

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, January 30, 1992.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, January 30, 1992 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

In the absence of Member Moats, Chairman Norwood requested Member Barton to act as Secretary Protem.

ROLL CALL: Present: Members Bakas, Barton, Born, Coste, Norwood, and Student Member Smith.

Absent: Members Howard and Moats

Also present: Paul Thompson, President; Dennis Conners, V.P. Academic Affairs; Vern Manke, V.P. Administrative Services; Bonnie Henry, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Susan Webb-Kmiec, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Enrollment Services; J. Harley Chapman, Dean of Liberal Arts; Tom Choice, Interim Dean of Physical Education, Athletics and Recreation; Chuck Harrington, Dean of Instruction; Bill Howard, Interim Dean of Strategic Planning; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Studies; Bruce Bohrer, Director of Admissions; Don DeBiase, Director of Physical Plant; Jack Lucas, Director of Planning and Research; Elena Pokot, Director of Programming Services; and Frank Azeke, proposed Director of Development. Technology Specialists, Inc.: Joe Boswell, Jeff Gronemeyer, Tim Kelly and Barry Poulson. Faculty: Roger Mussell, President, Faculty Senate; Salah Falouji, Pat Mulcrone, Meyer Rudoff and Paul Sipiera. Classified and Professional/Technical Staff: Charlene Christin, Chairman, Classified Employee Council; Sam Barbarao, Audiovisual Technician; Dave Dluger, Audiovisual Technician; Thea Keshavarzi, Purchasing Agent; Sylvia Kingsley, Media Relations Assistant;

Michael Knudsen, Graphic Designer; Patty Roberts, Media Relations Specialist; Laurie Wren, Executive Secretary to the President; and Joan Young, Manager of Publications and Communication Services. Guests: Jim Petri, John Hipsky and Kathleen Roach, Planetary Studies Foundation; and Trish Lichenstein, Paddock Publications.

Chairman Norwood introduced Susan Webb-Kmiec, new recording secretary.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

There were no communications.

UNFINISHED BUSINESS:

Approval of Agenda

Member Barton moved, Member Born seconded, that the agenda stand approved as presented.

Upon roll call, the vote was as follows:

Ayes:	Bakas, Barton, Born, Coste, Norwood
Nays:	None

Motion carried. Student Member Smith voted aye.

Student Trustee Report

Student Member Smith brought attention to a report from the students who are interested in forming a soccer team on campus, listing 28 students who have played and are interested in playing on an official team. Through fund raising efforts they have collected \$1,609.00, and Student Member Smith felt that these activities and the determination of these individuals should not be overlooked. It was requested that this should be included in the initial budgeting procedures.

Regarding Financial Aid, there is interest in the Student to Student Grants which are available through the Illinois Student Assistance Commission. Student Member Smith was interested in finding out what the administration's opinion is on implementing these grants on campus. It was found through

the Financial Aid office that 25 percent of Harper students apply and receive some sort of financial aid from the College. As this is a large percent of students, she asked that the College implement Student to Student grants, unless there is a foreseeable problem with doing so. Mary Reynolds from the Illinois Student Assistance Commission said that this is the first year that community colleges are eligible to receive these grants, and that there should be no reason why they should not be implemented. Other reasons include state cuts in financial aid, and are included in her written report.

Student Member Smith attended the ICCTA orientation meeting and found it helpful, but nothing specifically addressed the needs, issues or problems of student trustees. She felt that student trustees seem to need more of an orientation because they are very new to all the process of the College. January is a very bad time for Student Trustee Orientation, as opposed to new trustee orientation, and suggested that Member Barton could bring that information back to the ICCTA and suggest trying something in June. Member Barton noted that the Student Trustee Training meeting was in May annually.

Noting that the Planetary Studies Foundation was on the agenda, Student Member Smith listed a number of reasons in support of the venture: 1) Excellent educational source, and would complement the existing observatory. 2) The programs are tremendously beneficial to youths and adults in the area. 3) It would be a chance to expand the curriculum in that area. 4) It would provide interaction among the different levels of education such as grammar school, high school, secondary and higher education. 5) It would give an opportunity once again for Harper to respond to the community's recreational and educational desires to study in these areas.

Student Member Smith expressed enthusiasm for the Listening Post, and the opportunity for the Board, Administration and Faculty to communicate in this kind of a forum.

Student Member Smith thanked Felice Avila for all the work that she has done for her and other students, and presented her with a gift and card.

Chairman Norwood noted that the ICCTA New Student Trustee Orientation is in May annually, right after the April elections. The orientation in January is held for new trustees because of the election date.

CONSENT AGENDA:

Member Born moved, Member Bakas seconded, approval of the Consent Agenda, including the minutes of the December 19, 1991 Committee of the Whole meeting, December 19, 1991 Regular Board meeting, and executive session; bills payable, payrolls for December 13 and December 20, 1991 and January 10, 1992; estimated payrolls for January 11 through March 6, 1992; for information, 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).

Bills Payable

Education Fund	\$ 768,823.44
Operations & Maintenance Fund	441,906.86
Bond & Interest Fund	512.52
Auxiliary Fund	590,536.27
Restricted Purposes Fund	55,608.64
Trust & Agency Fund	1,008,317.72
Liability, Protection & Settlement Fund	91,791.60
Federal Funds	27,459.22

The payroll of December 13, 1991 in the amount of \$868,073.58; payroll of December 20, 1991 in the amount of \$697,460.13; payroll of January 10, 1992 in the amount of \$617,520.23; estimated payroll of January 11, 1992 through March 6, 1992 in the amount of \$3,347,145.56; estimated utility bills in the amount of \$120,000.00; payment to Johnstone Supply for supplies in the amount of \$508.28; payment to McGraw-Hill Books for books in the amount of \$32.62; payment to Prentice Hall for books in the amount of \$857.99; payment to Sport Connection for supplies in the amount of \$582.80; payment to Roscoe for maintenance

services in the amount of \$56.47; payment to Dieckmann & Assoc. for consulting services in the amount of \$3,454.16; and payment to T.S.I. for consulting services in the amount of \$70,000.00.

Financial
Statements

There were no questions regarding the Financial Statements.

Grants and Gifts
Status Report

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

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Norwood
Nays: None

Motion carried. Student Member Smith voted aye.

BID AWARDS:

Member Bakas moved, Member Coste seconded, approval of the bid awards as outlined in Exhibits VII-A1 and VII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8414 to Tom Todd Chevrolet, Inc., the low bidder for a minivan, in the amount of \$10,585.04.

Ex. VII-A2 Award bid Q8410 to Linotype - Hell Company, the lowest bidder meeting specifications for an imagesetter and peripheral equipment, in the amount of \$68,637.50.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Norwood
Nays: None

Motion carried. Student Member Smith voted aye.

NEW BUSINESS:

Personnel
Actions

Member Coste 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).

Administrator Appointment

Frank E. Azeke, Executive Director of Development/Foundation, 02/03/92, \$60,000

President Thompson introduced Dr. Frank Azeke, recently the Development Officer for the College of St. Francis in Joliet and Temple University. He has degrees from his home country, the University of Nigeria in Lagos, and also master's degrees and a doctoral degree from Temple University. Dr. Thompson expressed his pleasure in having Dr. Azeke on the faculty, and recommended him for approval.

Member Moats entered the meeting.

William Howard, Dean of Strategic Planning, 02/03/92, \$64,569

Sheila Quirk, Director of Corporate Services, 02/10/92, \$45,000

Professional/Technical Appointment

Susan Carlson, Coordinator, Continuing Education, 01/13/92, \$33,500

Benjie Loanzon, Area Tutor Coordinator, Accounting, p/t, 01/17/92, \$8,330

Supervisory/Confidential Appointments

Lucille Lopez-Wark, Supervisor, Women's Program, p/t, 01/21/92, \$28,002

Classified Staff-IEA/NEA Appointments

Lynne Lutman, Clerk Typist I, p/t, 12/16/91, \$9,675

Kim Hornig, Information Receptionist, p/t, 01/02/92, \$7,250

Theresa Kosan, Information Receptionist, p/t, 01/06/92, \$5,220

Edith Herring, Custodian, p/t, 01/25/92,
\$4,385

Terminations / Resignations

Jacqueline Chalmers, Program Assistant,
01/06/92, Resignation - 9 years

Other Personnel Notices

Diane Elster, Secretary I, 12/13/91, Deceased
- 2 years

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays: None

Motion carried. Student Member Smith voted
aye.

Chairman Norwood returned the duties of
Secretary to Mr. Moats.

Early Retirement
Requests

Member Coste moved, Member Barton seconded,
the approval of the personnel actions as
listed in Exhibits VIII-A-2a and VIII-A-2b
(attached to the minutes in the Board of
Trustees' Official Book of minutes).

Dr. George Voegel - Dean of Curriculum
Development - Effective August 31, 1992

Professor Robert Nolan - Physical Education
Department - Effective July 31, 1992

President Thompson noted that George Voegel
and Robert Nolan have been at Harper College
since 1968, and thanked them for their high
standard of service. They have great respect
and regard from the campus community, and will
be missed.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,

Nays: Moats, Norwood
None

Motion carried. Student Member Smith voted aye.

Dismissal
Resolutions, Non-
tenured Faculty

Member Bakas moved, Member Coste seconded, that the Board of Trustees approve the dismissal resolutions for non-tenured faculty as outlined in Exhibits VIII-A-3a and VIII-A-3b (attached to the minutes in the Board of Trustees' Official Book of minutes).

Member Coste asked if this is something that is required by law. President Thompson responded in the affirmative, explaining that in terms of the tenure law, when a temporary position is filled for a year, before that year is out, action must be taken to dismiss that person unless that person is going to be allowed to become a permanent member of the faculty and staff. President Thompson noted that this in no way has any reference to the quality of the teaching of these individuals, it is only a matter of the tenure law and the way business must be conducted in that regard. Student Member Smith questioned that as the Biology Department is extremely short-staffed and classes are always full, how will the Biology Department be compensated to fill the gap left with the dismissal of Sandra Kreiling. President Thompson answered that she will be continuing through this semester, and faculty requests are on the budget proposal and will be filled if approval is given for a replacement. In response to Student Member Smith's question regarding the tenuring of these employees as full-time staff, President Thompson stated that they can apply for the position available.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays:

Motion carried. Student Member Smith voted no.

Resolution for
1992-92 Budget
Preparation

Member Bakas moved, Member Born seconded, that the Board of Trustees approve the resolution designating Paul N. Thompson and Vernon Manke to prepare a tentative budget for the fiscal year July 1, 1992 through June 30, 1993 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of minutes).

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays: None

Motion carried. Student Member Smith voted aye.

Employment of
Beling Engineers

Member Bakas moved, Member Coste seconded, that the Board of Trustees approve the employment of Beling Consultants, Inc. to provide the engineering services for the 1991-92 Parking Lots and Roadway renovation projects, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of minutes).

Member Coste asked what the estimated contract amount would be. Vice President Manke stated that an alternate bid will be taken, but the base contract will be approximately \$285,655; the alternate bid is estimated to be approximately \$82,190, total bid being \$367,000.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste, Moats,
Norwood
Nays: None

Motion carried. Student Member Smith voted aye.

Resolution for
Sale of Bonds

Member Barton moved, Member Bakas seconded, that the Board of Trustees approve the attached resolution including the interest rate and levy abatement information being presented by Kane McKenna and Associates, and the Treasurer's Fidelity Bond in the amount of \$1,700.00 from the Hartford Insurance Company

for an annual premium of \$1,738 effective January 30, 1992, as outlined in Revised Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of minutes).

President Thompson requested that Kane McKenna make their report before any Board action on this resolution. Priscilla Kersten, a representative of Kane McKenna and Associates reported that the District received seven bids representing 19 underwriting firms from across the United States. The net interest cost on the bonds, which go from 1992 to 2001 with a 10 year maturity schedule, was 5.1444 percent, an excellent interest rate. The College has an excellent AA rating, with only one other college in the state having that rating. Member Moats questioned the rate range, which Ms. Kersten reported to be 4.80 to 5. The higher rate takes into account the cost of the underwriting, \$16,995.90, which is sales commission to the salesman who distributes the bonds. The successful bidder was Clayton Brown and Associates, a major underwriter of municipal bonds based in Chicago.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Norwood
Nays: Coste, Moats

Motion carried. Student Member Smith voted aye.

Request for
1991-92 Renovation
Grant Funds

Member Moats moved, Member Coste seconded, that the Board of Trustees approve the project application for the 1992 Repair and Renovation Grant funds in the amount of \$149,849.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays: None

Motion carried. Student Member Smith voted aye.

Student Service
Awards

Member Moats moved, Member Bakas seconded, that the Board of Trustees approve the Fall, 1991 Student Service Awards in the amounts of

\$3,030 and \$2,625 as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of minutes).

Student Member Smith commented that although the Service Grants are a wonderful idea, there have been several complaints from advisors and students on how decisions to award the grants were made. Because of that, her vote is no, but in no way reflects on any of the students or advisors, just the problems generated among the groups. Member Coste questioned the different amounts granted. Bonnie Henry, V.P. of Student Affairs, responded that the students are either reimbursed for half or all of their tuition, and are selected by their respective organizations, with the decision being fully in the hands of the students. Member Moats asked if there is a student grievance procedure. Student Member Smith stated that it is not fully in the hands of students, depending on the club. In some clubs it is in the hands of the advisor, and that is where the problems are generated, because there is not a set procedure. Student Member Smith is in the process of getting it straightened out. Member Moats questioned again the student grievance procedure. President Thompson and Bonnie Henry affirmed that there is a clear process for grievance. Student Member Smith stated that she was familiar with the procedures and has had no complaints regarding them, but questioned how familiar the students are with the process because of a lack of attention by them in looking into it.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays: None

Motion carried. Student Member Smith voted nay.

Faculty Promotion
System

Member Bakas moved, Member Moats seconded, that the Board of Trustees adopt the Faculty Promotion System effective the 1991-92 academic year, as outlined in Exhibit VIII-G (attached to the minutes in the Board of

Trustees' Official Book of minutes).

Mr. Moats complimented the administration and faculty for the hard work put forward in developing this document, with the hope that it serves to increase the standards of teaching quality at Harper College.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays: None

Motion carried. Student Member Smith abstained.

Chairman Norwood read a statement from the faculty, thanking the Board for affirming its faith in the faculty to uphold the high standards attending the title of professor at Harper College. President Thompson thanked Roger Musell and his committee for all the work done.

Decentralization
Plan

Member Barton moved, Member Bakas seconded, that the Board of Trustees approve the decentralization plan for Continuing Education and Program Services Division as presented in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of minutes).

Member Moats commented that it was his understanding that this will not increase administrative overhead expense. President Thompson affirmed that there will be cost savings involved.

Member Coste requested that this matter be studied in regard to the whole picture rather than piecemeal. Chairman Norwood stated that she would see that it is on the retreat agenda.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,
Moats, Norwood
Nays: None

Motion carried. Student Member Smith voted aye.

Information

Presentation: Foundation for Planetary Studies

Mr. Petri of the Executive Board for the Planetary Studies Foundation gave a presentation of the goals and accomplishments of their organization. He stated that their purpose is to build a planetarium and earth science facility in the northwest suburbs by joining with Harper College in this venture. By way of background, they have been in existence since 1976 as a meteorite and planetary studies foundation, having joined Harper College in a number of endeavors over the years.

At this time the foundation proposes to build a 120' x 120' facility on the Harper College campus, three floors with a 120-seat planetarium, with classrooms and laboratories, and a 200-seat lecture hall. The proposed planetarium could be used additionally for other types of classes. The foundation would be totally responsible for building the facility after having raised the money necessary, which is approximately \$5.5 million. They would like a commitment from Harper College for two acres of land, shared parking, and the maintenance of the parking area. The foundation would be totally responsible for all other building maintenance. They are a not-for-profit organization and have many potential donors for the funds needed, but need the site for the facility before doing the fund raising.

Member Coste asked for an explanation of how this facility would differ from the present observatory. It was explained that the observatory was for actually observing the present sky with a telescope, whereas the new structure would be similar to Adler Planetarium.

Mr. Petri explained that the Foundation would like to get a commitment no later than February 15th for a period of time of five years to allow them to raise the money to

build the building. At that time they would want a 99-year lease on the building, and any other considerations that would be involved would then be worked out. Member Moats asked how comprehensive the discussions had been with the administration. Mr. Petri replied that there had been a number of meetings with President Thompson where he had made a number of suggestions and changes had been made to accommodate those suggestions, looking at different sites, etc.

Member Born asked how expenses such as utilities and liability insurance would be handled. Mr. Petri responded that they would have an endowment fund that would maintain the building and continue to run it, and would pay for those types of expenses, including an insurance policy for liability for anyone in the building. Should the foundation not be able to run it at some point, the building would revert to Harper College.

Member Coste questioned the amount of land required, as the building itself would need only approximately 1/3 acre. Mr. Petri replied that that figure would accommodate some additional close-in parking and is only an approximate figure. Using existing parking would significantly cut the two-acre figure. Parking facilities and problems were addressed, and it was noted that these concerns will be discussed in relation to the parking lot renovations. Member Barton raised a concern as to where the building would fit in relation to the proposed building phase now under discussion.

Member Moats moved, Student Member Smith seconded, that the Board request that the Administration explore the possibility of developing a planetarium with the Planetary Studies Foundation, and report back to the Board within 60 days.

In a voice vote, the motion carried.

OTHER BUSINESS:

Women's History Week

Chairman Norwood reminded the Board of the 13th Annual Women's History Week, the first week in March, and also of the need to make

reservations early for the dinner on March 9 at 6:00 p.m. by calling Laurie Wren. She also asked for responses to the retreat questionnaire, with the retreat scheduled for March 6.

Meeting Schedule

A Special Meeting of the Board will be held on February 12 at 7:30 p.m. for the purpose of discussing the budget.

ICCTA Update

Member Barton reported on the activities of the ICCTA. The Saturday meetings are now round table discussions at 7:30, with many interesting topics discussed. In the middle of the Saturday meetings, colleges are putting on an Exemplary Practice Presentation. These changes are making for far more interesting Saturday meetings. Member Barton distributed information for the ICCTA meeting, "Building Better Boards" to be held April 4 at the Wyndham Hamilton in Itasca. The summit for the March ICCTA meeting was cancelled because key legislators were turning down invitations to the meeting due to election year pressures and commitments. She encouraged members to attend the March 13-14 ICCTA meeting, noting that Art Quern, head of IBHE, along with Ron Gidwitz, head of City Colleges of Chicago, will be speaking on Saturday morning. The meeting is at the Hyatt Woodfield in Schaumburg.

Chairman Norwood noted that volunteers are still needed for the team project with Willow Bend School, and are needed on Wednesday for an hour after school, from 3:30 to 4:30. Member Moats volunteered as a substitute, along with Chairman Norwood. As a result of a Chicago Tribune news article profiling her, Chairman Norwood has received significant positive response regarding Harper College from people in the community.

PRESIDENT'S REPORT
Enrollment Report

President Thompson asked Steve Catlin to report on the enrollment at Harper College. Mr. Catlin reported that at the end of the first week of classes there were 20,994 students enrolled, an all-time high. That represents an increase of 1,500 from last fall at this time. Those figures are for total

enrollment, not only on this campus. The full-time equivalent is 7,632. Within the student population, there is not a very large increase in new students, with a small increase in the number of new full-time and part-time students, and a slight decrease in the number of new continuing ed students. However, in the continuing and returning students, there is a large increase, almost 10 percent. The Weekend College enrollment compared to last spring has grown almost exactly 100 percent, and there is a 16 percent increase in the extension site enrollments from last semester. Member Coste requested that the Board members receive a copy of the report. President Thompson thanked all those responsible for the enrollment process. Member Coste asked if the report differentiates between the main Harper College location and those off-site; Mr. Catlin replied that it does.

Reduction in State Appropriations

President Thompson reported that the Emergency Budget Act of FY 92 shows a total reduction in state appropriations for the community college system of 3 percent or \$6,890,600. The reductions for Harper College amount to \$228,436, most of that from credit hour grants, approximately \$186,000, with the remainder from four special grants. Increased enrollment will offset some of the cuts as well as larger class sizes. The contingency may have to be used to offset a portion of it, and in the special grants area, we may have to look directly at cuts in those areas. Member Barton commented that there are rumors that after the primaries, there will be additional cuts.

Workforce Preparation Award

Harper College received the first Workforce Preparation Award presented by the Illinois Community College Board, with our program one of three best in the state out of 32 applicants. The award was received by President Thompson, Pat Mulcrone, Barbara Barton, and Sarah Born at the January 17 ICCB meeting. President Thompson recognized Liz McKay and Pat Mulcrone for the work done by them and their staff.

Silver Anniversary

Kick-off will be in August with a campus

picnic for faculty and staff, continuing with other events throughout the school year. Participation was welcomed, and those interested should contact Patty Roberts or Felice Avila.

Faculty and Staff
Service Awards

Those who have been with Harper College 5, 10, 15 and 20 years were recognized on January 29. Together those employees represented 985 years of service to Harper, with 20 people representing 20 years each. Next year there will be people awarded for 25 years of service.

Reception for
Dr. Azeke

There will be a reception for Dr. Frank Azeke on Friday, February 14 at 3:00 p.m. in the College Center. Also honored at the reception will be Sheila Quirk, who has been hired as the Director of Corporate Services.

Member Barton again reminded members of the April 4 ICCTA meeting in Itasca, from 9 a.m. until 1:00 p.m., and asked that as many members of the Board attend as possible.

ADJOURNMENT:

Member Barton moved, Member Bakas seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting adjourned at 9:10 p.m.

Chairman

Secretary