

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

December 14, 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--November 22, 1988 Regular Meeting Exhibit VI-A-1
 - 2. Bills Payable, Payroll for November 30, 1988.
Estimated Payroll for December 1, 1988 through
January 31, 1989 Exhibit VI-A-2
 - 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 Exhibit VIII-A
 - B. BOARD INFORMATION: Enrollment Planning Guidelines Exhibit VIII-B
- 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 Wednesday, December 14, 1988

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Wednesday, December 14, 1988 at 8:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois. In the absence of Member Norwood Member Orzech was appointed secretary pro tem.

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

Absent: Members Howard and Norwood

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; George Dorner, Dean of Technology, Math and Physical Science; 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; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Judy Dincher, Director of Nursing; Larry Haffner, Director of Academic Computing; Jack Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career and Employment Services. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Other guest: David Schiffli, York International.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Chairman Barton stated that no communications had been received.

COMMUNICATIONS:
(cont.)

Member Coste inquired when new appointments would be made for Board of Trustees liaison representatives to the Educational Foundation and the Friends of Harper.

Chairman Barton replied that the appointments are normally made in November and asked if appointments at the January Regular Board Meeting would be acceptable to Member Coste. The appointment of liaison representative to the ICCTA will be made in May. Member Coste agreed this schedule would be satisfactory.

UNFINISHED
BUSINESS:
Student
Trustee Report

Student Member Jacobson reported that the Christmas party was successful and that suggestions placed in the boxes for student responses included requests for video games in the Student Activities game room and orange juice in the vending machines. Member Orzech inquired what response would be made to student suggestions. President Thompson noted that the suggestions have been forwarded to the vice presidents for study.

Board Member's
Comments

Concerning other unfinished business, Member Moats stated that he had requested a report showing the percentage of the total budget which will be used for classroom instruction and how much is designated for student services such as tutoring and counseling.

With regard to the Building Communities document, Member Moats asked for a summary of the College position on recommendations. He asked if all the recommendations in the document were applicable to Harper College and which recommendations require discussion by the Board. He stated that other areas of concern to the College which are not contained in the document should be defined and discussed.

President Thompson responded that the summary of the College position on recommendations has been presented to the Board. The other issues related to the document will be incorporated into the planning activity report which will be brought to the Board in April.

Member Moats referred to the August 27 Board retreat, stating that he did not recall a discussion of Board seating assignments. He asked why seating assignments were changed and did not see a reference to the assignments in the minutes of the retreat. Chairman Barton replied that the decision was made by officers of the Board and that it is not mandatory to include minor decisions in the minutes of the retreat. Member Moats requested that a summary

COMMUNICATIONS: of decisions which were made at the August 27 retreat (cont.) be provided at the January Regular Board Meeting.
Member Coste noted that he shared Member Moats' concern about the process of decision making and communications.

Chairman Barton stated that the Board would be working on all the topics discussed at the retreat in the next few months.

CONSENT AGENDA: Member Orzech requested that the minutes of the Regular Board Meeting of November 22 be excluded from the Consent Agenda.

Member Moats moved, Member Coste seconded approval of the Consent Agenda as described in Exhibit VI-A2 (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 and Orzech
- Nays: None

Motion carried. Student Member Jacobson voted aye.

| | | |
|-----------|-------------------------------|--------------|
| Bills | Educational Fund | \$195,372.91 |
| Payable, | Operations & Maintenance Fund | 167,735.51 |
| Payroll, | Operations & Maintenance Fund | |
| Estimated | (Restricted) | 4,097.84 |
| Payroll, | Auxiliary Fund | 209,132.18 |
| Estimated | Restricted Purposes Fund | 97,762.89 |
| Utility | Trust & Agency Fund | 107,919.83 |
| Bills, | Liability, Protection & | |
| Allstate | Settlement Fund | 41,396.16 |
| Life | Federal Funds | 5,708.45 |

Insurance Co., Harper College Group Health, Illinois Dept. of Revenue
The payroll of November 30, 1988 in the amount of \$1,059,476.74; the estimated payroll of December 1, 1988 through January 31, 1989 in the amount of \$4,237,906.30; estimated utility bills in the amount of \$120,000.00; Allstate Life Insurance Co. in the amount of \$8,410.02; Harper College Group Health in the amount of \$116,658.57; Illinois Department of Revenue in the amount of \$1,643.06.

CONSENT

AGENDA:

(cont.)

Financial Statements There were no questions concerning the Financial State-
ments.

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

Committee There were no questions concerning the Liaison Reports.
Reports

Minutes Member Orzech requested the following corrections to
the minutes of the Regular Board Meeting of November
22: on page 6, the departure time of Member Norwood
from the meeting should be changed to 8:45. On page
10, the designation Chairman Howard should be changed
to Member Howard.

Concerning the discussion of the appointment of attorneys
on pages 7 and 8, Member Orzech stated a reference should
be included to a study currently being prepared by the
ICCTA concerning legal fees in the state.

Member Coste said that he understood the administration
would provide information about fees charged by other
legal firms. President Thompson stated that information
will be provided in the ICCTA study and he will provide
information about when the study will be completed.
Member Coste requested a copy for Board members of con-
tracts between the College and the attorneys. The costs
often exceed \$100,000 and Board members have not seen
the actual contracts.

President Thompson replied that the retainer paid by
the College has not changed since 1978, but hourly costs
have increased. Fees for attorneys' services have been
reported to the Board. Member Coste stated he did not
approve of the method of handling large contracts with
the attorneys.

Concerning the discussion on bid awards in the minutes
of the Regular Board Meeting of November 22, Member
Moats noted that he concluded his remarks about the
purchase of computer equipment with a request that a
study be done of the costs of equipment comparable to
IBM equipment.

Minutes (cont.) Member Miller moved, Member Orzech seconded, approval of the minutes of the Regular Board Meeting of Tuesday, November 22, 1988 as amended.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

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

Ex. VII-A1 Award bid Q8087 to A-dec, the sole source for A-dec dental chairs, in the amount of \$11,936.00.

Ex. VII-A2 Award bid Q8090 to IBM Corporation, the sole bidder for an IBM terminal control unit and related equipment in the amount of \$15,523.00.

Ex. VII-A3 Award bid Q8093 for a 15-passenger maxiwagon to Schaumburg Dodge, the low bidder, in the amount of \$16,879.00.

Ex. VII-A4 Award bid Q8089 to Mechanical Inc., the low bidder for chillers and air handling equipment in the amount of \$875,500.00.

Ex. VII-A5 Award bid Q8092 to Educational & Institutional Cooperative Service, Inc., the low bidder for the Textronix oscilloscopes and related equipment, in the amount of \$22,931.76

Member Coste stated that he wished to exclude Exhibit VII-A1 concerning dental chairs and Exhibit VII-A2 for an IBM terminal control unit for further discussion.

Member Miller amended the motion to approve the bid awards after excluding Exhibit VII-A1 and Exhibit VII-A2 for further discussion.

Upon roll call, the vote to approve Exhibits VII-A3 through VII-A5 was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

BID AWARDS;
(cont.)

Concerning Exhibit VII-A4 to award the bid for chillers and air handling equipment to Mechanical, Inc., Vice President Manke noted that if asbestos coating is discovered during the installation, additional change orders may be presented to cover special handling of the asbestos. The project may be completed for approximately \$200,000 less than the \$1,265,200 which was budgeted, and in that circumstance, lower life safety taxes may be levied for 1989.

Member Miller moved, Member Orzech seconded, approval of the bid awards listed in Exhibits VII-A1 and VII-A2.

Member Orzech inquired why A-dec dental chairs were chosen. Dean of Life Sciences and Human Services Bourke replied a faculty committee attended an equipment exhibition and selected the A-dec chairs as the preferred equipment. The chairs have features that students need to learn and are consistent with existing equipment. Member Coste asked why no other bids for the chairs were solicited. Dean Bourke replied the manufacturer does not work through a network of distributors and there are no other sources of supply for the chairs.

Mr. Manke noted that College technicians have attended a training school for repair of the existing chairs and the College maintains an inventory of spare parts for this make of dental chairs.

Member Moats stated it is necessary to consider other products in the marketplace in order to compare costs. If the chosen vendor is aware that other equipment is being considered, he may reduce his price.

Dean Bourke noted that the manufacturer is offering a 40 percent educational discount to the College and the purchase was included in the capital replacement program.

Member Coste said he did not consider the preference of faculty members to be a sound business reason for the purchase. Unless competitive bids are taken, Board members will not know if the price is competitive.

President Thompson noted that he agreed with Member Coste's comments, but the bidding process is used very well. The requirements of an educational institution are different from a commercial operation because equipment is used in the learning process.

Concerning Exhibit VII-A2 for the purchase of IBM equipment, Member Coste inquired why bids are not obtained for equipment manufactured by different companies. Vice President Henry replied that she has explained previously that the selection of IBM equipment resulted from a five-year study which concluded that IBM equipment is superior and College technicians are trained to repair the equipment.

BID AWARDS:
(cont.)

Member Coste stated he interprets the IBM purchase as an indication the administration is locked into future IBM purchases.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:
Personnel
Actions

Member Moats 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).

Faculty Appointment

Florence Slater, Asst. Prof., 1/11/89, \$14,960

Classified Staff Appointments

Nelda Crittenden, Receptionist, p/t, 11/21/88, \$6,926
Richard K. Will, AV Technician II, 11/22/88, \$17,825
Kevin Ko, Suprv., Systems and Software, 11/29/88,
\$25,933
Marcie Landeros, Library Asst. I, 12/05/88, \$14,500
Barbara Bednarz, Secretary I, 1/03/89, \$16,810

Classified Staff Reclassifications

Judith Longmore, Secretary II, 12/01/88, \$16,700
Catherine Kearns, Senior Registration Clerk, C/E,
12/01/88, \$18,650
Lisa Callas, Receptionist, 12/01/88, \$14,150
Miriam Kravis, Applications Clerk, 12/01/88, \$17,120
Kathleen Cornman, Applications Clerk, 12/01/88, \$14,150
Phyllis Risoya, Applications Clerk, 12/01/88, \$16,415

Classified, SEIU Terminations

Sally Slusher, AV Technician II, 11/15/88
Lila Mikula, Receptionist, p/t, 11/30/88
Ann Kroecker, Library Asst. I, 11/30/88
Thomas Rourke, Custodian, 11/30/88
Ellen Kaufman, Interpreter Specialist, 12/16/88
Tom Metz, Library Asst. I, p/t, 1/05/89

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:
Enrollment
Planning
Guidelines

President Thompson explained the College position is in the third year of this five-year planning document. Targets are updated on pages 11-13.

Member Orzech inquired where the figures were obtained for business and economic projections. Director of Planning and Research Jack Lucas responded that the projections are derived from many sources. Member Moats noted that enrollment projections are static for the next decade. Vice President Henry stated a slight increase is anticipated for next year.

Member Moats stated his concern is that growth may be explosive and planning guidelines need to be flexible to meet unanticipated growth.

Member Coste asked if the population movement westward has been considered and if it would be possible to shift auxiliary locations to conform with population changes. Vice President Williams replied the College is allowed to establish auxiliary locations anywhere within the College district. President Thompson added that changes in enrollment and population shifts will be considered in the planning process. Vice President Henry added that the guidelines remain the same, but yearly assessment figures change. Any changes in the guidelines will be submitted to the Board.

Member Moats inquired why headcount enrollment rather than full-time equivalent enrollments are used in the outline on page 4. Dr. Williams responded that both headcount enrollments and full-time equivalent enrollment numbers are addressed on pages 4 and 5. Headcount enrollments are important to consider because they indicate the number of students requiring services. Full-time equivalent figures do not include continuing education students because continuing education courses do not qualify for reimbursement from the state. It is desirable to attain a full-time equivalent ratio of 30 percent of the total headcount enrollment.

Referring to the appendix, Member Moats inquired about the figure given on page 3 under external factors (II.A.3) concerning a 13 percent increase every ten years in the adult population of the district. Dr. Lucas responded that census information indicates that commercial growth will exceed residential growth providing more adult working students.

Member Moats questioned the statement on Appendix page 3 (II.B.2) indicating a growth in jobs requiring a low level

NEW BUSINESS:
Enrollment
Planning
Guidelines

of skills, indicating that information he has read conflicts with this assumption. Dr. Williams explained that projected growth in service industries such as the hospitality industry will attract workers without college educations. Workers in high technology industries require higher level training, and courses providing that training will be offered. Member Moats requested information concerning jobs which do not require a high level of skills and education.

OTHER
BUSINESS:

Member Orzech commented on the excellent opportunities provided for training of adjunct faculty members which are described in a brochure given to the Board. President Thompson noted that many adjunct faculty members are participating.

Chairman Barton reported that President Thompson will receive an award in June at the Leadership 2000 Conference in San Francisco, sponsored by the Community College Leadership Program of the University of Texas at Austin. The recognition is a result of a nationwide search to identify transformational community college leaders who will provide leadership as community colleges advance from the building and development phase into a more mature phase of providing excellence of education and broader access for students.

Chairman Barton announced that the subject of the January 20 ICCTA seminar in Springfield will be "Strengthening Board Performance."

Chairman Barton referred to the list of Topics for Discussion which was given to the Board. The list was developed from discussions with trustees from the College of DuPage. Another meeting between Board members of the two colleges is planned for February 18. Chairman Barton inquired which items are of interest to Board members.

Member Moats indicated he is most interested in the internationalization of curriculum and shared faculty/curriculum for language study. Member Orzech stated she is interested in business and economic cooperative ventures. Member Miller suggested the philosophy of capital budgeting and implementation of data processing should be considered.

Member Moats requested that the subject of faculty governance be reviewed at a future meeting of the Committee of the Whole.

Additionally, Member Moats inquired about the procedure for selecting agenda items. President Thompson responded that state statutes define the type of items