

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

Agenda

December 16, 1993

7:00 p.m.

Board Meeting

Presentation: IS User Support Services

- 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--November 23, 1993 Regular Board meeting Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for November 26 and December 10. Estimated payrolls for December 11 through January 21, 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/Purchase Orders Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Action Sheets Exhibit VIII-A-1  
Adjunct Faculty Compensation Schedule Exhibit VIII-A-2  
Leave of Absence Request, Faculty--  
Business and Social Science Division Exhibit VIII-A-3
  - B. RECOMMENDATION: Public Hearing and Adoption of Tax Levy Resolution Exhibit VIII-B
  - C. RECOMMENDATION: Resolution: Abatement of Taxes Exhibit VIII-C
  - D. RECOMMENDATION: Confirmation of Appointment of Educational Foundation Director Exhibit VIII-D
- 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 Thursday, December 16, 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, December 16, 1993 at 7:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste (7:20 p.m.), Howard, Kolze, Moats and Norwood

Absent: Student Member Norris

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; 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; Felice Avila; Vic Berner; Larry Bielawa; Diane Callin; Harley Chapman; George Dorner; Robert Getz; Jerry Gotham; Bill Howard; Jack Lucas; Liz McKay; Glenn Reich; Patty Roberts; Rich Seiler; and Laurie Wren - Harper College. Anna Arvayo - Harper student. Larry Stump; Carl and Anne Wehrner; Don Carlson; Ray and Dee Vaughan; Ralph Powell; Stephen Totzke; Jerry Aspito; Michael and Gea Collins; David and V. Winkelstein; Warren Mortenson; Joseph and Norma Vanek; Jim Piotrowski; R. Kavish; Delores Swanson; Robert and Doris Kolb; George Beresheim; Micki Gold; R. Swanson; Michael Caruso; John Glazbrook; David Fowle; and Dawn Rebede - District residents. Mary Haffenberg - Pioneer Press; Teresa Masek - Daily Herald.

PRESENTATION  
IS User Support  
Services

David McShane, V.P. Information Systems and Glenn Reich, Director of User Services, gave a update on the function and status of the User Services Department.

Member Moats asked for a clearer explanation of the in-house training that is done. Mr. Reich replied that the training that is provided from a faculty and staff standpoint is very focused and of shorter duration than a

regular class and is usually taught by User Services staff. Member Moats asked if this was a duplication of the Continuing Education courses offered. Mr. Reich responded that the in-house training is more geared to working around the schedules of faculty and staff and is focused on how to use the appropriate tools in the Harper environment. Member Moats reiterated that the User Services Department may be able to consolidate with Continuing Education in offering these courses. Vice President Ed Dolan stated that some of the faculty and staff do sign up for the continuing education, but that the in-house training schedule works better for some people.

Member Moats asked if there was a graduation standard for computer literacy for students. Dr. Dolan replied that this issue is being studied by the Curriculum Committee. Member Moats asked if there was a course which would teach a student basic computer literacy. Mr. Reich responded that there are computer literacy courses offered which are very popular.

Member Howard asked how serious the problem of back-log is in the computer labs. Mr. Reich responded that this varies depending on the courses being offered. They expect to have a better grasp of the situation after the next semester. Member Howard suggested that this information be shared with the Board. Mr. McShane added that when the network infrastructure is in place, there should not be a great deal of back-log because students will be able to access information from a variety of locations. At this point in time, records are kept regarding the utilization of open computer labs. Member Barton asked if there is any record of the number of people who come to use the labs and are not able to do so because they are full. Mr. Reich replied that this information is not known at this time.

CITIZEN  
PARTICIPATION

Michael Collins asked that the Board advance the Public Hearing portion of the agenda to accommodate the residents who were attending the meeting for that reason. Chairman Norwood stated that the change in agenda would be discussed during the Board's Approval of Agenda.

Anna Arvayo presented a statement to the Board on behalf of Latinos Unidos regarding the cancellation of a fund-raising dance which the group had planned. According to the administration, concerns regarding security issues were the reason for the cancellation. Ms. Arvayo asked for the following from the administration: 1) legitimate reasons in writing for the cancellation of this event; 2) minority representation on the Executive Council; 3) more minority representation throughout the institution; 4) more minority programs and support services such as the Office of Multicultural Affairs; 5) additional bilingual faculty and staff throughout the institution; and 6) minority student input in all decisions affecting student activity programs. She asked for a meeting with the administration in order to find a solution that would be in the best interests of minorities so that incidents such as these never happen at Harper College again.

President Thompson stated that the offer was made by Vice President Henry to the chairman of the club to sit down for discussions to address these issues. Ms. Arvayo stated that when an attempt was made to meet with President Thompson, they were told that he was too busy to meet with them. He confirmed that his schedule was full at that time and added that he felt the decision made was a fair one. Ms. Arvayo reiterated that they would like to have the reasons in writing for the record.

Member Moats asked specifically why the event was canceled. Dr. Henry responded that although approval had been given for the dance, this was an error since events of this kind are normally not held because of the necessity to hire additional security. In addition, high school students were invited as well as students from other colleges. The administration was also uncomfortable with the request from the club to have everyone entering the dance frisked.

Member Coste noted that Ms. Arvayo was requesting a face-to-face meeting regardless of what has happened in the past. President Thompson and Dr. Henry agreed to this meeting. Ms. Arvayo stated that they were unhappy with the presumption by the administration that the club was expecting weapons and gangs, and that this was unfair stereotyping of Latinos. Member Moats replied that when the subject of

frisking is brought up, one considers that there is a potential for violence.

President Thompson stated that the club could contact his office the next day to set up a meeting to discuss the problems and issues raised.

Member Howard noted that the Board has been very supportive of multicultural issues on campus and has given direction to hire additional qualified minority faculty whenever possible.

Chairman Norwood stated that she appreciated the report and hoped that the involved parties would be able to resolve the problems as soon as possible.

COMMUNICATIONS

Member Born read a communication from Professor Pat Mulcrone who thanked the Board and the administration for the flowers and notes of encouragement sent to her during her recent hospitalization.

UNFINISHED

BUSINESS

Approval of Agenda

Member Howard moved, Member Kolze seconded, that the agenda be changed so that the Public Hearing will take place immediately after the Approval of the Consent Agenda (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.

Student Trustee

There was no student trustee report.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes of the November 23, 1993 Regular Board meeting; for bills payable, payrolls for November 26 and December 10; estimated payrolls for December 11 through January 21, 1994; for financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibit VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education Fund	\$ 426,919.23
Operations & Maintenance Fund	202,155.38
Auxiliary Fund	168,259.83
Restricted Purposes Fund	144,980.11
Trust & Agency Fund	1,232,965.04
Liability, Protection & Settlement Fund	60,056.38
Federal Funds	283,312.92

The payroll of November 26, 1993 in the amount of \$1,361,387.50; estimated payroll of November 27, 1993 through February 4, 1993 in the amount of \$5,525,174.73; estimated utility bills in the amount of \$120,000.00; payment to Media for the Arts for materials in the amount of \$228.91; payment to Midwest Metal Inc. for materials in the amount of \$2,472.92; payment to Parts Now, Inc. for maintenance services in the amount of \$481.50; payment to Follet for books in the amount of \$123.77; payment to Jossey Bass for books in the amount of \$255.36; payment to University Microfilms for books in the amount of \$\$7,224.60; payment to Nationwide Papers for supplies in the amount of \$1,874.89; payment to Timothy Bowling for piano tuning in the amount of \$1,820.00; payment to A.J. Maggio for campus construction in the amount of \$548,293.00; payment to Staesa Control for campus construction in the amount of \$67,541.00; payment to Elite Electric for campus construction in the amount of \$77,731.00; payment to Dan-Car Sprinkler for campus construction in the amount of \$9,000.00; payment to Economy Mechanical for campus construction in the amount of \$32,724.00; payment to L.C. Kohlman for campus construction in the amount of \$121,907.29; payment to Designlab Chicago for campus construction in the amount of \$76,329.00; payment to Legat Architects for campus construction in the amount of \$31,619.30; and payment to School District 21 for purchase of Stevenson School/NE Center in the amount of \$500,000.00

Upon roll call, the vote was as follows:

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

Motion carried.

PUBLIC HEARING

Chairman Norwood declared the regular Board meeting recessed at 8:10 p.m. until after the public hearing on the tax levy, and called the public hearing to order.

President Thompson briefly reviewed the tax levy resolution. He stated that the Board is not looking at revenues alone, and that the College is looking at various ways to reduce costs. This includes the implementation of a hiring freeze as well as approximately \$800,000 in additional expenditure reductions for 1994-95.

At the State level, Harper College and other institutions have had to come into compliance with accountability and productivity measures that were established by the Illinois Board of Higher Education. President Thompson noted that, from 1988 through 1992, the administrative costs at Harper College in terms of inflation have declined by approximately 19 percent. At the same time, the costs for direct instruction have increased about 2 percent. He added that one of the themes of the Preferred Future Statement relates to excellence in the classroom. There are employee teams who are working on the quality improvement process while saving taxpayer dollars and cutting costs.

President Thompson stated that the College has been receiving a reduced amount of state reimbursement. The per student amount from the state has dropped from \$1,020 to \$820 since 1990. The College must find a way to cut costs by that amount or replace the revenue, and they are working on both of these issues. While the support per student is going down, the number of students being served at Harper is increasing. The students have been asked to pay higher tuition rates in recent years to offset some of the lost revenue from the state.

As the budget is projected into the future, it becomes obvious that the revenues and expenditures will not balance. There will still be a deficit budget for 1996-97 even with an \$800,000 cut this year considered as a permanent reduction and the tax revenue in this resolution will certainly be needed.

President Thompson discussed the assessments of the public from 1986 to 1993. The Board levied almost at the maximum for the years 1986-1988. That was the highest tax rate that has been paid over the years, even with the proposed 1993 tax rate. The proposed rate is still not as high as it was in the past. The proposed levy would increase the tax bill just over three percent, even though the levy

increase is 16 percent. Of the 11 different taxing bodies, Harper's portion of a typical tax bill is approximately three percent.

A number of community members raised concerns regarding the proposed levy increase. The consensus was that, given the current economic climate, the levy should not be raised to this level. Views were expressed that the College should hold down costs without raising revenues in the same manner as private industry. There was general disagreement with the figures projected by the College in terms of future deficits. Displeasure was voiced regarding the number of support staff at the College as well as the amount spent on such items as meetings and travel. Many citizens were angry because their tax bills had gone up significantly due to the combination of increases from the different taxing bodies.

President Thompson responded to comments about the flaws in the state tax structure. He noted that this year he is chairman of the Presidents' Council of Illinois community colleges and this issue is being reviewed.

Member Howard voiced her support for the tax levy for a number of reasons, including the fact that the Board has not levied at the maximum rate for a number of years. She stated that it was necessary for the College to maintain a certain level of reserves in order to cover expenses associated with running the College. In addition, the College is incurring additional expense by purchasing the Stevenson School, although this will save money in the long run. There is also a significant investment being made in terms of computer technology at Harper which is necessary if the College is to effectively teach and prepare students to enter the workplace.

As a resident and parent, Member Barton stated that she appreciates the actions taken by past Boards to ensure a quality education in this district. She agreed that this is not an easy decision to make, but stated that the options were studied carefully before the proposal was made.

There being no further comments, Chairman Norwood declared the hearing closed and reconvened the regular Board meeting at 8:55 p.m.



ADOPTION OF  
1993 TAX LEVY

Member Barton moved, Member Born seconded, to adopt the 1993 tax levy as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats asked for verification that this levy will generate a surplus of \$3 million. Mr. Manke confirmed this. Member Moats expressed concerns with the increased overhead costs of operating Harper which have nothing to do with classroom teaching, as well as the ratio of 1:1 in terms of support staff and teaching staff. He questioned whether this level of support service is actually needed. Member Moats stated that he could support a levy increase of eight to nine percent, but felt that a 16 percent increase is too high, especially in light of a 2.5 percent inflation rate.

Member Born noted that the College is already struggling with not replacing support staff because of the hiring freeze that is in place. Other cost cutting measures are being undertaken such as reviewing programs which may not be cost effective. Member Moats reiterated his opinion that many of the problems stem from excessive hiring that has gone on in the last few years.

Member Kolze stated that in studying the financial situation of the College, he has come to the conclusion that the proposed levy and the actions to be taken by the Board are responsible.

Member Moats called the question.

On the recommendation to adopt the 1993 Levy Resolution, the vote was as follows:

Upon roll call, the vote was as follows:

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

Motion carried.

Chairman Norwood made the following statement:

On behalf of the Board of Trustees, I would like to thank all community members who have communicated their feelings on the levy discussion. This decision has not been an easy one to make. After many hours of thought, discussion and budget review, each of

us voted based on the best information that we have. I can assure you that all of us are committed to providing leadership in fiscal responsibility which will result in systematic quality improvement to insure the continuation of Harper's mission, according to our Preferred Future Plan.

#### BID AWARDS

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

Ex. VII-A1            Award bid Q8589 A.M. Multigraphics, the low bidder for a paper folder, in the amount of \$18,200.07.

Ex. VII-A2            Award bid Q8590 to American Roofing and Repair Co., the low bidder for the Building F roofing removal and replacement, in the amount of \$209,980.00.

Ex. VII-A3            Award bid Q8592 to Nelson-Harkins Industries, the low bidder for Buildings L and S signage, in the amount of \$15,945.00.

Upon roll call, the vote was as follows:

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

Motion carried.

#### PURCHASE ORDERS

Member Kolze moved, Member Barton seconded, that the Board approve issuance of change orders for an additional expense of \$85,146.00 as outlined in Exhibit VII-B1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze requested further information regarding change orders. President Thompson responded that some of these changes are associated with the technology updates that were done during the lapse before Vice President McShane was hired. In some instances, there are other situations that arise once construction has begun. Mr. Manke added that change orders may often be necessary at the end of a building project.

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 Kolze seconded, approval of the personnel actions as listed in Exhibits VIII-A1 through VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

- Ex. VIII-A-1 Faculty Early Retirements;  
Faculty and Classified  
Terminations; and Overload and  
Faculty Assignment Summaries
- Ex. VIII-A-2 Adjunct Faculty Compensation  
Schedule for 1994
- Ex. VIII-A-3 Faculty Leave of Absence ---  
Paul Faham, BUS/SS Division

Upon roll call, the vote was as follows:

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

Motion carried.

Member Coste asked what the costs are going to be for the early retirements. Member Born noted that the Board members have not received a copy of the final negotiated agreement for the labor contract. It was noted that the language is essentially the same. Mr. Manke explained that hiring replacements for these employees will result in a savings of approximately \$3,843,272. However, there will be money spent up front so that this is basically a cash flow issue. The major change is that two years of the retirement payments come before the actual retirement. Member Moats noted that he regrets the loss of these faculty members, as they have a great deal of experience between them.

#### ABATEMENT OF TAXES

Member Barton moved, Member Born seconded, the authorization of the tax abatement as outlined in Exhibit VIII-C (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.

EDUCATIONAL  
FOUNDATION  
DIRECTOR

Member Howard moved, Member Moats seconded, that the Board confirm the appointment of Mr. S. Ahmed Merchant as a member of the Board of Directors of the Harper College Educational Foundation, as outlined 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 Barton, Born, Coste, Howard,  
Kolze, Moats and Norwood  
Nays: None

Motion carried.

OTHER BUSINESS

The Board members agreed on the date of January 25 from 3:00 to 9:00 p.m. for the Board retreat. Member Born will assist with the agenda.

Chairman Norwood appointed Member Kolze to the Benefits Committee.

PRESIDENTS' REPORT

President Thompson reported that the Illinois Community College System Vision 2000 Conference was a great success. The Strategic Plan for the state community college system was presented. Harper was well represented. He expressed appreciation to Foundation Directors Bruce Mueller and Dudley Powell for participation on the "Preparing a Workforce for the 21st Century" panel. Harper student Janet Wade represented the College at the Phi Theta Kappa Awards Luncheon. Graphic artist Mark Steffans and members of the Publications staff produced the actual strategic plan document. The President stated that he was pleased to be on the Steering Committee and to participate on the Teaching/Learning panel. He thanked those who contributed to the project. Each Board member will receive a copy of the finished plan and Dr. Dolan will present the information to the faculty at spring semester orientation.

In regard to orientation, the President extended an invitation to Board members to participate in Orientation Week for Spring

semester. He distributed a schedule of activities and called attention to the Friday, January 14, morning session which will focus on teaching/learning. Dr. Dolan will facilitate a discussion with the faculty about Harper's relationship to the State Community College Strategic Plan.

President Thompson reported that the Feasibility Study will be launched by Ray Clements and Associates on January 24-26. An important joint meeting with the Clements representatives and members of the Foundation and the Board of Trustees will be held on January 25 at 7:30 a.m. The purpose of the meeting is to hear the elements, purpose and process involved in the three-month long project. This Study will determine the advisability and parameters of a major gifts campaign. President Thompson added that it is important for all Board members to attend this breakfast meeting.

The President expressed appreciation to Architectural Technology professors Joseph Yohanan and Gertrude Kerbis who established an Architectural Technology Endowed Scholarship through the Harper College Educational Foundation to benefit deserving students enrolled in the architectural program at Harper. This scholarship continues the legacy of charitable giving at Harper that will serve as a model for other scholarships.

Appreciation was also extended to the Heidenhain Corporation for a five-year \$25,000 commitment to fund Tech Prep scholarships and to Safeco who will be the sole sponsor of Women's History week in March.

The Harper Art Faculty Exhibition will take place January 24 to February 18 in Building C. This is one of the most popular exhibits on campus and represents a wide range of techniques, painting, prints, sculpture, ceramics, drawing and mixed media.

The Center for Students with Disabilities will be included in the American Association of Community Colleges monograph titled, "Disability Support Practices in Community Colleges," a resource for community colleges looking for ways to serve their students with disabilities more effectively.

ADJOURNMENT

Member Barton moved, Member Howard 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 and the meeting adjourned at 10:00 p.m.

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Chairman

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Secretary