

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

July 25, 1991

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--June 6, 1991 Special Board meeting and executive session; and June 25, 1991 Regular Board meeting and executive sessions Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for June 14, June 28 and July 12, 1991. Estimated payrolls for July 13 through September 6, 1991. Exhibit VI-A-2
  - B. For Information
    - 1. Financial Statements 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 Extension--Faculty Exhibit VIII-A-2
  - B. INFORMATION: Bookstore Construction and Building A Renovation Exhibit VIII-B
  - C. RECOMMENDATION: Interim Agreement -- Northeast Center Exhibit VIII-C
  - D. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-D
  - E. RECOMMENDATION: Faculty Promotions Exhibit VIII-E
  - F. RECOMMENDATION: 1991-92 Career Advisory Committee Appointments Exhibit VIII-F
  - G. RECOMMENDATION: 1991-92 Resource Allocation and Management Plan (RAMP) Exhibit VIII-G
  - H. RECOMMENDATION: Quality Assurance Program Exhibit VIII-H
  - I. RECOMMENDATION: High School Course Requirements Exhibit VIII-I
  - J. INFORMATION: T.S.I. Agreement Exhibit VIII-J
- IX. Other Business  
RECOMMENDATION: 1991-92 Board Objectives Exhibit IX
- X. President's Report
- XI. Adjourn to Executive session - Purpose: Discuss appointment, employment and dismissal of personnel

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 25, 1991

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, July 25, 1991 at 8:03 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Bakas, Barton, Coste, McCulley, Norwood and Student Member Smith  
Absent: Members Howard and Moats

Also present: Paul Thompson, President; Dennis Conners, 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; Steve Catlin, Dean of Admissions and Registrar; J. Harley Chapman, Dean of Liberal Arts; George Dorner, Dean of Technology, Math and Physical Sciences; Al Dunikoski, Dean of Learning Resources Center; Tom Johnson, Dean of Business and Social Sciences; Joan Kindle, Dean of Student Development; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development and External Affairs. Technology Specialists, Inc.: Claire Reid, Dan Mooney, Kathy Hayes, Barry Paulsen, and Norm Wismer. Faculty: Roger Mussell, President, Faculty Senate; Cathy Albergo, George Evans, Susan Farmer, Ed Liska, Carole Lissy, Patricia Mulcrone and Phil Stewart. Classified and Professional/Technical Staff: Charlene Christin, Chairman, Classified Employee Council; Ted Agresta, Internal Auditor; Bob Brown, Systems Programmer; Steve Dudek, Accounting Manager; Chuck Faenza, Audiovisual Technician; Marlene Hunt-Brasch, Graphics Supervisor; Thea Keshavarzi, Purchasing Agent; Don Malzahn, Programmer Analyst II; Elena Pokot, Manager of Applications; Patty Roberts, Media Relations Specialist; Richard Seiler, Bookstore Manager; and Joan Young, Publications and Communication Services Manager. Guests: Sandy Christensen, Dominic Demonica and Steve Witt, Legat Architects, Inc.; Paul Davis, Parkside on the Green Homeowners Association; Michael Jezierski, Hunting Ridge

ROLL CALL:  
(cont.)

Homeowners Association; Charles Romeo, Plum Grove Hills Homeowners Association; Karen Liska and the James Catomer family, area residents.

Chairman Barton noted that the agenda for the meeting had been revised and copies were distributed to the Board and are available for those in attendance.

CITIZEN PARTICIPATION:

Mr. Charles Romeo, representing the Plum Grove Hills Homeowners Association, requested the opportunity to address the Board. He called attention to the proposed shopping center development at the southeast corner of Euclid Avenue and Quentin Road. He noted that plans call for the development to be anchored by Wal-Mart and another major retailer. He noted that nearby residents feel that the proposed plan is not an appropriate use for the property inasmuch as the area is approximately 95 percent residential and the remaining property includes existing office space for Square D, Fluke, Williamsburg Village west of Roselle Road, and Harper College. He explained that the Village of Palatine has designated the property both as an office research site on the comprehensive plan and as space zoned R-1 on the zoning map. Residents feel that it is in the best interests of the communities of both Rolling Meadows and Palatine, in addition to Harper College, that the site not be developed in a commercial manner. He requested that the College support their thinking and exercise any influence the College has with the other governmental agencies and possibly write a letter of support for the continuation of R-1 zoning, with office research as an alternative zoning measure. Mr. Romeo expressed appreciation to the Board for the opportunity to express the concerns of area residents.

Chairman Barton thanked Mr. Romeo for presenting the community viewpoint.

President Thompson noted that plans for the Harper College Silver Anniversary are underway. The Committee working on this event recently sponsored a contest to obtain a slogan for this occasion. The winning slogan -- "Yesterday's Dream, Today's Reality, Tomorrow's Promise" -- was selected from over 500 entries and will be used in conjunction with a special logo designed by one of the members in the College Graphics Department. The President announced that the winner of the slogan contest was Mr. Jim Catomer who was in attendance at the meeting with his wife, Linda, and sons, Joey and Tom. In recognition of his contribution, President Thompson noted that Mr. Catomer will receive an award of

CITIZEN  
PARTICIPATION:  
(cont.)

\$2,500 in tuition and books at Harper College. Congratulations were extended to the Catomer family. The President also called attention to the logo which was designed by Ms. Leila Pepper. In her absence, Ms. Marlene Hunt-Brasch accepted an award in her honor. The President stated that he looked forward to seeing the logo on upcoming College publications.

Member Howard entered the meeting at 8:10 p.m.

COMMUNICATIONS:

Member Coste read a note of appreciation from Audrey Inbody, Student Development faculty member, who expressed appreciation to the Board for the opportunity to participate in the Community College Exchange Program during the past semester. She stated that her experiences at the University of Alaska were stimulating and rewarding.

UNFINISHED  
BUSINESS:  
Student Trustee  
Report

Student Trustee Smith reported on the following: various concerns regarding part-time faculty members; student requests for: a coin-operated copy machine for the Building D knuckle; a laser printer with various fonts for student use; repairs to the inoperative steamroom and attention to the lack of adequate classroom facilities in Building M. In addition, she felt that there is a need for an institutional policy regarding sports at Harper College. She noted that there is sufficient interest in soccer and felt that this addition would foster added interest in fitness and wellness. Students have asked that CPR and first aid lessons be offered free at least once a semester and Student Member Smith felt that Wellness Week offers a good opportunity to do this. She also reported that many students have commented on the sculpture collection and she felt that the campus beautification plan should be shared with all members of the Harper community, including students. Student Member Smith questioned whether the newly-established statewide Foundation was in conflict with individual college foundations.

Chairman Barton thanked Student Member Smith for her report.

CONSENT AGENDA:

Member Norwood moved, Member McCulley seconded, approval of the Consent Agenda including the minutes of the June 6, 1991 Special Board meeting and executive session and the June 25, 1991 Regular Board meeting and executive sessions; bills payable, payrolls for June 14, June 28 and July 12, 1991, estimated payrolls for July 13 through September 6, 1991; financial statements, committee and liaison report, and grants and gifts status report, as

CONSENT AGENDA:  
(cont.)

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 of the June 6, 1991 Special Board meeting and executive session and the June 25, 1991 Regular Board meeting and executive sessions.

## Bills Payable

Education Fund	\$ 589,386.28
Operations & Maintenance Fund	466,576.65
Bond and Interest Fund	401.10
Auxiliary Fund	144,053.55
Restricted Purposes Fund	42,068.45
Trust and Agency Fund	851,183.61
Liability, Protection & Settlement Fund	275,930.09
Federal Funds	24,419.43

The payroll of June 14, 1991 in the amount of \$874,129.03; the payroll of June 28, 1991 in the amount of \$1,497,203.39; and the payroll of July 12, 1991 in the amount of \$1,467,529.38; estimated payrolls of July 13 through September 6, 1991 in the amount of \$5,815,875.62; estimated utility bills in the amount of \$120,000.00; and payments to the Illinois Department of Revenue for sales tax for June, 1991 in the amount of \$3,244.60; to Bennett & Brosseau Roofing for maintenance service in the amount of \$363,510.00; and to Larson Equipment & Furniture for equipment in the amount of \$4,008.00.

Financial  
Statements

There were no questions regarding the financial statements.

Committee and  
Liaison Report

There were no comments or questions regarding the Committee and Liaison Reports.

Grants and Gifts  
Status Report

In regard to the Grants and Gifts Status Report, Director Devery explained that the recent donation from the Boettcher family for an endowment scholarship is the latest gift in a series of significant contributions from the family. They have contributed in excess of \$1,500 thus far. Mr. Boettcher was killed in a recent auto accident and his wife remains in critical condition. Director Devery noted that The Allstate Foundation has provided a \$10,000 grant for a Great Teaching seminar. In addition, Unocal has again contributed to the National Print and Drawing Show.

Member McCulley inquired about the status of donations to the Educational Foundation in relation to current economic conditions. Director Devery acknowledged that the economy is soft, but he felt that contributions were approximately at the same

CONSENT AGENDA:  
Grants and Gifts  
Status Report  
(cont.)

level as in the past. He added that new companies have moved into the district, enabling the College to maintain a reasonable level.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Norwood  
Nays: None

Motion carried. Student Member Smith voted aye.

BID AWARDS:

Member Howard moved, Member Coste seconded, approval of the bid awards and purchase orders as outlined in Exhibits VII-A1 through VII-A7 and Exhibits VII-B1 through VII-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8372 to Smith & Howard, Inc. in the amount of \$7,000.00 and to DJ's Music in the amount of \$32,265.00, the low bidders for an electronic keyboard lab, for a total award of \$39,265.00.
- Ex. VII-A2 Award request for proposal Q8366 to Hewitt Associates, the lowest bidder meeting specifications for the classified staff salary program study, in an amount not to exceed \$56,726.00.
- Ex. VII-A3 Award bid Q8377 to UARCO, Inc., the low bidder for computer paper, in the amount of \$19,791.18.
- Ex. VII-A4 Award bid Q8380 to J-K Graphics, the low bidder for printing of the College Calendar/Community brochure, in the amount of \$5,713.40.
- Ex. VII-A5 Award request for proposal Q8375 to Hartford Technical Services, Inc., the low bidder for all items for a maintenance agreement covering IBM, Memorex Telex and Harris Adacom computer equipment, and renewal for second and third years if service is satisfactory, in the amount of \$31,082.26 for the first year and renewal for the second and third years in the amount of \$33,907.92 per year if service is satisfactory.
- Ex. VII-A6 Award bid Q8379 to Central Camera Co., the overall low bidder for photo supplies, in the amount of \$7,210.57.

BID AWARDS:  
(cont.)

Ex. VII-A7 Award bid Q8378 to Des Plaines Publishing Co., the low bidder for printing of the Harbinger (student newspaper), in the amount of \$17,050.00.

PURCHASE ORDERS:

Ex. VII-B1 Approve issuance of a purchase order to Itek Graphix Corp., for maintenance of a modular digital phototypesetting system, in the amount of \$5,103.00.

Ex. VII-B2 Approve issuance of a purchase order to Information Access Company, for Infotrac subscription service as well as use and service of a workstation, in the amount of \$5,766.72.

Ex. VII-B3 Approve issuance of a purchase order to IBM Corporation for the renewal of the monthly rental of computer software, in the amount of \$39,834.00.

In regard to Exhibit VII-A2 Member Bakas asked when the last salary study was made. President Thompson replied that the last salary study was conducted in 1979.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, McCulley and Norwood

Nays: None

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:  
Personnel  
Actions

Member Norwood moved, Member Bakas seconded, the 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 Appointments

Paula Deeken, Instructor, AELS - AED, 8/20/91,  
\$30,209

Deepa Godambe, Instructor, TM/PS - Chemistry,  
8/20/91, \$31,176

Ana Lucia Hernandez, Instructor, LIB ARTS - Spanish,  
8/20/91, \$31,176

Jacquelyn Mott, Instructor, LIB ARTS - Interior  
Design, 8/20/91, \$31,176

Lydia Omori, Instructor, AELS - AED, 8/20/91,  
\$28,365

Claire Jayne Wilcox, Assistant Professor, TM/PS -  
Chemistry, 8/20/91, \$34,917

NEW BUSINESS:  
Personnel  
 Actions  
 (cont.)

Professional/Technical Appointments

Lisa Brady, Athletic Academic Coordinator,  
 7/15/91, \$24,426

Classified Staff Appointments

Joanne Cameron, Library Assistant II, 6/3/91,  
 \$19,715  
 Marlene Bernstein, Program Assistant, 6/17/91,  
 \$19,512  
 Cynthia Schoenfeld, Secretary II, 6/10/91, \$20,093  
 John Wertz, Equipment Room Attendant, 7/1/91, \$17,024  
 Gayle Hatlak, Clerk Typist II, p/t, 7/8/91, \$8,550  
 Kari Anderson, Cashier, 7/22/91, \$17,000  
 Steven Lollino, AV Tech II - TV, 7/23/91, \$19,945

Professional/Technical Reclassifications

Nico Genet, Chemistry Lab Technician I, p/t, \$6,888  
 Edna Goldberg, Chemistry Lab Technician II, \$24,905  
 Michael Nejman, Student Activities Coordinator,  
 \$32,120  
 Rebecca Santeler, College Nurse, \$34,423

Administrative Termination

Raymond Devery, Executive Director, Development/  
 Foundation, 8/23/91

Professional/Technical Termination

Claire Wrobel, Information Specialist, 6/30/91

Classified Staff Terminations

Laura Butler, Child Care Attendant, p/t, 6/27/91  
 Beverly Thiel, Clerk Typist I, p/t, 6/14/91  
 Candice Conreaux, Receptionist, 7/11/91  
 Adrienne Smith, Secretary I, 7/26/91

IEA/NEA Termination

Frank Ertolacci, HVAC Mechanic, 6/26/91

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
 McCulley and Norwood  
 Nays: None

Motion carried. Student Member Smith voted aye.



NEW BUSINESS:  
Personnel  
Actions (cont.)

In regard to the new appointments, President Thompson stated that the College is showing progress with a more diverse employee group. He was pleased to see this change in the selection process.

Leave of Absence  
Extension -  
Faculty

Member Norwood moved, Member Bakas seconded, that Professor Karen Keres be granted an extension of her leave of absence without pay for the 1991-92 academic year, according to 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 Bakas, Barton, Coste, Howard,  
McCulley and Norwood

Nays: None

Motion carried. Student Member Smith voted aye.

In response to Member Howard, Dean Chapman stated that it is Ms. Keres' intention to return to Harper College at the conclusion of her sabbatical leave.

Bookstore  
Construction  
and Building A  
Renovation

President Thompson called attention to Exhibit VIII-B, the Bookstore and Building A Construction and Renovation Plan. He stated that this item was for Board information and that there is a need to review further the scope of the project with the College architect prior to requesting Board approval. He noted that the Board has been provided with information regarding the use of alternate bonds for funding the construction of a new bookstore. For the other construction plans, the administration will look at \$3 million from the bond sale as a first alternative, \$2.6 million from the Operations and Maintenance Fund, and the balance of funding from the proceeds of the sale of the second site which is in the Operations and Maintenance Fund (Restricted). In response to Member Bakas, the President expressed hope that a recommendation on this matter would be presented to the Board in August. Member Howard suggested that a preliminary report be submitted to the Board on August 14 for discussion purposes. Chairman Barton acknowledged that a vote on the issue would take place at the regular Board meeting on August 22.

In response to Member Coste, President Thompson stated that the agenda for the Special Board meeting on August 14 would also include the TSI agreement. Member Coste stated that he would be out of town at that time.

NEW BUSINESS:

Interim  
Agreement -  
Northeast Center

In regard to Exhibit VIII-C, President Thompson noted that the lease agreement for the Northeast Center has been submitted for approval to District 21 at this time. The College administration recommends that an interim agreement be approved at this time. Vice President Manke explained that it was the intent of District 21 to present the lease agreement and purchase option for approval of their Board last week. Because of concerns over wording in the option agreement, both the lease and the option agreement were deferred for approval. An interim agreement has been submitted by District 21, indicating the lease amount and the charge for custodial services. The agreement provides access to the Northeast Center until July 31, 1992. Vice President Manke recommended approval of the interim agreement and dollar amounts for facility rental and custodial services for 1991-92. The regular lease agreement will be presented to the College Board after District 21 approves the lease at their next meeting.

Member Coste moved, Member Bakas seconded, that the interim agreement for the Stevenson School facility be approved in the amount of \$131,000 for 1991-92 rent and \$100,600 for 1991-92 custodial services. It is also recommended that the Board begin discussions to determine by December 31, 1991 whether to consider the purchase of the facility or to continue to lease for 1992-93, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Coste, Vice President Manke explained that the District 21 Board did not take prior action on this because there was information in the option agreement which granted the right of first refusal to Harper College. There is another educational institution which is interested in the purchase of the facility and the District 21 Board felt it was unfair to give Harper the right of first refusal. The option agreement will be reworded to address this concern. Member Howard noted that a right of first refusal is not uncommon in real estate transactions; but she agreed with Member Coste that generally the party occupying the premises is given that right. Vice President Manke recalled that approximately a year ago, Harper was provided with the opportunity to purchase the facility but decided to investigate other possible sites. He felt that this may have been a factor in the thinking of District 21. Vice President Manke felt they would consider a serious offer from Harper College. Member Coste stated that the present agreement offers no protection for Harper. Vice President Manke

NEW BUSINESS:  
Interim  
Agreement -  
Northeast Center  
(cont.)

suggested that the Board and the administration undertake an immediate review of the use of the facility. A change of location would have budgetary implications for the College in January. In response to Member Howard, the President stated that he and Vice President Manke had reviewed other sites but felt that these did not meet the College needs or requirements. Vice President Manke stated that he was also working on an extension of the present lease if the facility is not sold. He added that the type of facility needed by the College is not readily available. In response to Member McCulley, Vice President Manke stated that the interim agreement represents a six percent increase.

Upon roll call on the interim agreement, the vote was as follows:

- Ayes: Members Bakas, Barton, Coste, Howard, McCulley and Norwood
- Nays: None

Motion carried. Student Member Smith voted aye.

Renewal of  
Treasurer's Bond

Member Howard moved, Member McCulley 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, according to 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 Bakas, Barton, Coste, Howard, McCulley and Norwood
- Nays: None

Motion carried. Student Member Smith voted aye.

1991-92  
Faculty  
Promotions

Member Norwood moved, Member Howard seconded, that the following promotions be granted for the 1991-92 academic year as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes):

PROMOTIONS IN RANK

AUTOMATIC PROMOTIONS

To Assistant Professor

AUTOMATIC

Susan Cusack  
Kathleen Gianaris  
Peggy Kazkaz

To Assistant Professor  
Marcia Litrenta

NEW BUSINESS:  
1991-92  
 Faculty  
 Promotions  
 (cont.)

To Associate Professor

Jane Allendorph

To Professor

John Gallagher  
 Charlotte Herzog  
 Edward Liska  
 Carole Lissy  
 Martha Simonsen  
 Jerry Stone  
 Janet Friend Westney

To Associate Professor

Caroline Dobbs  
 Ernest Rilki  
 John Shola

WAIVERTo Assistant Professor

Neil Schanker  
 Randy Schietzelt  
 Chris Staub  
 Marjorie Sterret

To Associate Professor

Cecelia Cooper  
 Susan Farmer  
 Barbara Hickey

In response to Member Coste, President Thompson stated that the information he requested was included with the revised meeting agenda distributed to the Board prior to the meeting. Member McCulley asked if the faculty and administration were in agreement on the interpretation of the promotion policy. Faculty Senate President Mussell stated that discussions have been held and there is concurrence with the administrative recommendation. Vice President Conners added that there is agreement that the policy be interpreted this year as outlined in Exhibit VIII-E.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
 McCulley and Norwood  
 Nays: None

Motion carried. Student Member Smith voted aye.

Member Coste asked when there would be a resolution regarding promotions. President Thompson stated that as a result of the last negotiated agreement, a separate promotions committee will review the issue of promotions and submit a recommendation to the administration.

1991-92 Career  
 Advisory  
 Committee  
 Appointments

Member Howard moved, Member Bakas seconded, that the Board of Trustees approve the Career Advisory appointments for the 1991-92 academic year, according to Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:  
1991-92 Career  
Advisory  
Committee  
Appointments  
(cont.)

Member Howard stated that the list of appointments was most impressive. She asked if the list was subject to periodic review to bring in change in relation to new skills and technology. She felt that it was important to review effectiveness of committee members and also to ascertain if there are other individuals who should be included in the appointments. Vice President Connors explained that there is a formal review process every five years. In addition, there has been substantial discussion among the deans as to whether the individuals continue to be involved in the respective programs and this will be reviewed throughout the year. Member Howard felt that the curriculum must be kept at state-of-the-art level, and good working relationships must be forged with the business community.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Norwood  
Nays: None

Motion carried. Student Member Smith voted aye.

1991-92 RAMP  
Document

Member Norwood moved, Member Howard seconded, that the Board of Trustees approve the Resource Allocation Management Plan (RAMP) document as proposed for submission to the Illinois Board of Higher Education, according to Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that this is an annual requirement of the Illinois Board of Higher Education. The document also has impact on the ICCB because the submission of tuition revenue data affects allocations to community colleges. For this reason, it is an important document and it is imperative that the information be as accurate as possible. Chairman Barton noted that the preparation of the RAMP report involves a considerable amount of work. President Thompson expressed appreciation to Director Lucas for his efforts in this regard.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Norwood  
Nays: None

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:

Quality  
Assurance  
Program

Member Howard moved, Member Bakas seconded that the Board of Trustees approve submission to the ICCB of the proposed Quality Assurance Program as outlined in Exhibit VIII-H, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that he was very pleased to see another new program for submission to the Illinois Community College Board. He noted that the College has presented a quality improvement program through the efforts of the Educational Foundation and it is appropriate that Harper become involved on an instructional basis in this regard. This program has been put together under the direction of Dean Dorner and the TM/PS Division. Dean Dorner expressed appreciation to Bob Campbell of the engineering faculty. He added that three of the four new courses have been designed so that these will meet the implementation of quality principles in the service industries as well as applications in non-manufacturing areas. It is hoped that the comprehensive approach to this program will respond to interests and needs in the both the Business Division and the Life Science and Human Services Division.

Chairman Barton asked how businesses will know that the program is available. Dean Dorner replied that information on the program has been included in the fall schedule. Additional information will be disseminated following ICCB approval. Member Howard stated that she was pleased to hear about the new courses which respond to needs in the service industries. She asked if the curriculum would be broadened in the future. Dean Dorner stated that Continuing Education would continue to explore other areas to determine needs for additional offerings. President Thompson noted that ICCB approval of the program will allow reasonable and moderate extensions of the program in the future.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Norwood

Nays: None

Motion carried. Student Member Smith voted aye.

High School  
Course  
Requirements

Member Norwood moved, Student Member Smith seconded, approval of the High School Course Requirements for Admission to Baccalaureate Transfer Programs as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:  
High School  
Course  
Requirements  
(cont.)

Chairman Barton explained that the Illinois Community College Board has requested that individual College Boards approve this change. Student Member Smith was pleased that one or two units of foreign language, art or music are included with the new requirements. She felt this was relevant in terms of the issue of diversity in the world. President Thompson stated that this is a requirement of the high schools in order for Harper to admit the students into a transfer program. Member Norwood expressed hope that the new requirements would not affect the open door policy at the College.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Norwood  
Nays: None

Motion carried. Student Member Smith voted aye.

TSI Agreement

Chairman Barton stated that Exhibit VIII-J, the contract for Technology Specialists, Inc. computing services, was for Board information and would be presented for approval at the August 14 Special Board meeting. Member McCulley stated that he had requested additional data from the administration. President Thompson noted that he has received unsolicited memos from three staff members who stated that they are pleased with the services provided by TSI in their respective areas. He commended Mr. Mooney and his staff for their efforts and timely responses to the various areas of the College. Student Member Smith noted that computers are an essential part in the learning process for disabled students. She asked if improvements are being made in this area. Mr. Mooney stated that TSI supports improvements for disabled Harper students and is working with Mr. Tom Thompson, Dean Al Dunikoski and others to be certain that the proper equipment and support is available for these students. In response to Member McCulley, President Thompson noted that the present TSI contract expires September 1. Chairman Barton suggested that the Board retain this material for the August 14 Special Board meeting.

1991-92  
Board  
Objectives

Chairman Barton called attention to the 1991-92 Board of Trustees' Objectives outlined in Exhibit IX (attached to the minutes in the Board of Trustees' Official Book of Minutes). She noted that the objectives were agreed upon by the Board during the March retreat and should be formally adopted so that the information may be shared as appropriate.

OTHER BUSINESS:  
1991-92 Board  
Objectives  
(cont.)

Member Coste moved, Member Bakas seconded, adoption of the 1991-92 Board of Trustees' Objectives as outlined in Exhibit IX, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In regard to Objective #1, Member Coste stated that the word "necessary" need not be underlined. In regard to Objective #3, Member Howard suggested that it read: Assess progress of work, ..."

Member McCulley called attention to Objective #2 regarding affirmative action. Although not reflected in the Objective, he noted that he was against any type of quota system.

In a voice vote, the motion carried.

Meeting  
Announcements

Chairman Barton reported that the ICCTA will meet in Peoria on September 13-14. She encouraged all Board members to attend. In addition, the ACCT annual convention will be held in Biloxi, Mississippi on October 16-19. She stated that this is a very worthwhile meeting and the President's office will be happy to make travel arrangements for Board members who plan to attend.

PRESIDENT'S  
REPORT:

President Thompson reported that the Illinois legislature has completed their work and the Governor has yet to sign some of the bills. The community college system has received one of the few increases, totaling 1.6 percent overall for FY 1991. However, the formula used for district allocations will result in a shortfall to Harper College of approximately \$100,000 compared to last year. It is estimated that the total grant to Harper will be \$7,321,706.

The President announced that the property tax extension limitation act was passed. Two significant aspects of the law impact Harper College. The five percent property tax cap will not affect Harper because the majority of the College district is in Cook County. However, there will be a freeze on the equalized assessed value for 1993 which will affect revenue received by the College. Secondly, the new law will not affect plans to fund future College construction with alternate bonds so this is a viable option with regard to a new bookstore. A detailed report of this legislation has been provided by Chapman and Cutler and is available for interested Board members.

The Sister Cities had a convention in the area recently. Four French visitors spent a day at Harper College and toured the Center for Students with Disabilities, the art department, a French class, and the ESL audio lab. Another Sister Cities delegate met with Dean Voegel to discuss the community college concept, career programs and faculty exchanges and it



**PRESIDENT'S  
REPORT:  
(cont.)**

is very likely that possible exchanges will take place in the future. President Thompson was pleased to learn of the visit and expressed appreciation to Dean Voegel and those who took part in the visitation.

President Thompson displayed the framed certificate indicating accreditation by the Association of Collegiate Business Schools and Programs. The document states that the teaching and learning process that takes place and the degrees conferred by Harper College meet the high standards of quality established by ACBSP. The accreditation is for seven years and was awarded to Harper in addition to major universities. The President presented the certificate to Dean Johnson and thanked him for his efforts in this regard. Dean Johnson noted that Harper College is one of the first 25 college and university business schools to receive the accreditation and the College self study will be used as a model for other institutions which will undergo this process. He added that this is a credit to Harper College faculty and staff members.

President Thompson called attention to the 1991 Point of View, a publication of student visual and literary works selected, edited and produced by students. He stated that he was most pleased to see the work of talented Harper students. He distributed copies to Board members and extended congratulations to the students, faculty and staff who were responsible for such an excellent publication.

The President stated that he and his family would be vacationing for the next two weeks and Vice President Connors will be responsible for the overall operation of the College.

**EXECUTIVE SESSION:** Member Coste moved, Member Bakas seconded, that the Board adjourn to executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Norwood

Nays: None

Motion carried. Student Member Smith voted aye and the Board adjourned into executive session at 9:12 p.m.

ADJOURNMENT:

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, the motion carried and the Board returned to regular session at 9:35 p.m.

Member Norwood moved, Member Bakas seconded, that the regular meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 9:36 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary