

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

AGENDA

July 23, 1992

BOARD MEETING

8:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - A. Approval of Agenda
 - B. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--June 18 Board Committee and executive session; June 25, 1992 Regular Board meeting and executive sessions; and July 6, 1992 Board Committee meetings and executive sessions Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for June 26 and July 10. Estimated payrolls for July 11 through September 4, 1992 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. Early Retirement Request--Student Development Faculty Exhibit VIII-A-2
 - 3. Extension of Early Retirement Request--Dean of Curriculum Development Exhibit VIII-A-3
 - 4. Salary Program--Classified and Supervisory/Confidential Staff Exhibit VIII-A-4a,b
 - 5. IEA/NEA Agreement (To be hand-carried)
 - B. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-B
 - C. RECOMMENDATION: Alternative Negotiating Strategy with Faculty Senate Exhibit VIII-C

- D. RECOMMENDATION: Student Activities Budget Exhibit VIII-D
- E. RECOMMENDATION: Delivery of Alcoholic Beverages Exhibit VIII-E
- F. RECOMMENDATION: 1992-93 Resource Allocation and Management Plan (RAMP) Exhibit VIII-F
- G. INFORMATION: Family Educational Rights & Privacy Act Exhibit VIII-G
- IX. Other Business: Change of October 1992 Board Meeting Date
- 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 23, 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, June 23, 1992 at 8:04 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Bakas, Barton, Born, Coste (8:34 p.m.), Howard (8:10 p.m.), Moats, and Norwood

Absent: Student Member Sprake-Jones

Also Present: Paul Thompson, President; Vern Manke, V.P. Administrative Services; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; George Voegel, Acting V.P. Academic Affairs; Susan Webb-Kmiec, Recording Secretary; Felice Avila; Frank Azeke; Vic Berner; Michael Brown; Diane Callin; Steve Catlin; Tom Choice; Charlene Christin; Don DeBiase; Judy Dincher; Steve Dudek; Bill Howard; Leon Hussissian; Thea Keshavarzi; Jeanne Pankanin; Elena Pokot; Mary Polniaszek; Joann Powell; Patty Roberts; Rich Seiler; Mary Jo Willis; Pat Wenthold; Joan Young - Harper College. Barry Poulson, Technology Services, Inc. Dwayne Wong, Paddock Publications.

President Thompson introduced and welcomed David McShane, the new Vice President of Information Systems.

CITIZEN PARTICIPATION:

Lisa Smith addressed the Board with a request that a portion of the student activities budget be set aside in a contingency fund for requests that may come up in the coming year, rather than keeping the entire unallocated monies in a fund balance. She explained that the new students coming in the fall have no say over the activity budget that they have to deal with and often have good ideas that they would like to implement, but are hampered by a lack of available funds. Member Moats asked if the subject had been discussed at Student Senate meetings. Ms. Smith replied that it had not been discussed, in part due to a lack of quorum for meetings, and also because some of the students did not fully understand the difference between a contingency fund and a fund balance. This is not one of the options

Citizen
Participation
(cont'd)

that the students were given at the time of their budget discussions. Member Bakas asked if the Student Activities budget could be changed at a later time, since it is not part of the legal budget. Mr. Manke replied that it can be changed, although policy has been to require that the Student Senate work with the budget once it has been approved by the Board.

Member Moats asked if the Administration is in any way preventing students from having flexibility in terms of providing input on how the money is spent. Ms. Smith answered that the contingency fund would allow greater ability to do this; the fund balance restricts the money that can be spent from the student activity revenues. She had spoken to Mr. Manke about this, and was told that it is very difficult to change the Student Activities budget once it has been approved, and that Mr. Manke had recommended to her that a contingency fund would remedy this problem.

Member Norwood noted that the people involved in putting together this budget looked at all possibilities in presenting the final budget, and felt that if a situation arises during the year where funds are needed, those in charge of Student Senate programs would submit a recommendation to the Board. Ms. Smith responded that the Budget Committee was never aware of the option of a contingency fund, and that there wasn't sufficient time for the committee to put together a request.

COMMUNICATIONS:

There were no communications.

UNFINISHED
BUSINESS:

Chairman Norwood noted that there would be a change to the agenda, with the revision of Exhibits VIII-A1 and VIII-A-4a due to typographical errors. In addition, there will be a 10 minute executive session after Exhibit VIII-A3 for the discussion of negotiations. There will be an additional Executive Session at the end of the regular meeting for the purpose of discussing pending litigation and collective bargaining.

Approval of Agenda

Member Barton moved, Member Born seconded, that the agenda be approved as amended.

In a voice vote, the motion carried.

Student Trustee Report Due to the absence of Student Member Sprake-Jones, there was no report.

CONSENT AGENDA

Member Moats moved, Member Bakas seconded, approval of the Consent Agenda, including the minutes of the June 18, 1992 Board Committee and executive session, June 25, 1992 Regular Board meeting and executive sessions, July 6, 1992 Board Committee meetings and executive sessions; bills payable; payrolls for June 26 and July 10; and estimated payrolls for July 11 through September 4, 1992; as described in Exhibits VI-A-1 and VI-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable	Education Fund	\$	663,768.00
	Operations & Maintenance Fund		677,046.91
	Operations & Maintenance Fund (Restricted)		425,511.23
	Bond & Interest Fund		96.00
	Auxiliary Fund		363,137.87
	Restricted Purposes Fund		53,104.42
	Trust & Agency Fund		980,580.91
	Liability, Protection & Settlement Fund		17,795.61
	Federal Funds		48,178.94

Payroll

The payroll of June 26, 1992 in the amount of \$1,460,774.17, and payroll of July 10, 1992 in the amount of \$1,381,298.53; estimated payroll of July 11, 1992 through September 4, 1992 in the amount of \$5,687,038.67; estimated utility bills in the amount of \$120,000.00; payment to Richard Irwin for books in the amount of \$113.16; payment to McGraw Hill for books in the amount of \$75.79; payment to Monarch Chairs & Tables for lease of equipment in the amount of \$1,375.00; payment to Legat Environmental Design for equipment in the amount of \$3,360.00; payment to John Gelch for early retirement in the amount of \$75.38; payment to Charles Harrington for early retirement in the amount of \$82.46; payment to Fred Vaisvil for early retirement in the amount of \$58.50; payment to David Williams for early retirement in the amount of \$96.59; payment to Postmaster for postage in the amount of \$47,000.00; payment to Western Business Systems for materials in the amount of \$2,629.20; payment to Block Drug Corp. for materials in the amount of \$363.46; payment to

Consent Agenda
(cont'd)

Patterson Dental for maintenance service in the amount of \$157.50; payment to Palatine Office Supply for office supplies in the amount of \$44.00; payment to Revacom for maintenance service in the amount of \$4,875.00; payment to Henry Schein, Inc. for materials in the amount of \$894.21.

Financial
Statements,
Committee and
Liaison Reports,
and Grants and
Gifts Report

Member Howard moved, Member Bakas seconded, the approval of the Information items, the Financial Statements, Committee and Liaison Reports, and Grants and Gifts Status Report, as outlined in Exhibits VI-B-1, VI-B-2, and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

BID AWARDS:

Member Bakas moved, Member Barton seconded, approval of the bid awards in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that he was pleased to see the award deferred on the energy management system, as it appears to be extremely cost ineffective relative to the size of the project.

Ex. VII-A1 Award bid Q8481 Des Plaines Publishing Co., the low bidder for printing of the Harbinger in the amount of \$17,050.00.

Ex. VII-A2 Award bid Q8482 to Educational & Institutional Cooperative Service, Inc., the only bidder for divider panels, in the amount of \$14,177.20.

Ex. VII-A3 Award bid Q8471 to Economy Mechanical Industries, Inc., the low bidder for plumbing work for the Liberal Arts building, in the amount of \$434,950.00.

Ex. VII-A4 Award bid Q8470 to Mozart Electric, Inc., the low bidder for the electrical work for the Liberal Arts building, in the amount of \$964,800.00.

Purchase Orders
(cont'd)System in the amount of
\$17,860.00.

Ex. VII-B2 Approve issuance, after-the-fact, of purchase order D-57300 to Quad Process, Inc., for printing of the Fall 1992 and Spring 1993 Datebook/Student Handbook, in the amount of \$18,728.00.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Howard,
Moats, and Norwood

Nays: None

Motion carried.

NEW BUSINESSPersonnel Actions

Member Howard moved, Member Bakas seconded, the approval of the personnel actions as listed in Revised Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes). The revision is an asterisk and explanation of the termination of Clifford Casey (Position eliminated due to end of contract grant with ICCB/JTPA).

President Thompson noted that Sandy Manner has submitted her request for early retirement. Sandy has been with the College for 20 years. President Thompson cited her outstanding work and wished her well.

Faculty Appointments

Lisa Brady, Counselor, Student Development,
8/18/92, \$28,333

Carl Dittburner, Assistant Professor,
Technology, Mathematics and Physical
Science, 8/18/92, \$35,994

Sharon Finkelstein, Counselor, Student
Development, 8/18/92, \$28,333

Professional/Technical Appointments

Mark Mrozinski, Lab Assistant, Music Academy,
Liberal Arts, 7/01/92, \$24,055

Mary Eileen Brown, AED Grants Specialist,
Adult Educational Development,
7/01/92, \$17,506

Gwen Clayborne, AED Student Advisor, Adult
Educational Development, 7/01/92,
\$25,428

Personnel Actions
(cont'd)

Classified Appointments

Shelley Silvers, Clerk Typist I, Testing Center, 6/15/92, \$9,807
Nancy McCorvie, Exercise Leader, Physical Education, Athletics and Recreation, 7/01/92, \$13,713
Katchen McDonald, Exercise Leader, Physical Education, Athletics and Recreation, 7/01/92, \$14,175
Debra Tellschow, Exercise Leader, Physical Education, Athletics and Recreation, 7/01/92, \$13,263
Dawn Benjamin, Admissions Outreach Clerk, Admissions Outreach, 7/06/92, \$8,665
Farida Sadrud-Din, Clerk Typist I, Financial Aid and Veteran's Affairs, 7/07/92, \$9,807

Professional/Technical Reclassification

Suzanne Sons, Student Records Coordinator, Registrar's Office, 7/01/92, \$33,176

Classified Early Retirement

Sandra Manner, Secretary to Vice President, Academic Affairs, 8/31/92 - 20 years

Professional/Technical Termination

Clifford Casey, Vocational Transition Specialist, Center for Students with Disabilities, 6/30/92 - 5 years

Classified Resignation

Jim Dawson, Clerk, Bookstore, 6/25/92 - 2.5 years

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Howard, Moats, and Norwood

Nays: None

Motion carried.

Early Retirement
Request

Member Moats moved, with regrets, Member Barton seconded, that the Board approve the request for early retirement for Dr. Joann Powell, as outlined in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson commented on the work and effort that Dr. Powell has given in her years

Early Retirement
Request (cont'd)

of service to Harper, and especially her contributions to the Promotions Committee. Member Howard also thanked Dr. Powell for her service to Harper.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Howard,
Moats, and Norwood
Nays: None

Motion carried.

Early Retirement
Extension

Member Howard moved, Member Barton seconded, that the Board approve the extension of early retirement request for the Dean of Curriculum Development, Dr. George Voegel, as outlined in Exhibit VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated his belief that Harper's policy of encouraging early retirement of faculty and administrators is causing the College to lose some of its most seasoned veterans, and hoped that the administration will examine this policy again in the future. Member Barton responded that from the point of view of those in the position to take early retirement, the option is a welcome opportunity for some of those people, even though it is their gain and Harper's loss.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Howard,
Moats, and Norwood
Nays: None

Motion carried.

Executive Session

Member Barton moved, Member Moats seconded, that the Board adjourn into Executive Session for the purpose of discussing negotiations.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Howard,
Moats, and Norwood
Nays: None

Motion carried.

Executive Session
(cont'd)

The Board adjourned into executive session at 8:25 p.m. Member Coste entered the executive session at 8:34 p.m.

The Board reconvened into regular session at 8:50 p.m.

Exhibit VIII-A-4a

Member Howard moved, Member Bakas seconded, that the Board approve the sum of \$58,906 to implement salary increases, and to change four Supervisory/Confidential positions to administrator status, as outlined in revised Exhibit VIII-A-4a (attached to the minutes in the Board of Trustees' Official Book of Minutes). The revised exhibit shows 33 Classified and Supervisory Confidential employees rather than 32.

Upon roll call, the vote was as follows:

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

Motion carried.

Exhibit VIII-A-4b

Member Howard moved, Member Bakas seconded, that the Board approve the sum of \$478,216 to implement the increase in salaries and fringe benefit expenses for Classified and Supervisory/Confidential employees for 1992/92 as outlined in Exhibit VIII-A-4b (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, Born, Coste,
Howard, Moats, and Norwood
Nays: None

Motion carried.

Chairman Norwood read a statement relating to this agreement, and stated that there is now a very good and well understood system in place. The process allowed for appeals to be heard and adjustments to be made. By taking this action, the Board and administration have indicated a high regard for those who serve in the front lines of Harper College as the first contact that students make in their experience

Exhibit VIII-A-4b
(cont'd)

with our institution.

President Thompson also thanked the Board for their support of this package.

Chairman Norwood informed the Board that as there was no IEA/NEA Agreement, that item will be omitted.

Renewal of
Treasurer's Bond

Member Bakas moved, Member Howard seconded, that the Board approve the renewal of the Treasurer's Surety Bond for one year at a cost of \$8,323.00 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats asked if quotes were received on this bond. Mr. Manke replied that quotes were received through the broker, and that this price has held for the past three years.

Upon roll call, the vote was as follows:

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

Motion carried.

Alternative
Negotiating
Strategy

Member Barton moved, Member Howard seconded, that the Board of Trustees pursue with the Faculty Senate an alternative negotiating strategy for pending contract talks as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats asked if this was a recommendation of the Committee. Member Barton replied that this is just for Board approval to explore this alternative, but that the Committee had agreed to this. Member Moats asked if there was any cost attached to this approval. Member Barton said that there is not at this point. Member Born noted that there are some stipulations in the future that the committee will present it and try to solve the problems, which will be necessary on both sides. President Thompson stated that there may be some training costs in terms of having a facilitator work with both the Board and the Faculty representatives. The Faculty Senate

Alternative
Negotiating
Strategy (cont'd)

will be looking at the same type of action this fall.

Member Born stated that one of the proposals submitted is excessively high, but that there are some ideas being discussed on how to make the process less expensive.

Upon roll call, the vote was as follows:

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

Motion carried.

Student
Activities
Budget

Member Bakas moved, Member Howard seconded, that the Board approve the Student Activities Budget as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Jeanne Pankanin addressed the Board and stated that the Student Activities Budget attempts to present a multitude of varied events. In addition, most of the events are either a direct benefit to the faculty in the classroom or the faculty are involved in assisting in planning the programs. In planning activities, the Preferred Future Statement is referred to heavily in terms of its goals to value and promote the arts, create an environment for international multicultural understanding, and provide community service through volunteerism programs.

Regarding the question of the contingency and fund balance, the guidelines used by the Student Activities Program for an appropriate fund balance are the same as those used by the College, approximately 20 percent. There are some unencumbered funds already set aside for special projects, but this does not constitute a large amount of money. The problem with budgeting a contingency fund, according to Ms. Pankanin, is that it takes money from the operating fund.

Member Coste questioned the policy of rolling over funds from the previous year, as this is not done with the excess funds for the College's budget. Ms. Pankanin responded that

Student
Activities
Budget (cont'd)

up to \$500.00 is rolled over into the next year's budget, with the remainder being put into the fund balance.

Member Moats questioned the funds for legal assistance. This relates to the lawyer who comes into the College once a week to give advice to the students.

Upon roll call, the vote was as follows:

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

Motion carried.

Delivery of
Alcoholic
Beverages

Member Barton moved, Member Born seconded, that the Board authorize the serving of alcoholic beverages to guests at the Dignitaries Reception on September 18, 1992, as outlined in Exhibit VIII-E (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, Born, Coste,
Howard, and Moats
Nays: Member Norwood

Motion carried.

RAMP

Member Howard moved, Member Bakas seconded, that the Board approve the Resource Allocation and Management Plan for Community Colleges (RAMP/CC) document as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste questioned the inclusion of the Performing Arts building in this document, as it was to have been deferred. President Thompson responded that it is in the Phase II plan to possibly be done within five years, even though discussion regarding funding for it has been deferred for the present time. If there is a possibility that it may be built in the next five years, it needs to be included in this plan at this time for successful approval. President Thompson added that the committee to study this is his responsibility,

RAMP (cont'd)

and that he is working at this time on putting that committee together.

Member Moats stated that the Board has conceptually approved a cultural arts facility as part of the master plan without concrete plans as to size, cost, etc. President Thompson noted that it is more advisable to have the plans for this facility in the document and not build it than to encounter delays in the future because IBHE and ICCB have no record that it was ever planned. Member Howard felt that the State of Illinois wants to have an idea of what is going to be happening at the various institutions.

Member Coste asked if this document is primarily concerned with funding. President Thompson replied that it is, but in reality this kind of facility is not likely to get state support. Any approval that we ask for, regardless of the funding mechanism, will need to be documented in the plan.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Howard,
Moats, and Norwood
Nays: Member Coste

Motion carried.

INFORMATION
FERPA

There was no discussion regarding the Family Educational Rights and Privacy Act of 1974 (FERPA), as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

OTHER BUSINESS

Chairman Norwood directed the Board's attention to the memo concerning the October 1992 Board meeting date. It was agreed to move the meeting date to October 29, 1992.

Chairman Norwood announced that Member Coste has requested that he be removed from the committee negotiating with the Faculty Senate because of other commitments. Member Howard volunteered to work on this committee.

PRESIDENT'S REPORT

President Thompson directed attention to the Silver Anniversary pin that is being presented to all employees of Harper College. The first event will be the kick-off picnic on Sunday, August 23. The August 5 edition of the Daily Herald will have a special insert featuring Harper College on its Silver Anniversary year.

Regarding the Illinois/Moscow Alliance, a meeting was held in Moscow similar to one held here with representatives of government, business and education. Ina Snitko, an English teacher and translator from the Commonwealth of Independent States, has been visiting Harper for the past two weeks, and is very interested in pursuing an internship exchange.

Special art work, the Godfrey Series 5, has been donated to the College by Mr. Mettard Lange of the Crest of Fine Flowers. Mr. and Mrs. Robert Verb donated the gift of the Peterson Series 3 lithograph. The combined appraised value of these works is \$2,800.00.

Harper College will be hosting the ICCTA regional meeting of the North Suburban area. President Thompson suggested Wednesday, September 30 as the date for that meeting. The priorities, quality and productivity emphasis of IBHE may be the topic for discussion. President Thompson congratulated Member Born, who was recently elected as the Vice Chair of the North Suburban Region.

Fall enrollment figures indicate an increase of approximately 30 percent. President Thompson attributed some of this increase to cutbacks at the state university level combined with an increase in the community college program. This increase is causing Harper to approach limits in terms of availability of staff and space. Member Barton noted that although this is true, we have an opportunity to sell the public on the fact that their undecided student can take two years of courses at Harper and become a Baccalaureate transfer student at a cost much less than that of a state university.

President's Report
(cont'd)

Referring to a newspaper article which reported that the Golden Corridor council went bankrupt, Member Coste asked if rent was charged for the office they occupied at the Northeast Center. Member Howard responded that there was only in-kind secretarial service contribution and mail received there, but that no money was owed to Harper.

Member Coste voiced his concern over the political meetings that have been held at Harper recently, and questioned if we could get an opinion from our attorney concerning public funds being used for political rallies. President Thompson responded that this issue has been checked out in the past, but that we will request that. It was Member Coste's concern that public funds should not be spent for political reasons. Member Howard stated that the campus has been made available to people of many different political persuasions over the years, and that this is part of our educational service to the community in terms of providing a public forum. Chairman Norwood added that different religious groups have used the College for various activities.

EXECUTIVE SESSION

Member Barton moved, Member Moats seconded, that the Board adjourn into executive session for the purpose of discussing pending litigation and collective bargaining.

Upon roll call, the vote was as follows:

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

Motion carried.

The Board adjourned into executive session at 9:27 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, motion carried and the Board returned to regular session at 9:57 p.m.

ADJOURNMENT

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

In a voice vote the motion carried, and the
meeting adjourned at 9:58 p.m.

Chairman

Secretary