

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, March 31, 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, March 31, 1994 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, Norwood, and Student Member Norris

Absent: Member Moats

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Ted Agresta; Felice Avila; Vic Berner; Pat Bourke; Steve Catlin; Tom Choice; Charlene Christin; Robert Getz; Pat Keir; Thea Keshavarzi; Joan Kindle; Liz McKay; Jeanne Pankanin; Elena Pokot; Glenn Reich; Hazel Rilki; Patty Roberts; Laurie Wren; Joan Young - Harper College. Dan Culloton - Daily Herald. Guest: Pamela Block - Northwest Suburban Career Cooperative

PRESENTATIONS

Vice President Dave McShane introduced Elena Pokot, Director of Administrative Systems. Her presentation informed the Board of the status of the Administrative System Implementation. She explained the background of the system dating back to April, 1991 when the Board approved replacement of the administrative system as a key part of the technology plan. The IS Division has allotted 12 percent of its staff to the implementation of this system; laboratory support receives 33 percent. Ms. Pokot explained the technical characteristics and how this system will benefit the entire Harper community.

The five phases of implementation were explained as well as the accomplishments thus far. The phases - Environment, Financial System, Human Resources System, Student System and Other Systems. Ms. Pokot pointed out the benefits of the new system for the students, the teaching/learning environment and the administration.

Member Coste inquired about the availability of training for the new system. Any member of the Harper community can receive training in Windows and the new system.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Born stated that letters have been received regarding the Student Activity Fee increase and the reduction in the staff for the Resources for Women program. A letter was received from R.J. Galla & Company regarding insurance dividend proceeds. These letters have all been forwarded to the Administration.

UNFINISHED BUSINESS

Approval of Agenda

Member Kolze moved, Member Barton seconded, approval of the Agenda.

In a voice vote, the motion carried.

Student Trustee Report

Student Member Norris reported on the results of the survey that was conducted regarding the Student Activity Fee increase, as well as some of the comments made by students regarding this issue.

The Student elections took place on March 21 and 22. Student Member Norris noted that there was a low turn-out for the elections, and felt that some of this was due to the procedures and policies of the Student Activities Department. Mr. Norris stated that a referendum regarding the election of the Student Trustee was put on the ballot without consulting the Student Senate. He was told by a member of the Student Senate that the Director of Student Activities was directed by the Board of Trustees to put this referendum on the ballot.

Student Member Norris noted that he has enjoyed serving as Student Trustee, and asked the Board members to always keep the students as their first priority. He introduced the new Student Trustee, Mr. William Beisiegel, who will be replacing him in April.

President Thompson asked what the result of the referendum was. Student Member Norris responded that it did not pass, but added that it was invalid because of the way it was put on the ballot.

Chairman Norwood asked how many students voted in the election. Jeanne Pankanin stated that

approximately 95 students voted. Member Barton asked what could be done to get more participation. Ms. Pankanin noted that uncontested elections do not usually draw a large turn-out.

Student Member Norris left the meeting at 7:47 p.m.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the corrected minutes of the February 24, 1994 Regular Board meeting and executive session; March 3 Special Board meeting; and the March 8, 1994 Special Board meeting and executive session; bills payable; payrolls for February 19 and March 5, 1994; estimated payrolls for March 6 through April 30, 1994; 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	\$ 884,581.64
Operations & Maintenance Fund	234,940.00
Auxiliary Fund	300,476.78
Restricted Purposes Fund	176,579.92
Building Bond Proceeds Fund	11,144.00
Trust & Agency Fund	1,126,622.27
Liability, Protection & Settlement Fund	92,356.87
Federal Funds	247,323.41

The payroll of February 18, 1994 in the amount of \$1,377,369.72; March 4, 1994 in the amount of \$1,376,780.60; estimated payroll of March 5, 1994 through May 13, 1994 in the amount of \$5,549,318.33; estimated utility bills in the amount of \$120,000.00; payment to Illinois Dept. of Revenue for Bookstore sales tax in the amount of \$2,750.00; payment to Shrigley & Assoc. for Other Services in the amount of \$700.00; payment to Atlantic Press for Advertising in the amount of \$19,918.57; payment to Apple Computer for Capital Outlay in the amount of \$3,787.00; payment to Printech for printing in the amount of \$362.00; and payment to Chicago Sports Ltd. for supplies in the amount of \$1,094.75.

Upon roll call, the vote was as follows:

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

Motion carried.

BID AWARDS

Member Kolze moved, Member Barton 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 Q8602 to Warner Offset, Inc., the low bidder for printing of the Fall 1994, Spring 1995 and Summer 1995 Course Schedules, in the amount of \$79,977.50.
- Ex. VII-A2 Award bid Q8603 to Chicago Spotlight, Inc., the low bidder for stage lighting, in the amount of \$34,063.10.
- Ex. VII-A3 Award bid Q8608 to Schaumburg Dodge, the low bidder for two 15-passenger Maxi Vans, in the amount of \$29,028.00.
- Ex. VII-A4 Award bid Q8607 to Carroll Seating Co., the low bidder for chairs, in the amount of \$14,550.00.
- Ex. VII-A5 Award bid Q8605 to Profile Graphics, Inc. the low bidder for printing of the Fall 1994 and Spring 1995 Datebook/ Student Handbook, in the amount of \$18,746.94.
- Ex. VII-A6 Award bid Q8606 to Boller Construction Company, Inc., the low bidder for grandstand removal and replacement, in the amount of \$93,200.00.
- Ex. VII-A7 Award bid Q8609 to Dekaf Construction, Inc., the low bidder for the field event installation, in the amount of \$18,294.00.

Member Barton asked if bids A2 and A4 relate to the black box construction. President Thompson affirmed this. There were questions regarding the removal and replacement of the grandstand. Member Howard noted that this is being done for safety considerations as the old stands were in violation of safety codes. Life Safety monies will be used for this project.

Member Kolze asked if this is the first time that the 1994-95 budget will be impacted by Board action. President Thompson stated that it was.

Upon roll call, the vote was as follows:

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

Motion carried.

PURCHASE ORDERS

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

Member Born asked what Macintosh computer models were being purchased. Glenn Reich responded that the purchase is split between the LC-475 and the Power Macs. The LC-475 computers are less expensive, but are upgrade-able to the new technology.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS

Personnel Actions

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

Classified Appointments

Claudia Banuelos, Adult Educational
Development/NEC, 2/21/94, \$12,285
Leon Hussissian, Learning Resources Center,
3/07/94, \$9,979
Nancy Smith, Student Development I, 3/07/94,
\$7,862
Patricia Vais, Center for New Students,
3/07/94, \$4,717
Suzannah Howe, Theatre/Box Office, 3/10/94,
\$8,400
Lynn Avenson, Student Development I, 3/15/94,
\$4,717
Elizabeth Hurrie, Financial Aid & Veterans
Affairs, 3/21/94, \$10,286
Angela Dickerson-Bye, Academic Enrichment &
Language Studies, 3/23/94, \$25,000

Supervisory/Confidential Reclassifications
 Patty Roberts, President's Office, 1/10/94,
 \$43,600
 Laurie Wren, President's Office, 1/10/94,
 \$47,591

Classified Resignations
 Lenetta Hartline, Office of Community and
 Program Services - NEC, 3/25/94,
 1.5 years

Professional/Technical Resignations
 Diane Lin, Learning Assistance Center -
 AE/LS, 3/08/94, 4 years

Upon roll call, the vote was as follows:

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

Present: Member Born

Motion carried.

Faculty
 Promotions

Member Barton moved, Member Born seconded,
 approval of the following faculty promotions
 as outlined in Exhibit VIII-B (attached to the
 minutes in the Board of Trustees' Official
 Book of Minutes).

To Assistant Professor:
 Anne Davidovicz, Liberal Arts
 Karen Lustig, Life Science and Human Services
 Dorothy McCabe, Learning Resources Center

To Associate Professor:
 Ellen Freeman, Life Science and Human Services
 Jean-Louise Gustafson, Academic Enrichment and
 Language Studies

To Professor:
 Virginia Bender, Business and Social Sciences
 Jean Chapman, Academic Enrichment and
 Language Studies
 Larry Kent, Liberal Arts
 Karen Keres, Liberal Arts
 Renee Zellner, Physical Education, Athletics
 and Recreation

Upon roll call, the vote was as follows:

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

Motion carried.

President Thompson noted that the Promotions Committee has done an outstanding job in accordance with the established policies of the Board, and expressed his appreciation for their work. Vice President Dolan stated that there were over 14 faculty members who applied for promotion and that there is a scrutinizing process to assure that specific criteria and standards are met.

Treasurer's
Bonds

Member Born moved, Member Barton seconded, approval of the treasurer's bonds 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, and Norwood

Nays: None

Motion carried.

Northwest Suburban
Career Cooperative

Member Howard moved, Member Born seconded, approval of the revised Northwest Suburban Career Cooperative Intergovernmental Agreement as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson introduced Pamela Block, the Executive Director of the Career Cooperative. Ms. Block gave the Board an update on the work of the Career Cooperative, as well as a brief overview because of a change in Board membership since she last addressed the Board. She distributed a Career Program Planning Guide to each of the Board members which related to their particular community.

There are 15 Tech Prep programs in place for the students, with a current total enrollment of 225 students in those programs. Forty-one of them are enrolled in either the first or second year at Harper College. There will be 68 students entering this summer in internships and then into the Fall semester at Harper College.

The Intergovernmental Agreement is for the entire operation of the Career Cooperative. Ms. Block stated that they have been working on the development of a comprehensive policy manual over the last year, which was followed by revisions in the agreement to ensure

consistency. The Harper College administrators who serve on the Board of Control - Dr. Thompson, Dr. Dolan and Tom Choice - have endorsed the revisions. The legal firm of Segal & Hager of Chicago and the State Board of Education have all reviewed the revised agreement and have indicated that it is appropriate.

Member Coste asked if the College attorney has reviewed this document. President Thompson stated that he has not. Ms. Block noted that the person at the State Board of Education who reviewed this is responsible for the Community College component of vocational education and that he has the College's interests in mind.

Member Kolze asked if it is correct to summarize that over the nine years that the Cooperative has been in existence, a practice has developed that has been turned into policy, and now this agreement has been updated to reflect that practice and policy. Ms. Block agreed with this assessment.

Member Howard noted that the last time Ms. Block addressed the Board, she had stated that the biggest problem was convincing parents that this is a good option for their children. She asked if there was progress in this area. Ms. Block responded that the success stories help to convince parents, and they hope to produce a video of the success stories to use with students and parents next year. However, she added that this is still a significant problem. To address this, their General Business Advisory Committee has taken this on as their primary goal. They will be working with six high schools this year and hope to include the rest of them next year. The ultimate goal is to have a very strong ownership within that high school community of the Tech Prep program, so they are volunteering many of their resources in terms of speaking to parents, students and teachers about the viability of the program. The business and industry community is very supportive of Tech Prep, and has integrated this within the community by taking a leadership role. The number of interns has doubled for this summer, so inroads have been made.

President Thompson stated that contact is being made with younger students. Motorola has been very supportive in providing their facility to host parents of 8th graders to show them what careers and training are

available. Over 400 students and their families participated in this, which was almost double last year's attendance. There will be about eight field trips offered at the conclusion of the summer PEAK program to help younger students explore careers.

Member Born asked if it is possible to show people what jobs are available and tie this in with the training offered at Harper. Ms. Block stated that that is being done, as well as identifying career areas where there are not as many job opportunities so that students can begin to look at the work world as it is today and with the future in mind. A good deal of this is done with the counselors so that they can help direct the students. Member Born asked if it is a challenge to get the counselors involved with this program, as many steer towards baccalaureate programs. Ms. Block replied that is still a challenge, though some are extremely helpful.

Upon roll call, the vote was as follows:

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

Motion carried.

President Thompson complimented Ms. Block on the leadership she has provided to this organization. Under her leadership, we have garnered national and state awards and continue to develop a model type of program. Lt. Governor Kustra is leading a School-to-Work Transition Committee task force for the state, and President Thompson and Ms. Block attended a meeting in which they explained that Harper already has a model in the place in the form of the Career Cooperative. President Thompson thanked Member Kolze for the work that he has done in getting this program off the ground.

Affiliation
Agreement -
Home Health Plus

Member Barton moved, Member Born seconded, approval of the Affiliation Agreement between William Rainey Harper College and Home Health Plus of Rolling Meadows as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked who Home Health Plus is. Pat Bourke responded that it is a home health agency in Rolling Meadows. Member Kolze asked if this is our first agreement with this

organization. Ms. Bourke replied that it is our first agreement with this agency, but our fifth agreement with a home health agency. Member Coste asked if the attorney has reviewed the agreement. President Thompson replied that he has.

Upon roll call, the vote was as follows:

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

Motion carried.

Educational
Foundation
Appointments

Member Born moved, Member Howard seconded, confirmation of the appointments of Messrs. McCarthy and Shapiro as members of the Board of Directors of the Harper College Educational Foundation as outlined in Exhibit VIII-F (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, and Norwood
Nays: None

Motion carried.

Petty Cash Fund -
Business Office

Member Barton moved, Member Born seconded, that the Board approve an increase of \$500 to the Business Office petty cash change fund as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked how many offices have petty cash funds. Member Kolze asked what the total dollar amount is for these funds. Member Coste stated that he has no objection to increasing the Business Office petty cash, but wanted to know the total number of petty cash funds on campus. President Thompson referred the question to Internal Auditor Ted Agresta, He did not have the exact number available, but thought it was between 6 and 8. Vic Berner added that they were all between \$250 and \$500 each. He estimated that these total about \$2,000 other than the cashier, because they need to have the necessary resources for providing an exchange of cash throughout the College. President Thompson stated that he would get a list of the areas that have petty cash funds along with the amounts.

Member Howard suggested that Exhibits VIII-G and VIII-H be approved, with a report provided at a later date with the requested information. If there is a question then, the Board can look at the policy at that time. President Thompson noted that there is a procedure followed relating to petty cash. Member Howard noted, however, that there may not be a policy as to the criteria for establishing a petty cash fund.

Upon roll call, the vote on Exhibit VIII-G was as follows:

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

Motion carried.

Petty Cash Fund -
Development Office

Member Howard moved, Member Born seconded, that the Board approve a petty cash fund in the amount of \$250 to be set up for the Development Office, as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton asked what the Development Office would use this money for. Felice Avila stated that this would primarily be used for postage for rush mailings that require a more personal look than metered mail.

Upon roll call, the vote was as follows:

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

Motion carried.

Hold Harmless
Agreement -
Hoffman Estates
Park District

Member Barton moved, Member Howard seconded, approval of the Hold Harmless Agreement and Contract between William Rainey Harper College and Hoffman Estates Park District as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze asked if this is an annual agreement. Dr. Ed Dolan replied that this is the first time that Poplar Creek has required that we enter into such an agreement. Legal counsel has approved this.

Member Kolze noted that there is an error in the contract where the date is stated as

February 1, 1994. President Thompson stated that the signers will write in the date change and initial the change.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

OTHER BUSINESS

Member Born noted that the ICCTA Annual Convention will be held June 16-18 in Springfield. She urged the Board members to attend. Lobby Day will be in Springfield on Wednesday, May 11, and Member born suggested that a good representation may be helpful to Harper. The Regional Meeting will be held during the month of April.

The ACCT National Convention will be held in Chicago from October 4-8.

PRESIDENT'S REPORT

President Thompson noted that Joan Young and other Harper staff members attended the National Council for Marketing and Public Relations Annual Conference where Harper College got Gold and Silver Paragon awards. The Student Handbook/Datebook received a second place award, and an art packet that was done for the Art Department won first place. The Annual Report also received a first place award. President Thompson congratulated Ms. Young and her staff for the fine work.

President Thompson stated that there has been discussion regarding the purchase of a display case for the awards.

President Thompson congratulated the Admission Staff for their award won for the video view book "Harper Style", done by Tom Knoff of Media Services and Rochelle Corso of the Admissions Office. A Certificate of Merit was presented at the Ninth Annual Admissions Advertising Awards Ceremony which is sponsored by the Admissions Marketing Report.

Harper sports team have done well during the last season with three teams placing nationally. The Women's Swim team placed second, the Men's Swim team placed fifth, and the Wrestling team placed first. This group includes several All-Americans. These people will be recognized at the April Board meeting.

Roger Mussell has been selected for the Distinguished Service Award by the Glenbrook Family YMCA. Don Sedik has been recognized by a community business person who sent a note saying that his time, expertise and enthusiastic support were of real value. Kay Kearns in the Admissions Office was complimented by a returning adult student who called to let President Thompson know of the nice treatment she received from Ms. Kearns.

President Thompson stated that the College is fortunate and gains in its recognition because of the people who work here and contribute to the programs and service to the community.

Wellness Week will be held April 12-14. Harper is launching a cooperative program with Northwest Community Hospital called Walk Strong. Rob Sweetgall, a world class walker, will be here on April 14 from 7 to 9 p.m., with an early morning walk on Friday morning, April 15.

The Feasibility Capital Campaign materials have been sent to the Board members. President Thompson asked them to return their lists as soon as possible. This was done with the Foundation Board of Directors, and this activity encouraged them to seriously contemplate their priorities. Ray and Lana Clements will be here on April 11 and 12 to give an update on the fund raising to date. The model is in place, and they would like to use this packet to show other colleges how Harper has done this. More detail is required in the Case for Support section, such as detailing the awards Harper has won. President Thompson noted that it will take time for the money to come in because some is given in pledges, wills, etc.

The Technology Review Committee is planning a number of visits to other institutions. President Thompson encouraged any other Board members who are interested to participate in these visits.

EXECUTIVE SESSION

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

Upon roll call, the vote was as follows:

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

Nays:

None
Motion carried.

The Board adjourned into executive session at 8:36 p.m. for the purpose of discussing the appointment, employment and dismissal of personnel.

Member Barton 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 9:00 p.m.

ADJOURNMENT

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

In a voice vote, the motion carried. The meeting adjourned at 9:01 p.m.

Chairman

Secretary