

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

May 26, 1988

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 (Roll Call Vote)
  - A. For Approval
    - 1. Minutes--April 28, 1988 Exhibit VI-A-1
    - 2. Bills Payable, Payroll for April 29, 1988 and May 15, 1988. Estimated Payroll for May 16 through June 30, 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 Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheet Exhibit VIII-A-1
    - 2. Maternity/Child Rearing Leave--  
Special Programs and Services Division Exhibit VIII-A-2
    - 3. Maternity/Child Rearing Leave--  
Student Development Exhibit VIII-A-3
  - B. RECOMMENDATION: Automation/Certificate Program Exhibit VIII-B
  - C. RECOMMENDATION: Interfund Loan Repayment Exhibit VIII-C
  - D. RECOMMENDATION: Prevailing Wage Act Exhibit VIII-D
  - E. RECOMMENDATION: Participation in the Illinois School District Liquid Asset Fixed (ISLAF) Rate Certificate of Deposit Investment Service Exhibit VIII-E
  - F. RECOMMENDATION: Tuition Increase Exhibit VIII-F
- IX. Other Business
- X. Report from the College Community
- 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, May 26, 1988

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, May 26, 1988 at 8:00 in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine.

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

Also present: Paul Thompson, incoming 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; 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; Martin Ryan, Dean of Liberal Arts; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; Lee Kolzow, Director of Learning Assistance Center; Jack Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Jeanne Pankanin, Director of Student Activities; Frank Solano, Director of Financial Aid; Elaine Stoermer, Director of College Relations.  
Faculty: Phil Stewart, President, Faculty Senate; Roger Mussell, Carol Neuhauser and Pat O'Connor.  
Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Don Malzahn, Computer Analyst; Eric Ryan, Audiovisual Technician. Other guests: John Carpenter, Daily Herald; Juliann Anderson, Pioneer Press.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS:  
Student Trustee Report Student Member Jacobson stated that the Student Senate has talked with members of the Student Senate at Bellevue Community College. The Bellevue group commented very favorably about President Thompson. Student Member Jacobson added that she is studying ways of obtaining ideas and suggestions from the student body and she will submit articles to The Harbinger.

CONSENT AGENDA: Member Barton moved, Member Norwood seconded, approval of the Consent Agenda as listed in Exhibit VI-A (1-2) (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, Howard, 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, April 28, 1988.

Bills	Educational Fund	\$418,683.73
Payable,	Operating, Building & Maintenance Fund	316,187.44
Payroll,	Auxiliary Fund	116,277.19
Estimated	Restricted Purposes Fund	76,528.48
Payroll,	Trust and Agency Fund	154,164.24
Estimated	Liability, Protection & Settlement Fund	8,515.41
Utility	Federal Funds	8,873.91
Bills,	The payroll of April 30, 1988 in the amount of \$970,702.28;	
First	the payroll of May 15, 1988 in the amount of \$1,002,000.05;	
Chicago	estimated payroll of May 16, 1988 to June 30, 1988 in	
Bank of	the amount of \$2,988,644.03; estimated utility bills in	
Mt. Prospect,	the amount of \$120,000.00; First Chicago Bank of Mt.	
American	Prospect for quarterly payment for software in the amount	
National	of \$11,156,75; and American National Bank, principal pay-	
Bank	ment on bond issue in the amount of \$355,521.25.	

Financial Statements There were no questions concerning the financial statements.

Committee Reports Member Barton noted that ICCTA Executive Director Gary Davis will use the legislative program prepared by Elaine Stoermer in his presentation at the ACCT (American Community College Trustees) meeting in Des Moines. Member Barton thanked Ms. Stoermer for her work on the project.

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

BID AWARDS  
PURCHASE  
ORDERS:

Member Miller moved, Member Coste seconded, approval of the bid awards and purchase orders as shown in Exhibits VII-A (1-6) and VII-B (1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8015 to Gandalf Data, Inc., the only bidder for a data switch, in the amount of \$38,189.80.
- Ex. VII-A2 Award bid Q8019 to Information and Communications Inc., the low bidder for the Student Financial Aid System, in the amount of \$75,750.00.
- Ex. VII-A3 Award bid Q8017 to Regional Publishing Corp., the low bidder for printing of the Harbinger (student newspaper) in the amount of \$15,159.00.
- Ex. VII-A3 Award bid Q8020 to Applicon, the low bidder who bid on all items for a maintenance agreement covering VAX/Applicon CAD hardware and software in the amount of \$34,983.90.
- Ex. VII-A5 Award bid Q8021 to Prime Computer, Inc. the only bidder for a maintenance agreement covering the Prime CAD system, in the amount of \$23,576.89.
- Ex. VII-A6 Award bid Q8018 to Lyng Canteen, the vendor with the highest commission rate, for vending services for a three-year contract.
- Ex. VII-B1 Approve issuance of a purchase order to EBSCO Subscription Service as the Library periodicals subscription agent for one year, in the amount of approximately \$31,845.22.
- Ex. VII-B2 Approve issuance of a purchase order to Valley Linen Supply for linen service, in an amount not to exceed \$5,000.00.

Member Coste inquired whether EBSCO Subscription Services provides the best price among subscription services. Vice President Manke replied that Dean of Learning Resources Al Dunikoski has checked with other community colleges to determine which services they use. The price charged by EBSCO is competitive.

BID AWARDS  
PURCHASE  
ORDERS:  
(cont.)

Mr. Manke added that state statutes do not require a bid.

Member Coste asked if it is not feasible to obtain proposals from other vendors. Member Orzech stated that all the libraries with which she is familiar use EBSCO. A problem with changing services is interruption of service. She would question using another vendor because she is aware of unsatisfactory situations caused by alternate services.

Member Coste suggested that information should have been included in the exhibit explaining the advantages of retaining the services of EBSCO.

Member Moats inquired if most subscriptions are purchased for a one-year term. Dean Dunikoski replied that most subscriptions are ordered for one year. Member Moats suggested cost savings might be realized from lengthening the subscription period. Member Orzech explained that because of the frequency with which periodicals go out of business, longer subscriptions would not be a cost saving measure.

Member Moats asked if the data switch described in Exhibit VII-A1 will be used for both academic and administrative computing. Director of Academic Computing Larry Haffner replied both areas would be served. Member Moats asked if the price quoted includes the charge for a fiber optic link. Mr. Haffner replied the cable will cost an additional \$1,000.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:  
Personnel  
Actions

Member Miller moved, Member Norwood seconded, approval of the personnel actions as described in Exhibit VIII-A-1 and 2 after deleting the name of Sohail Anwar from the faculty appointments (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller noted that Mr. Anwar withdrew his acceptance of the position.

NEW BUSINESS: Faculty Appointments

Personnel  
Actions  
(cont.)

Vera Jareckyj, Instructor, French, 8/16/88, \$23,724  
Randall Schietzelt, Instructor, Biology, 8/16/88, \$26,075  
Mark Healy, Instructor, Economics, 8/16/88, \$29,202

Classified Staff Appointments

Jennifer Pitek, Secretary I, 4/12/88, \$14,820  
Ludinila Cruz, Clerk Typist I, p/t, 4/25/88, \$2,548  
Kimberly Knudsen, Child Care Office Assistant, 5/16/88,  
\$13,500  
Sharon Kirmse, Clerk Typist I, p/t, 5/19/88, \$6,562

Classified Staff Reclassification

Jacqueline Carroll, Lab Operations Suprv., 3/01/88, \$24,580

Classified Staff, SEIU Terminations

Justin Goodman, AV Tech I, 4/06/88  
Janet Callahan, Secretary I, 4/12/88  
Larry Malone, Custodian, p/t, 4/25/88  
Kay Phillips, Child Care Specialist, 4/29/88  
Pamela Biermann, Clerk Typist I, 5/05/88

Faculty Leaves of Absence

Donna R. Brandwein, 8-16-88 to 1-10-89  
Diane Perhats-Trickey, 8-18-88 to 5-19-89

Member Miller inquired why a new position is necessary in the Placement Office and requested that a request for approval be submitted to the Board if the position becomes a full-time one at a later time.

Director of Placement Russ Mills explained that the Placement Office is new and has experienced rapid growth. There is a backlog of work requiring input into the computer. The new employee will work eight hours a week.

Member Orzech commented that she was pleased to note that the College is pursuing a policy of hiring minorities.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:      Member Norwood moved, Member Orzech seconded, approval  
(cont.)              of the Automation Program for submission to the Illinois  
Automation              Community College Board (ICCB) as described in Exhibit  
Program                  VIII-B (attached to the minutes in the Board of Trustees'  
                                 Official Book of Minutes).

In a voice vote, the motion carried

Interfund              Member Barton moved, Member Miller seconded, approval  
Loan Repayment        of the Interfund Loan Repayment as described in Exhibit  
                                 VIII-C (attached to the minutes in the Board of Trustees'  
                                 Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.    Student Member Jacobson voted aye.

Prevailing              Member Orzech moved, Member Norwood seconded, adoption  
Wage Act                of the Prevailing Wage Act resolution for submission  
                                 to the Secretary of State and the Department of Labor  
                                 of the State of Illinois as described in Exhibit VIII-D  
                                 (attached to the minutes in the Board of Trustees'  
                                 Official Book of Minutes).

In a voice vote, the motion carried.

Participation        Member Orzech moved, Member Barton seconded, adoption  
in Illinois              of the resolution allowing the College Treasurer to  
School Dist.            utilize the certificate of deposit service of the  
Liquid Asset            Illinois School District Liquid Asset Fund as described  
Fund (ISDLAF)        in Exhibit VIII-E (attached to the minutes in the  
Fixed Rate              Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Certificate              Ayes:    Members Barton, Coste, Howard, Miller, Moats,  
of Deposit                Norwood and Orzech  
Investment                Nays:    None  
Service

Motion carried.    Student Member Jacobson voted aye.

Tuition                Member Barton moved, Member Miller seconded, approval  
Increase                of an increase in tuition from \$27 per credit hour to  
                                 \$30 per credit hour effective with the spring, 1989  
                                 semester as described in Exhibit VIII-F (attached to  
                                 the minutes in the Board of Trustees' Official Book  
                                 of Minutes.)

NEW BUSINESS:  
Tuition  
Increase  
(cont.)

Member Coste inquired how the funds generated from a tuition increase would be used.

Chairman Howard replied that the three vice presidents have made recommendations for the use of the funds, and the matter would be discussed in the Finance Committee meeting of June 14.

Member Coste stated he would prefer to discuss the use of the funds at this time.

Member Moats asked if scholarships were the reason for a decision at this time. Vice President Henry noted that in order for Illinois State Scholarships to be fully funded, action must be taken by June 1. Otherwise approximately 250 students must each pay approximately \$35 more.

Chairman Howard noted that the actual funding of the budget will take place in the fall, but a vote on this item is needed now.

Member Miller stated that he prefers an increase to be used for instructional equipment, and these decisions can be made in the normal budget procedure.

Member Coste commented that he will vote against an increase unless the funds are used to reduce the deficit. An additional meeting of the Finance Committee is needed in June. Even with Life Safety funds, a deficit budget will occur, and the budget may not be unanimously approved by the Board.

Member Miller agreed that the Life Safety issue should be studied again.

Member Moats stated that he opposes a tuition increase. He would like to review use of the money. Tax revenues have more than doubled and the budget has an unusually high capital expenditure. Education should be made more accessible, and any additional charges would make obtaining an education difficult for some students.

Member Barton expressed her support of an increase. She stated the burden of costs should be shared rather than expecting more of the taxpayers. Even with the tuition increase, the cost is still very reasonable.

Member Orzech stated that she does not feel an increase in tuition is needed because of additional revenues following the referendum.



NEW BUSINESS:  
Tuition  
Increase  
(cont.)

Vice President Manke explained that although fund balances may appear high, the use of some funds is restricted. The Educational Fund and Building Fund are the operational funds which contain \$5 or \$6 million and those balances will decrease. Additionally, it is not known what action the State will take.

Member Norwood added that if the tuition increase is approved, the use of proceeds must be carefully studied.

Member Miller expressed his support of an increase with continued efforts at cost control. Students are bearing less of a burden than they have in the past.

Member Moats stated that an increase will cause enrollments to decline, and it is possible to use funds in restricted accounts.

Mr. Manke noted that although loans are made to the operating funds from the restricted funds, this practice could drastically reduce investment income.

Chairman Howard noted that tuition is still a bargain for students. The community has always supported quality education. The faculty has requested better equipment. The Board should be concerned with deficit financing and a tuition increase will help fund the College.

Member Moats stated that an educated society is a top priority, and it should be easier for students to attend college.

Member Barton said that she disagreed with Member Moats' opposition to the increase.

Member Orzech stated that the charge to the community colleges is to deliver quality education economically. A tuition increase is not appropriate at this time.

Member Orzech called the question.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller,  
and Norwood

Nays: Members Coste, Moats and Orzech

Motion carried. Student Member Jacobson abstained.

OTHER BUSINESS: Chairman Howard noted that an executive session is needed before the June meeting and asked if this session should be scheduled immediately before the regular meeting. Board members indicated that timing is satisfactory.

Member Moats asked what procedure is used to determine executive meeting dates. Chairman Howard said that the Board determines the dates, sometimes in committee meetings. As much advance notice as possible is given. Member Moats suggested that Board members be contacted to see if a date is convenient and that an attempt be made for consensus. A 5:30 p.m. time is very difficult for him.

Chairman Howard said she had noted his comments.

Chairman Howard stated Dr. Thompson will attend the Finance Committee meeting on June 14. In addition to the Finance Committee meeting, a committee-of-the-whole meeting on the same date will review institutional goals.

Member Barton suggested members reserve the night of June 15 for the second meeting. Members agreed.

REPORT FROM THE  
COMMUNITY:

Professor Carol Neuhauser and faculty member Pat O'Connor of the Child Development Program presented a plaque and clipboards to the Board from the Northwest Suburban Early Childhood Conference Committee.

Registrar Steve Catlin reported 12 to 15 percent increases for both fall and summer registration. A big factor in summer registration is enrollment by students at home for the summer from four-year institutions.

Professor Jerome Stone, Philosophy, has been appointed to a three-year term on the Steering Committee of the Group on Empiricism in American Religious Thought of the American Academy of Religion.

Professor Ed Metcalf, Park Management, was commended by the Northwest Suburban Education Organization for tree maintenance service provided by Harper students at the Sunrise Lake Outdoor Education Center.

The marketing class of Professor Don Sedik prepared an ad for Kenwood Electronics which was used by the company.

REPORT FROM THE  
COMMUNITY:  
(cont.)

Professor Renee Zellner received the Region IV award as Most Outstanding Women's Track Coach of the Year. The Harper women's team won first place in the National Junior College Athletic Association (NJCAA) Region IV meet.

Facilities Manager Dennis Ryther served as co-manager for the annual Illinois State Swimming Coaches Clinic held at the College on May 7.

Harper College AED non-native literacy classes at Motorola were included in a Channel 7 news feature.

The Harper AED Department was selected by the Illinois State Board of Education as one of two exemplary adult education programs in Illinois. The Department was selected as one of two programs in a six-state region to compete for a national award. William Langner, an official with the U.S. Department of Education, made a site visit to the College to evaluate the AED Department for the national award.

Douglas Blacker, son of Switchboard Operator Paula Blacker, has won a scholarship sponsored by the Northwest Industrial Council. Douglas will attend the University of Illinois, Champaign, this fall.

James McGrath has been designated the winner of the Illinois Community College Trustees Association Meritorious Service Award for his leadership in service to public community colleges.

At the annual Academic Convocation on May 10, 93 recipients of various scholarships were honored in addition to Phi Theta Kappa initiates and Trustee Honors students. Donald Wilson, vice president of the Educational Foundation, was honored with the James J. McGrath Recognition Award for his distinguished service on behalf of the College. Professor Marguerite Ewald was the guest speaker.

Two Harper students, Joanne Smet and Matthew Mayfield, received the Illinois Institute of Technology student scholarships. The \$3,000 scholarships are renewable for three years.

Harper student Ingrid Skamser was featured in Business America, an international trade publication published by the U.S. Department of Commerce.

REPORT FROM THE  
COMMUNITY:  
(cont.)

Harper student Vicki Lopez placed third in the 800-meter run in the recent NJCAA track meet in Odessa, Texas.

The baseball team placed second in the NJCAA Region IV tournament held in Kankakee, Illinois.

The tennis team qualified for the NJCAA championships held in Tyler, Texas.

Professor Marguerite Ewald received the Distinguished Faculty Award at the recent commencement exercises.

ADJOURNMENT TO  
EXECUTIVE  
SESSION:

Member Orzech moved, Member Barton seconded, that the Board adjourn to Executive Session for the purpose of discussing negotiations.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye and the meeting was adjourned to Executive Session at 9:20 p.m.

ADJOURNMENT:

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

In a voice vote, the motion carried, and the meeting was adjourned at 10:49 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary