

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

April 28, 1988

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--Regular Meeting of March 24, 1988; Committee of the Whole Meetings; and Executive Sessions Exhibit VI-A-1
 - 2. Bills Payable, Payroll for March 31, 1988 and April 15, 1988. Estimated Payroll for April 16 through May 31, 1988 Exhibit VI-A-2
 - B. For Information:
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders/No Awards Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Appointment of President Exhibit VIII-B
- IX. Other Business
 - Education Advocacy Coalition Exhibit IX
- X. Report from the College Community
 - North Cook County Private Industry Council (PIC)
- XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, April 28, 1988

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman pro tem Barton on Thursday, April 28, 1988 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Miller, Moats, Norwood, Orzech and Student Member Jacobson
Absent: Member Howard

Also present: Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; 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; John Gelch, Dean of Physical Education, Athletics and Recreation; 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; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; Jack Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Phil Stewart, President, Faculty Senate; Linda Glover, Elaine James, Pat Mulcrone, Mary Severs. Classified/ Professional Technical Staff: Linda Pones, Chairman Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual Technician. Students: Members of the Dictation and Transcription Class. Other guests: John Carpenter, Daily Herald; Mike Gilfillan, Legat Architects; Lewis Gordon, Consultant; Peter Zelter, CLSI, Inc.

Chairman pro tem Barton welcomed newly elected Student Trustee Laura Jacobson to the meeting.

CITIZEN PARTICIPATION:

Faculty Senate President Phil Stewart stated that five scholarships have been awarded by the Senate. The Senate will sponsor a picnic this summer for the College community.

COMMUNICATIONS: There were no communications.

CONSENT
AGENDA: Member Norwood moved, Member Orzech seconded, approval of the Consent Agenda as listed in Exhibit VII-A-1 through VII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman pro tem Barton stated that the Grants and Gifts Status Report, presented for the Board's information as part of the Consent Agenda would be discussed separately.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

Minutes There were no corrections to the minutes of the Regular Board Meeting of Thursday, March 24, 1988.

Bills Payable,	Educational Fund	\$716,689.39
Payroll,	Operating, Building & Maintenance Fund	310,893.48
Estimated	Auxiliary Fund	266,893.48
Payroll,	Restricted Purposes Fund	147,097.68
Estimated	Trust & Agency Fund	272,864.04
Utility Bills,	Liability, Protection & Settlement Fund	33,550.51
Cullinet	Federal Funds	93,784.09

The payroll of March 31, 1988 in the amount of \$1,001,298.79; the payroll of April 15, 1988 in the amount of \$1,018,014.62; the estimated payroll of April 16, 1988 through May 31, 1988 in the amount of \$3,331,867.13; estimated utility bills in the amount of \$120,000.00 and Cullinet for computer software in the amount of \$38,750.00.

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 Director of College Relations Elaine Stoermer reported that Director of Development Ray Devery has secured a \$25,000 in-kind gift from Allstate, Inc. for audio-visual assistance in producing presentations for the College. It is hoped that the productions will be completed by fall.

BID AWARDS:

Member Miller moved, Member Orzech seconded, approval of the bid awards as shown in Exhibit VII-A (1-10) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q7982 to CLSI, Inc., the lowest bidder meeting specifications for the automation of the library and the subsequent maintenance agreement, in the amount of \$445,012.00.
- Ex. VII-A2 Award bid Q8013 to Track-Tenn Maintenance, Inc., the low bidder for the renovation of the outdoor running track, in the amount of \$90,840.00.
- Ex. VII-A3 Award bid Q8010 to Roberts Press, Inc., the low bidder for the printing of the Point of View, in the amount of \$5,700.00.
- Ex. VII-A4 Award bid Q8000 to CAD Technologies, the low bidder for the AutoCAD software, in the amount of \$8,542.85.
- Ex. VII-A5 Award bid Q7999 to TII Robotic Systems, the low bidder for electromechanical drum controllers, in the amount of \$8,827.00.
- Ex. VII-A6 Award bid Q7998 to Warner Offset, the low bidder whose bid response was complete, for printing of the Fall 1988, Spring 1989 and Summer 1989 Course Schedules, in the amount of \$63,087.00.
- Ex. VII-A7 Award bid Q8009 to Sorbus Service, the only bidder for maintenance of the Braegen computer equipment, in the amount of \$15,241.32.
- Ex. VII-A8 Award bid Q8011 to UARCO, the low bidder for computer paper, in the amount of \$32,401.86.
- Ex. VII-A9 Award bid Q8008 to Memorex/Telex Corporation, the only bidder for a maintenance agreement covering a Memorex Magnetic Tape Sub-System, in the amount of \$18,276.00.
- Ex. VII-A10 Award bid Q8006 to Sentinel Computer Services, Inc., the low bidder who bid on all items for a maintenance agreement covering computer equipment, in the amount of \$13,470.96.

BID AWARDS:
(cont.)

Member Moats moved, Member Coste seconded, to remove from the list of bid awards Exhibit Q7982 to CLSI, Inc. for the automation of the library and subsequent maintenance agreement (Ex. VII-A1) for consideration at the June Board Meeting.

Member Moats stated that although the automation system appears to be desirable, the expenditure needs more consideration because of the current financial situation of the College, the possible necessity for increasing tuition and other factors.

Member Miller inquired about the consequences of a one-month delay. Vice President Manke replied that it would technically be possible to delay approval, but the expenditure is included in this year's budget. Vice President Williams noted that a one-month delay would have no detrimental effect. The project has involved a three-year study, and \$100,000 has already been invested in the study.

Member Moats stated that the system appears to be excellent, but believes the project needs more discussion in terms of the overall budget.

Member Orzech noted the library expenditure was discussed in March. A library is one of the major components of an educational system. The project is included in long-range planning, and she does not believe additional discussion would be profitable.

Member Coste said that it is because the expenditure is so large that additional discussion is needed. Member Moats added that he is surprised that the financial position of the College is not stronger. Member Norwood noted that \$100,000 has already been spent on the system. Member Orzech added that the system has been approved by the College of Lake County.

Chairman pro tem Barton said that an increase in tuition would be unrelated to the library expenditure. The necessity for a tuition increase would be caused by a decrease in state funding.

Mr. Manke stated that the price quoted for the system was guaranteed for 120 days. The work of four vendors has been coordinated to begin June 1. Library Professor Linda Glover described the process of acquiring the system. The CLSI firm is acting as broker. The 120-day period expires in June and a one-month delay in approval could result in more than a one-month delay in beginning work on the system.

BID AWARDS:
(cont.)

Member Miller stated that it is his understanding that a delay in approval would cause inconvenience, but would not jeopardize the project. Professor Glover agreed. Dean of Learning Resources Al Dunikoski noted that a delay would be bad for morale, as all library personnel are ready to begin the work and schedules have been arranged accordingly.

Member Coste called the question.

Upon roll call for the motion to delete Exhibit VII-A1 from the motion to approve the bid awards, the vote was as follows:

Ayes: Members Coste and Moats

Nays: Members Barton, Miller, Norwood and Orzech

Motion defeated. Student Member Jacobson voted nay.

Member Miller amended his motion for approval of the bid awards to exclude Ex. VII-A1 to CLSI, Inc. Member Moats seconded.

Upon roll call, the vote was as follows:

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

Nays: Member Orzech

Motion carried. Student Member Jacobson voted aye.

Member Orzech moved, Member Norwood seconded, approval of Exhibit VII-A1 for the automation of the library and subsequent maintenance system.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Miller, Norwood and Orzech

Nays: Members Coste and Moats

Motion carried. Student Member Jacobson voted aye.

Member Miller inquired when the track renovation work would be completed (Ex. VII-A2). Mr. Michael Gilfillan, representing Legat Architects, stated the work would be done by July 15 or earlier.

Member Orzech inquired why the bid presented for renovation of the track is higher than it was on the previous occasion when the bid was not awarded. Purchasing Agent Thea Keshavarzi noted that the bid solely for the renovation of the track is lower than was quoted in the earlier bid, but the current price now includes a pole vault.

BID AWARDS:
(cont.)

Upon roll call, the vote on Member Miller's amended motion for approval of the bid awards as shown in Exhibit VII-A (2-10) was as follows:

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

Motion carried. Student Member Jacobson voted aye.

PURCHASE
ORDERS:

Member Norwood moved, Member Orzech seconded, approval of the purchase orders as shown in Exhibits VII-B1 through VII-B4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-B1 Approve issuance of a purchase order to Illinois Bell Communications for a yearly maintenance agreement covering the College Telephone System in the amount of \$19,585.00.
- Ex. VII-B2 Approve issuance of a purchase order to Business Information Technology, Inc. for systems training on the Integral Systems, Inc. Human Resource System, in the amount of \$15,000.00.
- Ex. VII-B3 Approve issuance of a change order to purchase order D36321 to Warner Offset for printing of the Fall 1987, Spring 1988 and Summer 1988 Course Schedules, in the amount of \$4,486.00 for a new total of \$56,355.00.
- Ex. VII-B4 Approve issuance of a purchase order to Cullinet Software, Inc. for maintenance of the Cullinet Data Base Management System and its features in the amount of \$38,750.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

NO AWARD:

Member Norwood moved, Member Orzech seconded, approval of the No Award as listed in Exhibit VII-C1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-C1 Approve a no award of bid request Q8007 for a maintenance agreement covering Storage Technology computer equipment.

Director of Computer Services Art Bowers explained that because of the age of the Storage Technology computer equipment, vendors do not want to accept the responsibility for keeping the system operational. Consequently, the bidding process is not competitive. In the case of older equipment, a party other than the manufacturer will bid on a repair contract and the repairs will be accomplished by obtaining spare parts from old dismantled equipment.

Member Miller inquired whether it is cost effective to purchase maintenance agreements. Mr. Bowers replied that some equipment is repaired by College employees, but a guarantee of timely repairs is necessary for the main system. A contract guarantees response time.

Member Moats noted that a maintenance contract is similar to an insurance policy and suggested it might be more cost effective to pay for repairs as needed.

Mr. Manke stated that the purchase of maintenance agreements has been reduced substantially in the past two years, particularly for equipment that rarely breaks down. Maintenance contracts are cost effective only when they pertain to crucial equipment to avoid down time. Mr. Bowers added that 24-hour availability of parts is very important.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson 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).

NEW BUSINESS: Classified Staff Appointments

Personnel

Actions
(cont.)

Donna Drake, Administrative Secretary, 3/01/88, \$19,800
Paul Spitz, Messenger, p/t, 3/23/88, \$8,221
James Morgan, Food Service Helper I, p/t, 4/13/88,
Matthew Moran, Student Outreach Assoc., p/t, 5/02/88,
\$10,246

Classified Staff Reclassifications

Anna Harshbarger, Senior Clerk, 4/01/88, \$17,936
Karla Hill, Clerk, p/t, 4/01/88, \$8,511
Linda Goers, Clerk, p/t, 4/01/88 \$6,344
Rebecca Beach, Clerk, p/t, 4/01/88, \$6,136

Classified Staff Terminations

Russell Kingsley, Organization Development Spec., 4/01/88
Doris Lee, Food Service Helper I, 4/15/88
Jana Dahlin, Child Care Office Asst., 4/22/88

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Appointment
of
President

Member Moats read the following statement concerning the appointment of the president: "I intend to enthusiastically support the appointment of Dr. Thompson as the next president of Harper College. I must state, however, that I have been disappointed with the selection process for several reasons which have been clearly communicated to my colleagues on the Board.

My greatest dissatisfaction is with the failure of the Board to conduct site visits on the campuses of the outside candidates. The failure to conduct site visits will invariably be interpreted by the Harper community as a significant weakness in the search process. We all know how crucial site visits were ten years ago when President McGrath was hired. Without the site visits McGrath would not have been president of Harper for the last ten years.

Through face to face interviews with a cross section of college personnel from the internal college community and citizens from the external community we as trustees could have learned much more about the candidates' ability to meet the high expectations of the Harper community.

NEW BUSINESS:

Appointment
of
President
(cont.)

Site visits would have subjected the candidates to the proper scrutiny the office of President deserves and would have provided a stronger basis for a full vote of confidence by the entire college community. They would have revealed strengths, weaknesses, personality traits, relationships and issues with groups or individuals that would prove helpful in confirming the candidates' qualifications for the Harper presidency.

Despite my disagreements with a majority of my colleagues I respect their decision as duly elected representatives of our community to make the appointment with less information than I believe was appropriate for the most important function a board serves--to select the chief executive officer of its institution.

I am looking forward to the arrival of Dr. Thompson and believe that the Harper community must extend a warm and supportive welcome despite any disagreement there might be about the process or his selection as President of this excellent college.

The challenge for all of us will be to unite together and jointly seek to make Harper into the finest community college in the country."

(Larry Moats)

Member Coste asked how much money is being given to the presidential appointee for moving expenses. Member Orzech replied the sum is \$8,000.

President's
Contract

Member Coste indicated he believed the language of the contract should be changed in referring to payment for annual physical examinations at the President's request. Mr. Coste stated this language should be altered to indicate a physical examination could be requested by either the President or the Board of Trustees.

College attorney Loren Slutzky stated that making this change did not present a problem.

In commenting on Member Moats' statement, Member Miller stated that he believes the Board of Trustees followed the proper policy in the search procedure. On-site visits are not commonly done in industry.

Member Moats responded that practices in the field of education differ from those used in business.

NEW BUSINESS: Member Coste moved, Member Moats seconded, to amend President's Contract (cont.) the language in the President's contract to indicate that the expenditure for an annual physical examination at the request of either the President or the Board of Trustees would be approved.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Member Norwood moved, Member Orzech seconded, to approve the Presidential Employment Contract for Dr. Paul N. Thompson covering the period July 15, 1988 through July 14, 1991 as shown in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Resolution
Supporting
Income Tax
Increase
for
Education

Member Orzech moved, Member Miller seconded, to amend the language in the Resolution as shown in Exhibit IX to add the phrase "and whereas equitable funding must be restored" following the seventh paragraph (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that he did not consider advocating a tax increase to be a proper function of a Board of Trustees. He does not wish to go on public record as advocating a tax increase.

Chairman pro tem Barton stated that the ICCTA has suggested that community colleges consider resolutions supporting a tax increase for education to make legislators aware that the Boards favor this course of action.

Member Orzech added that school boards have the responsibility to help fund education. Other groups do not speak for education. She considers advocating help for education to be the responsibility of trustees.

NEW BUSINESS:
Resolution
Supporting
Tax Increase
for
Education
(cont.)

Member Moats stated that the Board should not advocate a tax increase but should ask the State to provide funds in some other manner.

Member Norwood mentioned that the ICCTA has requested that the Resolution be dropped if it is not supported unanimously by the Trustees.

Member Orzech suggested that because of Member Moats' objections to advocating a tax increase, the final sentence of the Resolution be altered to delete the words "to enact tax increase" and substitute the phrase "to take those positions necessary."

Director of College Relations Elaine Stoermer stated that community colleges and other educational groups comprising the Educational Advocacy Coalition have considered methods of requesting additional funding, and an income tax increase appears to be the most equitable method. The ICCTA concurs and has recommended that individual boards may wish to pass a local resolution to help convince legislators of the need to increase funding for higher education in Illinois.

Member Moats stated that such a position would have to be explained to the community.

Member Coste added that he would support the resolution but until funding formulas are changed, a disproportionate amount will be directed to the Chicago Public Schools. He inquired what action the ICCTA is taking to change the funding formula.

Chairman pro tem Barton stated the ICCTA is attempting to have the formula changed.

Member Orzech withdrew the motion to amend the wording of the Resolution.

Member Norwood moved, Member Miller seconded, approval of the Resolution supporting a tax increase for education as shown in Exhibit IX (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: Member Moats

Motion carried. Member Jacobson voted aye.

REPORT FROM
THE
COMMUNITY:

Chairman pro tem Barton announced that Chairman Howard has been awarded the Regional Trustee Leadership Award from the American Community College Trustee Association (ACCT).

Vice President Williams reported that Dr. Robert Zilkowski served as Program Session Coordinator at the National Business Education Association Convention held recently in Denver.

Coordinator of the Legal Technology Program Sharrie Hildebrandt has arranged for Harper College to host the 1988 Midwestern Conference for Legal Assistants, Program Directors and other educators on Saturday, May 7.

Professors Paul Sipiery and Larry Knight have been invited to teach at the Field Museum of Natural History this summer. Paul will teach a class entitled "Geology Through America's National Parks," and Larry will present a seminar on "Geology of the Starved Rock Area."

Roads and Grounds Supervisor Chuck Gura recently served as a panelist at the Chicago Athletic Field Maintenance Seminar.

Professor Frank Smith was guest speaker this month at the Barrington Area Business and Professional Women's dinner and lecture series, "Perfecting Your Self-Image--Making an Impact." Professor Smith spoke on "Effective Written Communication."

Nimi Jonadoss, tutor coordinator in the Learning Assistance Center, presented a session on the Harper tutoring program to the Western College Reading Learning Association in New Orleans last month.

Director of the Learning Assistance Center Lee Kolzow presented a workshop entitled "Critical Thinking: Implications and Applications" at the Critical Literacy Conference held in Chicago this month.

Adult Educational Development faculty members Pat Mulcrone, Pat Best and Linda Nelson and staff members Jane Harris, Elizabeth Watson-Minicz, Joan Toomey and Tamara Baloun gave presentations at the recent annual meeting of the Adult and Continuing Educators Association. Professor Pat Mulcrone was elected Vice President for Regions of the Association.

REPORT FROM
THE
COMMUNITY:
(cont.)

English as a Second Language and Student Development faculty members Susan Cusack and Martha Brown, adjunct faculty member Kathi Holper and Ellen Kaufman of Disabled Student Services were invited to present "English as a Second Language for Hearing Impaired Students" for the Suburban Deaf Services Network.

Chairman pro tem Barton announced that a Certificate of Appreciation was presented to Harper College at the first annual meeting of the Suburban Primary Health Care Council in appreciation for services provided as fiscal agent for the grant funds.

Chairman pro tem Barton asked Professor Pat Mulcrone to accept an award from the Private Industry Council of Northern Cook County (PIC) for cooperation by the Adult Educational Department. Dean of Special Programs and Services Liz McKay showed a film depicting work of the Private Industry Council (PIC).

ADJOURNMENT:

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

In a voice vote, the motion carried and the meeting was adjourned at 9:35 p.m.

Barbara Barton
Chairman pro tem

Molly Norwood
Secretary