

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

November 22, 1988

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Election of Officers
- IV. Citizen Participation
- V. Communications
- VI. Unfinished Business
 - Student Trustee Report
- VII. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--October 12, 1988 Committee of the Whole, October 27, 1988 Regular Meeting and Executive Session and November 1, 1988 Special Meeting Exhibit VII-A-1
 - 2. Bills Payable, Payroll for October 31, 1988 and November 15, 1988. Estimated Payroll for November 16 through December 30, 1988 Exhibit VII-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VII-B-1
 - 2. Grants and Gifts Status Reports Exhibit VII-B-2
 - 3. Liaison Reports Exhibit VII-B-3
- VIII. Approval of Bid Awards/Purchase Orders Exhibit VIII
- IX. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit IX-A-1
 - 2. Adoption of Adjunct Faculty Compensation Schedule for 1988 Exhibit IX-A-2
 - B. RECOMMENDATION: Appointment of Attorneys Exhibit IX-B
 - C. RECOMMENDATION: Adoption of Levy Resolution Exhibit IX-C
 - D. RECOMMENDATION: Abatement Resolution Exhibit IX-D
 - E. RECOMMENDATION: Agreement with Community Action Services, Inc. Exhibit IX-E

- F. RECOMMENDATION: Resolution on Compliance with
Public Act 85-1355 Exhibit IX-F
- G. RECOMMENDATION: Short-term Student Loan Program Exhibit IX-G
- H. RECOMMENDATION: Observatory Project, Astronomy Department Exhibit IX-H
- X. Other Business
- XI. President's Report
- XII. 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 Tuesday, November 22, 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 Tuesday, November 22, 1988 at 8:05 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; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; 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; Larry Haffner, Director of Academic Computing; Russ Mills, Director of Placement; Frank Solano, Director of Financial Aid; Fred Vaisvil, Director of Career and Employment Services. Lee Vogel, Director of Learning Assistance Center. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Kathy Ferreira, Secretary to the President; Thea Keshavarzi, Purchasing Agent; Ray White, Photographer; Joan Young, Publications Coordinator. Students: Patrick Ryan, Student Senate; Mona Isa, Harbinger. Other guest: John Carpenter, Daily Herald.

ELECTION
OF
OFFICERS:

Chairman Howard recalled that she stated a year ago that she did not wish to serve a seventh term as Board Chairman and asked for nominations for Board Chairman.

Member Miller nominated, Member Norwood seconded, Member Barton for the office of Chairman.

In a voice vote, Member Barton was unanimously elected Chairman of the Board.

Member Moats nominated Member Norwood for the office of Vice Chairman.

Member Norwood declined the nomination.

Member Barton nominated, Member Orzech seconded, Member Miller for the office of Vice Chairman.

In a voice vote, Member Miller was unanimously elected Vice Chairman of the Board.

Member Barton nominated, Member Orzech seconded, Member Norwood for the office of Secretary.

In a voice vote, Member Norwood was unanimously elected Secretary of the Board.

Member Barton assumed the office of Chairman of the Board and expressed gratitude to Member Howard for guiding the College from a period of financial crisis through a successful referendum and the presidential search. She presented a gift to Member Howard. President Thompson also thanked Member Howard for her service to the College. Member Howard responded, thanking the Board, administration, faculty, staff and SEIU members for their support.

CITIZEN
PARTI-
CIPATION:

There was no citizen participation.

COMMUNI-
CATIONS:

Member Norwood stated that two letters had been received: Director of Computer Services Art Bowers has presented a volume to the College containing notes and documents resulting from the study tour of China in which he participated last year. The volume will be in the office of the Executive Assistant to the President until January 1989 when it will be forwarded to the Learning Resources Center.

A letter from Dr. Gary Davis, executive director of the ICCTA described two committees which have been formed on the subjects of funding and collective bargaining.

UNFINISHED
BUSINESS:

Student
Trustee
Report

Student Member Jacobson reported on student participation in Disability Awareness Week and Hunger Week. A Christmas party will be held on December 6. Student Member Jacobson stated that the response from suggestion boxes has been good.

Planning
Session
Dates

Board members selected the dates of April 6 and 7 for the Board planning session.

CONSENT
AGENDA:

Member Moats requested that the minutes of the Regular Board Meeting of October 27, 1988 be excluded from the Consent Agenda.

Member Miller moved, Member Norwood seconded, approval of the Consent Agenda, excluding the minutes of the Regular Board Meeting of October 27, 1988, as shown in Exhibit VII-A1 (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 October 12, 1988 Meeting of the Whole, the Executive Session of October 27, 1988 and the Special Meeting of November 1, 1988.

Bills	Educational Fund	\$610,443.15
Payable,	Operating, Building & Maintenance Fund	237,942.94
Payroll,	Operating, Building & Maintenance	
Estimated	Restricted Fund	15,383.00
Payroll,	Auxiliary Fund	188,737.51
Estimated	Restricted Purposes Fund	134,888.46
Utility	Trust & Agency Fund	271,839.46
Bills,	Audit Fund	13,000.00
Lake County	Liability, Protection & Settlement Fund	32,248.00
Sales,	Federal Funds	131,417.85
Schaumburg Dodge		

The payroll of October 31, 1988 in the amount of \$1,106,912.99, the payroll of November 4, 1988 in the amount of \$12,438.46, the payroll of November 15, 1988 in the amount of \$1,052,851.93, the estimated payroll of November 16, 1988 through December 31, 1988 in the amount of \$3,290,888.12, the estimated utility bills in the amount of \$120,000.00, Lake County Sales in the amount of \$13,527.00 and Schaumburg Dodge in the amount of \$14,969.00.

CONSENT
AGENDA:
(cont.)
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.

Minutes -
Regular
Board
Meeting
of Oct. 27,
1988.

Member Moats moved, Member Norwood seconded, approval of the Minutes of the Regular Board Meeting of October 27, 1988 with the following amendment: "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 funds in specified institutions if the administration chooses to do so". (page 10, following paragraph 4).

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.

BID AWARDS/
PURCHASE
ORDERS:

Member Miller moved, Member Norwood seconded, approval of the bid awards and purchase orders as shown in Exhibit VIII (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VIII-A1 Award bid Q8066 to Swan Enterprises, the low bidder meeting specifications, for printing of Harper College Career Brochures, in the amount of \$10,878.00.

Ex. VIII-A2 Award bid Q8074 to the Paul Reilly Company of Illinois, the bidder meeting specifications for a trash compactor, in the amount of \$12,925.00.

Ex. VIII-A3 Award bid Q8081 to Visu-Clean & Seal, Inc., the low bidder for the sewer system rehabilitation, in the amount of \$18,780.00.

BID AWARDS/
PURCHASE
ORDER:
(cont.)

Ex. VIII-A4 Award bid Q8086 to Gandalf, Inc. for \$2,024.00, ComputerLand of Arlington Heights for \$4,336.00, D.O.S. Computer Center for \$4,390.74, J & S Computer Solutions for \$4,496.00, Continental Resources, Inc. for \$10,500.00, and IBM Corporation for \$33,259.00, the low bidders on a per item basis for IBM computers and peripheral equipment, for a total award of \$59,005.74.

Ex. VIII-B1 Approve issuance of an after-the-fact purchase order to Omni Enterprises, Inc. for consulting services for the three editions of the Golden Corridor Newsletter in the amount of \$15,000.00.

Concerning the computer purchases described in Exhibit VIII-A4, Member Miller inquired what criteria are used in selection of equipment. Director of Academic Computing Larry Haffner explained that a task force has studied computer hardware and software for the past three and one-half years and has discussed individual requirements with different departments requesting equipment. The task force is composed of Director of Computer Services Art Bowers, Mr. Haffner, Purchasing Agent Thea Keshavarzi and three secretaries.

Member Miller asked if there is an overall plan for computer purchases. Mr. Haffner replied requests are studied individually. President Thompson added that all requests are monitored by the administration.

Member Miller asked if there is a limit to the amount of purchases. Mr. Haffner replied additional purchases are not expected this year, and no additional software purchases are expected.

Member Moats inquired why IBM equipment is chosen. Mr. Haffner replied the task force decision to choose IBM equipment was based on interchangeability of equipment, a stock of spare parts, and repair capability. IBM offers a 40 percent discount on the equipment. IBM equipment is more economical and pays for itself over time. Mr. Bowers added that IBM equipment is superior.

Member Moats asked why Mr. Haffner and Mr. Bowers were certain IBM equipment is more economical. Mr. Haffner replied that when training, parts, and computer boards are interchangeable or applicable to other equipment, money is saved. It is important to have as much consistency as possible. President Thompson noted that it is imperative to consider factors other than the

BID AWARDS/
PURCHASE
ORDER:
(cont.)

initial purchase cost.

Member Moats requested a report on the cost analysis of the computer purchase.

Member Norwood left the meeting at 8:05 p.m., and Member Orzech served as secretary pro tem.

Member Moats moved, Member Miller seconded, to amend the motion for approval of the bid awards and purchase order to exclude Exhibit VIII-A-4 for IBM computers and peripheral equipment.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Upon roll call for the amended motion, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Member Howard moved, Member Orzech seconded, approval of the purchase of IBM computers and peripheral equipment described in Exhibit VIII-A-4.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Member Coste requested that the policy for purchase of computer equipment be placed on the agenda for a future meeting. Member Howard noted that computer purchases had been repeatedly studied whenever new products have been introduced. Compatibility of equipment is an important issue.

NEW BUSINESS:
Personnel
Actions

Member Miller moved, Member Orzech seconded approval of the personnel actions listed in Exhibit IX-A-1 and IX-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

BID AWARDS/
PURCHASE
ORDER:
(cont.)

initial purchase cost.

Member Moats requested a report on the cost analysis of the computer purchase and a study of alternative equipment.

Member Norwood left the meeting at 8:45 p.m., and Member Orzech served as secretary pro tem.

Member Moats moved, Member Miller seconded, to amend the motion for approval of the bid awards and purchase order to exclude Exhibit VIII-A-4 for IBM computers and peripheral equipment.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Upon roll call for the amended motion, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Member Howard moved, Member Orzech seconded, approval of the purchase of IBM computers and peripheral equipment described in Exhibit VIII-A-4.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Member Coste requested that the policy for purchase of computer equipment be placed on the agenda for a future meeting. Member Howard noted that computer purchases had been repeatedly studied whenever new products have been introduced. Compatibility of equipment is an important issue.

NEW BUSINESS:
Personnel
Actions

Member Miller moved, Member Orzech seconded approval of the personnel actions listed in Exhibit IX-A-1 and IX-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

NEW BUSINESS:
Personnel

Classified Staff and SEIU Appointments

Actions
(cont.)

Margaret Kukula, Switchboard Operator, p/t, 9/12/88
\$5,870
Sally Slusher, AV Technician II, 10/24/88, \$17,500
Calvin Meltesen, Clerk, p/t, 10/26/88, \$7,800
Luz Guadalupe, Food Service Helper I, p/t, 10/26/88,
\$6,827
Deneese Ferreira, Cashier, 10/31/88, \$13,668
Andy Garcia, Groundskeeper, 11/01/88, \$19,947
Ann Kroecker, Library Asst. I, 11/07/88, \$15,000
Gerald Bochum, Maintenance Helper, 11/14/88, \$20,072
Charles Faenza, AV Technician I, 11/28/88, \$16,500
Mary Jeziorski, Word Processing Operator, 12/12/88,
\$16,593

Terminations

Laura Spagnolo, Receptionist, 11/03/88
Linda Hoppe, Word Processing Operator, 11/04/88
Robert Pasen, Associate Professor, 12/18/88
Mary Ellen Leon, Library Asst. II, 12/31/88
Joyce Prell, Lab Asst., 12/31/88

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Concerning the Adjunct Faculty Compensation Schedule (IX-A-2), Member Moats stated that he considers the part-time faculty to be underpaid. Vice President of Academic Affairs Williams stated that comparative data is obtained from other colleges, but true comparisons are difficult because some institutions compensate part-time faculty on the basis of credit hours and some on the basis of contact hours.

Chairman Barton requested that comparative data be made available to Board members. Dr. Williams noted that the subject is of national economic importance affecting all educational institutions.

Appointment
of Attorneys

Member Orzech moved, Member Howard seconded, to appoint as legal counsel the firms of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. and Gottlieb and Schwartz, as shown in Exhibit IX-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Appointment
of Attorneys
(cont.)

Member Coste stated the same law firms have represented the College for many years and asked what other firms have been studied. Member Orzech asked if the firms currently representing the College have performed satisfactory services.

Dr. Williams replied that the College has been represented by the same firm for over ten years. The firm specializes in educational law which is an advantage. Member Howard noted that the Board has been satisfied with the performance of the firm. Vice President of Student Affairs Henry stated that the work has been very satisfactory.

Member Moats asked what legal costs were incurred this year. Mr. Manke replied that \$39,000 has been paid to the firm and a minor amount to Gottlieb and Schwartz. In earlier years legal costs have been higher.

Member Coste asked if an investigation of other firms could be done. President Thompson stated that he is aware of other studies being done at the present time, and an investigation of other legal firms can be done.

Member Moats inquired about the hourly costs. Mr. Manke replied a retainer of \$250 monthly is paid and hourly costs range from \$100 to \$125 per hour depending upon the nature of the work.

Chairman Barton asked if the subject should be tabled. President Thompson replied that a delay would cause difficulties. The first year with any new firm will be more expensive.

Member Orzech suggested the appointment be made now and the matter be studied during the year. Chairman Barton added the ICCTA is preparing a study of legal costs.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Adoption of
Levy
Resolution

Chairman Barton declared the public hearing on the tax levy to be open.

President Thompson asked Vice President Manke to make a statement concerning the tax levy resolution.

NEW BUSINESS:
Tax Levy
Resolution
(cont.)

Mr. Manke stated the resolution establishes the amount of dollars which will be levied for each of the College funds.

There were no questions or comments regarding the levy hearing from the audience.

Chairman Barton closed the public hearing on the tax levy and reconvened the regular meeting.

Member Howard moved, Member Miller seconded, approval of the tax levy resolution as shown in Exhibit IX-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 and Orzech

Nays: Member Moats

Motion carried. Student Member Jacobson voted aye.

Adoption of
Abatement
Resolution

Member Miller moved, Member Orzech seconded, adoption of the Abatement Resolution as described in Exhibit IX-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke stated that at budget meetings and Finance Committee meetings Board members indicated their support of a tax abatement because the Bond and Interest Fund balance exceeds the actual amount needed for the 1988 Bond principal and interest payments.

The proposed abatement of \$400,000 represents tax savings of approximately \$1.93 on a house with a market value of \$100,000. Should the Board disapprove the abatement, the surplus funds may be transferred to the operating fund at the time that the bonds are paid off, which is approximately 10 years from the date of issue.

Member Miller inquired how the actual figure suggested for abatement is determined. Mr. Manke replied the amount is determined by a study of the fund balance and future levies. It is important not to reduce the balance by an excessive amount, and the \$400,000 figure is considered prudent.

Member Coste stated he considers the abatement proposal to be well intentioned but unrealistic. The amount returned to the taxpayer is so small, and funds will be needed in the future for the building program.

Member Miller disagreed, stating the decision should not be made on the basis of the small return to the individual taxpayer, but because the taxpayer is entitled to return of an excessive levy.

NEW BUSINESS: Upon roll call, the vote was as follows:

Abatement
Resolution
(cont.)

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

Motion carried. Student Member Jacobson voted aye.

Agreement
with Com -
munity Action
Services, Inc.

Member Howard moved, Member Miller seconded, approval of the agreement with Community Action Services, Inc. to allow the organization to use a designated portion of parking lot #3 for parking four school buses, as shown in Exhibit IX-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Resolution
on Compliance
with Public
Act
85-1355

Member Orzech moved, Member Howard seconded, to adopt the Resolution in compliance with Public Act 85 -1355 as described in Exhibit IX-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson explained the resolution complies with a statute concerning the open public meetings act requiring that public bodies review minutes of executive sessions to determine if the minutes can be made available to the public. A review in April and October has been chosen so the same Board members could vote. College attorneys consider the effective starting date to be January 1989.

Member Howard suggested a response to any request that minutes prior to January 1989 be made public might be that the Board will review a decision to study earlier minutes.

In a voice vote, the motion carried.

Short-term
Student
Loan
Program

Member Miller moved, Member Howard seconded, approval of the Short-term Student Loan Program as described in Exhibit IX-G (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 and Orzech
Nays: None

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:
Observatory
Project

Member Miller moved, Member Moats seconded, approval to plan for construction of a campus observatory project as described in Exhibit IX-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that any liability claims resulting from the use of the observatory would be covered by College insurance. Repairs would be accomplished with donated funds. Construction will not begin without Board approval.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

OTHER
BUSINESS:

Member Orzech asked for the cooperation of other Board members for the Friends of Harper membership drive. Cards have been prepared for members of the Friends of Harper to send to prospective members.

Member Howard thanked the Board and administration for a gift of flowers and calendar/address book.

PRESIDENT'S
REPORT:

President Thompson began his report by noting College participation in a video teleconference sponsored by AACJC which focused on the Building Communities Report of the Commission on the Future of Community Colleges.

The annual conference of the Illinois Council of Community College Administrators was held November 16-18. Harper was well represented in the conference with several staff members leading the sessions and workshops: Steve Catlin, Russ Mills, Bonnie Henry, Elaine Stoermer, Jeanne Pankanin, Liz McKay, Pat Mulcrone and Sam Geati.

The unveiling of the Golden Corridor signs on the I-90 Tollway was held at 10 a.m. today in the Des Plaines Oasis.

The Fall Intercollegiate Sports Dinner and Awards Presentation for football, cross country, women's tennis, cheerleading, Pom Pons and volleyball was held this evening in the College Dining Room.

PRESIDENT'S
REPORT:
(cont.)

On November 15, 108 students were initiated into the Phi Theta Kappa honorary society. The eligibility requirement is a 3.5 minimum grade point average. Dean of Admissions and Registrar Steve Catlin received the first Phi Theta Kappa Distinguished Service Award.

Registrar Steve Catlin reported on a good enrollment trend. Early registration is strong. The goal is a three percent increase for all three terms.

The following employees were elected by the classified staff to serve as officers on the Council: Bill Neumann, Chairman; Kathy Setser, vice chairman; Jean Hoffman, secretary; Robert Huffstutler, Mary Polniaszek and Lesley Stambaugh, representatives. Continuing representatives are Betty Cords, Linda Pones and Bobby Levine.

An article in the Chicago Tribune featured Student Activities Coordinator Mike Nejman.

Mr. Jim Lancaster, former president and director of the Harper College Educational Foundation, is the 1988 recipient of the Kenneth W. Young Award for his leadership role in enhancing the overall mental health of individuals within institutions and communities in the northwest suburbs. Mr. Lancaster is president of NBD Illinois, Inc. and chairman of the NBD Highland Park Bank.

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

In a voice vote, the motion carried and the meeting was adjourned at 9:45 p.m.

Barbara Barton, Chairman

Molly Norwood, Secretary

Susanna Orzech, Secretary
pro tem