

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 17, 1987

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Approval of Consent Agenda
 - A. Approval of Minutes Exhibit VI-A
 - B. Bills Payable, Payroll for November 30, 1987 and December 15, 1987, and Estimated Payroll for December 16, 1987 through January 31, 1988 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Committee Reports Exhibit VI-D
 - E. Grants and Gifts Status Report Exhibit VI-E
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Employee Assistance Program Exhibit VIII-B
 - C. RECOMMENDATION: International Marketing Program Exhibit VIII-C
 - D. RECOMMENDATION: Cooperative Agreements
 - 1. Meadows, Inc. Exhibit VIII-D-1
 - 2. Northern Illinois Medical Center Exhibit VIII-D-2
 - E. RECOMMENDATION: Enrollment Planning Guidelines--
Qualitative Response to the College Mission Exhibit VIII-E
 - F. RECOMMENDATION: Board Policy Manual Amendment--First Reading Exhibit VIII-F
- IX. Other Business
- X. President's Report
- XI. Adjournment

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

Minutes of the Committee Meeting of the Whole of Thursday,
December 17, 1987.

The committee meeting of the whole convened at 7:05 p.m.

Present: Chairman Kris Howard, Board members Barbara Barton,
John Coste, Michael Miller, Larry Moats, Molly Norwood,
Susanna Orzech, and student trustee Greg Miller.

Absent: None.

Also present: James McGrath, President; Bonnie Henry, Vice
President of Student Affairs; Felice Avila, Executive Assistant
to the President; and Stanley Eisenhammer of Gottlieb and Schwartz.

It was moved and seconded that the meeting be adjourned to executive
session.

The committee meeting was reconvened at 8:20 p.m. and was immediately
adjourned.

KRIS HOWARD
Chairman

MOLLY NORWOOD
Secretary

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

Minutes of the Regular Board Meeting of Thursday, December 17, 1987

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, December 17 at 8:20 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Howard, Miller, Moats, Norwood, Orzech and Student Member Miller
Absent: None

Also present: James J. McGrath, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; Jack Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Molly Waite, Mary Beth Bussert. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Steve Dudek, Accounting Manager; Rosemary Murray, Supervisor, Health Services. Other guest: Nancy Biersmith, Memorex Corp.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

President McGrath read a letter of appreciation from Datim Rafidah Aziz, Minister of Trade and Industry of Malaysia, for the hospitality extended to the Malaysian trade delegation by Harper College officials and the U.S. Department of Commerce Office at the College.

UNFINISHED BUSINESS:
Student Trustee Report
 Student Member Miller described the new Student Ambassador Program which will benefit both student participants and those whom they contact. Response to the Program has been very enthusiastic. Additionally, Student Member Miller mentioned upcoming student activities.

CONSENT AGENDA:
 Member Barton moved, Member Orzech seconded, approval of the Consent Agenda as listed in Exhibit VI-A through VI-E (attached to the minutes in the Board of Trustees Official Book of Minutes).

Minutes
 Member Moats noted that items that are presented for information only are included in the Consent Agenda. Member Moats suggested that the Minutes of the Regular Board Meeting of November 19, 1987 be amended to note that the Financial Statements, Committee Reports and Grants and Gifts Status Report are presented for information only and do not require approval.

President McGrath responded that in the future the Consent Agenda will be divided into a portion requiring Board action and a portion presented for the Board's information.

Bills Payable, Educational Fund	\$504,292.71
Payroll, Operating, Building & Maintenance Fund	294,756.26
Estimated Auxiliary Fund	179,520.68
Payroll, Restricted Purposes Fund	43,475.15
Estimated Trust & Agency Fund	117,163.70
Utility bills, Liability, Protection & Settlement Fund	31,526.47
Timothy Bowling Federal Funds	12,856.42

The payroll of November 30, 1987 in the amount of \$982,346.34; the estimated payroll of December 1, 1987 through January 31, 1988 in the amount of \$1,488,254.71; estimated utility bills in the amount of \$120,000.00; and Timothy Bowling for piano tuning in the amount of \$1,800.00.

Financial Statements
 There were no questions concerning the financial statements.

Committee Reports
 There were no questions concerning the committee reports.

Grants and Gifts Status Report
 There were no questions concerning the Grants and Gifts Status Report.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats, Norwood and Orzech

Nays: None

Motion carried. Student Member Miller voted aye.

BID AWARDS/ Member Norwood moved, Member Barton seconded, approval
PURCHASE ORDERS: of the Bid Awards and Purchase Orders as shown in Exhibit VII-A and VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q7972 to IBM Corporation, the low bidder for a dot band printer, in the amount of \$6,160.00.
- Ex. VII-A2 Issue a no award for computer terminals and award bid Q7971 to Memorex Corporation, the low bidder meeting specifications for the control unit, in the amount of \$8,550.00.
- Ex. VII-A3 Award bid Q7974 to Quinton Instrument Co., the low bidder meeting specifications for a motorized treadmill, in the amount of \$7,900.00.
- Ex. VII-A4 Award bid Q7975 to Henricksen Company, the low bidder for library chairs, in the amount of \$30,861.76.
- Ex. VII-B1 Approve issuance of a purchase order to Cullinet Software, Inc. for service units in the amount of \$10,800.00.
- Ex. VII-B2 Approve issuance of a purchase order to the Mount Prospect Park District for the rental of classroom space in an amount not to exceed \$7,000.00.

Member Miller inquired about the reason for the purchase of the dot band printer (Ex. VII-A1). Director of Computer Services Art Bowers replied that the dot band printer is faster and has more flexibility of style than existing equipment. Mr. Bowers added that purchase of the dot band printer is part of an expansion plan and is not replacement equipment. It will be used to consolidate some word processing activities and allow preparation of new reports in different forms.

Concerning Ex. VII-A2, Member Miller inquired why the control unit is being purchased now but not the terminals. Mr. Bowers replied that more research is necessary to determine which terminals are most compatible with the control unit.

Chairman Howard added that the procedure of listing a "no award" was requested by Board members some time ago.

BID AWARDS/
PURCHASE
ORDERS:
(cont.)

Member Miller asked for an explanation of the purchase order to Cullinet Software, Inc. (Ex. VII-B1). Member Coste inquired why this service was not submitted for a bid. Mr. Bowers replied that only Cullinet employees have access to the source language applicable to the system purchased by the College in 1984. Cullinet employees are serving as consultants. The service units are not available from other vendors. Member Coste asked if the College is locked into this particular system. Mr. Bowers replied that it is. A yearly fee is paid to Cullinet for the use of software.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats,
Norwood and Orzech
Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:
Personnel
Actions

Member Norwood moved, Member Orzech seconded, approval of the personnel actions as listed in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Classified, SEIU Appointments

Jacqueline Aponte, AED Program Asst., p/t, 11/18/87, \$13,522
Janice Morris, Custodian, 11/23/87, \$19,032

Reclassifications

Elizabeth Rockstad, Lead Interpreter, 11/01/87, \$16,746
Karen Hale, Suprv., Support Services, 11/01/87, \$19,846

Leave of Absence

Sahar Mikhail, Program Assistant, 1/1/88-1/1/89

Terminations

Timothy McGowan, Equipment Room Attendant, p/t, 12/01/87
Mary Cay Waldron, Secretary I, 12/11/87
Jay Routson, Lab Asst., Computer Operator, 12/11/87
Frederick Johnson III, AV Tech III, 12/11/87
Patricia Dorner, Child Care Attendant, p/t, 12/14/87

Retirement

Muriel Zobott, Head Cashier, 12/31/87

NEW BUSINESS:
Personnel
Actions
(cont.)

Chairman Howard asked Vice President Williams to comment on the position of Adult Education Development Program Assistant, listed in Exhibit VIII-A as a new position. Dr. Williams stated that a new employee has not been hired. An employee formerly working a 28-hour week will now be employed 32 hours per week. The workload has increased because of increased efforts to provide basic skills to employees of area businesses. Enrollment will rise from 294 students currently being served to 320 students enrolled for spring semester. Instruction is customized to suit the different needs of area employers. The program assistant will provide logistical support for faculty members. The College is responding to efforts to promote literacy.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats,
Norwood and Orzech
Nays: None

Motion carried. Student Member Miller voted aye.

President McGrath extended best wishes for a happy retirement to Muriel Zobott, head cashier, and thanked her for her service to the College. A retirement reception was held recently for Ms. Zobott and Ms. Dorothy Fagan, lead word processing operator.

Employee
Assistance
Program

Member Miller moved, Member Barton seconded, approval of the revised Employee Assistance Program Agreement between William Rainey Harper College and Alexian Brothers Medical Center as listed in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes.).

Member Orzech inquired whether the program included assistance with drug and alcohol abuse. President McGrath replied that it does. Member Moats asked how successful the program has been. Supervisor of Health Services Rosemary Murray replied that the success of the program is difficult to measure because of confidentiality. During the first year 38 persons sought help in dealing with a variety of problems, including chemical dependency and emotional problems.

Members Miller and Moats expressed their support of the program.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats,
Norwood and Orzech
Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:
(cont.)
International
Marketing
Program

Member Barton moved, Member Moats seconded, approval of the submission of the International Marketing Program to the Illinois Community College Board as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Orzech inquired about the transferability of credits earned in the courses. Dr. Williams replied that the program is not designed to be a transfer program, but some of the courses will transfer. Member Miller asked for a profile of students who would be interested in the program. Dr. Williams replied most students would be adults working in export-related businesses. Some of the students would already possess baccalaureate degrees. Dr. Williams concurred with Member Miller that 20 persons would be a realistic number for initial enrollment.

Member Moats asked if enrollment has increased in foreign language courses. Dr. Williams replied that enrollment has been approximately the same for several years. Member Moats asked if interest has been shown in Chinese language courses. Dr. Williams replied that conversations have been held with Roosevelt University about sharing instructors in Japanese language courses. Some Continuing Education classes have been offered in oriental languages, and information is currently being collected.

In voice vote, the motion carried.

Cooperative
Agreement
with Meadows,
Inc.

Member Barton moved, Member Miller seconded, approval of the Cooperative Agreement between William Rainey Harper College and Meadows, Inc. as described in Exhibit VIII-D-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste inquired why the College is subject to a hold harmless clause and the other party is not, and why the College instead of the other party is responsible for insurance costs. Vice President Manke replied that the College must be protected from liability if a student carried disease or is hurt in any way. A request for a waiver would probably be denied and Harper students might be refused necessary training.

Member Coste asked if the insurance carrier employed by the College is satisfied with the agreement. Mr. Manke replied that the insurance company has agreed to provide the coverage and the College attorney has approved the agreement. The attorney believes the College to be adequately protected.

In a voice vote, the motion carried.

NEW BUSINESS: Member Norwood moved, Member Barton seconded, approval of
cont.)
Cooperative Agreement with Northern Illinois Medical Center
the Cooperative Agreement between William Rainey Harper College and Northern Illinois Medical Center as described in Exhibit VIII-D-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).
In a voice vote, the motion carried.

Enrollment Planning Guidelines
Member Norwood moved, Member Barton seconded, to incorporate the document "Qualitative Response to the College Mission" into the Enrollment Planning Guidelines (as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Henry explained that the "Quantitative Response to the College Mission" was approved last year. The current document will be used as a standard of quality.

Member Miller mentioned the importance of obtaining feedback from area employers. Dr. Henry replied that a sentence would be added to the document to that effect. Chairman Howard requested that two additions be made to the "Access to Programs and Services" section: a superior environment for minority students and special services for students with disabilities.

Chairman Howard asked if suggestions made by Board members are acceptable to other members. Board members agreed that they were.

In a voice vote, the motion carried.

Amendment to Board Policy Manual
Chairman Howard explained that legislation changing the procedure for filling vacancies on Boards of Trustees was proposed by Harper College. The second reading of the amendment will take place at the Regular Board Meeting of January 28.

OTHER BUSINESS: Member Norwood moved, Member Barton seconded, approval of Settlement Agreement with President McGrath
the Settlement Agreement as approved by the College attorney.

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Miller, Norwood and Orzech
- Nays: None
- Abstain: Member Moats

Motion carried. Student Member Miller voted aye.

OTHER BUSINESS: Member Barton moved, Member Orzech seconded, to affirm the Disciplinary Action decision of the President to condition continued enrollment of Student ID No. 359-30-8594 on completion of certain terms and conditions of probation.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Norwood and Orzech
Nays: None
Abstain: Members Miller and Moats

Motion carried. Student Member Miller voted aye.

Chairman Howard stated that Member Moats has requested an executive session prior to the January Board Meeting for the purpose of discussing personnel matters. Board members agreed to meet at 5:30 p.m. on January 28, 1988.

PRESIDENT'S REPORT:

President McGrath began his report by announcing that Dean of Learning Resources Al Dunikoski has been elected to the Executive Committee of the Regional Library Advisory Council.

Professor of Nursing Margaret Burbach was nominated to the panel of content experts for the National Council for Licensure Examination for Registered Nurses.

Dr. Ralph Forsberg, part-time faculty member in the philosophy department, recently received a Ph.D. degree from Loyola University.

Professor Jerome Stone published an article in the American Journal of Theology and Philosophy and gave a paper at the recent meeting of the Association for the Development of Philosophy Teaching in Lincoln, Illinois.

Professor Pat Mulcrone presented "Revising/Rewriting Your Pre-GED GED Curriculum" at the 1987 Fall Conference of the Northern Area Adult Education Conference.

Coordinator of Disabled Student Services Tom Thompson has been invited to serve a three-year term on the Higher Education and Adult Training for People with Handicaps Resource Panel.

Professor Pat Smith-Pierce, Speech Department, presented "Speak with Confidence" at a recent Women in Charge Conference. Dr. Smith serves on the Board of Directors of the organization.

Professor of Political Science Sharon Alter was chosen to serve on the U.S. Government National Advisory Board for the remake of the U.S. Government Survey Telecourse to be produced by the Dallas County Community College.

PRESIDENT'S REPORT:
(cont.) President McGrath continued his report by announcing that Dean of Liberal Arts Martin Ryan had an article published in the current issue of The Collegian. The article describes the International Studies Program.

An article by Dr. Will Hoffman and the staff of the Human Performance Lab was published in a recent issue of the Journal of Cardiac Rehabilitation concerning the joint cardiac rehabilitation program of Harper College and Northwest Community Hospital.

Chairman of the Board Kris Howard was featured in the current issue of North Shore Magazine as one of the top ten volunteers of 1987 selected by North Shore Magazine and Neiman Marcus. Mrs. Howard and the other award recipients were honored at a reception at Neiman Marcus, Northbrook Court on December 1.

Political Science Professor Molly Waite presented information concerning the telecourse program.

ADJOURNMENT TO EXECUTIVE SESSION: Member Barton moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing the appointment, employment or dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats,
Norwood and Orzech

Nays: None

Motion carried. Student Member Miller voted aye.

ADJOURNMENT: Member Barton moved, Member Norwood seconded, that the Board return to Regular Session.

In a voice vote, the motion carried.

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

In a voice vote, the motion carried, and the meeting was adjourned at 10:15 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary