

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

July 26, 1990

7:30 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 -- June 13, 1990 Special Board meeting and executive session; and June 28, 1990 Regular Board meeting and executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for June 29 and July 13, 1990. Estimated payrolls for July 14 through September 7, 1990 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statement Exhibit VI-B-1
 - 2. Committee and Liaison Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Report 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. Leave of Absence -- Faculty, LIB ARTS Exhibit VIII-A-2
 - 3. Community College Exchange Program -- Faculty, BUS/SS Exhibit VIII-A-3
 - 4. Leave of Absence -- Faculty, TM/PS Exhibit VIII-A-4
 - B. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-B
 - C. RECOMMENDATION: 1990-91 Resource Allocation and Management Plan (RAMP) Exhibit VIII-C
 - D. RECOMMENDATION: Career Advisory Committee Appointments Exhibit VIII-D
 - E. RECOMMENDATION: Small Business Management Program Exhibit VIII-E
- IX. Other Business - Presentation: Corporate Services Model -- Dr. Pat Smith-Pierce (7:30 p.m.)
- 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, July 26, 1990

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice-Chairman Coste on Thursday, July 26, 1990 at 7:32 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Bakas, Coste, Howard, Moats,
Orzech and Student Member Trippiedi
Absent: Members Barton and Norwood

Also present: Paul Thompson, President; David Williams, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development and External Affairs; and Fred Vaisvil, Director of Career Planning Center. Faculty: Ray Moehrlin, Vice President, Faculty Senate; Paul Holdaway, and Pat Smith-Pierce. Classified/Professional Technical Staff: Jean Hoffman, Chairman, Classified Employee Council; Kathy Gilmer, Economic Development Specialist; Steve Lolino, Audiovisual Technician; Cal Meltesen, Clerk; Kay Quam, Coordinator; Diane Thomas, Interpreter; and Joan Young, Publications and Communication Services Manager. Guests: Steve Witt; Legat Architects; Jean Wright, Paddock Publications; John Gilmer, Wayne Pier and Debra Schultz, District Residents.

President Thompson welcomed Professor Ray Moehrlin, Vice-President of the Faculty Senate, to the meeting.

PRESENTATION:
Corporate
Services Model

In response to President Thompson, Vice President Williams explained that the administration has become aware of a growing need for College-provided services related to business and industry in the corporate

PRESENTATION:
Corporate
Services
Model (cont.)

world. These needs have increased during the past several years and become more apparent. As a result of a staffing vacancy last year, he met with President Thompson and reviewed the manner in which the College was addressing the needs of the business world. He stated that Dr. Pat Smith-Pierce has been serving as Director of Corporate Services over the last year and would review her efforts in this regard.

Professor Smith-Pierce explained that the administration reviewed the effectiveness of College programs in relation to the needs of business and industry.

Member Norwood entered the meeting at 7:37 p.m.

It was ascertained that the regularly scheduled courses offered by the College do not fit the needs of the business community. Many business employees are lacking in basic skills. In addition, smaller companies have a greater need for College services than larger industries. Professor Smith-Pierce outlined a four-step plan devised for the Office of Corporate Services. The plan includes initial contact with the business community, a needs analysis, course/offering development, and course delivery. She noted that various College divisions would be involved in the planning process of the course offerings. Member Howard asked if it would be necessary to add new employees for this purpose. Professor Smith-Pierce felt that part-time coordinators could be utilized.

On behalf of the Board, Vice-Chairman Coste expressed appreciation for the informative presentation.

CITIZEN
PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Member Orzech noted that Board members had received communications from various faculty members regarding the negotiations process.

UNFINISHED
BUSINESS:
Student Trustee
Report

Student Member Trippiedi reported that he has checked into the SCIQ boxes which were used to solicit student input last year. One student suggested that the College lower the prices for music concerts. Another student commented on the lack of school spirit at Harper College. He added that additional student comments would be shared with the Board in the future. Orientation for new students will be held on August 13. Many of the student clubs and organizations will have displays set up in the evenings in order to attract more students.

CONSENT AGENDA:

Member Orzech moved, Member Norwood seconded, approval of the Consent Agenda including the minutes of the June 13, 1990 special Board meeting and executive session, and the June 28, 1990 regular Board meeting and executive session, bills payable, payrolls, estimated payrolls, financial statements, committee and liaison reports, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Minutes

There were no corrections to the minutes.

Bills Payable

Education Fund	\$ 346,744.08
Operations & Maintenance Fund	200,058.08
Oper. & Maintenance Fund (Restricted)	118,973.25
Auxiliary Fund	105,542.58
Restricted Purposes Fund	119,033.80
Trust and Agency Fund	1,039,106.28
Liability, Protection & Settlement Fund	12,958.22
Federal Funds	24,878.13

The payroll of June 29, 1990 in the amount of \$1,351,942.75; the payroll of July 13, 1990 in the amount of \$1,321,985.34; the estimated payrolls of July 14 through September 7, 1990 in the amount of \$4,051,001.05; estimated utility bills in the amount of \$120,000.00; payments to Southwestern Publishing for books in the amount of \$246.32; MacMillan Publishing for books in the amount of \$191.99; and Prentice Hall Publishing for books in the amount of \$2,016.17.

Financial Statements

There were no comments on the financial statements.

Committee and Liaison Reports

There were no comments or questions regarding the committee and liaison reports.

Grants and Gifts Status Report

There were no comments or questions regarding the grants and gifts status report.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

BID AWARDS:

Noting that the administration had withdrawn Exhibit VII-A2 from the agenda, Member Howard moved, Member Norwood seconded, the approval of the bid awards as outlined in Exhibits VII-A1, VII-A3 and VII-A4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8269 to Central Camera Co., the overall low bidder for photo supplies, in the amount of \$6,883.25.

Ex. VII-A3 Award bid Q8276 to Park Press, the low bidder for printing of the Harbinger (student newspaper), in the amount of \$23,095.00.

Ex. VII-A4 Award bid Q8273 to Mertes Contracting Corp., the second low bidder for the tuckpointing and sealing of Building A, in the amount of \$90,214.00.

In regard to Exhibit VII-A4, Member Bakas clarified that the reason for acceptance of the second low bid was based upon recommendations by the College architect and attorneys that the low bidder be rejected due to reference checks which indicated inadequate performance on other contracts. In addition, Member Orzech noted that the funds for this award are provided in the Operations and Maintenance Fund budget. She requested that the minutes reflect this correction.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

PURCHASE ORDERS:

Member Orzech moved, Member Howard seconded, approval of the purchase orders as listed in Exhibits VII-B1 through VII-B5, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to Honeywell, Inc., for a maintenance agreement covering the Honeywell Delta 1000 Building Automation System, in the amount of \$12,207.00.

Ex. VII-B2 Approve issuance of a purchase order to Integral Systems, Inc., for a licensing and maintenance agreement for the Human Resource Software System, in the amount of \$36,261.00.

PURCHASE ORDERS:
(cont.)

- Ex. VII-B3 Approve issuance of a purchase order to A.B. Dick and Co., for a maintenance agreement covering automatic duplicating equipment, in the amount of \$11,214.00 per year.
- Ex. VII-B4 Approve issuance of a purchase order to Itek Graphix Corp., for maintenance of a Modular digital phototypesetting system, in the amount of 5,451.03.
- Ex. VII-B5 Approve issuance of a purchase order to the Northwestern University Traffic Institute for a traffic flow study in the amount of \$9,200.00.

In regard to Exhibit VII-B5, Member Howard asked if the administration had reviewed the possibility of flexible scheduling of classes in order to improve traffic flow. Vice President Manke stated that this would be included in the traffic flow study. In addition, he noted that the College had acquired software which will provide for computerized class scheduling. He added that this study is the result of a request from the Student Senate to address the traffic problems experienced by students.

In regard to Exhibit VII-B2, Member Orzech noted that this is a maintenance agreement for the climate control system which was purchased with life safety funding. She asked if this amount was included in the costs for utilities which had been reviewed by the Board. Vice President Manke replied affirmatively. He noted that this is the only company which will service the system at the present time. However, he felt that this would be a biddable item in the future.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippledi voted aye.

NEW BUSINESS:
Personnel
Actions

Member Norwood moved, Member Bakas seconded, the 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).

Administrative Appointment

Dennis Connors, Vice President of Academic Affairs,
8/20/90, \$72,500

NEW BUSINESS:
Personnel
Actions
(cont.)

Faculty Appointment

Mercedes McGowen, Instructor, TM/PS, 8/14/90,
\$31,392

Professional/Technical Appointments

Mark Mrozinski, Lab Assistant, Preparatory Music,
p/t, \$14,500
Kim Gibson-Harman, Linguistic Specialist, 8/14/90,
\$23,700

Supervisory/Confidential Appointment

Allison Passaglia, Personnel Associate, 8/6/90,
\$28,000

Classified Staff Appointments

Laura Riba, Clerk, p/t, 6/25/90, \$6,760
Sandra Stewart, Library Assistant I, p/t, 6/25/90,
\$9,485
Sharon Martin, AED Materials Specialist, 7/1/90,
\$16,127
Joan Glover, Clerk Typist II, p/t, 7/1/90, \$11,825
Tina Abel, Cashier, 7/16/90, \$15,800
Mary Lett, Secretary I, 7/17/90, \$14,513

Professional/Technical Reclassifications

Thomas Choice, Athletic Academic Coordinator, \$29,441
Debra Ruben, Micro Computer Support Specialist,
\$23,676

Physical Plant Retirement

William Walsh, Foreman, Shipping & Receiving, 9/1/90,
7 years' service

Classified Staff Termination

Rebecca McClure, Word Processing Operator, 8/2/90

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

President Thompson called attention to the appointment of Dr. Dennis Connors as Vice President of Academic Affairs. Following a visit to the appointee's present campus, he noted that Dr. Connors is held in high regard by faculty, staff and students

NEW BUSINESS:
Personnel
Actions
(cont.)

at North Idaho College. President Thompson stated that he is pleased that Dr. Connors will be joining the College staff and looks forward to working with him.

Member Orzech inquired about the recommendation for the part-time lab assistant in the music department. Vice President Williams replied that this is a permanent part-time position primarily resulting from enrollment in the Continuing Education program for the Piano Academy.

Upon roll call, the vote was as follows:

- Ayes: Members Bakas, Coste, Howard, Moats, Norwood and Orzech
- Nays: None

Motion carried. Student Member Trippiedi voted aye.

In response to Member Norwood, Director of Personnel Bielawa stated that there were no Afro-Americans among the new employee appointments. Member Moats stated that more minorities are needed at Harper College. Member Orzech agreed and stated that it is distressing because the hiring of additional minorities is one of the goals of the Board of Trustees and the lack of results is frustrating. She felt that the Board should review this matter again. Member Howard requested that the administration provide a progress report on this issue.

Leave of
Absence --
Faculty, LIB ARTS

Member Orzech moved, Member Bakas seconded, that Karen Keres be granted a leave of absence without pay for the 1990-91 academic year in accordance with Article IV.A of the Faculty/Board Agreement as outlined in Exhibit VIII-A-2, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard inquired about Harper College being the recipient of a faculty exchange member. President Thompson noted that the assignments are based on the desires of the faculty members. Member Howard stated that she is supportive of the exchange program in terms of staff development and felt that possibly the College should undertake some marketing efforts in this regard so that the College would benefit from this program.

Upon roll call, the vote was as follows:

- Ayes: Members Bakas, Coste, Howard, Moats, Norwood and Orzech
- Nays: None

Motion carried. Student Member Trippiedi voted aye.

NEW BUSINESS:
Community College
Exchange Program -
Leave of Absence

Member Howard moved, Member Norwood seconded, that Virginia Bender be granted a leave of absence with full pay and benefits for the fall semester, 1990 as a participant in the Community College Exchange Program at Mesa Community College in Phoenix, Arizona according to 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 Bakas, Coste, Howard, Moats,
Norwood and Orzech
Nays: None

Motion carried. Student Member Trippiedi voted aye.

Leave of
Absence --
Faculty, TM/PS

Member Howard moved, Member Moats seconded, that Professor Michael Carroll be granted a leave of absence without pay for the period of August 14, 1990 to January 9, 1991 subject to his receiving a firm commitment from the Soviet government, as outlined in Exhibit VIII-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was the consensus of the Board that this was a very good opportunity.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

Renewal of
Treasurer's
Surety Bond

Member Orzech moved, Member Bakas seconded, that the Treasurer's Surety Bond, issued by Hartford and Continental Insurance Companies as co-sureties, be renewed for one year at a combined cost of \$8,323.00 as outlined in Exhibit VIII-B (attached to the minutes in the the Board of Trustees' Official Book of Minutes).

In response to Member Orzech, President Thompson stated that quotations were sought from the College broker and others and, based upon the information received, this is an excellent quote.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

NEW BUSINESS:
1990-91 RAMP
Document

Member Norwood moved, Member Howard seconded approval of the RAMP document as proposed for submission to the Illinois Board of Higher Education, according to Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats asked what the major changes were as far as capital projects are concerned. President Thompson replied that the Publications Department is a new item included in the RAMP document. Member Howard noted that this is a planning document in priority order although all work must be approved by the Board of Trustees prior to any action taken. Member Bakas added that it is possible for the Board to change the projects. Member Orzech noted that the RAMP document is not consistent in format and, therefore, is difficult to work with. She suggested that this information be passed on to the Illinois Community College Board.

Vice Chairman Coste asked if the State priority list of approved College projects would be changed again. President Thompson replied that the ICCB would make a recommendation in October to the Illinois Board of Higher Education. It is likely that Harper College will move up on the priority list, but there is no guarantee.

In response to Member Bakas, Vice President Williams provided a brief explanation of the following planned curriculum additions: Small Business Management, Insurance and Veterinary Tech.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Trippiedi voted aye.

1990-91 Career
Advisory
Committee
Appointments

Member Moats moved, Member Howard seconded, that the Board of Trustees approve the Career Advisory appointments for the 1990-91 academic year according to Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Small Business
Management
Program

Member Bakas moved, Member Moats seconded, that the Board of Trustees approve submission to the Illinois Community College Board of the proposed Small Business Management Program as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Small Business
Management
Program
(cont.)

Upon roll call, the vote was as follows:

Ayes: Bakas, Coste, Howard, Moats,
Norwood and Orzech
Nays: None

Motion carried. Student Member Trippiedi voted aye.

PRESIDENT'S
REPORT:

President Thompson commenced his report by noting that the Board had received a well-written summary of the recent Leadership 2000 conference from Chairman Barton. He commended the Harper College team, comprised of Dean William Howard, Dean Pat Bourke and Professor Pat Mulcrone, for the excellent presentation on the Preferred Future which was given at the conference. President Thompson noted that the conference was extremely interesting.

President Thompson announced that the Board of Commissioners of the Association of Collegiate Business Schools and Programs has selected Harper College as a pilot business school for accreditation consideration. A self-study will commence in the fall, followed by an evaluation team visit in spring, 1991. The President extended congratulations to Dean Tom Johnson and his colleagues in the Business and Social Science Division for their efforts in this regard.

Harper College faculty members will return for fall semester during the week of August 13. The President noted that he would deliver a State of the College address on August 14 followed by a luncheon for all employees. In addition, a reception will be held on Friday, August 17, at 1:00 p.m. to welcome Dr. Dennis Connors who will officially start work on August 20. President Thompson extended an invitation to all Board members to participate in these activities.

President Thompson called attention to information received from the Illinois Community College Board regarding funding for capital projects. He noted that although ten projects were approved for full or partial funding, the projects submitted by Harper were not among those approved this year. He expressed hope that funding would be forthcoming next year.

EXECUTIVE
SESSION:

Member Orzech moved, Member Bakas seconded, that the Board adjourn to executive session for the purpose of discussing collective bargaining and the appointment, employment and dismissal of personnel.

EXECUTIVE
SESSION:
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried at 8:35 p.m. Student Member Trippiedi
voted aye.

Following the executive session, Member Norwood
moved, Member Bakas seconded, that the regular
meeting be reconvened. In a voice vote, the motion
carried and the meeting reconvened at 10:50 p.m.

ADJOURNMENT:

Member Howard moved, Member Bakas seconded, that the
meeting be adjourned. In a voice vote, the motion
carried and the meeting was adjourned at 10:51 p.m.

Chairman

Secretary