

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

Agenda

January 27, 1994

7:00 p.m.

Presentation: Learning Communities

- 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 16, 1993 Regular Board meeting Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for December 10 and December 23, 1993 and January 7, 1994. Estimated payrolls for January 8 through March 3, 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 Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Dismissal Resolution--Non-Tenured Faculty, Student Development Exhibit VIII-A-2
 - B. RECOMMENDATION: 1994-95 Sabbatical Leave Requests Exhibit VIII-B
 - C. RECOMMENDATION: Transfer of Shares of Stock and Dissolution of Corporation--Formulator, Inc. Exhibit VIII-C
 - D. RECOMMENDATION: Affiliation Agreement--Caremark Home Health Agency of Mt. Prospect Exhibit VIII-D
 - E. RECOMMENDATION: Student Service Awards, Fall 1993 Exhibit VIII-E

F. RECOMMENDATION: Project Application for Capital
Renewal Grant Funds for Parking Lot 1

Exhibit VIII-F

G. INFORMATION: Subcontract Agreement between Harper
College and the National Science
Foundation and the University of
Illinois

Exhibit VIII-G

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, January 27, 1994.

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 27, 1994 at 7:15 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Born, Coste (7:20 p.m.), Howard, Kolze, and Norwood; Student Member Norris

Absent: Members Barton and Moats

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; Vic Berner; Harley Chapman; John Eliasik; Bill Jedlicka; Jack Lucas; Liz McKay; Rosemary Murray; Elena Pokot; Patty Roberts; Duane Sell; Joan Young - Harper College. Guests: Ryusuki and Gwen Ito - Chicago.

PRESENTATIONS The Learning Communities presentation will be given at the next scheduled Board meeting.

CITIZEN PARTICIPATION There was no citizen participation.

COMMUNICATIONS Member Born stated that the Board received a thank you note from Ken Barton, as well as a communication from Andrew Hunsiker.

UNFINISHED BUSINESS Member Kolze moved, Member Howard seconded, that the agenda be approved with the addition of an Executive session for the purpose of discussing personnel matters.

In a voice vote, the motion carried.

Student Trustee Report Student Member Norris reported on the results of the recent student survey. In summary: 1) Students felt that there be some open hours in the fitness center as opposed to paying a yearly membership or being registered in a physical education class. 2) Later cafeteria hours with lower prices and quality food.

Student Trustee Report (cont'd)

3) Late study hours on campus during the final week of school for group study. 4) Fifty percent of the students did not want more motorcycle parking at the College. 5) The majority of students were not in favor of getting more microwaves. 6) Extended hours for computer labs, especially in building D. 7) The need for a cash station machine on campus.

Student Member Norris had been in contact with the officers of Latinos Unidos, and they asked him to thank the Board of Trustees, Dr. Thompson and Dr. Henry for the time given to them. He agreed with their suggestions and requested the Board to review and take action on the following points: 1) More institutional diversity; 2) More bilingual faculty and staff; 3) Input of minority students in student activities programs; 4) More minority programs such as Multicultural Affairs to aid in better communication between different cultures.

Chairman Norris asked how many students responded to the survey. Student Member Norris replied that 500 copies of the survey were distributed and returned. Chairman Norris asked that a copy of the survey be made available to the Board.

Member Howard asked why the ATM machine was taken out. Vice President Manke responded that the machine was taken out by the bank because there was not enough volume to pay for the cost of servicing the machine. Mr. Manke suggested that Student Activities may want to pick up the subsidy on the machine, as he did not feel that this was something the College wanted to subsidize out of operating funds.

CONSENT AGENDA

Member Howard moved, Member Born seconded, approval of the minutes of the December 16, 1993 Regular Board meeting; for bills payable, payrolls for December 10 and December 23, 1993 and January 7, 1994; estimated payrolls for January 8 through March 3, 1994; for financial statements, committee and liaison reports, and grafts 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	\$ 739,130.52
Operations & Maintenance Fund	471,326.43
Operations & Maintenance Fund (Restricted)	1,231,489.26

Consent Agenda
(cont'd)

Bond & Interest Fund	501.45
Auxiliary Fund	763,530.88
Restricted Purposes Fund	43,437.23
Building Bond Proceeds Fund	43,437.23
Trust & Agency Fund	1,158,443.95
Liability, Protection & Settlement Fund	53,908.93
Federal Funds	28,454.27

The payroll of December 10, 1993 in the amount of \$1,379,427.21; for December 23, 1993 in the amount of \$1,371,599.65; for January 7, 1994 in the amount of \$1,107,874.96; estimated payroll of January 8, 1994 through Mary 3, 1994 in the amount of \$6,104,016.29; estimated utility bills in the amount of \$120,000.00; payment to Anodyne Corporation for equipment in the amount of 1,500.00; payment to Independent Tech Services for materials in the amount of \$548.00; payment to McMillan Publishing for books in the amount of \$17.51; and payment to CIT Group for equipment rental in the amount of \$5,757.00.

Member Coste entered the meeting at 7:20 p.m.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Norris voted aye.

BID AWARDS

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

Ex. VII-A1 Award bid Q8598 to Entre Computer Center, the low bidder for toner cartridges, in the amount of \$15,324.40.

Ex. VII-A2 Award bid Q8599 to Artisan Signs, the low bidder meeting specifications for Bookstore signage, in the amount of \$14,854.00.

Upon roll call, the vote was as follows:

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

Consent Agenda
(cont'd)

Motion carried. Student Member Norris voted aye.

PURCHASE ORDERS

Member Howard moved, Member Kolze seconded, that the Board approve the purchase orders as listed in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In relation to Exhibit VIIB5, Member Coste asked how much longer the College will be on the old computer system. Vice President McShane stated that we would be using the old system for one more year. Member Coste asked what will happen to this equipment after the one year time period. Mr. McShane responded that because this is a rental arrangement, the College will not own the equipment and must return it to the vendor. This will be offset because of the time it was obtained, so there will not be this high of an outlay next year. Mr. McShane stated that some of the payments for the system have already been reduced significantly.

Member Howard stated that she appreciated the memo explaining the payment reductions because of concern over the large amount of money being spent for the computers.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Norris voted aye.

NEW BUSINESS

Personnel Actions

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

President Thompson commented that as of January, the hiring freeze that has been in place for six months is being relaxed so that some new people are being employed. He felt that they have learned a great deal in that six months regarding reallocation and areas where there is truly a critical need. Although personnel requests are being processed, they are being screened at the Executive Council level before coming to the Board for approval.

Personnel Actions
(cont'd)

Member Coste asked if these appointments were off of the list of 38 budgeted and approved vacancies that was provided to the Board. President Thompson replied that they are. Member Coste asked if they are anticipating more new appointments. President Thompson stated that he is expecting quite a few more appointments, and that he had told the Board that the hiring freeze would be on until January of 1994. Member Coste responded that they had told the citizens at the public hearing that there was a hiring freeze. President Thompson replied that it was still in effect at that time.

Member Howard asked if the Administration intended to fill all 38 vacancies which have been approved. President Thompson replied that they do not, but that they will fill quite a few of them.

Faculty Appointments

Gwen Tsuyuka Baggs Ito, Instructor, ESL/
Linguistics, 8/15/94, \$30,587

Classified Appointments

Janice Schleser, Development Office, 1/03/94,
\$27,117

Classified Retirements

Bridget Kurtz, Dining Services, 4.5 years
Gwen Brown, LRC-Library Services, 13 years

Classified Resignations

Sheila Joseph, Learning Assistance Center,
5 months

Sandra Stewart, LRC-Library Services, 3 years

Karen Lamb, Learning Assistance Center,
6.5 years

Karen White, LRC-Media Services, 1 year

Jodi Bulmash, Center for Students with
Disabilities, 9 months

Ruth Podjasek, CAD/Manufacturing, 3 years

Rina Raudales, Adult Educational Development,
6 months

Upon roll call, the vote was as follows:

Ayes: Members Born, Howard, Kolze, and
Norwood

Nays: None

Member Coste voted Present. Student Member
Norris voted aye.

Motion carried.

Personnel Actions President Thompson introduced Gwen Ito, the new (cont'd) instructor for ESL/Linguistics, and welcomed her to Harper College.

Dismissal of Non-tenured Faculty

Member Howard moved, Member Kolze seconded, that the Board approve the dismissal resolution and authorization as outlined in Exhibit VIII-A2. She noted that this does not reflect performance of the individual but rather that this was a temporary position. President Thompson stated that this is a statutory requirement for a temporary position.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Norris voted aye.

Sabbatical Leaves

Member Born asked that the leave requests be voted on separately. She questioned the additional requests on Dominic Magno's summary of sabbatical leave. Vice President Dolan responded that in Mr. Magno's request, he also asked that tuition costs be approved and equipment purchased, which is not part of the sabbatical program. The sabbatical program simply refers to his salary for the term of the sabbatical, not for additional equipment or the payment of tuition.

Member Born stated that although the committee may have felt that the request by Mr. Dodds and Mr. Scherer was appropriate, she did not feel that it would be viewed that way by the public in the light of current budget constraints.

Member Kolze moved, Member Howard seconded, that the sabbatical leave for Jack Dodds and Peter Scherer be approved as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that he feels these requests represent the kind of sabbatical leave recommendations that the Board has followed in the past. He did not feel that this was a frivolous use of the taxpayers funds and that it relates directly to the instructional program.

Personnel Actions
(cont'd)

Mr. Dolan stated that the sabbaticals are in the budget allocation and these do not require additional dollars. These requests were rated as the two highest requests by the committee.

Member Kolze asked for an explanation of the process of the sabbatical leave committee in making their recommendations. Mr. Dolan replied that the committee is comprised of faculty from across the campus. The criteria for sabbaticals is distributed to all of the faculty members. The committee reviews all proposals received and then calls on the applicants to appear for a question and answer period in terms of clarifying and reviewing their specific proposals. Those proposals are then ranked by the committee and forward to the administration. There were 12 proposals submitted to the committee, of which 8 are being recommended for approval. Member Kolze asked if there was a formal reporting procedure following the sabbatical. Mr. Dolan stated that last year the Board specifically requested that written reports be submitted to the Board upon completion of the sabbatical programs, which will begin this year. The faculty members also participate in brown bag lunches and other forums across campus. This is publicized in the newsletter and on the bulletin board. Mr. Dolan felt that the faculty would welcome the presence of Board members at these functions, and suggested that these faculty members could also make a report directly to the Board.

Upon roll call, the vote was as follows:

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

Nays: Member Born

Motion carried. Student Member Norris voted aye.

Member Howard moved, Member Born seconded, approval of the sabbatical leaves for Carole Lissy, Duane Sell, John Eliasik, Michael Lackey, Jean Chapman, and Dominic Magno 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 Born, Coste, Howard, Kolze,
and Norwood

Nays: None

Personnel Actions (cont'd) Motion carried. Student Member Norris voted aye.

President Thompson congratulated the faculty members on the approval of their sabbatical leaves. He also congratulated John Eliasik, who has a football player who made the NJCAA All America Team this year. Member Coste asked what the College was doing to recognize this young man. President Thompson replied that he would be recognized nationwide, and will probably get opportunities for a scholarship at a Division 1 school. Mr. Elisiak stated that he is a qualifier academically as well, and that he is in the process of visiting schools. President Thompson stated that if the Board would so advise, he would check into an appropriate recognition for him. It was agreed that President Thompson should follow up on this.

Formulator, Inc. Member Kolze moved, Member Howard seconded, that the Board of Trustees adopted the resolution to accept the gift of stock of Formulator, Inc. and consent to voluntary dissolution of Formulator, Inc., as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that he has attempted to keep the Board apprised of the handling of this situation. Through the generosity of Lynn Coleman, the daughter of Jessalyn Nicklas, the College received the gift of the Formulator company through the Foundation 4 years ago. The Foundation felt that this would give the students an opportunity to work with a very basic entrepreneurial-type of business. The business did not become self-supporting, and the Foundation decided to put its resources elsewhere. The instructional program was asked to manage it, and Tom Johnson felt that this could be done within the credit program, using this as a lab experience with faculty and students still relating to this as a business, while looking at other business ventures for the students to get into. President Thompson noted that he receives letters from former students who feel that they are a success because of their part with Formulator.

Member Kolze asked if it would be appropriate to send a letter of thanks to Mrs. Coleman and her mother to indicate how it is being

Formulator (cont'd) handled. President Thompson replied that he has talked to them personally, but that a letter on behalf of the Board would be appreciated.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Norris voted aye.

Affiliation Agreement

Member Born moved, Member Howard seconded, that the Board approve the affiliation agreement between William Rainey Harper College and Caremark Home Health Agency as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze asked if these agreements are reviewed by legal counsel. President Thompson replied that they are. Chairman Norwood asked if this is our first agreement with this particular agency. President Thompson said that it is the first time we have dealt with them. Member Howard noted that this is a reflection on the increase in home health care.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Norris voted aye.

Student Service Awards

Member Howard moved, Member Born seconded, approval of the Student Service Awards for Fall 1993 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 Born, Coste, Howard, Kolze,
and Norwood

Nays: None

Motion carried. Student Member Norris voted aye.

Capital Renewal Grant Funds

Member Howard moved, Member Born seconded, that the Board approve the project application

Capital Renewal
Funds (cont'd)

for the Fiscal Year 1994 Capital Renewal Grant Funds in the amount of \$142,560 to extend Parking Lot 1, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard asked for a status report on the progress of this project. President Thompson replied that Member Coste was in a meeting with the administration and representatives of IDOT regarding the expansion of Algonquin Road, and the plan continues to be as it was presented to the Board earlier. Mr. Manke stated that the widening of Algonquin at our entrance will take place in approximately 1995-96. Algonquin Road will be widened in the spring of 1994 from Roselle Road west to Penny Road. Member Howard suggested that the work be scheduled in relation to the times that the campus is the least busy to help alleviate traffic problems. Mr. Manke stated that this recommendation will be included in a letter being drafted which relates the College's concerns and recommendations.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Norris voted aye.

INFORMATION

The Board received the Subcontract Agreement between the College and the National Science Foundation and the University of Illinois for planning a grant.

President Thompson stated the University of Illinois is the key recipient of this grant, and that this is the beginning of what should be a much bigger grant in the future for Harper College and the other participants.

OTHER BUSINESS

President Thompson stated that the floor plans for Building F renovation are available for review by the Board members. Dominic Deminico from Legat Architects stated that the planned reconstruction schedule is to begin in June of 1994 with completion in October of 1995. They are expecting to be out for bids on February 24 with bids to be approved at the April Board meeting.

Women's History week will begin March 6 and all were encouraged to attend.

Other Business
(cont'd)

The Board agreed to March 3 for the second part of their retreat, with the Budget Committee meeting on March 2 at 3:00 p.m.

PRESIDENTS REPORT

President Thompson stated that preliminary reports suggest that the Governor is planning to include our project on his budget list, not at full amount but at planning grant money. He encouraged the Board members to thank the legislators who have written on our behalf. He provided a sample letter to be written to the Governor to reinforce the fact that community colleges continue to be under funded, and that there are things missing in the funding such as compliance funds for the ADA. The university systems last year received \$33 million for ADA while the community college system received nothing. The IBHE recommendation is for \$25 million with nothing for community colleges, and the Governor needs to have that called to his attention.

Steve Catlin has provided an enrollment report which shows enrollment down for the spring term approximately 7-8 percent in head count and about 3 percent in FTE.

Harper is recognized in the ICCB Excel newsletter with recognition of participation in the Vision 2000 Conference. In addition, Janet Wade is recognized for receiving the Illinois Student Laureate Award, and the Coordinated Studies Program received the award for Excellence in Teaching and Learning.

Harper faculty members are working to develop an educational program with Russia. Two of our faculty members will be going to Russia in February and will be establishing a relationship to bring back later in the year a number of Russians who will be educated in ESL. These will be business people who want to enhance their English capabilities.

Molly and Bill Norwood were featured in the Daily Herald article, "Living King's Dream in the Suburbs."

A number of Harper students volunteered for the Cerebral Palsy Telethon. He thanked Gayle Corcoran, President of Phi Theta Kappa for helping to organize this, Betty Hull, advisor of the Honors Program, Amy Hauenstein, the advisor to the Student Ambassador group, Patty Roberts for her organization, and all who were involved in this project.

President's
Report (cont'd)

Harper has received an award along with other area community colleges for "Northern Illinois Plunge". This has been a nationwide community service volunteer activity as part of the Illinois Campus Compact for Community Service. Students and staff from all the colleges will be working with homeless shelters to coordinate training, recruiting, and organizing of participants to volunteer to serve these homeless shelters within the communities that our institutions serve. He congratulated Jeanne Pankanin and the Student Activities staff for their participation.

President Thompson congratulated Diane Callin on her selection to serve with former Senator Alan Dixon on the University of Illinois Democratic Trustee Selection Committee.

President Thompson and other staff members were honored for service awards for their years at Harper College. The group of 25 year veterans has combined 400 years of service to Harper College.

President Thompson recognized Ryusuki Ito who was here to share his wife's appointment to the Harper faculty. He also thanked the baking class for their donation of cookies for the meeting.

EXECUTIVE SESSION

Member Born moved, Member Howard seconded, that the Board adjourn into executive session.

In a voice vote, the motion carried and the Board adjourned into executive session at 8:05 p.m.

Member Born moved, Member Howard seconded, that the Board reconvene into regular session. In a voice vote, the motion carried. The Board reconvened into regular session at 8:45 p.m.

ADJOURNMENT

Member Kolze moved, Member Coste seconded, that the meeting be adjourned.

Upon roll call, the vote was as follows:
Ayes: Members Born, Coste, Howard, Kolze,
and Norwood
Nays: None

Motion carried. The meeting adjourned at 8:46 p.m.