

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Agenda
February 25, 1993
7:00 p.m.
Board Meeting

Presentation: Financial Aid and Veterans Affairs

- ~~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--January 28, 1993 Regular Board meeting, January 29-30 Special Board meeting and executive sessions, February 1 Special Board meeting and February 4 Special Board meeting
 - 2. Bills Payable, Payrolls for January 22 and February 5, 1993. Estimated payrolls for January 9 through April 2, 1993
 - B. For Information
 - 1. Financial Statements
 - 2. Committee and Liaison Reports
 - 3. Grants and Gifts Status Report
- VII. Approval of Bid Awards/Purchase Orders
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets.
 - 2. Early Retirement Request -- Dean of Curriculum Development
 - 3. Early Retirement Request -- Director of Physical Plant
 - B. RECOMMENDATION: Delivery of Alcoholic Beverages --
 - 1. Hospitality Management Curriculum
 - 2. Legislative Forum Reception
 - C. RECOMMENDATION: Senior Citizen Tuition Rate Changes
 - D. RECOMMENDATION: Purchase of the Northeast Center
 - E. RECOMMENDATION: 1993-94 Sabbatical Leaves
 - F. INFORMATION: Mutual Gains Bargaining Teams
- IX. Other Business
- X. President's Report
- XI. Adjournment

Exhibit VI-A-1

Exhibit VI-A-2

Exhibit VI-B-1

Exhibit VI-B-2

Exhibit VI-B-3

Exhibit VII

Exhibit VIII-A-1

Exhibit VIII-A-2

Exhibit VIII-A-3

Exhibit VIII-B-1

Exhibit VIII-B-2

Exhibit VIII-C

Exhibit VIII-D

Exhibit VIII-E

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, February 25, 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, February 25, 1993 at 7:11 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

Absent: Member Coste

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Susan Webb-Kmiec, Recording Secretary; Ted Agresta; Felice Avila; Patrick Beach; Virginia Bender; Vic Berner; Larry Bielawa; Bruce Bohrer; Pat Bourke; Harley Chapman; Tom Choice; Dave Dluger; Jim Finke; George Gintowt; Jerry Gotham; Bill Howard; Jeanne Pankanin; Thea Keshavarzi; Sylvia Kingsley; Russell Kingsley; Jack Lucas; Liz McKay; Rosemary Murray; Elena Pokot; Sheila Quirk; Patty Roberts; Martha Simonsen; Peg Smith; Molly Waite; Laurie Wren; Joan Young - Harper College; Harper Students - Catherine Amargis; Cheryl Brandt; Peter Goodman; Steve Hengels; Charles January and Melinda Neuhauser. Jamie Baenen - Chicago Tribune; Mary Happenburg - Pioneer Press; Lillian Straus - Daily Herald; and Kurt Kaezer

PRESENTATION: President Thompson explained that the presentation topic of financial aid and veterans' affairs is the result of a request by the Board for some information about availability of financial aid for Harper students. Vice President Bonnie Henry introduced Steve Catlin who has overall responsibility for this area, who in turn introduced Marilyn Comer, who has direct responsibility. Mr. Catlin stated that the question was raised whether Harper had sufficient resources to allow students in need to access Harper College. Ms. Comer explained the documents in the packet distributed to the Board. She noted that there are a number of scholarships available to students, and that an education

Presentation
(cont'd)

at Harper is financially accessible to all students. The demographics of the student population were explained, along with their different financial needs and priorities. The different types and sources of available aid were discussed, as well as a five-year projection of past and future student aid. The percentages show that the state government has been the least responsive in keeping up with the increased cost of financial aid. Member Howard asked to what the sharp increase in federal, state and institutional dollars is attributed. Ms. Comer replied that this relates to a change in demographics and economic conditions. There are more students making application and qualifying.

Member Moats asked if the criteria have changed significantly. Ms. Comer explained that the criteria have been opened up somewhat to meet needs of different segments of the population. Because of changes in the federal government formula, there will be more students eligible for fewer dollars. The challenge to the College will be to help those students locate the dollars to help them with their education. The indirect cost of education (child care, transportation, living expenses) is considered in granting financial aid. Member Barton asked how students involved in College work programs are utilized. Ms. Comer stated that they are used in such areas as clerical, audiovisual, and computer labs. The hourly rate is from \$4.50-\$6.50 per hour, and the work is convenient for a great many students who wish to remain on campus rather than juggle an off-campus job with their class schedule.

CITIZEN
PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Member Born shared a letter from Janet Friend-Westney, Secretary for the Faculty Senate in which Ms. Friend-Westney thanked the Board for participating in the Win/Win negotiations training. The Faculty Senate appreciated the education and the opportunity to interact more closely with the Board members.

Charles January, Student Senate President, shared a letter with the Board members from Lisa Smith dealing with problems between her, Dr. Bonnie Henry and Jeanne Pankanin. There have allegedly been disagreements between the Student Senate and the involved administrators with the budget process for the Student

Communications
(cont'd)

Senate, resulting in a request from Ms. Pankanin and Dr. Henry that Lisa Smith no longer act as Treasurer. Mr. January felt that there should be policies in writing to determine the authority of the Student Senate as regards the budget. Mr. Manke has been very helpful in answering students' questions regarding the budget, but there has not been sufficient interaction with Dr. Henry and Ms. Pankanin.

Chairman Norwood responded that this is not an item for the Board to make a decision on at this time, and should be handled by the administration. President Thompson stated that he and Mr. January will work on this problem together.

UNFINISHED
BUSINESS:

There was no unfinished business.

APPROVAL OF
AGENDA

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

In a voice vote, the motion carried.

STUDENT TRUSTEE
REPORT:

Student Member Sprake-Jones stated that he has been working closely with Dr. Henry on the issues raised by Mr. January, and has had the opportunity to see both sides of the problem. He felt that the problem is a difference in philosophies and that there needs to be a clear outline of the responsibilities and roles of the organizations involved.

Member Barton asked if Mr. Sprake-Jones could report on upcoming student events at future meetings.

CONSENT AGENDA

Member Howard moved, Member Bakas seconded, approval of the Consent Agenda, including the minutes of the January 28, 1993 Regular Board meeting; January 29-30 Special Board meeting and executive sessions, February 1 Special Board meeting and February 4 Special Board meeting; bills payable; payrolls for January 22 and February 5, 1993; estimated payrolls for January 9 through April 2, 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	\$	723,718.52
Operations & Maintenance Fund		238,398.33

Bills Payable (cont'd)	Operations & Maintenance Fund (Restricted)	107,713.26
	Auxiliary Fund	1,039,323.18
	Restricted Purposes Fund	58,826.61
	Building Bond Proceeds Fund	381,238.07
	Trust & Agency Fund	1,022,757.07
	Liability, Protection & Settlement Fund	43,283.06
	Federal Funds	30,420.01

Payroll The payroll of January 22, 1993 in the amount of \$1,034,615.77; payroll of February 5, 1993 in the amount of \$1,312,401.19; estimated payroll of February 6, 1993 through April 2, 1993 in the amount of \$4,868,131.88; estimated utility bills in the amount of \$120,000.00; payment to Apple Computer for equipment in the amount of \$27,138.30; payment for Student Refunds, Spring 1993, in the amount of \$353,300.00; payment to McBride, Baker and Coles for legal fees in the amount of \$24,548.49; and payment to Illinois State Library for other services in the amount of \$10,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Financial Statements

There were no questions or comments regarding the financial statements.

Committee and Liaison Reports

There were no questions regarding the Committee and Liaison Reports.

Grants and Gifts Status Report

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

BID AWARDS:

Member Bakas moved, Member Howard 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 Q8518 to Lukas Microscope in the amount of \$17,568.00 and to Scope Shoppe, Inc. in the amount of \$3,121.50, the low bidders for microscopes, for a total award of \$20,689.50.

Ex. VII-A2 Award bid Q8527 to American Industrial, the low bidder for uniforms, in the amount of \$11,473.80.

Ex. VII-A3 Award bid Q8528 to Dan-Car Sprinkler Company, the low bidder for Building M fire protection work, in the amount of \$121,010.00.

Ex. VII-A4 Award bid Q8529 to Glow Electric Co., the low bidder meeting specifications for the Building M electrical power distribution work, in the amount of \$143,723.00.

Upon roll call, the vote was as follows:

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

Nays: None.

Motion carried. Student Member Sprake-Jones voted aye.

PURCHASE ORDERS

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

Ex. VII-B1 Approve issuance of a purchase order to Illinois State Library for OCLC charges, in the amount of \$10,000.00.

Ex. VII-B2 Approve issuance of a purchase order to Information Builders, Inc., for maintenance of FOCUS software, in the amount of \$11,508.00.

Purchase Orders
(cont'd)

Ex. VII-B3

Approve issuance of a change order to purchase order D-58096 canceling the order to Mozart Electric, Inc. and reissuing the order to Elite Electric Co. in the amount of \$928,883.00.

In reference to Exhibit VII-B2, Member Moats asked what the cost was of the original software. Elena Pokot responded that the cost was approximately \$75,000.

Member Moats asked for an explanation of Exhibit VII-B3. Vice President Manke explained that Mozart Electric filed for bankruptcy. The surety company which provided the bond took over and rebid the electrical work. This change order is to allow the Elite Electric Co. to receive a new contract in the amount of \$928,883.00. The original contract to Mozart was \$964,800. The difference in price resulted because \$18,000 was previously paid to Mozart, and that money is being held by the surety company. The College does not recoup that money, as the surety company protects the College for the contract price which was originally bid and awarded. They have carried on the work without delays to keep the project going. The attorney has checked and approved all of the documents. Member Moats suggested that a letter of appreciation for their handling of the situation be sent to the surety company.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

NEW BUSINESS

Personnel Actions

Member Barton moved, Member Bakas 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).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Personnel Actions
(cont'd)Administrative Appointments

Robert Getz, Director of Physical Plant,
3/01/93, \$60,000
Scot Milford, Director of Technical Services,
03/01/93, \$58,000
Felice Avila, Acting Executive Director of
Development & Foundation, 11/01/92,
\$580/mo stipend

Classified Appointments

Suzanne Kusar, Bilingual Secretary, 03/01/93,
\$24,000
Patrice Wahl, Clerk Typist II, 02/08/93,
\$17,700
Joni Wachta, Clerk Typist II p/t, 02/01/93,
\$9,360

Classified Resignations

Betty Link, Box Office Clerk, p/t, 01/19/93,
4 months
Pat Priore, Administrative Secretary,
01/19/93, 8 months
Cheryl Thrash, Secretary p/t, 01/18/93,
7 months

Early Retirement
Request - Dr.
George Voegel

Member Barton moved, Member Howard seconded,
the approval, with regret, of Dr. George
Voegel's request for early retirement
effective April 30, 1993 as outlined in
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, Born, Howard,
Moats, and Norwood.
Nays: None.

Motion carried. Student Member Sprake-Jones
voted aye.

The Board members expressed their appreciation
for Dr. Voegel's long and outstanding service
to Harper. President Thompson thanked Dr.
Voegel particularly for his help in the last
year in the Academic Affairs department.

Early Retirement
Request -
Don DeBiase

Member Howard moved, Member Bakas seconded,
the approval of Mr. Don DeBiase's request for
early retirement effective April 30, 1993 as
outlined in Exhibit VIII-A3 (attached to the
minutes in the Board of Trustees' Official
Book of Minutes).

Upon roll call, the vote was as follows:

Early Retirement
Request (cont'd)

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

Motion carried. Student Member Sprake-Jones voted aye.

Member Howard commented on Mr. DeBiase's long service and expressed her appreciation for his expertise and leadership during the on-going construction projects at Harper. Member Bakas and Mr. Manke noted that there are very few physical plant directors in the state of Illinois with his experience.

Delivery of
Alcoholic
Beverages

Member Barton moved, Member Howard seconded, that the Board of Trustees authorize the use of alcoholic beverages as ingredients in appropriate courses in the Hospitality Management curriculum, as outlined in Exhibit VIII-B-1, and authorize the serving of alcoholic beverages to guests at the legislative forum reception on March 29, 1993 as outlined in Exhibit VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton asked for an explanation of the legislative forum. President Thompson stated that this is a coalition of suburban chambers who would like to use the Harper facilities for meetings dealing with legislation.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Senior Citizen
Tuition Rate
Change

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

Student Member Sprake-Jones asked when a course is considered to have sufficient paid enrollments before the senior citizens can get into the class free. Pat Bourke stated that it would vary between classes, but the decision is made at the beginning of each term. Mr. Sprake-Jones asked what the procedure is if the class is in short supply and needed for

Tuition Rate
Change (cont'd)

degree requirements. Ms. Bourke replied that the senior citizens would be required to wait until late registration for those courses. Mr. Sprake-Jones expressed his disapproval of classes open exclusively to seniors, and added that he would like to see a cost recovery clause included. He noted that he would also like to see regular students be allowed to take those classes. Ms. Bourke noted that these classes are designed specifically for the older adult and would not be taught in the same fashion. Mr. Sprake-Jones related that a course that he recommended to other students was being taught for adults, and excluded regular students. Molly Waite responded that she has taught seniors both as a separate group and incorporated with credit students, and felt that although there is interesting interaction between the age groups, she often has different objectives with the credit classes than she does for the senior students. She noted that her classes for senior citizens are usually taught to credit students within the same academic year.

Member Moats asked if there has been a legal opinion regarding excluding younger students from the exclusive senior classes. Dr. Henry noted that in the case of courses designed for women, legal opinion has recommended that the course not be advertised as "for women only", and that a male could enter the class. It was her opinion that the interpretation would be the same. Member Howard agreed that the wording of the class description is primarily for guidance. Steve Catlin responded that legal counsel was consulted, and upheld the policy of excluding students under age 60 from courses designed specifically for the senior citizens. Member Moats felt that this legal question should be pursued further.

Student Member Sprake-Jones reiterated his desire to see a cost recovery clause attached to the tuition policy for credit courses designed specifically for senior citizens. Member Moats noted that this is an individual judgement call, and that while many people wouldn't agree with extending courtesies to senior citizens, others would feel that this is appropriate.

Member Howard stated that this policy is going to be closely monitored in terms of cost to the College, and there will be follow-up.

Tuition Rate
Change (cont'd)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones
voted nay.

Purchase of the
Northeast Center

Member Barton moved, Member Howard seconded,
that the Board approve the resolution for the
acquisition of the Stevenson School as out-
lined in 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, Born, Howard,
Moats, and Norwood
Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

Sabbatical
Leaves

Member Howard moved, Member Moats seconded,
that the Board grant a sabbatical leave for
faculty members 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, Howard,
Moats, and Norwood
Nays: None

Motion carried. Student Member Sprake-Jones
voted aye.

Member Moats complimented the individuals who
have earned their sabbaticals, and stated that
he looks forward to their reports on their
return. He felt that this is a very worthy
program which serves the institution well.
Member Howard noted that these are very
impressive requests.

President Thompson stated that when the Board
supports and encourages the professional
development of faculty, it is a positive
statement for the growth and health of the
College. Member Howard asked about the status
of the exchange program. President Thompson
responded that he has been exploring this, and
will comment on it in his report.

INFORMATION

Mutual Gains
Bargaining Team

President Thompson has shared information for the Mutual Gains bargaining team with the Board in writing.

OTHER BUSINESS

Chairman Norwood reported that the ad hoc committees on Site Acquisition and Negotiations have now finished their work and have been dissolved. The Fiscal Management subcommittee and the IDOT subcommittee are still active, as well as the subcommittees on Employee Benefits and Insurance. Chairman Norwood appointed Members Howard and Moats to serve as the Board's partners with the faculty and Executive Committee for the remainder of the negotiations.

PRESIDENT'S REPORT

President Thompson asked the Board for a variance on the Guide to Trusteeship Outline of the budget planning development calendar because of additional development time due to the reduction potential. He asked that March be the earliest time to start discussing the budget development with the Board.

President Thompson reported that the exchange program is continuing with the recent visit by Tom Gill, a Trustee at Norfolk College of Arts and Technology in England. He thanked all the faculty and administration who took time to meet with Mr. Gill. Harper continues to have faculty, administrative and student exchanges with Great Britain. President Thompson just returned from the Netherlands where they are exploring potential exchanges for the future, with an eye toward entry into the European Common Market through Amsterdam and that hub of activity. The propensity of the Dutch for learning English is a tremendous advantage because we can communicate immediately. One of the institutions visited, a technical school, had representatives at Harper last year. The president of that school stated that based on his visits to Harper and College of DuPage, he and his staff are two years ahead of where they would have been had they not visited here. This adds to our credibility, and President Thompson noted that he's eager to see how they have implemented what they learned here.

Jorge Abatoff, a past advisor to six Russian presidents, will be on the Harper campus March 10. There will be a dinner with him, and an attempt will be made to include the Moscow/Illinois alliance in that dinner. He will be speaking at 7:30 p.m., and President Thompson encouraged the Board members to attend.

President's
Report (cont'd)

Gertrude Kerbis was honored with a letter of appreciation from Mayor Daley for her work as an advisor to architectural projects in Chicago. President Thompson complimented her for her work and the recognition she received, especially as it relates to the new design of the McCormick Place expansion.

President Thompson noted that there are several activities coming up at Harper, including Women's History Week from March 8 through 11. The Harper Hop will be held on March 12.

Member Moats commented on the visit by Mr. Gill and reported that Ed Downs, who teaches in the Criminal Justice program, was particularly hospitable in arranging for Mr. Gill to tour the Municipal Court Center in Arlington Heights and the Arlington Heights Police Department. Mr. Gill is also a retired judge. President Thompson thanked Member Moats for his involvement with the exchange, as Mr. Moats was responsible for the initial contact with Mr. Gill.

ADJOURNMENT

Member Born moved, Chairman Norwood seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake Jones voted aye. The meeting was adjourned at 8:29 p.m.

Chairman

Secretary