

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, IL 60067

Board Meeting

Agenda

August 25, 1994

7:00 p.m.

Presentation: Adjunct Faculty Development Program

- 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--July 11, 1994 Special Board meeting;
July 28, 1994 Regular Board meeting and
executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for July 21 and August 4,
1994. Estimated payrolls for August 5 through
October 8, 1994 Exhibit VI-A-2
 - B. For Information
 - 1. Committee and Liaison Reports Exhibit VI-B-1
 - 2. Grants and Gifts Status Report Exhibit VI-B-2
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION:
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement Request--Vice
President of Administrative Services Exhibit VIII-A-2
 - B. RECOMMENDATION: Affiliation Agreements
 - 1. EHS Good Shepherd Hospital of Barrington Exhibit VIII-B-1
 - 2. Hoffman Estates Medical Center Exhibit VIII-B-2
 - 3. Kraft General Foods of Glenview Exhibit VIII-B-3
 - C. RECOMMENDATION: Employment of Beling Consultants Exhibit VIII-C
 - D. RECOMMENDATION: Delivery of Alcoholic Beverages 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, August 25, 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, August 25, 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, Howard, Kolze, Moats, Norwood, and Student Member Beisiegel

Absent: Member Barton

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; Ted Agresta; Vic Berner; Bruce Bohrer; Pat Bourke; Steve Catlin; Harley Chapman; Tom Choice; George Dorner; George Evans; Robert Getz; Bill Howard; Liz McKay; Rosemary Murray; Bill Neumann; Elena Pokot; Sheila Quirk; Glenn Reich; Bill Schooley; Lynn Secrest; Richard Seiler; Wallis Sloat; Pat Wenthold; Laurie Wren - Harper College. Guests: Dominic Demonica and Joseph Legat, Legat Architects; Virginia Swayze; Margaret Van Duch - Chicago Tribune.

PRESENTATION
Adjunct Faculty Development Program
A presentation concerning the Adjunct Faculty Development Program was given by Liz McKay, Lynn Secrest, Wallis Sloat, and Bill Schooley. They explained the many ways that assistance and instructional support are provided to adjunct faculty members.

CITIZEN PARTICIPATION
There was no citizen participation.

COMMUNICATIONS
Member Born read a note of thanks from Audrey Inbody regarding her award of the status of Professor Emeritus. A note was received from President Thompson thanking the Board members for their good wishes during his recent hospitalization.

UNFINISHED BUSINESS
Approval of Agenda
Chairman Norwood noted that there would be an executive session after the regular meeting for the purpose of discussing collective bargaining and the appointment, employment and dismissal of personnel.

Approval of Agenda (cont'd) Member Kolze moved, Member Moats seconded, approval of the revised agenda as stated above.

In a voice vote, the motion carried.

Student Trustee Report Student Member Beisiegel stated that he did not have a report at this time.

CONSENT AGENDA

Member Howard moved, Member Born seconded, approval of the minutes of the July 11, 1994 Special Board meeting, and July 28, 1994 Regular Board meeting and executive session; bills payable; payrolls for July 21 and August 4, 1994; estimated payrolls for August 5 through October 8, 1994; 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).

Operating & Auxiliary Funds	\$ 1,923,866.62
Restricted Purposes and	
Trust & Agency Fund	479.09
Federal Funds	.00

The payroll of July 21, 1994 in the amount of \$1,052,114.75 and August 4, 1994 in the amount of \$1,523,424.68; estimated payroll of August 8, 1994 through October 1, 1994 in the amount of \$6,713,136.63; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Kemper for professional expense in the amount of \$768.97; payment to Garden Environmental for equipment in the amount of \$28,700.00; payment to Sign Media, Inc. for materials in the amount of \$180.15; payment to Heartland Industries for equipment in the amount of \$1,567.00; payment to Warner Offset for advertising in the amount of \$31,669.40; and payment to Victor E. Berner for professional expense in the amount of \$2,100.00.

Member Kolze suggested that there should be clarification of Page 7 of the July 28 Board meeting minutes with regard to the Grants Writer and the Director of Marketing positions. The minutes state that the "... the administration consider filling two positions -- a grants writer and a marketing director." Member Kolze understood the statement to mean that this action would be considered, and the administration would come back to the Board with a recommendation. Regarding the statement that "these positions could be considered in lieu of two other

Consent Agenda
(cont'd)

positions that may be vacant", Member Kolze felt that there should be an impact statement relating to the effect of this action. Furthermore, he asked that a definite time line be established rather than "as soon as possible" as stated in the minutes. In respect to hiring outside the school, Member Kolze suggested that President Thompson bring a recommendation regarding that issue to the Board.

It was agreed that the minutes accurately express what was said at that time. Chairman Norwood suggested that these issues need to be discussed and addressed to be sure that the Board members are in agreement.

After further discussion regarding the Grants Writer and Marketing Director positions, it was agreed that 1) the administration will look into the feasibility of this and return to the Board with a recommendation; 2) an impact statement will be done regarding the effect of replacing two currently vacant positions with these positions; 3) the administration will provide a response by the October Board meeting; 4) although it was Member Barton's intent that these positions be filled from outside the school, it will be necessary to work within the normal guidelines and procedures for posting job openings without discrimination against current Harper employees. In addition, Member Moats suggested that before any hiring takes place, the services of a recognized marketing consultant should be engaged to educate the administration and Board regarding quality marketing.

Member Moats reported that he recently attended the Leadership Institute for Diversity Planning, and was very impressed with the enthusiasm and professionalism of the Harper staff in attendance -- Ed Dolan, Larry Bielawa, Pat Bourke, and Karen Keres. He noted that Harper was a participant in this conference because of a grant application. There were over 150 applications, and 25 schools were chosen to attend. Vice President Dolan reported that the judgement was made based on an articulated commitment and tentative plan for developing diversity in terms of recruitment, curriculum and environment within the institution. Pat Bourke and Karen Keres were the primary writers of the application.

Consent Agenda
(cont'd)

Members Howard and Kolze attended the Leadership 2000 Conference in San Diego in July. They returned with various handouts, including additional materials on diversity, for distribution to College staff.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

BID AWARDS

Member Kolze moved, Member Howard seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award Bid Q8635 to Carroll Seating Co., the low bidder for classroom seating and tables for Building F, in the amount of \$21,257.50.

Ex. VII-A2 Award Bid Q9637 to Ellis Systems Corp., the low bidder meeting specifications for compact shelving, in the amount of \$74,388.72.

Ex. VII-A3 Award Bid Q8638 to Office Equipment Company of Chicago, the low bidder for furniture for the third floor of Building F, in the amount of \$368,188.68.

Student Member Beisiegel asked why there was no detailed description of the bids for Exhibit VII-A3. Vice President Manke explained that the bid was based on items per location, and was too large to include in the Board packet. He added that this type of information is available to any Board member who wishes to review it.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

Personnel Actions
(cont'd)

Faculty Appointments

Deborah Faust, Assistant Professor, Technology,
Math & Physical Science, 8/16/94,
\$18,242/sem.

Cheryl Wandambi, Assistant Professor, Life
Science & Human Services, 8/15/95,
\$41,015

Harper #512-IEA

Lenetta Hartline, Physical Plant, 8/08/94,
\$23,280

Professional/Technical Appointments

Raymond Lesniewski, Technology, Math & Physical
Science, 8/17/94, \$8,424

Alan Olsen, Tutoring Center-AE/LS, 8/17/94,
\$9,000

Supervisory/Confidential Appointment

Maria Moten, Office of Student Financial
Assistance, 9/06/94, \$38,500

Classified Leave of Absence

Barbara Norcross, Life Science & Human
Services, 8/15/94 to 8/15/95

Classified Retirement

Ann Sophie, Learning Resources Center,
12/31/94, 22 years

Administrative Resignation

Marilyn Comer, Office of Student Financial
Assistance, 9/23/94, 3 years

Classified Resignation

Salima Abbas, Tutoring Center-AE/LS, 7/28/94,
8 months

Faculty Resignation

Richard Custin, Assistant Professor, Business
& Social Science, 8/16/94, 0 years

Professional/Technical Resignation

Renee Loth, Corporate Services, 8/04/94,
1 year

President Thompson noted that Ann Sophie is retiring from the Learning Resources Center, and thanked her for the dedication and service she has given to Harper College in her 22 years of employment. In addition, Marilyn Comer, Director of Student Financial Assistance, is leaving Harper to take a position at the College of DuPage. President Thompson wished her well in her new position.

Personnel Actions
(cont'd)

Member Coste asked if Mrs. Sophie is eligible for early retirement benefits. Larry Bielawa stated that she will receive the benefits that are available to her particular group of employees. He noted that there are different types of early retirement benefits for different classifications of employees. Member Coste requested information on the different retirement packages that are available. President Thompson agreed to provide this.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

Early Retirement
Request

Member Kolze moved, Member Born seconded with regret, that the Board approve the early retirement request of Vice President Vernon Manke, effective June 30, 1996, in accordance with the Administrative Employment Contract and Article IX of the Faculty Collective Bargaining Agreement.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

Affiliation
Agreements

Member Howard moved, Member Kolze seconded, that the Board approve the affiliation agreements between William Rainey Harper College and B1) EHS Good Shepherd Hospital of Barrington, B2) Hoffman Estates Medical Center of Hoffman Estates, and B3) Kraft General Foods of Glenview, as outlined in Exhibits B1-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that these agreements had been reviewed and approved by Harper legal counsel.

PRESIDENT'S REPORT

President Thompson reported that approximately 600 students and 500 parents participated in the Freshman Experience on Sunday, August 14. The opening orientation for faculty was held on August 16. Vice President McShane and his staff made a presentation to faculty regarding some of the past, present and future work of the Technology Review Committee. Professional development activities for faculty were held on Diversity, Learning Communities and Outcomes Assessment.

Steve Catlin reported that fall enrollment is down approximately 4 percent, which is a decrease of 2.4 percent in FTE. This includes a 1.5 percent decrease in full time students and a 5.1 percent decrease in part-time students. Some of the decrease may relate to the recent improvement in the economy and employment picture. Mr. Catlin felt that we are on the down-side of a cycle which appears consistent with past enrollment patterns. President Thompson stated that a recent report from the American Council on Education indicates that higher education enrollment overall is down. In response to Member Moats, Mr. Catlin stated that the current budget was predicated on an estimate of no growth.

Three part-time employees have come up with a unique initiative to provide a coupon book for students and staff which would allow for various kinds of services and products from Harper. President Thompson thanked Margaret Heidtbrink, Shirley Pruyn, and Judy Liljegren for this effort.

The first Annual Custodial Olympics was held in August and was enjoyed by both the participants and the spectators. This was organized by Julianne Seely, Personnel Training and Development Specialist, John DeJonker, Physical Plant Supervisor, and Bob Getz, Director of Physical Plant. President Thompson thanked all those who planned and participated in this activity.

Harper will host the 1994-95 group of American Council on Education Fellows on Tuesday, August 30. President Thompson will be joined for a panel discussion by three Illinois community college presidents.

A Volunteer Fair will be held at Harper on Wednesday, September 14. Harper is exploring the use of volunteers, and has started a program entitled Generations Involved in

President's Report
(cont'd)

Education, GEN.I.E. This program encourages members of the community to offer their assistance to Harper College. Other area organizations that use volunteers will be participating in the Volunteer Fair.

The Corporate Services Program is hosting six Russian business persons from the Comptroller's Office of Moscow Cellular Communications. Harper is providing this educational experience to help them deal with the American entrepreneurial system as well as learn our accounting system. Sheila Quirk, Director of Corporate Services, explained that this is a contracted service, and the company is paying \$10,000 for a five-week experience for these six people. The program is valued much higher, and a portion of the cost is being offset by local organizations and corporations such as Motorola. Member Moats expressed his support for Harper's part in promoting world peace in this small but important way.

The next Foundation quarterly meeting is scheduled for Tuesday, September 13 at 7:30 a.m. in the College dining room. The Foundation Golf Outing raised approximately \$13,000 for the GED Scholarship program. The 1995 Golf Outing will be held on June 21. The Foundation Ball will be held October 8, and will be hosted by Motorola. There are only 200 seats available for this event, and those wishing to attend are encouraged to send in their reservations as soon as possible.

Member Born distributed information to Board members regarding the ICCTA's legislative record and suggested that they review this information. A schedule of meetings was also distributed. The ACCT national convention will be held at the Chicago Marriott on October 5-8.

President Thompson welcomed the following employee representatives: Bill Neumann, Classified Employee Council; Pat Wenthold, Professional/Technical staff; and George Evans, Faculty Senate President.

Chairman Norwood introduced Virginia Swayze, a long-time friend from Raleigh Durham, North Carolina.

EXECUTIVE SESSION

Member Born moved, Member Howard seconded, that the Board adjourn into executive session for the purpose of discussing collective bargaining and the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye. The Board adjourned into executive session at 8:40 p.m.

Member Howard moved, Member Moats seconded, that the Board reconvene into Regular session. In a voice vote, the motion carried at 9:46 p.m.

ADJOURNMENT

Member Howard moved, Member Kolze seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 9:47 p.m.

Chairman

Secretary