

BOARD MEETING

November 23, 1993

6:15 p.m. - Tour: Social Science Lab

Agenda

7:00 p.m. - Presentation: Corporate Services and Enrollment Planning

- 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--October 28, 1993 Regular Board meeting and November 8, 1993 Special meeting Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for October 29 and November 12. Estimated payrolls for November 13 through January 7, 1994. 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 Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Agreement - Village of Palatine Water Meter Permit Exhibit VIII-B
 - C. INFORMATION: ICCB Productivity Report
- IX. Other Business
- 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 Tuesday, November 23, 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 Tuesday, November 23, 1993 at 7:15 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Howard, Kolze, Moats, and Norwood; Student Member Norris
Absent: None

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-Kniec, Recording Secretary; Felice Avila; Ted Agresta; Larry Bielawa; Steve Catlin; George Dorner; Steve Dudek; Robert Getz; Jerry Gotham; Bill Howard; Pat Keir; Thea Keshavarzi; Mary Lewis; Renee Loth; Jack Lucas; Liz McKay; Rosemary Murray; Elena Pokot; Sheila Quirk; Glenn Reich; Patty Roberts; Richard Seiler; Jennifer Thomas; Lee Vogel; Laurie Wren - Harper College. Guests: Valerie Benitz; Janet Wade Richard Gillette - Citizens. Allison Beatty - Chicago Tribune.

PRESENTATIONS Sheila Quirk, Director of Corporate Services, distributed information and gave an overview on the current status of corporate services, including new initiatives which were undertaken during the past year.

Steve Catlin, Dean of Enrollment Services, and Jack Lucas, Director of Planning and Research, reviewed and summarized the goals of the Enrollment Planning Committee.

CITIZEN PARTICIPATION Chairman Norwood thanked Mr. Richard Gillette for his contributions to Harper College and his work on the Board and committees while serving as interim Board member. President Thompson introduced a resolution thanking Mr. Gillette for his service as follows:

WHEREAS Richard F. Gillette served as a member of the William Rainey Harper College Board of Trustees from May 1993 to November 1993, and WHEREAS he served as Chairman of the Technology Oversight Committee, and WHEREAS he gave up his time and expertise to uphold the mission of the College during his tenure on the Board, and WHEREAS he was committed to providing the best education for Harper students while ensuring the financial health of the College and remaining fiscally responsible to the taxpayers of the district, NOW THEREFORE BE IT RESOLVED that the Board of Trustees on behalf of the Administration, faculty, staff, students and citizens of William Rainey Harper College, expresses appreciation for the dedication and service of Richard F. Gillette.

President Thompson presented Mr. Gillette with the framed resolution and thanked him for his service. Mr. Gillette expressed his gratitude to the Board and administration.

President Thompson recognized Janet Wade for her selection as the only Community College student to receive the Lincoln Academy of Illinois Student Laureate award.

COMMUNICATIONS

Member Born read a communication from Pat Mulcrone thanking the Board and administration for the basket of flowers she received following her recent surgery.

UNFINISHED BUSINESS

Approval of Agenda

Member Moats moved, Member Barton seconded, approval of the agenda (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Norris reported that a student survey has been conducted and the results will be tabulated and presented to the Board at the next meeting.

At the last Student Senate meeting it was decided by the majority of the senators that the student trustee should have full voting rights in the senate.

A problem with the air quality in F Building has been brought to the attention of the student senate by a representative of AELS.

Complaints have been directed to the Environmental Health and Safety committee, but there has not been any action to date. Student Member Norris expressed concern that this matter be addressed promptly.

There was a debate of I.M.I. regarding the issue of legalizing marijuana and using it for medical and industrial purposes. Other activities included an Indian culture dance and a musical program "Side by Side".

President Thompson stated that the administration would follow-up on the air quality issue.

Student Member Norris left the meeting at 8:00 p.m.

CONSENT AGENDA

Member Moats moved, Member Coste seconded, approval of the minutes of the October 28, 1993 Regular Board meeting and November 8, 1993 Special meeting; for bills payable, payrolls for October 29 and November 12; estimated payrolls for November 13 through January 7, 1994 as outlined in Exhibit VI-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education Fund	\$ 782,568.55
Operations & Maintenance Fund	477,701.35
Operations & Maintenance Fund (Restricted)	352,761.13
Auxiliary Fund	244,381.24
Restricted Purposes Fund	120,470.17
Building Bond Proceeds Fund	91,186.00
Trust & Agency Fund	1,134,973.37
Liability, Protection & Settlement Fund	23,865.14
Federal Funds	113,577.63

The payroll of October 29, 1993 in the amount of \$1,356,870.27; payroll of November 12, 1993 in the amount of \$1,380,534.70; estimated payroll of November 13, 1993 through January 7, 1993 in the amount of \$5,527,703.22; estimated utility bills in the amount of \$120,000.00; payment to Swiderski Electronics for maintenance services in the amount of \$402.50; payment to CIT Group for equipment rental in the amount of \$3,838.34; and payment to R.J. Galla Co., Inc. for Workers Compensation Insurance in the amount of \$26,574.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Kolze abstained on the vote for the minutes of the October 28, 1993 Regular meeting and the November 8, 1993 Canvass of election. (Note: Member Kolze was seated on the Board following the November 8 canvass.)

For Information

Member Howard moved, Member Born seconded, that the Board accept for information purposes the financial statements, committee and liaison reports, grants and gift status reports 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).

Member Howard expressed her gratitude to the Board and the College for the establishment of an endowment in the Foundation for Community Services in the name of her late husband.

Member Moats called attention to the fact that an additional \$13,000 was raised at the Foundation Ball as a result of the silent auction. He thanked all those involved. Felice Avila acknowledged the cooperation and involvement of the Liberal Arts Department.

BID AWARDS

Member Barton moved, Member Howard seconded, approval of the bid awards as outlined in Exhibits VII-A-1 through VII-A-6 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8574 to Atlantic Press, Inc., the low bidder for printing of the Spring 1994 Second Eight Weeks Course Schedule, in the amount of \$19,918.07.

Ex. VII-A2 Award bid Q8572 to Phillips Brothers Printers, the low bidder for printing of the 1994/95 College Catalog, in the amount of \$28,988.00

- Ex. VII-A3 Award bid Q8586 to Educational & Institutional Cooperative Service, Inc., the low bidder for classroom tables, in the amount of \$18,990.72.
- Ex. VII-A4 Award bid Q8582 to Paxton/Patterson, the low bidder for welding benches and cabinets, in the amount of \$10,183.03. A no award is recommended for items #1-24, 29 and 30.
- Ex. VII-A5 Award bid Q8588 to the Educational & Institutional Cooperative Services, Inc., the low bidder for partitions and furniture, in the amount of \$29,885.21.
- Ex. VII-A6 Award bid Q8576 to S. W. Store Equipment Co., the low bidder meeting specifications for the Bookstore fixtures, in the amount of \$127,476.25.

Member Coste asked if the new printing plant is fully operational. Vice President Manke replied that it is. Member Coste asked if there would be more printing in-house. Mr. Manke replied that a significant amount of printing is done in-house, but that certain jobs will always be sent out because of the complexity of the work and the cost of the equipment needed to do these jobs. In response to Member Coste, President Thompson stated that a report will be prepared on the increased capabilities of the College print shop.

Member Barton asked if credit courses in printing were going to be offered. President Thompson responded that this was considered, but there is not enough space available.

Member Kolze asked for an explanation of the statement "Funds are provided" on the bid exhibits. Mr. Manke replied that if the College was going to be short money in capital equipment accounts, it would be noted. They would overspend that account, but would ask permission for the funds to be diverted from another account. Normally this is not a problem because the purchases are adequately budgeted for.

Upon roll call, the vote was as follows:

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

NEW BUSINESS

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

Faculty Appointment
Valerie Benitez, Learning Resource Center,
1/05/94, \$31,904.

Resignations/Terminations

Classified
Leon Hussissian, LRC-Media Services, 10/29/93,
5 years (Resignation)

IEA/NEA
Andy Garcia, Physical Plant, 11/12/93, 5 years
(Discharge)

President Thompson introduced Valerie Benitez and welcomed her to Harper College. Member Howard stated that it is gratifying to fill the position with someone with such an excellent background.

Upon roll call, the vote was as follows:

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

Water Meter Permit Member Moats moved, Member Barton seconded, that the Board approve the agreement between the Village of Palatine and Harper College relating to the installation of water system improvements and payment schedule 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, Kolze, Moats, and Norwood
Nays: None
Motion carried.

ICCB Productivity Report

President Thompson stated that the ICCB Productivity Report was distributed to the Board members. He called attention to some of the facts included in the report. The 1988-92 data shows that when adjusted for inflation, the direction instructional and instructional support cost per FTE student increased a .10 percent. When adjusted for inflation over that same time period, direct administrative cost per FTE student decreased 19.1 percent. Total institutional cost per FTE student increased 1.6 percent from 1988 to 1992. President Thompson felt that this type of information should be shared with the Board and the public. There are tables in the report which compare Harper College to its peer institutions. Harper rates fairly well in many of the categories listed. He stated that from time to time he will share a few of the highlights from this report with the Board members. President Thompson stated that the fact that community colleges are doing very well may be why colleges such as the University of Illinois are looking at ways to increase their enrollments. Universities have tended to do less when their state money has been cut, while community colleges have been able to increase enrollments.

Member Howard stated that in the categories where Harper does not rank well, it would be interesting to have an analysis done to see the reasons for this.

OTHER BUSINESS

Chairman Norwood announced the following Board appointments: Member Moats, Liaison to the Educational Foundation; Member Kolze, Friends of Harper; Member Born, ICCTA representative; and Member Kolze, ICCTA alternate. The Budget Review committee will remain as is. Member Kolze was appointed to the Technology Oversight Committee. Member Howard will serve as Board representative on the Benefits committee. There will be another appointment made at a later date.

Chairman Norwood asked that Board members give consideration to agenda items and a time for the next Board retreat. She will be in contact with them regarding a time and format.

President Thompson noted that he has a conflict with the March 23 Board meeting date. Board members agreed to reschedule the meeting to March 31.

Member Howard stated that the statewide leadership conference, Vision 2000, will be held on December 3. Those involved have been asked to indicate two sessions in which they would like to participate. She suggested that Board members and administrators who will attend get together after the Board meeting to choose these sessions so that they cover as many meetings as possible.

Member Born called attention to the Board highlights from the last ICCTA meeting. She encouraged Board members to review these materials.

PRESIDENT'S REPORT

President Thompson received a letter of thanks from Martin Jenkins and his staff who were here visiting from Halton College in England.

The adjunct faculty has petitioned to be recognized as a bargaining unit. According to College legal counsel, the IELRB reversed the administrative law judge's recommended decision as to which adjunct faculty members would be eligible to vote in a union representation election. The IELRB has developed a definition, and they are working to identify the appropriate adjunct faculty members in conjunction with that definition. The next step will be for the IELRB to issue a notice of election to the College. It is expected that a vote, if taken, will occur early in 1994.

Sharon Alter, Political Science professor, served as a moderator of a panel of women public officials at a campaign skills workshop organized by the National Women's Political Caucus of Greater Chicago at the University of Illinois. Participants included some of our student senate members, Bonnie Jones, Cheryl Brandt, Patricia Odeas, and Patricia Fitzsimmons, President of the Honor Society.

Gertrude Kerbis, Architectural Technology professor, participated in the International Women's Forum Conference in Washington, D.C.

Associate Professor of Chemistry Duane Sell was chosen by the National Science Foundation to work as project director of faculty enhancement courses and curriculum and calculus grants that involve coalitions of faculty from two and four-year institutions.

Harper is the recipient of two National Science Foundation grants. In chemistry, a planning grant of \$50,000 has been received. We will be linked with other institutions in a consortium effort. If we are successful in our planning, we will be in line for a \$1 million grant with the consortium. The College has also received a grant that was submitted by two of the College mathematics professors that will be funded for \$200,000.

Sandra Clark has announced that Harper Fashion Design students were the winners of three of the eight categories included in Fashion Group of Chicago Design Competition. The winners were Rachel McAlpin, Jenny Wyler, and Alexandra Cardin.

The Harper Child Learning Center is receiving a \$5,000 Good Samaritan Grant from CBS Foundation in conjunction with Channel 2 as one of ten Chicago area organizations with extraordinary day care programs. President Thompson congratulated Pat Bourke and Jane Thomas and the Child Learning Center staff. The money will be used to fund the expansion of services and partial scholarships for needy parents who utilize the Child Learning Center.

The Illinois Council of Community College Administrators just recognized Harper College's program for the Neighborhood Resource Center with the Bright Idea Award. Pat Mulcrone was instrumental in developing this program but was unable to attend the meeting to receive the award.

The chemistry program sponsored a National Chemistry Week activity on campus. It was extremely successful with over 250 people attending. He congratulated the Chemistry Department for their work in helping to attract others to science.

President Thompson felt that the successes that Harper has had relate to what the College is supposed to be doing - teaching and learning.

Member Born asked if the Board could find out how many people the Child Learning Center scholarships have helped when that information becomes available. President Thompson asked Dr. Dolan to have Pat Bourke follow up on that.

ADJOURNMENT

Member Howard moved, Member Born seconded,
that the meeting be adjourned.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. The meeting adjourned at
8:38 p.m.

Chairman

Secretary