

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

October 27, 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--September 22, 1988 Regular Meeting and Executive Session; October 12, 1988 Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payroll for September 30, 1988 and October 15, 1988. Estimated Payroll for October 16 through November 30, 1988 Exhibit VI-A-2
 - 3. Resolution for 1988 Tax Levies Exhibit VI-A-3
 - 4. 1987-88 Financial Audit Exhibit VI-A-4
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Grants and Gifts Status Reports Exhibit VI-B-2
 - 3. Liaison Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement/Faculty--Life Science and Human Services Division Exhibit VIII-A-2
 - B. RECOMMENDATION: Adoption of the 1989-90 Academic Calendar Exhibit VIII-B
 - C. RECOMMENDATION: Authorization for Additions to Approved College Depositories Exhibit VIII-C
 - D. RECOMMENDATION: Approval of Standards for Academic Achievement Exhibit VIII-D
 - E. RECOMMENDATION: Agreement with District 15, Willow Bend School Exhibit VIII-E

- F. RECOMMENDATION: Resolution on Public University
Baccalaureate Completion Programs Exhibit VIII-F
- G. RECOMMENDATION: Conversion License Agreement with
SPSS, Inc. Exhibit VIII-G
- 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 Regular Board Meeting of Thursday, October 27, 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, October 27, 1988 at 8:10 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Paul Thompson, 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; John Gelch, Dean of Physical Education, Athletics, and Recreation; 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; 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; Jack Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Program Services. Faculty: Phil Stewart, Faculty Senate President, Therese Cummings, and Pat Mulcrone. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Kathy Ferreira, Secretary to the President; Thea Keshavarzi, Purchasing Agent; Michael Lisky, Audio-Visual Technician; Jim Thom, Systems Programming Specialist; Laurie Wren, Secretary to Vice President. Students: Kristin Brogan, Anthony Garcia, Darlene Iverson, Paul Lombardi, David Patanella, Patrick Ryan and Edward Wallace, Student Senate. Other guests: John Carpenter, Daily Herald; Juliann Anderson, Pioneer Press; Brian Carey, U.S. Department of Education; Bob English, PMA Financial; D.W. Rudy, Community Consolidated District 15; Mike Zawacke, Willow Bend School.

CITIZEN
PARTICIPATION:

Mr. Brian Carey, an official of the U.S. Department of Education Office of Vocational and Adult Education and Pat Mulcrone, Chairman of the Adult Educational Program, presented to the Board an award received by the Harper College Adult Educational Development Program citing the program for receiving the designation National Finalist in the Secretary's Award for Outstanding Basic Education Programs.

COMMUNICATONS:

There were no communications.

Agreement with
District 15
Willow Bend
School

Chairman Howard asked the Board's consent to move the Agreement with District 15, Willow Bend School, to the next place on the agenda to enable Mr. Mike Zawacke, Principal of Willow Bend School, and Mr. Ruby, Community Consolidated School District 15, to leave the meeting following the discussion.

Member Coste moved, Member Norwood seconded, approval of the participation of Harper College with District 15 Willow Bend School in Project TEAM, an early intervention program for at-risk students, as shown in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson explained that Harper College would provide tutors to serve at risk students at Willow Bend School. Cooperation with the Willow Bend School will expand the Harper community and is a good small model step to provide help to at risk students. The acronym TEAM stands for "Together Each Achieves More".

In a voice vote, the motion carried.

UNFINISHED
BUSINESS:

Student
Trustee
Report

Student Member Jacobson introduced members of the Student Senate who were in attendance. She described a new project of suggestion boxes placed in different locations on campus.

CONSENT
AGENDA:

Member Moats requested that the Resolution for 1988 Tax Levies (Exhibit VI-A-3) be removed from the Consent Agenda for further discussion.

Member Barton moved, Member Miller seconded, approval of the Consent Agenda, excluding Exhibit VI-A-3, as shown in Exhibits VI-A-1 through VI-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

CONSENT
AGENDA:
(cont.)

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 meeting and executive session of September 22, 1988 and the executive session of October 12, 1988.

Bills Payable,
Payroll,
Estimated
Payroll
Estimated
Utility
Bills,
William
Foust

| | |
|---|---------------|
| Educational Fund | \$ 732,850.41 |
| Operating, Building & Maintenance Fund | 184,881.92 |
| Auxiliary Fund | 249,501.03 |
| Restricted Purposes Fund | 76,822.53 |
| Trust & Agency Fund | 180,030.61 |
| Audit Fund | 10,000.00 |
| Liability, Protection & Settlement Fund | 67,125.54 |
| Federal Funds | 55,559.62 |

The payroll of September 30, 1988 in the amount of \$1,008,853.38; the payroll of October 15, 1988 in the amount of \$1,005,488.97; estimated payroll of October 16, 1988 through November 30, 1988 in the amount of \$4,058,899.84; estimated utility bills in the amount of \$120,000.00 and William Foust, Early Retirement-October in the amount of \$962.09.

1987-88
Financial
Audit

There were no questions concerning the 1987-88 financial audit.

Financial
Statements

There were no questions concerning the financial statements.

Grants and
Gifts
Status
Report

There were no questions concerning the Grants and Gifts Status Report

Liaison
Reports

There were no questions concerning the liaison reports.

Tax
Levy
Resolution

Member Norwood moved, Member Barton seconded, adoption of the tax levy resolution for 1988 as described in Exhibit VI-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller inquired about the difference in amounts expressed in the exhibit and the amounts discussed earlier during the budget review process. Vice President Manke stated that earlier figures included a recommendation for abatement of \$400,000 in the Bond and Interest Fund. The resolution presented now concerns the estimated levy; in November the Board will vote on adoption of the levy with the recommendation for abatement. Additionally, earlier figures on equalized assessed valuation were estimated, and the projected amounts are now finalized. This levy is based on a seven percent increase in equalized assessed valuation for next year; six percent had previously been estimated. The 1988 equalized assessed valuation figures will not be available until the counties make assessments in late 1989. Levies for 1987 exceeded the estimated six percent, but the estimate was very close. Different counties with different rates of increase comprise the College district.

Chairman Howard noted that if the equalized assessed valuation for 1988 amounts to less than seven percent, the College can adjust to that difference, but if the estimates are too low, the College cannot increase the levy.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Mr. Manke noted that the important figure to communicate is that the maximum tax increase would be 6.8 percent, a \$6.00 increase in tax for a house with a market value of \$100,000.

Member Miller indicated that he will support an abatement in the bond and interest fund.

BID AWARDS

Member Norwood moved, Member Orzech seconded, approval of the bid awards as shown in Exhibit VII-A (1-8) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard inquired why it is necessary to replace the Amiga computers currently in use. Director of Academic Computing Larry Haffner replied that Amiga computers were purchased three years ago and are obsolete for use with new software. The computers will be used for other purposes.

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.

- Ex. VII-A1 Award bid Q8077 to McFarland Business Interiors, the low bidder for the furniture for the Presidential Office, in the amount of \$8,816.19.
- Ex. VII-A2 Award bid Q8076 to New York Commercial Flooring Systems, the low bidder meeting specifications for carpeting, in the amount of \$8,129.60.
- Ex. VII-A3 Award bid Q8070 to Nautilus Sports/Medical Industries, Inc., the sole supplier of Nautilus exercise equipment, in the amount of \$12,244.00.
- Ex. VII-A4 Award bid Q8073 to Hoggan Health Industries, the low bidder meeting specifications for Camstar exercise equipment, in the amount of \$17,709.50.
- Ex. VII-A5 Award bid Q8073 to Henrickson & Co., the low bidder for computer tables, in the amount of \$13,429.00.
- Ex. VII-A6 Award bid Q8078 to K.J. Computers for \$2,730.00 and to Digital World for \$13,825.00, the low bidders for the Amiga computers and peripheral equipment, for a total award of \$16,555.00.

Ex. VII-A7 Award bid Q-8072 for janitorial supplies to Bade Paper Products in the amount of \$4,068.00; Bolotin, Inc. in the amount of \$1,478.61; Chem World, Inc. in the amount of \$1,820.70; Combined Sales Co. in the amount of \$882.80; D & B Products, Inc. in the amount of \$2,481.75; Diamond Chemical Co. in the amount of \$1,272.75; Elton Corp. in the amount of \$1,644.90; and Kranz, Inc. in the amount of \$71.80, for a total award of \$13,721.31.

Ex. VII-A8 Award bid O8069 to Althoff Industries, the low bidder for a steam boiler for Building V and two greenhouses and an air conditioning unit for Building D in a total amount of \$81,350.00.

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.

PURCHASE
ORDER:

Member Miller moved, Member Norwood seconded, approval of the purchase order as shown in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to IBM Corporation for a rental agreement of the IBM DOS/VS(E) Operating System software in the amount of \$18,230.97.

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 Orzech moved, Member Barton seconded, approval of the personnel actions as listed in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Miller inquired whether newly hired employees in grant-funded positions were aware their positions were dependent upon renewal of the grants. President Thompson stated the employees had been informed.

NEW BUSINESS: Classified Staff Appointments

Personnel

Actions

(cont.)

Kevin Oates, AV Technician III, 9/12/88, \$18,517
Clarice Elders, Food Service Helper III, 9/12/88,
\$14,879
Jane Cavanaugh, Secretary I, 9/19/88, \$16,000
Peggy Marsell, Clerk Typist I, p/t, 9/20/88, \$9,023
Phyllis Zabrocki, College Nurse-Drug, Alcohol & Well-
ness Network, 9/26/88, \$14,304
Linda Klopp, Clerk Typist I, p/t, Drug, Alcohol &
Wellness Network, 9/26/88, \$4,914
Lori Lipinski, Cashier, Theatre, p/t, 9/26/88, \$5,700
Sandra Krueger, Food Service Helper I, p/t, 9/26/88,
\$7,100
Molly Lindquist, Phototypesetter, 10/03/88, \$19,013
Jenny Corace, Admissions Outreach Associate, p/t,
10,04/88, \$13,000
Renee Lopez, Food Service Helper I, p/t, 10/05/88,
\$7,200
Mary Quarnstrom, Secretary I, 10/10/88, \$14,475
Karla Hill, Research Clerk, 10/10/88, \$15,756
Josefina Campos-Rivera, Clerk, p/t, 10/12/88, \$6,500
Linda Pones, Secretary I, 10/17/88, \$17,031
Teresa Bachara, Secretary I, 10/17/88, \$17,182
Susan Wilson, Secretary I, 10/17/88, \$16,400
Janice Schleser, Secretary I, 10/24/88, \$16,810
Laurene Miller, Secretary I, 10/24/88, \$15,271

Classified Staff Reclassifications

Lesly Stambaugh, Bilingual Secretary, 9/01/88, \$20,006
Lisa Kaufman-Lindahl, Secretary I, 9/01/88, \$15,284

Classified Staff Leave of Absence

Kay Turner, Groundskeeper, 10-31-88 to 3-31-89

Classified Staff, SEIU Terminations

Sheila Williams, Secretary I, 9/23/88
Rebecca Beach, Clerk, p/t, 9/27/88
Lovie Smith, Secretary I, 9/29/88
William Schurak, Custodial Foreman, 9/30/88
Robert La Rosa, AV Technician I, 10/10/88
Dale Cook, Groundskeeper, 10/21/88

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 of the early retirement request of Professor E. Michael Louis as shown in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Personnel
Actions
(cont.)

Member Coste inquired if this faculty position will be filled. Vice President Williams replied that a full-time faculty member will not be hired to fill this position.

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.

1989-
Academic
Calendar

Member Barton moved, Member Miller seconded, to adopt the 1989-90 Academic Calendar as shown in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Additions
to Approved
College
Depositories

Member Orzech moved, Member Barton seconded, to adopt the resolution allowing the College Treasurer to utilize PMA Financial Network, Inc. as an approved financial investment service and Harris Trust and Savings Bank, Chicago as an approved depository for College funds through the PMA Financial Network, Inc. investment service as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Mr. Manke explained the agreement has been reviewed with the attorneys. The attorneys recommended that a distinction be made between the investment service and the depository, and this change has been made. Reservations were expressed earlier about using a Savings and Loan institution as a depository; consequently, the Harris Trust and Savings Bank has been substituted. This service will provide help in making investment decisions to obtain higher yields with a proper amount of security.

Member Moats stated it is his understanding the auditors advised against investments in savings and loan institutions. He said he understood the auditors to say that funds must by law be placed in institutions with FDIC insurance. Savings and loan institutions have FSLIC insurance rather than FDIC insurance.

NEW BUSINESS:
Additions
to Approved
College
Depositories
(cont.)

Mr. Manke replied that the law does not prohibit the purchase of certificates of deposit at institutions covered by FSLIC insurance.

Mr. Bob English, representing the PMA Financial Network, stated that state statute 85-902 references deposits in institutions insured by FSLIC.

Member Moats stated he would like to see the statute because he interpreted remarks from the auditors to indicate investments in savings and loan institutions are unwise.

President Thompson stated information on the statute will be obtained and the auditors will be asked to clarify their remarks. Additionally, it is not necessary to invest in savings and loan institutions. The PMA Network will be able to obtain higher yields from FDIC-insured banks than the College is currently able to get.

Member Moats asked what other investment services are being used by the College. Mr. Manke replied that the College is currently dealing with the Illinois School District Liquid Assets Fund and Chicago Corp. for treasury securities.

Member Moats said that it is his understanding the Illinois Liquid Assets Fund is similar to a money market fund. Mr. Manke replied the Fund pools large amounts from different institutions to obtain a higher rate of return. The money is usually deposited in banks and savings and loan institutions in amounts eligible for insurance coverage.

Member Moats asked if the Illinois Liquid Assets Fund has physical control of the funds and how much the Fund charges for its services. Mr. Manke replied the Fund does not have physical control of the funds and the charge for the service is approximately .0025 of the sum invested.

Member Coste noted that reports he has seen indicate results from the Illinois Liquid Assets Fund have been one or one and one-half percent higher than could be obtained elsewhere.

Member Moats questioned the need for investment services, noting that although bids for services are not required, it might be wise to obtain different proposals.

NEW BUSINESS:

Additions
to Approved
College
Depositories
(cont.)

President Thompson replied that additional vendors will be added when appropriate proposals are received.

Member Moats inquired if PMA Network is a licensed firm. Mr. English replied that his firm is exempt from licensing requirements because the firm does not sell equities. PMA has been in business since 1984. Other clients are College of Lake County, Oakton Community College, the District 211 Credit Union and other school districts and villages. The market for the services PMA provides exists because most school business managers have not been trained in investment theory, and it is possible for an expert to obtain higher yields from treasury securities by buying and selling at an opportune time. School business managers do not have the time to watch the treasury market as closely as do investment experts.

Member Coste noted that the subject under discussion is to add the PMA Network to a list of many services the College might consider using.

Member Moats noted that PMA Network is not to be added to the long list of depositories, but is one of only three investment advisory firms to be used by the College.

Member Moats stated that the PMA Network would be able to choose depositories for College funds which might not be on the depository list approved by the Board. Mr. Manke replied the administration can direct the PMA Network to deposit the funds in specific institutions if the administration chooses to do so.

Upon roll call, the vote was as follows:

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

Nays: Members Coste and Moats

Motion carried. Student Member Jacobson voted aye.

Standards
for Academic
Achievement

Member Miller moved, Student Member Jacobson seconded, approval of the Standards for Academic Achievement as shown in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that the new standards indicate an interest in student progress. Students will be informed periodically if they are not doing well and help can be provided to them.

Vice President Henry explained that the standards will be published in the College Bulletin and in the Student Handbook. The standards will be explained at student orientation.

NEW BUSINESS:
Standards
for Academic
Achievement

Professor Therese Cummings, Academic Standards Committee, added that the new standards are part of a major overhaul in student assessment policies.

In a voice vote, the motion carried.

Resolution on
Public
University
Baccalaureate
Completion
Programs

Chairman Howard explained that an alternative resolution containing changes in wording from Exhibit VIII-D has been presented to Board Members.

President Thompson explained the resolution addresses the concern that students in the district have easy access to courses offering the first two years of the baccalaureate program, but assistance is needed to provide access to upper division courses.

Member Orzech moved, Member Miller seconded, approval of the Alternative Resolution on Public University Baccalaureate Completion Programs.

In a voice vote, the motion carried.

Conversion
License
Agreement
with SPSS, Inc.

Chairman Howard stated that the Conversion Center License Agreement with SPSS, Inc. will be submitted to the Board at the regular meeting in November because the contract is not yet ready.

OTHER
BUSINESS:
Legislative
Matters

Member Barton stated she would like the opinions of Board members on legislative questions prepared by the Illinois Community College Trustees Association (ICCTA).

Chairman Howard suggested the ICCTA should monitor legislative questions and study the pros and cons.

Concerning the Illinois Constitution Convention, Member Miller stated trustees should not take a position on this referendum. Members Orzech and Moats agreed.

PRESIDENT'S
REPORT:

The "Focus 88" event on October 26 presented a shopping center approach to providing information to students concerning career and transfer programs. Approximately 900 students attended the seminars conducted by the Student Development staff.

The Northwest 2001 Conference on October 19 was very successful. Chairman Kris Howard, Economic Development Specialist Kathy Gilmer and other committee members have worked hard to bring important segments of the community together to work toward common goals.

PRESIDENT'S
REPORT:

Approximately 800 persons are attending the Marlee Matlin performance this evening in Building M. Marlee is a former Harper College student.

Guest speaker Johnny Morris opened the United Way drive at the College today. Dean of Business and Social Science Tom Johnson and Director of Development Ray Devery will manage the fund raising campaign at Harper.

The Career Program Advisory Committee Dinner on November 8 will provide an opportunity to recognize the contributions of advisory committee members to the strength of the career programs.

Board members, students and community residents are invited to attend the Northeast Center Open House on November 2. The Friends of Harper Board of Directors will attend the Open House and also hold their regular meeting at the Center.

The custodial/maintenance staff members voted on October 25 to affiliate with the Illinois Education Association. Negotiations with this employee group will resume as soon as possible.

The Harper College football team has won the North Central Community College Championship. Depending upon the results of next week's game, the team will play in the Royal Crown Cola Bowl in Iowa if victorious, and in the Midwest Bowl at Triton College if they lose.

OTHER
BUSINESS:

Board members agreed to meet in a Committee-of-the-Whole meeting at 6:00 p.m. on November 1 to discuss agenda items not covered by the previous Committee-of-the-Whole meeting.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Barton moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing collective bargaining matters.

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 Board adjourned to Executive Session at 10:00 p.m.

ADJOURNMENT: Member Barton moved, Member Norwood seconded, that the Regular Meeting be reconvened.

In a voice vote, the motion carried.

Member Barton moved, Member Norwood seconded, that the Regular Meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 10:25 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary