

Agenda  
January 28, 1993  
7:00 p.m.  
Board Meeting

- 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--December 17, 1992 Regular Board meeting and executive sessions Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for December 11 and December 18, 1992 and January 8, 1993. Estimated payrolls for January 9 through March 5, 1993 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. Dismissal Resolutions, Non-tenured Faculty, STU DEV Exhibit VIII-A-2
  - B. RECOMMENDATION: Resolution to Designate Preparers of 1993-94 Budget Exhibit VIII-B
  - C. RECOMMENDATION: Student Service Awards Exhibit VIII-C
  - D. RECOMMENDATION: Senior Citizen Tuition Rate Changes Exhibit VIII-D
  - E. RECOMMENDATION: Assignment Agreement, USAF Exhibit VIII-E
  - F. RECOMMENDATION: Affiliation Agreements
    - 1. Americana Healthcare Exhibit VIII-F-1
    - 2. HCA Woodland Hospital Exhibit VIII-F-2
- IX. Other Business: Enrollment Reporting
- 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, January 28, 1993.

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 28, 1993 at 7:04 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Howard, Moats, and Norwood  
Absent: Member Bakas; Student Member Sprake-Jones

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. Information Systems; Susan Webb-Kmiec, Recording Secretary; Pat Beach; Vic Berner; Larry Bielawa; Bruce Bohrer; Pat Bourke; Steve Catlin; Tom Choice; Don DeBiase; George Dorner; Steve Dudek; Jim Finke; Peter Gart; Jerry Gotham; Ron Greenburg; Bill Howard; Thea Keshavarzi; Joan Kindle; Jack Lucas; Liz McKay; Rosemary Murray; Elena Pokot; Sheila Quirk; Patty Roberts; Lee Vogel; Laurie Wren; Joan Young - Harper College; Harper Students - Lisa Smith; Charles January; Mary Happenburg - Pioneer Press.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS: There was no unfinished business.

APPROVAL OF AGENDA: Member Howard moved, Member Barton seconded, that the agenda be approved.

In a voice vote, the motion carried.

STUDENT TRUSTEE REPORT: There was no Student Trustee report.

CONSENT AGENDA: Member Howard moved, Member Barton seconded, approval of the Consent Agenda, including the minutes of the December 17, 1992 Regular Board meeting and executive sessions; bills payable; payroll for December 11 and December 18, 1992

Consent Agenda  
(cont'd)

and January 8, 1993; estimated payrolls for January 9 through March 5, 1993; items for information, Financial Statements, Committee and Liaison reports, and Grants and Gifts Status report, as described in Exhibits VI-A-1 and VI-A-2, and Exhibits VI-B-1 through B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

## Bills Payable

|   |    |              |
|---|----|--------------|
| Education Fund                                | \$ | 836,246.47   |
| Operations & Maintenance Fund                 |    | 366,559.28   |
| Operations & Maintenance Fund<br>(Restricted) |    | 176,348.86   |
| Bond and Interest Fund                        |    | 500.52       |
| Auxiliary Fund                                |    | 517,648.29   |
| Restricted Purposes Fund                      |    | 17,891.52    |
| Building Bond Proceeds Fund                   |    | 258,827.00   |
| Trust & Agency Fund                           |    | 1,158,479.83 |
| Liability, Protection &<br>Settlement Fund    |    | 87,721.98    |
| Federal Funds                                 |    | 27,990.19    |

## Payroll

The payroll of December 11, 1992 in the amount of \$1,313,005.78; payroll of December 18, 1992 in the amount of \$1,326,985.73; payroll of January 8, 1993 in the amount of \$1,034,789.67; estimated payroll of January 9, 1993 through March 5, 1993 in the amount of \$4,612,879.40; estimated utility bills in the amount of \$120,000.00; payment to William C. Brown for books in the amount of \$1,048.35; payment McGraw Hill for books in the amount of \$86.98; and payment to Reed Reference Publication for books in the amount of \$1,588.95.

Member Moats reported on the latest Foundation meeting as the Trustee Liaison. Approximately \$75,000 in cash and in-kind donations were made in the last month. The Foundation Executive Board is now meeting once a month in order to proceed with the objectives of the Foundation. The Foundation members were quite pleased at the last meeting with the progress they are making.

Chairman Norwood asked if anyone has attended the Friends of Harper nights. President Thompson replied affirmatively, and that the attendance has varied from 15 to 25 at the various sites. There is a focus on attempting to get Harper alumni involved to form a core for the Alumni Association. The next event is at the Elk Grove Village Library on February 9.

Consent Agenda  
(cont'd)

Upon roll call, the vote was as follows:

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

Motion carried.

BID AWARDS:

Member Howard moved, Member Barton seconded, approval of the bid awards in Exhibit VII-A1 through VII-A4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8522 to Visual Technology, Inc., the low bidder for X-terminals, in the amount of \$13,480.00.

Ex. VII-A2 Award bid Q8524 to AM Multigraphics, the low bidder meeting specifications for an Automated Offset System, in the amount of \$79,999.95.

Ex. VII-A3 Award bid Q8525 to Tompkins Printing Equipment Co., the low bidder meeting specifications for an automated collator, in the amount of \$21,289.00.

Ex. VII-A4 Award bid Q8523 to Hewlett-Packard, Inc., the low bidder for an echocardiograph/doppler, in the amount of \$30,332.25.

Member Howard commented on the request for the echocardiograph/doppler machine. She was pleased to see this enhancement for the program because there are tremendous employment opportunities in this field.

Member Moats requested that a analysis be done at some time in the future regarding the printing area of the College. It was his concern that the cost effectiveness be studied to determine whether these jobs should be performed in-house or by the private sector. President Thompson replied that this would be done.

Upon roll call, the vote was as follows:

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

Motion carried.

PURCHASE ORDER

Member Barton moved, Member Born seconded, approval of the purchase orders as outlined in Exhibits VII-B1 and VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to Apple Computer, Inc. for computers, in the amount of \$14,981.00.

Ex. VII-B2 Approve issuance of a purchase order to Computer Associates International, for renewal of the Maintenance Agreement for the IDMS Data Base Management System and its features, in the amount of \$29,046.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard, Moats, and Norwood.

Nays: None

Motion carried.

NEW BUSINESS  
Personnel Actions

Member Howard moved, Member Barton seconded, the approval of the personnel actions as listed in Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard inquired about the resignation of Patricia Wisner, noting that she has worked at Harper for 15 years. President Thompson explained that she had been on a medical leave of absence and chose not to return.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Professional/Technical Appointments  
Joan Fiske, Language Lab Assistant, 02/01/93,  
\$23,100

Classified Appointments  
Julianne Peterson, Executive Secretary,  
01/04/93, \$27,165  
Pat Priore, Administrative Secretary,  
01/07/93, \$22,330

Personnel Actions  
(cont'd)

Matt Tomaszewski, Financial Aid Assistant,  
01/11/93, \$21,200  
Maribeth Burke, Clerk Typist II p/t, 01/12/93,  
\$10,920  
Shirley Pruyn, Clerk Typist II p/t, Student  
Activities, 01/13/93, \$9,345  
Nancy Smith, Information Receptionist p/t,  
01/19/93, \$7,340  
Pam Chepil, Fitness Center Assistant p/t,  
01/25/93, 6,808

Professional/Technical Resignations

Patricia Wisner, Coordinator - CE, 12/08/92,  
15 years  
Jolene Frazier, Program Specialist, 01/04/93,  
7 months  
Julie Hunter, Supervisor - Cardiac Rehab,  
01/14/93, 7 years

Classified Resignations

Terri McKinney, Clerk typist II p/t, 11/18/92,  
3 months  
Nancy Curran, Accounting Clerk, 1/04/93,  
3.5 years

Dismissal  
Resolutions

Member Moats moved, Member Born seconded, the approval of the dismissal resolutions and authorization for the issuance of the notices of dismissal as outlined in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Preparers of  
1993-94 Budget

Member Howard moved, Member Barton seconded, approval of resolution designating Paul N. Thompson and Vernon Manke to prepare the tentative budget for 1993-94 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: Members Barton, Born, Coste, Howard,  
Moats, and Norwood  
Nays: None

Motion carried.

Student Service  
Awards

Member Moats moved, Member Barton seconded, that the Board approve the Fall, 1992 Student Service Awards as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson commented that there is a wide variety of opportunities for Harper students to serve. He noted that studies have shown that as much learning can be attributed to outside activities as to classroom activities. The Student Service Awards recognize and encourage student participation. Member Howard added that this is leadership development. Member Coste asked how the amounts are determined. Vice President Bonnie Henry replied that the amounts are based on their tuition, and is a reimbursement based on their credit hours.

Upon roll call, the vote was as follows:

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

Motion passed.

Senior Citizen  
Tuition Rate  
Changes

Member Howard moved, Member Born seconded, that the Board approve the tuition discount plan for district residents 60 years of age and older as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if there was any supplementary information available on this matter. President Thompson replied that questions were raised by Board members about the number of senior citizens who have taken advantage of the reduced rate. Dean Steve Catlin reported that in the category of persons 60-64, 1231 students were enrolled; 65 and older, 2265, for a total of 3486. Member Coste asked how much money that translates into. Mr. Catlin estimated the figure to be \$150,000 for the two groups. Member Barton asked if we have always given those 65 and older free tuition. President Thompson answered yes, on a space available basis. Mr. Catlin noted that this guideline has not been adhered to in the past with the exception of high cost programs. He added that no proof of age or income level has been required of senior participants because of the administrative burden in enforcing those requirements.

Senior Citizen  
Rate Changes  
(cont'd)

Member Howard stated that inadequate funding has been a barrier to developing courses especially for senior citizens. After discussions with the executive director of the Palatine Senior Citizens Council, it was her feeling that most seniors are willing to pay a reasonable charge to partake of these courses. Vice President Henry replied that there are several different kinds of courses being discussed. Those seniors enrolled in courses developed exclusively for senior citizens will be assessed the 50 percent tuition rate. In addition, the space available requirement will be monitored more closely for all credit and continuing education courses.

Member Coste asked if the College will realize an additional \$150,000 in added revenue because of these changes. President Thompson explained that if these changes are implemented, 50 percent of the tuition will be recovered under Part 1. Part 3 of the recommendation allows the senior citizens to take part in courses on a space available basis at no charge, but they would have to pay for the course if they wanted to be assured a place in the course.

Various Board members asked what the \$150,000 actually represents. Mr. Catlin replied that this is the approximate value of the total senior citizen waivers that were granted for Fall term. He added that we would not necessarily regain that amount because it is difficult to predict how many senior citizens will not be able to enroll because of full classes, and how many will be willing to pay an additional fee to secure a seat. President Thompson noted that these students are claimed for reimbursement from the state for the credit courses. Dr. Henry added that the senior citizens are assessed on a cost recovery basis for the continuing education courses.

Member Born expressed her disapproval of giving anyone free classes based only on age. She agreed with tuition discounts on an income basis, but could not support Part 3 of the recommendation involving free classes on a space available basis. Member Barton felt that because there are many people in the 30-to-40-year old category with financial problems, it does not make sense to give free classes to the older students.



Senior Citizen  
Rate Changes  
(cont'd)

Member Coste felt the information is unclear as to what is being gained and lost. President Thompson replied that the \$150,000 reflects what was not charged, and that the changes will enable the College to recover a considerable portion of this. Member Howard noted that in regard to Part 3, senior citizens will only be allowed to enroll in the courses for free after it is certain the course is full enough to be given, so that nothing is lost. Dr. Henry noted that these changes allow us to abide by the state law, but will be tightened up free classes. Member Moats noted that the state law is coupled with the income requirement. Dr. Henry agreed, and stated that the College does not wish to enforce the income level requirement. Member Born suggested that senior citizens be required to sign a good faith affidavit that they are not above a certain income level.

Mr. Catlin offered additional information that approximately \$50,000 revenue could be attributed to the 60-64 population, and that waiver would be substantially reduced. It is difficult to predict how many people will be in the 50 percent category, but there would be a large reduction of waivers in that area as well.

Member Moats asked when this decision has to be made, and noted that there are some quantitative issues that need to be addressed. He felt that Member Born's suggestion should be reviewed further. It was determined that the recommendation could be delayed until February if more information is requested. President Thompson noted that the dollar value is considered, but that the demographics of the population served is considered as well. Most of the district residents of all ages can afford to pay at least some of the tuition cost, and this is a move to enhance present revenues.

Member Howard felt that by charging the senior citizens in this way, more courses can be offered to a growing demographic group. She also expressed her reservations from a public relations standpoint with having senior citizens sign an income affidavit. Member Born disagreed, citing the example of surrounding villages discontinuing the policy of giving all those over 65 a tax break by having residents sign a waiver.

Senior Citizen  
Rate Changes  
(cont'd)

Dean Pat Bourke reported that she has worked with the Senior Citizen Program for 15 years, and that they have been limited in the opportunity to provide more programming for this age group because of the lack of revenue. The new policy will allow more to be done for this age group, and participating members in the program have expressed support for the measures. Although they would like to see some discount stay in place, many of them are basically willing to pay more than they are paying at this time. Ms. Bourke stated that the program can manage the number of dedicated courses offered with the continuing education component, and cost the courses out that are dedicated to the older population so that it is strictly on a direct cost basis. By enforcing the late registration for senior citizens in general courses, the course would already be determined to be profitable.

Member Moats and Member Coste both stated that because of the issues and questions that have been raised, the Board should table the question until the February regular meeting.

Member Moats moved, Member Born seconded, that the motion be tabled.

Upon roll call, to table the motion, the vote was as follows:

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

Motion carried.

Member Barton asked if there is anything that can be done to assist the people in this area who are being laid off of their jobs in terms of helping them get back in the job market, such as a tuition break. President Thompson answered that there may be some financial aid available. There is a Career Transition Program in place to help people in this situation with counseling, writing resumes, etc., and President Thompson suggested that those in need of financial aid could be identified through that program. This suggestion will be followed up. Member Moats asked if the College has the legal authority to bury tuition based on criteria to be determined. President Thompson agreed that this is generally applicable, but that this action can not discriminate among the population except by state law. However,

Senior Citizen  
Rate Changes  
(cont'd)

tuition waiver could be made available for a certain segment of the population if the Board so determines.

Member Born suggested that the College could possibly defer payment of tuition for these people until their financial situation improved. President Thompson questioned whether the College wants to be in the position of being a loan agency because of the significant administrative overhead.

Assignment  
Agreement - USAF

Member Howard moved, Member Moats seconded, that the Board approve the resolution for adoption of the Assignment Agreement between Dr. Michael David Colvard and the United States Air Force, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if the Board has the agreement or the resolution. Vice President Manke replied that it is in the office, but was not included in the packet. President Thompson stated that it was reviewed with the attorneys and approved.

Upon roll call, the vote was as follows:

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

Motion carried. Member Barton abstained because of a professional relationship with Dr. Colvard; Member Coste abstained because of the lack of information available at this time.

Affiliation  
Agreements

Member Barton moved, Member Moats seconded, that the Affiliation Agreement between William Rainey Harper College and Americana Healthcare of Elk Grove be approved as outlined in Exhibit VIII-F1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Affiliation  
Agreements  
(cont'd)

Member Moats moved, Member Howard seconded, that the Affiliation Agreement between William Rainey Harper College and HCA Woodland Hospital of Hoffman Estates be approved as outlined in Exhibit VIII-F2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

OTHER BUSINESS  
Enrollment  
Reporting

President Thompson introduced a new enrollment reporting format which outlines the summary report categories and definitions. This was done in response to Board request for clarification in terms of student population. The question was raised of elaborating on these figures by giving the location where these enrollments were generated. President Thompson responded that this can be done, but wished to have a general agreement on the format before further work is done. Dean Catlin stated that some of these numbers are available at this time, but were not finely tuned. Member Coste asked if those numbers would be added to the format of this report. President Thompson answered that they would be.

Member Moats reiterated that the interest in this report was generated because of the need to determine where the growth was coming from at Harper College. He asked if historical information would be of use in terms of looking at the growth in certain programs. Member Howard expressed her approval of the format showing the current enrollment with the location, but felt that the Board should also look at trends in an accompanying historical report.

Mr. Catlin distributed a list of enrollment by location. Member Coste noted that the Northeast Center was significant in that there were over 10,000 students there last year, and only 3,183 enrolled for the fall semester, showing a substantial decrease. Member Howard felt that it would be more useful to compare the same semester from last year rather than the using the figures for the entire last year. President Thompson responded that those figures will be put together for a future

Enrollment  
Reporting (cont'd)

meeting. Mr. Manke noted that the packet that was distributed was put together by the coordinator of the Northeast Center, and Dean Catlin was giving numbers off the computer for the students who register. He stated that there may be a difference between the way the Northeast Center coordinator counts enrollment and the numbers from our system. Using the new format will enable the College to standardize the numbers and reports.

Chairman Norwood reported that there will be a retreat on Monday, February 1 at 3:00 at the Arlington Woodfield Hilton. A tentative schedule will be distributed to Board members after this meeting.

PRESIDENT'S  
REPORT

Chairman Norwood announced that President Thompson has been appointed to the National Advisory Committee on Institutional Quality and Integrity. The 15 member panel will advise the Secretary of the United States Department of Education in matters of eligibility and certification of institutions of higher education. President Thompson is the only committee member representing community colleges and vocational technical schools; and the Board looks forward to his reports on the Committee's progress.

President Thompson thanked Chairman Norwood for her kind words, and expressed his hope that he can represent community colleges effectively on the committee.

The meetings regarding negotiating styles will be held Friday and Saturday at the Woodfield Hilton. Materials have been distributed and will be covered at the meeting.

President Thompson recently attended the 75th Annual American Council on Education convention. Bob Atwell, the Executive Director of ACE, talked about the decade ahead for higher education and said that this will be the decade of community colleges. There was an award made at the conference honoring Theodore Hessburg, the former president of Notre Dame. This was the first such award made for Faculty Development to Enhance Undergraduate Teaching. The one that was chosen was a community college, Miami Dade.

There will be a legislative breakfast next week for Board members to meet new legislators to show appreciation for the work done for us by our district legislators.

President's  
Report (cont'd)

February is Black History Month, and there are several activities scheduled. On February 10 Danny Glover and Felix Justice will be doing a dramatization of the words of Harlem poet Langston Hughes and Martin Luther King. There will be a performance by an a cappella group, The Regency, will be performing on February 11. There is going to be a display of civil rights issues and memorabilia in the library from February 8 through 11. On February 18 the Minneapolis Gospel Sound will perform.

The traveling library exhibit, Reconnect With Harper, will be at Elk Grove Library on February 9.

A video tape was shown which highlights cultural activities, cultural arts and student activities.

ADJOURNMENT

As there were no other items to come before the Board, Member Barton moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried at 8:14 p.m.

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Chairman

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Secretary