

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

February 23, 1989

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--January 26, 1989 Executive Session and Regular Board Meeting; February 8, 1989 Committee of the Whole Meeting Exhibit VI-A-1
    - 2. Bills Payable, Payroll for January 31 and February 15, 1989. Estimated Payroll for February 16 through March 31, 1989 Exhibit VI-A-2
  - B. For Information
    - 1. Financial Statements Exhibit VI-B-1
    - 2. Board Liaison Reports Exhibit VI-B-2
    - 3. Grants and Gifts Status Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders/Change Orders Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Early Retirement, Faculty--Liberal Arts Exhibit VIII-A-2
    - 3. Sabbatical Leaves Exhibit VIII-A-3
  - B. RECOMMENDATION: Approval of Fees Exhibit VIII-B
  - C. RECOMMENDATION: Approval of Observatory Project Exhibit VIII-C
  - D. RECOMMENDATION: Appointment of Auditor Exhibit VIII-D
  - E. RECOMMENDATION: Interfund Loan Repayment Exhibit VIII-E
  - F. RECOMMENDATION: Interfund Loan Exhibit VIII-F

- G. RECOMMENDATION: Employment of Legat Architects, Inc.--  
Life Safety Projects Exhibit VIII-G
- H. BOARD INFORMATION: Faculty Tenure Status Report Exhibit VIII-H
- 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, February 23,

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 Thursday, February 1989 at 8:00 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  
Absent: Student Member Jacobson

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; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Tom Johnson, Dean of Business and Social Science; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career Programs and Employment Services. Faculty: Phil Stewart, President, Faculty Senate; Carol Neuhauser. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Chris Kungie, Audio-visual Technician. Students: Patrick Ryan, President, Student Senate; Chris Berghosian, Harbinger.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS: Member Norwood read a letter from Professor of Philosophy Jerome Stone expressing appreciation to the Board for authorizing his sabbatical leave in spring 1988. Dr. Stone stated that the paper he delivered at Oxford University last summer will be published next year.

Member Moats requested that the Administration respond to Professor Stone's letter.

UNFINISHED Business:  
Student Trustee Report  
 Chairman Barton explained that because Student Member Jacobson was unable to be present, remarks about student activities would be made later by the Student Senate President.

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

Minutes  
 There were no corrections to the minutes of the Executive Session and Regular Meeting of January 26, 1989 and the minutes of the Committee of the Whole Meeting of February 8, 1989.

|                |                                |              |
|----------------|--------------------------------|--------------|
| Bills Payable, | Educational Fund               | \$502,797.18 |
| Payroll,       | Operations & Maintenance Fund  | 339,467.45   |
| Estimated      | Operations & Maintenance Fund  |              |
| Payroll,       | (Restricted)                   | 171,061.13   |
| Estimated      | Auxiliary Fund                 | 313,324.73   |
| Utility Bills, | Restricted Purposes Fund       | 109,304.21   |
| Avery Paper    | Trust & Agency Fund            | 601,220.39   |
| & Supply       | Liability, Protection & Settle |              |
| Center,        | ment Fund                      | 57,520.25    |
| Schaumburg     | Federal Funds                  | 10,913.76    |
| Dodge          |                                |              |

The payroll of January 31, 1989 in the amount of \$791,526.97; the payroll of February 15, 1989 in the amount of \$1,057,145.57; estimated payroll of February 16 through March 31, 1989 in the amount of \$3,725,075.16; estimated utility bills in the amount of \$120,000.00; Avery Paper & Supply Center in the amount of \$676.44 and Schaumburg Dodge in the amount of \$16,879.00.

Upon roll call, the vote was as follows:

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

Motion carried.

CONSENT  
AGENDA;  
(cont.)

Financial  
Statements

Concerning the Schedule of Investments, Member Coste inquired about the large number of U.S. Government obligations. Vice President Manke replied that current interest rates on Treasury obligations are very good. In addition, these securities are the safest investment possible. The rate of return currently exceeds nine percent. Following a \$600,000 insured investment bearing an interest rate of 9.4 percent, a maximum amount permitted in the Illinois Liquid Assets Fund has now been reached. The maximum is determined by Board policy.

Mr. Manke continued by noting that a six percent return was used in budget projections. Consequently, interest of nine percent exceeds expectations.

Member Moats inquired about turnover in the investment portfolio. Mr. Manke replied that approximately half the investments turn over in 60-90 days. He anticipates the rate of return rising to 10 or 10.5 percent, and at that point the College will purchase longer term obligations. The portfolio contains a blend of short-and long-term obligations.

Member Moats inquired why the yield is less than the stated rate. Dean of Business Services and Finance Vic Berner explained the College follows a bank practice of using a 360-day year in order to obtain a true comparison.

Committee  
Reports

There were no questions concerning the committee reports.

Grants and  
Gifts  
Status  
Report

Member Howard complimented Executive Director of the Foundation Ray Devery and the Foundation Board for outstanding success in raising contributions to the Harper College Educational Foundation. Member Howard commented that funds raised in the current monthly period exceeded contributions obtained over the first three years of the existence of the Foundation. Chairman Barton added her congratulations.

Report from  
Student Senate  
President

Member Orzech explained that because of Student Member Jacobson's injury, Student Senate President Patrick Ryan would report on student activities. Mr. Ryan gave an overview of February events, including the film festival, Robert Bly presentation and concerts. Applications for the position of Student Trustee will be available next week.

BID AWARD/  
PURCHASE ORDER/  
CHANGE ORDER

Member Miller moved, Member Howard seconded, approval of the bid award, purchase order and change order as described in Exhibit VII-A and B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

BID AWARDS  
PURCHASE  
ORDERS  
CHANGE  
ORDER:  
(cont.)

- Ex. VII-A1 Award bid Q8098 for dual power supplies to Lambda Electronics Power Supplies the low bidder, in the amount of \$13,404.00.
- Ex. VII-B1 Approve issuance of a purchase order to Cullinet Software, Inc. for renewal of the Software Licensing Agreement for the Cullinet Data Base Management System and its features in the amount of \$38,750.00.
- Ex. VII-B2 Approve issuance of an after-the-fact change order to purchase order D-42852 issued to Mechanical, Inc. in the amount of \$14,650.00 for a new total of \$890,150.00.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW  
BUSINESS:  
Personnel  
Actions

Member Howard moved, Member Orzech seconded, approval of the personnel actions as shown in Exhibit VIII-A-1 (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.

Classified, IEA/NEA APPOINTMENTS

Keith Eickelmann, Mail Messenger, p/t, 1/18/89  
\$8,674  
Jennifer Morris, Custodian, 1/23/89, \$19,032  
Ashim Asani, Custodian, 1/23/89, \$19,032  
John Fragassi, Custodian, 1/30/89, \$19,032  
David Ghedini, Library Asst. I, p/t, 1/30/89,  
\$9,048  
Diane Lin, Area Tutor Coord., p/t, 1/30/89, \$10,119  
Robert Cunningham, CAD/CAM Training Spec., 3/01/89,  
\$32,000  
John H. Hare, Security Guard, 2/01/89, \$12,973  
Beverly Rupany, Payroll Clerk II, p/t, 2/13/89,  
\$11,245  
Paul Twardzik, Custodian, 2/13/89, \$19,032  
Ronald David, Custodian, p/t, 2/13/89, \$6,666

NEW BUSINESS: Classified, IEA/NEA Terminations

Personnel

Actions

(cont.)

Katherine Setser, Registration Supervisor, 1/31/89  
William DelFavero, Custodian, 1/31/89  
JoAnn Davenport, Child Care Attendant, p/t, 2/03/89  
Clara Gong, Extension Center Suprv., p/t, 2/06/89  
Elizabeth Minicz, AED Suprv., 2/09/89  
Carol Saccomando, Secretary I, 2/15/89  
Orpha Hornbrook, Food Service Helper II, 2/15/89  
Jenny Corace, Admissions Outreach Associate, p/t, 2/28/89

Member Coste inquired whether Orpha Hornbrook, an employee with 14.5 years service to the College would receive benefits from the College. Mr. Manke replied that Ms. Hornbrook is receiving long-term disability benefits and would receive retirement benefits as well.

Member Howard moved, Member Norwood seconded, approval of the early retirement request for Professor Michael Bartos effective September 30, 1989 as described in Exhibit VIII-A-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.

Member Howard requested that the administration comment on the service of Professor Bartos. Vice President Williams stated that Professor Bartos was an excellent and innovative teacher. He obtained permission from the Illinois Community College Board to offer Shakespeare classes at the lower division level. Professor Bartos is a founding faculty member of the English Department.

Member Orzech moved, Member Howard seconded, approval of sabbatical leaves for faculty members as described in Exhibit VIII-A-3 (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.

NEW BUSINESS: Sabbatical Leave Requests

Personnel

Actions

(cont.)

Dennis Brennen, 89-90 Academic Year, Half Salary  
Cecilia Cooper, Spring Semester, 1990, Full Salary  
Randy Illg, Partial Load, Both Semesters 89-90,  
Full Salary  
Larry King, Fall Semester, 1989, Full Salary  
Patricia Smith-Pierce, Fall Semester, 1989, Full Salary  
Joseph Yohanan, Spring Semester, 1990, Full Salary

Member Coste inquired how the salary compensation is determined. President Thompson responded that in accordance with the faculty contract, a sabbatical leave for a full year is compensated at half the regular salary; for one semester the compensation is at the full salary rate.

Member Orzech commented that the Building Communities document advocates sabbatical leaves. She added that she considers that the faculty members have submitted worthwhile projects for their leaves. A committee of faculty peers presents recommendations for the sabbatical leaves.

Fee Schedule  
1989-90  
Academic  
Year

Member Norwood moved, Member Orzech seconded, approval of the fee schedule as described in Exhibit VIII-B, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats inquired about the amount of new revenue which would be generated by the increased fees. Dean of Instruction Charles Harrington replied approximately \$10,000 would be obtained. Chairman Barton asked if the funds would be used to purchase equipment. Dean Harrington replied that the funds would provide new equipment.

Member Coste inquired whether some of the fees are for new classes. Dean Harrington replied some fees are for new classes and other fees are adjustments to existing classes.

Member Orzech inquired about eligibility for child care facilities. Dean of Life Science and Human Services Pat Bourke replied the community at large is eligible for preschool facilities, but the day care facility is used primarily by students and employees and has a waiting list.



NEW BUSINESS:  
Fee Schedule  
(cont.)

Member Moats stated that he supports the increased fees with some reservations. The College is in a good financial position and he doesn't believe in increasing costs for students. Member Coste said that he did not consider the financial position of the College to be outstanding. Member Orzech noted that all colleges charge lab fees. Dr. Williams added that the cost of computers is one of the reasons for increased fees.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Observatory  
Project

Chairman Barton stated the discussion of the observatory project would be postponed until a later meeting because funding plans have not been completed.

Appointment  
of Auditor

Member Miller moved, Member Howard seconded, to retain the firm of Coopers & Lybrand to conduct the annual financial audits, as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Present: Member Coste

Motion carried.

Interfund Loan  
Repayment

Member Howard moved, Member Norwood seconded, to authorize the Treasurer to repay and re-transfer the loan of \$400,000 made from the Educational Fund to the Auxiliary Fund, as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats asked for a review of the loan process. President Thompson explained that auxiliary funds need to borrow from the Educational Fund because of cash flow situations in the Bookstore and Food Service. Mr. Manke added that the loan has been reduced by approximately \$200,000 annually. He anticipates full repayment by next year. Member Howard added the losses in the Food Service area have been reduced. Mr. Manke stated the loan is non-interest bearing.

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

Interfund  
Loan  
Repayment  
(cont.)

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

Motion carried.

Interfund  
Loan

Member Miller moved, Member Howard seconded, to authorize the Treasurer to effect a \$200,000 loan from the Educational Fund to the Auxiliary Fund as described in Exhibit VIII-F (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.

Employment of  
Architect

Member Norwood moved, Member Orzech seconded, to extend the current contract with Legat Architects, Inc. to cover 1989 Life Safety projects, facility repair and renovation projects as described in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if the projects described in the exhibit are projects previously approved by the Board. Mr. Manke replied that the projects are in accordance with the three-year plan. A few changes will be brought back to the Board. The greenhouse was repaired earlier. The projects were approved as part of the three-year plan for 87-88, 88-89 and 89-90. Revisions will be brought to the Board.

Member Miller asked if this vote would commit the Board to Life Safety funding. Mr. Manke replied it would not.

Chairman Barton explained that Legat Architects are being asked to provide architectural information which will then be brought to the Board for approval.

Member Moats inquired how the fee is determined. Mr. Manke replied that if the projects are rejected the College will pay nothing for the services. If the projects are approved, the College will pay 7.5 percent of the total cost.

NEW BUSINESS:  
Employment of  
Architect  
(cont.)

Mr. Manke explained that approval would extend the current contract and permit Legat Architects to develop specifications and the scope of projects to be submitted for Board approval.

Member Moats inquired about the dollar amount of the projects. Mr. Manke responded the cost of the projects may exceed \$2 million. Member Moats inquired if the motion could be amended to state the cost of the projects. Chairman Barton replied the estimated figure may prove to be inaccurate. Member Moats stated he considers the motion to be vague. Member Coste noted that the firm is only being authorized to prepare estimates. Member Moats stated he would like to see the contract. Mr. Manke stated the contract has been reviewed by the attorneys and Member Moats may see the contract.

President Thompson added that the Board will have the authority to decide upon the projects and vote on approval after estimated costs have been determined.

Upon roll call, the vote was as follows:

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

Motion carried.

Faculty  
Tenure  
Status  
Report

President Thompson explained that the Faculty Tenure Status Report is presented for the Board's information. In accordance with state law, tenure is automatically granted after three years unless legal steps are taken to deny tenure. Dr. Williams added that dismissal notices are always given annually to probationary faculty members.

OTHER  
BUSINESS:

Chairman Barton reported that she, Member Howard and Member Orzech attended a community college colloquium on February 16 to share information with trustees from Triton, Moraine Valley, and College of DuPage. The four schools have many things in common. The trustees shared information, including discussion of foreign study programs and the possibility of networking with contacts in the state legislature. The next meeting is on June 1 and all trustees are encouraged to attend. Member Howard added that there is a potential for sharing faculty and cooperation between four schools with a great deal in common. Member Orzech stated that it is interesting to hear how problems which the schools have in common have been addressed by different schools.

PRESIDENT'S  
REPORT:

President Thompson reported that the administrative staff development activity held January 30-31 was very successful. Another administrative retreat is planned in March. The consultant working with the group is Glen Hiemstra. President Thompson thanked the administrative task force of Judy Dincher, Lee Vogel, Jack Lucas, Larry Bielawa and Russ Mills for planning the meetings.

President Thompson congratulated the Harper College Speech Team for achieving fourth place at the State Speech Competition held at Northern Illinois University February 17 and 18. Nine honors were received by Harper students. Marcia Litrenta, speech instructor, directed the team. Harper will host the 19th Annual Novice Speech Tournament on March 4.

The subject of admissions requirements was discussed at the last President's Council Meeting. Proposed additional requirements for college entrance will have an impact on Harper College if they are instituted. Prospective state funding for education will be carefully studied by the administration for implications for the College budget.

A videoconference on business and higher education will be hosted by Harper College on March 6 from 10:30 a.m. to 12:30 in Building A, Room 242a. Everyone is welcome to attend the program, and a tape will be available for those who wish to view it at a later time.

President Thompson thanked employees for contributing over \$11,000 to the Educational Foundation. Dean Bill Howard was the winner of the raffle for airline tickets to Hawaii. President Thompson congratulated Foundation Director Ray Devery for his success in developing donors for the prizes.

President Thompson commented on the success of the Career Fair held last year. This year's fair will be held in April, and many local employers will be present.

The publication Perspectives is designed for high school students contemplating college choices. A Child Development Conference will be hosted by Harper College on Saturday, April 22. Brochures from the Child Development Conference, the Golden Opportunity Newsletter and Perspectives were distributed to Board Members.

President Thompson thanked Faculty Senate President Phil Stewart for inviting him and Dr. Williams to attend the Faculty Senate meeting.

PRESIDENT'S  
REPORT:  
(cont.)

Member Moats requested that a letter of congratulation be sent to the speech team.

Member Moats inquired about the changes in requirements for college entrance which are currently being studied by the State. President Thompson replied that an additional three units of study are being contemplated. This change would affect vocational training because students would have to meet the qualifications before they would be admitted to a baccalaureate program. Harper College would have to offer the units of study, and students would be required to have the courses before beginning college work. President Thompson said that the requirement would not address levels of competency.

Chairman Barton reminded Board Members of Women's History Week events, beginning with a keynote address by Lt. Governor Martha Griffiths of Michigan on Monday, March 6.

ADJOURNMENT: Member Norwood moved, Member Howard seconded, that the meeting be adjourned.

In a voice vote, the motion carried, and the meeting was adjourned at 9:05 p.m.

Barbara Barton, Chairman

Molly Norwood, Secretary