sheppard
Absent: Chair Howard

Also present: Robert Breuder, President; Joan Kindle, V.P. Student Affairs and Assistant to the President; David McShane, V.P. Information Technology; Margaret Skold, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services; Colleen Murphy, V.P. Marketing; Cheryl Kisunzu, Assistant V.P. Diversity/Organizational Development; Linda Kolbusz, Associate V.P. Development, Government Relations; Sheila Quirk, Associate V.P. for Strategic Planning and Alliances; Catherine Brod, Assistant V.P. for Development; Joe Accardi; Mike Alsup; Mike Barzacchini; Larry Bielawa; Carol Blotteaux; Phil Burdick; Laura Crane; Rob Dix; Jim Edstrom; Terry Engle; Terence Felton; Peg Gallagher; Doug Grier; Sally Griffith; Vickie Gukenberger; Thea Keshavarzi; Jim Ma; Sheryl Otto; Jeanne Pankanin; Janie Petersen; Diana Sharp; Kathy Swan; Jane Swider and Dennis Weeks. Student: Ronnie Kroell.

Guests: Tim Kane, Chicago Tribune; Shruti Datè Singh, Daily Herald; Michael Lundeen, Legat Architects; Gary Clair, citizen/parent; Matt Delort, Robbins, Schwartz, Nicholas, Lifton and Taylor.

In the absence of Chair Howard, Member Botterman acted as Chair Pro Tem.

Dr. Breuder explained that the Resolution was drafted by legal counsel to ensure that the Board and administration are doing the correct thing. Member Kolze is present via telephone because the vote on the Resolution, an

emergency action, requires a super majority. Five votes would not have been sufficient; six votes are necessary.

Dr. Breuder explained that two chillers are serving Building H. The exhibit shows that one of the chillers went down on July 22. Cool air would have been provided to Building H with the backup chiller; however, the backup chiller also went down. There are no lives at risk; however, the College needs to provide comfortable conditions for students and employees. There is a need to get one of the chillers on line as soon as possible.

They are asking the Board to approve an amount up to \$35,000 for the repair. The final cost will most likely be less than \$35,000. However, if there are unforeseen problems when they get into the chiller, they would not want to have to come back to the Board for an additional request. Upon approval, the Board will give the College authority to have York replace the necessary piece tomorrow. Once they get one chiller up and running, they will have to look into repairing the other chiller.

NEW BUSINESS:

Resolution to Approve
Emergency Expenditure
to Repair Chiller in
Building H

Member Gillette moved, Member Barton seconded, adoption of the Emergency Repair Resolution for an amount not to exceed \$35,000, as outlined in Exhibit III-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, Kelley,
Kolze and Stone

Nays: None

Motion carried. Student Member Sheppard voted aye.

ADJOURNMENT

Member Barton moved, Student Member Sheppard seconded, that the meeting be adjourned.

In a voice vote, the motion carried at 8:40 p.m.

Chair

Secretary

BOARD REQUESTS

JULY 22, 2003 SPECIAL EMERGENCY BOARD MEETING

There were no Board requests.

WILLIAM RAINEY HARPER COLLEGE
DISTRICT #512
PALATINE, ILLINOIS 60067

FUND EXPENDITURES TO BE APPROVED

I.	BILLS PAYABLE		
	Operating Fund	\$ 4,479,763.66	
	Tuition Refunds	\$ 20,100.86	
II.	PAYROLL		
	07/10/2003	\$2,194,085.94	
	07/24/2003	\$2,141,759.41	
	08/07/2003	\$1,578,820.88	
III.	ESTIMATED PAYROLL		
	08/08/2003 thru 09/05/2003	\$3,415,013.37	\$

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 26, 2003

SUMMARY OF BIDS

- Exhibit VII – A.3.a The administration recommends that the Board award Q00305 for offsite storage for daily, weekly and archival tapes as a component of an overall disaster prevention plan to Iron Mountain, Inc., the lowest responsible bidder meeting specifications, in an amount not to exceed \$10,976 for September 1, 2003 through August 31, 2004, plus a 10 percent contingency each succeeding year for a total of \$12,074 for September 1, 2004 through August 31, 2005 and \$13,281 for September 1, 2005 through August 31, 2006.
- Exhibit VII – A.3.b The administration recommends that the Board award Q00310 for the purchase and installation of Steelcase furniture for use by the Testing and Assessment Center to Johnson & Associates, the low bidder, in the amount of \$17,045.07.
- Exhibit VII – A.3.c The administration recommends that the Board award bid request Q00308 for sidewalk replacement, earthwork, topsoil, and sod on the northwest side of the lakes and in the Quad in the center of the campus, to Kovilic Construction Company, Inc., the low bidder in the amount of \$475,375, an allowance in the amount of \$53,425, reimbursables in the amount of \$1,414, a contingency not to exceed \$57,000 and the architect's fee of \$39,660 for a total award of \$626,874.
- Exhibit VII – A.3.d The administration recommends that the Board award Q00312 to Warner Offset, Inc., the lowest responsible bidder for printing of the Spring and Summer 2004 Continuing

Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, in the amount of \$74,582.

Exhibit VII – A.3.e The administration recommends that the Board award items #1 and 2 on bid request Q00280 for trash can liners to Central Poly Corp., the lowest responsible bidder, in the amount of \$10,360.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00305 for offsite storage for daily, weekly and archival tapes as a component of an overall disaster prevention plan as requested by Information Technology for Technical Services.

II. BUDGET STATUS

Funds in the amount of \$10,976 will be provided in the 2003/04, and funds in the amount of \$12,074 and \$13,281, respectively will be provided in the 2004/05 and 2005/06 Operations and Maintenance Fund budget, under account number 0295-256-539.

III. INFORMATION

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

Chicago Records Management, Inc.	\$ 7,200
Recall North America	8,760
Iron Mountain, Inc.	8,976
SecurTec	15,012

Since the early 1970's, the College has utilized District 211 Administrative Offices to store daily and weekly backup data media so that it is available as part of a disaster prevention plan. The data media of the College has increased significantly, resulting in the inability of District 211 to provide the security and environmental factors needed to adequately store it. Therefore, another offsite storage solution is required.

Each proposal was reviewed regarding such factors as security features, environmental controls, storage location, database management and overall price. Visits were made to three of the four storage facilities to review services provided, in detail.

Chicago Records Management, Inc., does not meet the bid specification requiring security camera surveillance within or around the vault area, and the vendor provides limited help hours. Recall North America does not meet bid specifications because it is located less than two miles from the Harper College main campus.

Included in this request is a contingency of \$2,000 for the first year, to cover the increased volume anticipated with the implementation of the new ERP system and the addition of the Science, Health Careers and Emerging Technology Building. This brings the total for September 1, 2003 through August 31, 2004 to \$10,976.

This recommendation is for a three-year contract. It includes the amount not to exceed \$10,976 for September 1, 2003 through August 31, 2004, plus a 10 percent contingency each succeeding year for a total of \$12,074 for September 1, 2004 through August 31, 2005 and \$13,281 for September 1, 2005 through August 31, 2006.

IV. RECOMMENDATION

The administration recommends that the Board award Q00305 for offsite storage for daily, weekly and archival tapes as a component of an overall disaster prevention plan to Iron Mountain, Inc., the lowest responsible bidder meeting specifications, in an amount not to exceed \$10,976 for September 1, 2003 through August 31, 2004, plus a 10 percent contingency each succeeding year for a total of \$12,074 for September 1, 2004 through August 31, 2005 and \$13,281 for September 1, 2005 through August 31, 2006.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00310 for the purchase and installation of Steelcase furniture for the Assessment and Testing Center as requested by Student Affairs.

II. BUDGET STATUS

Funds in the amount of \$17,045.07 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-586.00-9243.

III. INFORMATION

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

Johnson & Associates	\$17,045.07
Environetx	17,871.76
Office Equipment Company of Chicago	17,925.39

This request is for additional office furniture required to furnish the remodeled Testing and Assessment Center, including a reception area, a waiting area, five workstations, and one private office. Three existing workstations will be used in concert with the new furniture. The remaining furniture being used currently, and its setup, is outdated and hinders the ability to work in an efficient and productive way. The new furniture is ergonomically correct, and will be arranged in a manner that will enable staff members to provide better service.

IV. RECOMMENDATION

The administration recommends that the Board award Q00310 for the purchase and installation of Steelcase furniture for use by the Testing and Assessment Center to Johnson & Associates, the low bidder, in the amount of \$17,045.07.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00308 for sidewalk replacement, earthwork, topsoil, and sod on the northwest side of the lakes and in the Quad at the east end of the campus, as requested by Administrative Services.

II. BUDGET STATUS

Funds in the amount of \$626,874 will be provided in the 2003/04 Operations and Maintenance Restricted Fund budget, under account numbers 0392-039-533.00-9096, 0392-039-582.00-9096, 0392-039-533.00-9314 and 0392-039-582.00-9314.

III. INFORMATION

A legal bid notice was published and 11 bids solicited. Three responses were received. The following is a recap of the bid tab sheet:

Kovilic Construction Company, Inc.	\$475,375
Schaeffges Brothers, Inc.	595,500
Karl Stefans Construction, Inc.	No Bid

Karl Stefans Construction, Inc. sent a letter stating that due to the nature and scope of the project, it was felt that they would not be able to accomplish the work in a timely and efficient manner. Therefore no bid was submitted. Several vendors did not respond due to specialization in only the hardscape or landscape aspect of the project, while others did not have enough time to complete the bid.

The existing pedestrian walkways have numerous areas of uneven settlement, cracks and spalling due to the bog type soil upon which the campus was built. These conditions pose tripping hazards as well as areas for ice formation. Sidewalk settlement is also prohibiting handicapped students and staff from utilizing the sidewalks.

For those reasons, \$272,152 of this project is provided by Life Safety funds previously approved by the Board.

This project will eliminate potential pedestrian hazards by removing and replacing approximately 18,000 square feet of sidewalks, including sub grade compaction or replacement. In addition, the landscape will be enhanced by replacing sod, by the extension of an irrigation system, and by the inclusion of seating and a small water basin in the Quad area.

An allowance of \$53,425 is included to cover the costs for the installation of 12 new trees, for aluminum fencing along the west side of the project, and for beginning the work March 1, 2004 with substantial completion by June 30, 2004. This work was included in the bid and prices were received. However, the College wants to explore the possibility of getting this work done at a lower cost than that provided in the bid.

Also included in this recommendation are the architect's fee of \$39,660, reimbursables in the amount of \$1,414 and a contingency not to exceed \$57,000.

IV. RECOMMENDATION

The administration recommends that the Board award bid request Q00308 for sidewalk replacement, earthwork, topsoil, and sod on the northwest side of the lakes and in the Quad in the center of the campus, to Kovilic Construction Company, Inc., the low bidder in the amount of \$475,375, an allowance in the amount of \$53,425, reimbursables in the amount of \$1,414, a contingency not to exceed \$57,000 and the architect's fee of \$39,660 for a total award of \$626,874.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00312 for printing of the Spring and Summer 2004 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$58,196 will be provided in the 2003/04 Education Fund budget under account number 0181-060-542, and \$16,386 in the 2003/04 Auxiliary Enterprise Fund budget under account number 0548-133-547.4, for a total of \$74,582.

III. INFORMATION

A legal bid notice was published and 15 bids solicited. Three responses were received. The following is a recap of the bid tab sheet for 150M copies each of the 88-page Spring and Summer 2004 Continuing Education Comprehensive Course Schedules and 50M copies each of the 48-page Spring and Summer 2004 Continuing Education Personal Enrichment Course Schedules:

Warner Offset, Inc.	\$ 74,582
College Class Schedule Specialists	79,437
Creative Printing Services, Inc.	89,377

Harper College Course Schedules are sent to households in the College district. Copies are also sent to out of district students, businesses, libraries and individuals upon request. Each Course Schedule will list the College Continuing Education Comprehensive

or Continuing Education Personal Enrichment class offerings for the Spring and Summer 2004 term.

IV. RECOMMENDATION

The administration recommends that the Board award Q00312 to Warner Offset, Inc., the lowest responsible bidder for printing of the Spring and Summer 2004 Continuing Education Comprehensive and Personal Enrichment Course Schedules, which are major publications promoting enrollment, in the amount of \$74,582.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the award of bid request Q00280 for trash can liners as requested by Physical Plant for the Custodial department.

II. BUDGET STATUS

Funds in the amount of \$10,360 will be provided in the 2003/04 Building Fund budget, under account number 0272-064-544.03.

III. INFORMATION

A legal bid notice was published and 25 bids solicited. Nineteen responses were received. The following is a recap of the bid tab sheet:

Pike Systems, Inc.	\$ 7,200
	No Bid 2 Items
Central Poly Corp.	11,440
Unipak Corp.	12,498
Interboro Packaging	12,538
Tek Direct	12,731
	No Bid 1 Item
Bade Paper Products	13,509
Kraft Paper Sales Co., Inc.	13,616
Valdes Enterprises, Inc.	13,760
Milestone Equipment & Supplies	14,070
Ramrod Distributors, Inc.	14,139
The Elton Corp.	14,215
Midpack Corp.	14,591
Chemcraft Industries	15,188
The Standard Companies	15,598
Clark Products, Inc.	15,685
Sani-Craft Co.	17,080

KMI Supplies, Inc.	18,213
All American Poly	23,409
Grainger Industrial Supply	24,350

The trash can liners are for use on the main campus and at the Northeast Center.

Bids were requested for three items. Item #3 will not be awarded at this time.

Items #1 and 2 are clear, high density liners. Item #1 is 30" x 37" and .39 mil, and item #2 is 40" x 48" and .55 mil.

Pike Systems, Inc., submitted a bid for only one item, and was not the low bidder for that item.

Items #1 and 2 are to be awarded to Central Poly Corp., the lowest responsible bidder for items #1 and 2, in the amount of \$10,360.

IV.

RECOMMENDATION

The administration recommends that the Board award items #1 and 2 on bid request Q00280 for trash can liners to Central Poly Corp., the lowest responsible bidder, in the amount of \$10,360.

WILLIAM RAINEY HARPER COLLEGE

BOARD MEETING

August 26, 2003

SUMMARY OF PURCHASE ORDERS

- Exhibit VII – A.4.a The administration recommends that the Board approve the issuance of a purchase order to Agilent Technologies for an LCR Meter, in the amount of \$25,272.
- Exhibit VII – A.4.b The administration recommends that the Board approve the issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Assessment and Testing Center, in the amount of \$45,795.28.
- Exhibit VII – A.4.c The administration recommends that the Board approve issuance of a purchase order to BVK, for strategic media buying and advertising consultation services directly related to enrollment initiatives, in the amount of \$138,692 for the period of July 1, 2003 through November 30, 2003.
- Exhibit VII – A.4.d The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$59,147.06.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Agilent Technologies for the purchase of an Inductance Capacitance Resistance (LCR) Meter as requested by the Technology, Mathematics and Physical Science Division for the Electronics Technology department.

II. BUDGET STATUS

Funds in the amount of \$25,272 will be provided in the 2003/04 Education Fund budget, under account number 0114-518-586.

III. INFORMATION

This request is for an Agilent model 4287A 3GHz RF LCR Meter to replace two obsolete Hewlett Packard meters currently in inventory. The LCR Meter measures impedances in electrical networks and is a critical piece used in Electrical Network Courses.

An Advisory Committee was formed to review, with Harper College faculty, the LCR Meters offered in the marketplace. Based on price, performance, and functionality, the Agilent Meter was chosen. The meter will provide students the same high quality test instrumentation that is typically found in local companies such as Motorola, Omron, Northrop Grumman, and Trace Laboratories. It will complement two other Agilent products currently utilized in Electrical Network Courses, providing students with equipment consistency throughout their classes.

The College has qualified for a 20% Educational discount from Agilent Technologies. A letter was obtained from Agilent verifying that they are the sole supplier. There are no authorized dealers or re-sellers of the Agilent LCR Meter.

The current Hewlett Packard test equipment is over 30 years old and cannot support the instruction of contemporary wireless radio frequency (RF) and microwave (uWave) electronics courses. Further, the manufacturer no longer supports the calibration and repair of the machines. They will be disposed of according to College policy.

IV. RECOMMENDATION

The administration recommends that the Board approve the issuance of a purchase order to Agilent Technologies for an LCR Meter, in the amount of \$25,272.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to Krueger International, Inc., for the purchase and installation of furniture to be used in the Assessment and Testing Center as requested by Student Affairs.

II. BUDGET STATUS

Funds in the amount of \$45,795.28 are provided in the 2003/04 Operations and Maintenance Fund budget, under account number 0292-039-586.00-9243.

III. INFORMATION

This request is for classroom furniture required to furnish the remodeled and expanded Assessment and Testing Center. It includes the purchase and installation of seating and tables for both the Computer Lab and Classroom.

This purchase is from the State of Illinois Joint Purchasing Agreement Contract number PSD4008241.

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 Krueger International, Inc., for the purchase and installation of furniture to be used in the Assessment and Testing Center, in the amount of \$45,795.28.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for approval for the issuance of a purchase order to BVK for strategic media buying and advertising consultation services directly related to enrollment initiatives, as requested by Marketing Services.

II. BUDGET STATUS

Funds in the amount of \$138,692 will be provided in the 2003/04 Education Fund budget, under account number 0181-060-547.

III. INFORMATION

After a search process was completed, the award to BVK for institutional advertising was approved by Board action July 25, 2001. The award approval was for the period of August 1, 2001 through June 30, 2004, with an option to renew for an additional two years, July 1, 2004 through June 30, 2006. At the beginning of each fiscal year, the amount anticipated to be required for marketing is to be determined and presented to the Board for approval.

This recommendation is for the service provider agreement to extend through November 30, 2003. Prior to that date, the College will conduct an agency review of BVK and a number of other agency service providers. It is customary to regularly review agency service and performance throughout a service agreement

and to possibly conduct a more formal review and search every two to three years. The College would expect a new agreement to be in place prior to November 30 for media, creative and strategic services purchased after that time.

BVK was selected as the service provider for the College in these areas in July 2001 after a search that involved the review of more than one dozen agencies, including five finalist presentations. The selection was based on expertise in providing strategic counsel and media buying that works hard to both build a consistent engaging image and achieve return on investment in higher education, health care and related industries. The amount of media placed by the agency in the Chicago market provides leverage to negotiate prices and value-added sponsorships, placements, remotes and other promotional considerations.

The amount for July 1, 2003 through November 30, 2003 is \$138,692. This is to cover the early fall enrollment/image print campaign and the primary fall enrollment radio and print campaign, as well as agency account service, coordination and other services not directly related to media buying.

This purchase complies with State Statute and Board Policy.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order to BVK, for strategic media buying and advertising consultation services directly related to enrollment initiatives, in the amount of \$138,692 for the period of July 1, 2003 through November 30, 2003.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Recommendation for the issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year as requested by Library Services.

II. BUDGET STATUS

Funds in the amount of \$59,147.86 will be provided in the 2003/2004 Education Fund budget, under account number 0121-024-546.10.

III. INFORMATION

This purchase complies with State Statute and Board Policy.

Subscription costs for periodicals are set by publishers and would be the same no matter which subscription agent is used. By using a periodicals subscription agent, the College saves an average of 50 percent per title, and saves the processing cost of approximately \$30.00 per purchase order.

In choosing a subscription agent, Library staff considers the following:

1. Whether the vendor addresses the needs of an academic library, both general and specialized.
2. The number of titles to which the vendor provides access.
3. The vendor's fees.

4. The vendor's reputation and longevity of service.
5. The quality of customer service.

Because of the ongoing subscription process involved with periodicals, the quality of the vendor that manages the ordering, delivery and claiming is of great importance.

In March 2003, Library Services surveyed seven subscription service agencies requesting pricing and service information for a core collection of academic journals and magazines required to support the curriculum. Of the seven vendors surveyed, two vendors (Demco and EVA) indicated they could not provide either all of the titles or the services requested. One vendor (SWETS/Blackwell) did not respond, and one vendor (Faxon/divine) had filed for bankruptcy. Of the three vendors that responded (EBSCO, Wolper, and WT Cox), EBSCO provided the best combination of pricing and services.

EBSCO has been the Library periodicals subscription agent for the College for 21 years. During this time, they have provided reliable, efficient and economical service.

As one of the largest periodical agents in the United States, EBSCO is able to provide for most subscription needs, including foreign publications. They also provide a "periodicals bank" which assists in obtaining missing issues at no cost. They are working with Voyager, the library automation company used by the College, on a serials interface. The EBSCO electronic ordering and claiming functions are compatible with Voyager.

This recommendation is to issue a purchase order to EBSCO Subscription Services in the amount of \$57,313.04 for the subscriptions plus a \$1,834.02 handling charge, resulting in an amount not to exceed \$59,147.06 for the period of July 1, 2003 through June 30, 2004.

The overall amount of \$59,147.06 is \$152.10 more than the 2002/03 amount of \$58,994.96. The slight change in the amount resulted from many subscription price increases as well as the cancellation of 12 subscriptions.

IV. RECOMMENDATION

The administration recommends that the Board approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount not to exceed \$59,147.06.

WILLIAM RAINEY HARPER COLLEGE

I. SUBJECT

Personnel Actions

II. REASON FOR CONSIDERATION

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

III. BACKGROUND INFORMATION

- A. Ratification of Administrator Appointments.
- B. Ratification of Faculty Appointments.
- C. Ratification of Professional/Technical Appointment.
- D. Ratification of Supervisory/Confidential Appointments.
- E. Ratification of Classified Staff Appointments.
- F. Ratification of Harper #512 IEA-NEA Appointment.
- G. Ratification of Supervisory/Confidential Incentive Compensation.
- H. Ratification of Professional/Technical Resignation.
- I. Ratification of Supervisory/Confidential Resignations.
- J. Ratification of Classified Staff Resignation.

IV. RECOMMENDATION

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

WILLIAM RAINEY HARPER COLLEGE
Preliminary Schedule of Investments
As of July 31, 2003

Exhibit VII-B.1
August 26, 2003

	<u>Outstanding Investments</u>	<u>Earned To Date</u>
EDUCATION FUND	\$ 22,780,481	35,980
OPERATIONS, & MAINT. FUND	8,111,285	12,683
OPERATIONS, & MAINT. FUND (Restricted)	543,312	5,393
BOND & INTEREST	4,001,057	6,256
AUXILIARY ENTERPRISES	2,691,171	2,644
RESTRICTED FUNDS	5,337,457	8,346
WORKING CASH FUND	12,527,229	19,587
AUDIT FUND	191,736	300
LIABILITY, PROTECTION & SETTLEMENT	<u>1,206,272</u>	<u>1,886</u>
Total	<u>\$ 57,390,000</u>	<u>93,075</u>

WILLIAM RAINEY HARPER COLLEGE
Schedule of Investments
As of July 31, 2003

Exhibit VII-B.1
August 26, 2003

Depository or Instrument	Date Purchased	Date of Maturity	Term (Days)	Rate (%)	Earnings to Maturity	Principal Invested @ 7/31/2003	Market Value
<u>Certificates of Deposits</u>							
Harris Bank	01/10/03	08/01/03	223	1.68	15,689.85	1,500,000.00	
Harris Bank	01/10/03	08/06/03	208	1.68	14,629.35	1,500,000.00	
PMA/Discover Bank	01/17/03	09/04/03	230	1.40	13,271.54	1,500,000.00	
PMA/MBNA America NA	09/21/01	09/11/03	720	3.81	75,648.93	1,000,000.00	
Northern Trust	09/14/01	09/12/03	728	3.90	323,022.32	4,000,000.00	
PMA/Discover Bank	01/17/03	09/18/03	244	1.40	14,075.91	1,500,000.00	
PMA/MBNA America NA	04/01/03	09/29/03	181	1.29	12,823.37	2,000,000.00	
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	
PMA/Pullman Bank	01/17/03	10/16/03	272	1.40	15,707.02	1,500,000.00	
Northern Trust	03/06/03	10/30/03	238	1.22	11,974.18	1,500,000.00	
LaSalle Bank	03/11/02	11/14/03	613	3.30	84,287.50	1,500,000.00	
LaSalle Bank	03/11/02	11/26/03	625	3.30	85,937.50	1,500,000.00	
PMA/Bank of Nashville	03/03/03	11/28/03	270	1.35	20,023.81	2,000,000.00	
PMA/Discover Bank	02/26/03	11/28/03	275	1.34	60,733.40	6,000,000.00	
PMA/Discover Bank	03/06/03	12/11/03	280	1.25	14,423.47	1,500,000.00	
PMA/Discover Bank	03/12/03	12/26/03	289	1.15	13,697.88	1,500,000.00	
PMA/Discover Bank	03/12/03	01/08/04	302	1.15	14,316.57	1,500,000.00	
PMA/Discover Bank	03/12/03	01/22/04	316	1.15	14,984.71	1,500,000.00	
PMA/Discover Bank	03/12/03	02/05/04	330	1.15	15,655.27	1,500,000.00	
PMA/Independent Bankers' Bank	08/20/02	02/11/04	540	2.55	56,790.74	1,500,000.00	
PMA/Associated Bank Illinois	05/01/03	02/19/04	294	1.54	18,662.34	1,500,000.00	
PMA/Associated Bank Illinois	05/01/03	03/04/04	308	1.50	19,555.63	1,500,000.00	
PMA/F&M Bank & Trust	05/22/03	03/18/04	301	1.20	14,843.83	1,500,000.00	
PMA/Mercantile Bank of W Michigan	07/24/03	03/18/04	238	1.10	14,377.72	2,000,000.00	
PMA/American Business Bank	06/30/03	06/29/04	365	1.22	21,983.71	1,800,000.00	
		Weighted Average: 2.04				51,300,000.00	51,300,000.00 *
<u>Government Securities</u>							
PMA/Federal Farm Credit Bank Note	10/01/01	10/01/03	720	3.05	124,514.32	1,995,000.00	
		Weighted Average: 3.05				1,995,000.00	2,005,008.09 **
Illinois Funds		Monthly Average		0.96		4,094,999.61	4,094,999.61
TOTALS AS OF:	7/31/2003					\$ 57,389,999.61	57,400,007.70

*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.

WILLIAM RAINEY HARPER COLLEGE
LISTING OF
GRANT PROGRAMS

July 1, 2003 – June 30, 2004

Reported: August 26, 2003

NOTE: CHANGES FROM PREVIOUS MONTH IN BOLD

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES Starts - Ends
ACHA Building Healthy Campus Community Project Health & Wellness D. Yurik	Cultural competency demonstration site	ACHA/CDC \$12,200	09/01/01 09/24/03
<hr/>			
<u>NEW</u> Scholar-in-Residence International Studies J. Westney	Fulbright scholar from Costa Rica Matching funds required**	CIES \$15,560*	08/01/03 12/31/03
<hr/>			
Energy & Recycling Used Tire Recovery Program Wellness & Human Performance J. Pankanin	Provide Harper with an innovative football field that will exhibit improved durability of the turf, while improving footing and safety for athletes.	DCCA \$15,000	07/01/02 04/03/04
<hr/>			
Tire Crumb Rubber Contribution Agreement Wellness & Human Performance J. Pankanin	Contribution to help offset cost of the crumb rubber used in Harper's athletic field.	FORD MOTOR CO. \$15,000	07/01/02 04/03/04
<hr/>			
<u>FY 02 CONTINUATION</u> Minority Student Transfer Center Access & Dis. Services L. LaBauve-Maher	To improve the successful IBHE transfer rate of underrepre- sented minority students from Harper to baccalaureate institutions.	HECA \$45,500	08/20/02 08/31/03
<hr/>			
<u>NEW</u> CHOICES (III. Cooperative Work Study Program) Academic Affairs & Education to Careers J. Hennig S. Simmons	Creating hiring opportunities through instruction and career education support.	IBHE \$12,100	04/01/03 06/30/04
<hr/>			
<u>CARRYOVER</u> Illinois Century Network Regional Technology Center Program D. McShane	Technical Service and Support for Region II	IBHE \$46,089	07/01/03 06/30/04
<hr/>			
Illinois Century Network "Bricks and Clicks" DoIT & TMPS S. Griffith/S.Stark	To support the development of online architecture studies.	IBHE \$33,500	04/02/02 04/02/04

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
<u>NEW</u> Career & Technical Education (Tech Prep Support) Academic Affairs Julie Hennig	Assist community colleges in their efforts to provide innovative activities designed to improve and enhance local Tech Prep consortium ventures.	ICCB \$40,994	06/01/03 05/31/04
Business/Industry Workforce Preparation Corporate Services L. Danaher	State Allocation Grant To provide local economic development in workforce training	ICCB \$91,456	07/01/03 06/30/04
Education to Careers Workforce Preparation J. Hennig	State Allocation Grant To promote career development and work based training	ICCB \$65,555	07/01/03 06/30/04
Welfare to Work Workforce Preparation J. Hennig	State Allocation Grant Workforce Preparation	ICCB \$37,313	07/01/03 06/30/04
Accelerated College Enrollment Grants J. Hennig	State Allocation Grant To pay for tuition for H.S. students taking college credit	ICCB \$75,123	07/01/03 06/30/04
<u>FY01 Continuation</u> Perkins III J. Hennig	Career and Technical Education	ICCB \$292,787	07/01/03 06/30/04
<u>FY01 Continuation</u> Program Improvement Grant J. Hennig	Supports improvement in career and technical educational programs.	ICCB \$31,494	07/01/03 06/30/04
Perkins Postsecondary Performance Enhance- ment Grant Advanced Implemen- tation J. Hennig	To develop and implement computerized automated degree & certificate audit systems to recognize and promote student success.	ICCB \$15,000	02/15/03 08/30/03
<u>FY01 Continuation</u> Disabled Student Project Access & Disability Services T. Thompson	To provide services to students with disabilities	IDHS \$134,754	07/01/03 06/03/04
<u>FY01 Continuation</u> Displaced Homemakers Women's Program K. Canfield	Advising and Job Placement for Women's Program participants	IDL \$61,170	07/01/03 06/30/04
<u>FY01 Continuation</u> Federal Tech Prep J. Hennig	Comprehensive Career Development Program	ISBE/USDE \$25,452	07/01/03 06/30/034

GRANT NAME DIVISION/DEPARTMENT MANAGER	BRIEF DESCRIPTION	FUNDING SOURCE AWARD AMOUNT	DATES STARTS - ENDS
Scholarships for Success TMPS/ Marketing Services S. Griffith/D. Loprieno	Scholarship Assistance to support Math, Science, Engineering, & Computer Science students	NSF \$39,926	07/01/03 06/30/04
Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$15,000	07/01/03 09/30/03
<u>FY01 Continuation</u> Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical College \$66,000	10/01/03 06/30/04
Midwest Center of Post-Secondary Outreach Access & Disability Services T. Thompson/D. Kevin	Provides technical assistance to A & D Service Programs	USDE/ St. Paul Technical \$42,000	10/01/03 06/30/04
COPS Public Safety M. Alsup	Universal Hiring Program Hire 3 full time officers (Full grant is \$225,000 spread over three years – 08/01/02-7/31/05	USDJ \$123,129 (F) (\$42,043 per officer x 3)	07/01/03 06/30/04
Total as July 22, 2003		\$1,352,102	

DESCRIPTION OF ABBREVIATIONS

ACHA	American College Health Association
CIES	Council for International Exchange of Scholars
COPS	Community Oriented Policing Services
DCCA	Department of Commerce & Community Affairs
DoIT	Department of Instructional Technology
HECA	Higher Education Cooperation Act
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
NSET	Northwest Suburban Employment and Training Center
TMPS	Technology, Math & Physical Science
USDE	United States Department of Education
USDJ	United States Department of Justice

(F) Federal funds (S) State funds

**\$15,560 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
Fiscal Year 2004
Year to Date Fundraising Report (as of 7/31/03)**

Appeal Description	Gifts	Cash Pledges/Stocks	In-Kind Gifts	Other	Total
Alumni Direct Mail	1	\$25.00	\$0.00	\$0.00	\$25.00
Ball 2004	1	\$500.00	\$0.00	\$0.00	\$500.00
Golf Open - Event Day 2003	2	\$1,000.00	\$100.00	\$0.00	\$1,100.00
Special Initiatives	2	\$200.00	\$0.00	\$0.00	\$200.00
Tradition of Excellence 2003	2	\$0.00	\$292.00	\$0.00	\$292.00
Unsolicited	4	\$55.00	\$0.00	\$409.00	\$464.00
Grand Totals:	12	\$1,780.00	\$392.00	\$409.00	\$2,581.00

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Legal Budget for FY 2003-2004

II. REASON FOR CONSIDERATION

State law requires that the Board of Trustees adopt a legal budget before September 30th of any given year.

III. BACKGROUND INFORMATION

The administration has presented a preliminary budget to the Board of Trustees in June. The budget has been on public display for a minimum of 30 days as required by law and properly advertised.

IV. RECOMMENDATION

It is the recommendation of the administration to adopt the FY 2003-2004 legal budget as presented.

ADOPTION OF BUDGET RESOLUTION

Member _____ moved, seconded by Member _____
WHEREAS, the Board of Trustees of William Rainey Harper College, Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 2003 to June 30, 2004, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS, a public hearing was held as to such budget on the 26th day of August, 2003, notice of said hearing being published in the Arlington Heights Herald, Barrington Herald, Buffalo Grove Herald, Daily Courier News, Des Plaines Herald, Elk Grove Herald, Hanover Park Herald, Hoffman Estates Herald, Mount Prospect Herald, Palatine Herald, Rolling Meadows Herald, Schaumburg Herald, Streamwood Herald, and Wheeling Herald, newspapers published or distributed in this College district, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

- Section 1. That the fiscal year of the College district be and the same is hereby fixed and declared to begin on the 1st day of July, 2003 and end on the 30th day of June, 2004.

Section 2. That the following budget containing an estimate of amounts available in the Education; Operations and Maintenance; Restricted Purposes; Audit; Liability, Protection and Settlement; Bond and Interest; Operations and Maintenance Restricted; and Auxiliary Enterprises Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

August 26, 2003

Board Chairman

Board Secretary

CERTIFICATION

THE UNDERSIGNED DO HEREBY CERTIFY that they are respectively, the Secretary of the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, and the Chief Fiscal Officer thereof.

IT IS HEREBY CERTIFIED that attached hereto is a true, correct, complete and certified copy of the budget resolution as adopted on August 26, 2003 by the Board of Trustees of said Community College District for the fiscal year beginning July 1, 2003 and ending June 30, 2004, and an estimate of revenues, by source, anticipated to be received by the College in the 2004-05 fiscal year, which estimate of revenue is hereby certified as being true and correct by the Chief Fiscal Officer of said College District.

IN WITNESS WHEREOF, we have affixed our official signatures to this Certification as of August 26, 2003.

Secretary, Board of Trustees

Chief Fiscal Officer

Exhibit VIII-A
August 26, 2003

Illinois Community College Board

FISCAL YEAR 2004 RESOLUTION

The Board of Trustees of Harper College formally adopted the Fiscal Year 2004 Budget with the following resolution:

See Attached

A copy of the adopted budget is enclosed.

ATTEST:

Secretary, Board of Trustees

Chairman, Board of Trustees

Exhibit VIII-A
August 26, 2003

STATE OF ILLINOIS
COMMUNITY COLLEGE DISTRICT #512

Annual Budget for Fiscal Year 2004

Harper College
1200 West Algonquin Road
Palatine, IL 60067

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Adjunct Faculty Compensation Schedule for 2003-2004

II. REASON FOR CONSIDERATION

Board Policy Manual 5.1.10D states that the Board of Trustees will establish a separate compensation schedule for adjunct faculty members.

III. BACKGROUND INFORMATION

Adjunct faculty are compensated in accordance with the same schedule used for full-time faculty overload pay.

IV. RECOMMENDATION

It is recommended that the attached salary schedule be adopted for adjunct faculty for the fall 2003, spring 2004, summer 2004.

ADJUNCT COMPENSATION SCHEDULE

Fall 2003, Spring 2004, Summer 2004

Classroom Instruction Pay Schedule*

Regular classroom instruction for scheduled Credit Classes

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or
	LESS				MA + 60
	1	2	3	4	5
0 - 3	\$585	\$605	\$625	\$645	\$665
4 - 6	\$605	\$625	\$645	\$665	\$685
7 +	\$625	\$645	\$665	\$685	\$705

Counseling & Library Function Schedule*

Hourly rate of pay for Student Development and Library Services faculty functions

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or
	LESS				MA + 60
	1	2	3	4	5
0 - 3	\$25.81	\$26.69	\$27.57	\$28.46	\$29.34
4 - 6	\$26.69	\$27.57	\$28.46	\$29.34	\$30.22
7 +	\$27.57	\$28.46	\$29.34	\$30.22	\$31.10

Developmental Functions Schedule*

Hourly rate for activities of a non direct instructional nature such as tutoring and assessment assistance

LEVEL	BA or	MA	MA + 15	MA + 30	PhD or
	LESS				MA + 60
	1	2	3	4	5
0 - 3	\$18.28	\$18.91	\$19.53	\$20.16	\$20.78
4 - 6	\$18.91	\$19.53	\$20.16	\$20.78	\$21.41
7 +	\$19.53	\$20.16	\$20.78	\$21.41	\$22.03

* The amount listed will be paid for each contact hour consistent with the number of credit hours assigned to a course. In cases where contact hours exceed the number of credit hours, the above amount will be paid for the first contact hour exceeding the number of credit hours and one half (1/2) of the above rate will apply to any additional contact hours in excess of the credit hours.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Second reading of an addition to the Board of Trustees Policy Manual - E-mail Communications Among Board Members

II. REASON FOR CONSIDERATION

Additions to Board Policy requires approval of the Board of Trustees.

III. BACKGROUND INFORMATION

The addition to the Board Policy Manual was recommended by the President upon the request of the Board of Trustees. The prepared policy has been drafted by the College attorney.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the addition of a new Board policy on e-mail communications among Board members.

WILLIAM RAINEY HARPER COLLEGE

POLICY STATEMENT

Title: E-Mail Communications Among Board Members

No. 01.19.02

Approved:

Revised:

1. Communications among board members, including e-mail communications, are governed by the Illinois Open Meetings Act. E-mail communications between administrators and board members, or between board members, can and do efficiently exchange information needed for the effective governance of the College.
2. Board members and administrators may use e-mail to send messages or forward information to each other, either on an individual or group basis.
3. Board members and administrators shall not discuss college business in a “chat room” setting unless fewer than three board members participate in the chat room.
4. Board members and administrators shall not use e-mail communications to discuss college business in a manner which duplicates or mimics a face-to-face discussion, if three or more board members are sent or receive the e-mail communications. In determining whether the communications mimic a face-to-face discussion, the frequency and timing of the e-mails should be considered. The knowledge of one participant that three or more board members are “on line” ready to receive message at the time the message is sent shall also be considered. The closer together the e-mails are sent and read, the more likely it is that the communications may violate the Open Meetings Act. This prohibition also applies to “news group” or “list-serve” settings.
5. Board members and administrators should refrain from using a “reply to all” option or similar feature which can potentially engage three or more board members into a communication stream.
6. Board members and administrators should refrain from summarizing e-mailed responses received from board members and relaying that summary back in a manner which results in three or more board members receiving either the summary or the original response(s).
7. Board members and administrators shall refrain from using e-mail in a manner which violates the Open Meetings Act.
8. Nothing in this policy requires a board member to have access to e-mail

technology. However, the College encourages board members to have such access.

WILLIAM RAINEY HARPER COLLEGE

BOARD INFORMATION

I. SUBJECT

Second reading of an addition to the Board of Trustees Policy Manual for the designation of Professor Emeritus Status.

II. REASON FOR CONSIDERATION

Additions to Board policy require approval of the Board of Trustees. The first reading took place at the Board Meeting of July 22, 2003.

III. BACKGROUND INFORMATION

The Board desires to consider recognition of retired faculty members by awarding Professor Emeritus status to those who meet Selection Guidelines found in the Academic Affairs Procedure Manual.

IV. RECOMMENDATION

It is recommended that the Board of Trustees approve the addition to the Board of Trustees Policy Manual - Professor Emeritus.

WILLIAM RAINEY HARPER COLLEGE
POLICY STATEMENT

Title: Professor Emeritus

No. 11.02.21

Approved:

Revised:

A full time Associate Professor or Professor or an administrator who holds either academic rank may apply for Professor Emeritus status upon retirement. Applicants must meet minimum years of service criteria and be able to demonstrate significant accomplishments as delineated in the application procedure and selection guidelines that are available in the Academic Affairs Procedure Manual.

Professor Emeritus **Selection Guidelines**

- I. To receive the title of Professor Emeritus, the retiring faculty member must:
 1. hold the rank of Associate Professor or Professor or be an administrator with either academic rank;
 2. have completed a minimum of 10 years of full-time Harper service;
 3. demonstrate significant accomplishments in curriculum development and teaching or as it relates to his/her professional field at Harper College; and,
 4. demonstrate participation which is substantive, consistent and active in at least four of the following five areas during the last ten years of his/her tenure at Harper:
 - Committee Work:** Institutional, Divisional, Departmental, Senate (annual)
 - Department Chair, Coordinator or other significant leadership role in the division, department or College** (minimum 3 years)
 - Faculty Advisor or Coordinator:** student organization, special student programs, College events
 - Professional Development:** courses, research, conferences, workshops, membership in professional organizations (annual)
 - Professional Service/Community Service:** officer of professional organization, conference or workshop presenter or session chair, author/editor/designer of publications, consultant (annual)
 5. demonstrate consistent outstanding performance across the ten or more years of service, as supported by the College's evaluation practices.
- II. Applications for the award will be annually submitted (following published guidelines) to and verified by the Vice President for Academic Affairs or the Vice

President for Student Affairs and the President of the Faculty Senate on or before March 1. Faculty may apply for Professor Emeritus status one year prior and two years after effective retirement date. (Any faculty member who retired since the Faculty Senate began awarding their emeritus status may apply for Professor Emeritus recognition on or before March 1, 2004, using these published guidelines.) The appropriate Vice President's and Faculty Senate President's recommendations will be submitted to the College President who, in turn, will make a recommendation to the Board of Trustees for final determination on or before May 1.

III. The award will consist of:

1. recognition on a dedicated plaque in the Learning Resource Center (Library);
2. recognition at the annual Spring Harper Faculty Senate Luncheon and the May Board of Trustees' meeting;
3. acknowledgement on the Harper Web Page – link to Professor Emeritus page;
4. College catalog listing as Professor Emeritus until deceased;
5. authorization to use the designation of 'Professor Emeritus' in any publications or professional associations;
6. Harper library privileges; and,
7. staff parking stickers and a box of Harper College business cards.

IV. Announcement of the awards:

1. will be made at the May meeting of the Harper College Board of Trustees and at the Harper Faculty Spring Luncheon; and,
2. will be disseminated via the Harper web page and press releases.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Reaffirmation of vote related to Emergency Chiller Repairs in H Building.

II. REASON FOR CONSIDERATION

The College attorney assisted in putting together the appropriate documents for an emergency meeting in July. At that time, he advised the College that a reaffirmation of the vote should be taken at the next regularly scheduled meeting.

III. BACKGROUND INFORMATION

The primary chiller in the H Building failed in mid July. A few days later the backup chiller failed. It was determined that the backup chiller repair would be the least costly. A Special Board Meeting was called to authorize the repair because it was anticipated to be greater than \$10,000 and needed Board approval.

IV. RECOMMENDATION

It is the recommendation of the administration that the Board reaffirm their vote from the Special Board Meeting on July 22, 2003 to proceed with emergency repairs for the H Building backup chiller, per attorney recommendation.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

President's Employment Contract

II. REASON FOR CONSIDERATION

Approval by the Board of Trustees is necessary to authorize the Board Chairman and Secretary to execute changes to the President's Employment Contract.

III. BACKGROUND INFORMATION

The Board and the President entered into an Employment Contract on February 16, 1998 and that Contract has been amended nine times during the time of the Contract.

The Board and the President are desirous of modifying the terms of the current Contract that expires on June 30, 2005.

IV. RECOMMENDATION

The Chair of the Board of Trustees recommends approval of the changes identified in the Tenth Addendum to the President's Employment Contract and recommends that the Board Chairman and Secretary be authorized to execute the Tenth Addendum to the President's Employment Contract on behalf of the Board of Trustees.

WILLIAM RAINEY HARPER COLLEGE

BOARD ACTION

I. SUBJECT

Voting Delegate to the Association of Community College Trustees (ACCT) Annual Convention

II. REASON FOR CONSIDERATION

Appointment of a voting delegate requires Board approval.

III. BACKGROUND INFORMATION

The Association of Community College Trustees annual convention is scheduled for September 17-20, 2003, in Denver, Colorado. The ACCT requires that each member college designate a representative to vote on behalf of their college. The Illinois Community College Trustees Association encourages participation by Illinois community colleges so that issues vital to Illinois are addressed effectively at the national level.

IV. RECOMMENDATION

It is recommended that a Board member be designated and appointed as the 2003 ACCT Convention voting delegate for Harper College.