

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, September 22, 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, September 22, 1994 at 7:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

Chairman Norwood chose to proceed with the informational portion of the meeting, and deferred the roll call until a quorum was present.

PRESENTATION:
Space Planning
Program Update

Jack Lucas, Steve Catlin and Vern Manke, members of the Long Range Space Planning Team, presented an update of the Space Planning developments that have taken place since the Board last approved space projects for the campus in terms of new buildings and renovation projects. The information included future direction and a report on the expenditures that have been made on the current facility projects.

Dr. Lucas focused on the changes that have taken place over the last few years, as well as the need for a long-term space plan. Mr. Catlin explained the tentative plans for the remodeling of Buildings A and C, and Mr. Manke reviewed the funding and financial implications of current and proposed projects.

There was discussion regarding the location of the proposed new conference room area, as well as the need for an attractive, conveniently-located dining space for visitors to the campus. There was also discussion concerning the use of bond interest to make up for shortages in money needed to pay for construction and renovation projects. President Thompson stated that the Administration will not exceed the budgeted amount for a building without Board approval. When this situation has come up in the past, the additional money needed came out of the interest income generated from the fund balance in the Operation & Maintenance Fund. Mr. Manke noted that the cost estimates were put together in approximately 1989 with some

Space Planning
Presentation
(cont'd)

dollars factored in for inflation, but the change in the ADA requirements was not considered at that time.

Mr. Manke stated that the \$500,000 from the Educational Foundation for the performing arts center will not be available, but the funding is still available for that project. President Thompson explained that the Educational Foundation is embarking on a capital fund drive, and the funds may yet become available from the money that is raised.

President Thompson thanked Robert Getz and the Maintenance Department for the excellent job of allowing for usable space while renovating Building F.

In response to questions by Member Coste, President Thompson stated that the committee will come back to the Board with a plan for Buildings A and C, and that they will also bring any future long-range plans, including Phase II projects, to the Board for approval. Member Coste asked for further explanation of the Foundation's plans. President Thompson stated that the multi-million dollar capital campaign is being planned, and part of this money may be used to support projects such as the conference space because of the Foundation's interest in the business-industry cooperative concept. Member Howard agreed that the Foundation is very interested in the connection between business and the College, and that the conference space is high on their list of priorities. Member Moats added that the Foundation is interested in supporting a comfortable place with a certain ambiance for people to meet to build the business-College link. Member Born stated that the planning committee needs to be aware of the Foundation's plans when studying areas such as the dining and conference facilities.

Chairman Norwood thanked the members of the planning committee for their report.

ROLL CALL:
(8:10 p.m.)

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,

Roll Call
(cont'd)

V.P. Student Affairs; Vern Manke, V.P. Administrative Services, David McShane, V.P. Information Systems; Ted Agresta; Vic Berner; Steve Catlin; Harley Chapman; Tom Choice; Lori Cronin; Anne Davidovicz; Steve Dudek; Robert Getz; Joan Kindle; Jack Lucas; Scot Milford; Rosemary Murray; Jeanne Pankanin; Sheila Quirk; Patty Roberts; Shirley Shetka; Pat Wenthold; Joan Young - Harper College. Guests: Sharon Rudy and Richard Kriebberg, BDO Seidman; Margaret Van Duch - Chicago Tribune; Kelly Womer - Daily Herald.

CITIZEN
PARTICIPATION

There was no citizen participation.

President Thompson welcomed Anne Davidovicz, attending for George Evans as Faculty Senate representative, Shirley Shetka of the CEC, Pat Wenthold for the Pro-Tech Employees Union, Kelly Womer from the Daily Herald, and Margaret Van Duch from the Chicago Tribune.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS
Approval of Agenda

Chairman Norwood noted that there would be an executive session prior to Item VIII-A3 for the purpose of discussing negotiations and collective bargaining.

Member Kolze moved, Member Born seconded, approval of the revised agenda as stated above.

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Beisiegel reported on his investigation into concerns regarding a cutback in Tutoring Center hours. He has met with Vice President Dolan and plans to meet with other members of the administration and faculty regarding this issue. In addition, he will survey students who are affected by this change.

Student Member Beisiegel also reported on problems with the new library database in terms of speed of the operating software. Dr. Dolan has indicated that this is being upgraded to a higher quality 486 system which will benefit students and the community. Vice President David McShane explained that the problem is primarily with the file server, and that Information Systems is working on this. Member Moats suggested that this be discussed in more detail at either the Technology Review Committee meeting or the next Regular Board meeting.

Student Trustee
Report (cont'd)

Information was distributed concerning Harper's Sixth Annual Intercultural Week, Unity Through Diversity, to be held October 10-14.

The Student Senate will sponsor a voter registration drive on October 5-6.

Member Coste stated that it was his assumption that the problem with tutoring cutbacks had been resolved. President Thompson explained that when this was discussed with the Budget Review Committee in April of 1994, the tutoring reduction was planned for the 1994-95 budget but had not been implemented at that time. Members Howard and Moats suggested that the Board get a report on the impact of this action. Tom Choice reported that a \$5,000 state grant had been received to offset some of the budget reductions. He noted that both scheduled appointments and walk-ins are limited to one-half hour of free tutoring, but if there is time available, walk-ins may receive more time if necessary. Student Member Beisiegel will return to the Board with the results of his student survey. Member Moats asked if it is possible to find out if students who are requesting additional time are receiving it.

CONSENT AGENDA

Member Howard moved, Student Member Beisiegel seconded, approval of the minutes of the August 25, 1994 Regular Board meeting and executive session, bills payable; payrolls for August 19 and September 2, 1994; estimated payrolls for September 3 through November 11, 1994; committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	\$ 3,311,428.09
Restricted Purposes and	
Trust & Agency Fund	628,700.32
Federal Funds	53,093.23
Imprest Fund	120,453.23

The payroll of August 19, 1994 in the amount of \$1,071,213.61 and September 2, 1994 in the amount of \$1,168,930.96; estimated payroll of September 3 through November 11, 1994 in the amount of \$5,585.104.92; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Sargent's Pest Control for services in the amount of \$954.00; payment to Integral for maintenance service in the amount of

Consent Agenda
(cont'd)

\$10,731.25; payment to Gestetner Corp. for maintenance in the amount of \$1,521.00; payment to Lawson Products for materials in the amount of \$703.65; payment to General Binding for materials in the amount of \$127.51; payment to Randolph for materials in the amount of \$133.70; payment to MacMillan/McGraw for books in the amount of \$30.54; payment to Pep Supply for materials in the amount of \$1,097.75; payment to Crescent Electric for materials in the amount of \$117.67; payment to Burrows for supplies in the amount of \$19.36; payment to Joseph Electronics for materials in the amount of \$553.78; payment to Kaplan for materials in the amount of \$263.00; payment to Herff Jones for supplies in the amount of \$254.36; payment to A.B. Dick for maintenance in the amount of \$480.00; payment to J.L. Industrial for materials in the amount of \$62.50; and payment to Computing Options for software maintenance in the amount of \$21,933.33.

Mr. Manke explained that his department is working with the new computer financial system, and reports covering the period through the end of September will be available for the October Board meeting.

Member Moats asked if an addendum could be added to the minutes reflecting specific information that has been requested by the Board members. The Recording Secretary affirmed that this would be included with the minutes of future meetings.

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 Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award Bid Q8639 to the Elgin Auto Emporium, the low bidder for two 15-passenger Maxi Vans, in the amount of \$41,094.50.

Bid Awards
(cont'd)

Ex. VII-A2 Award Bid Q8640 to Printech, Inc., the low bidder for printing of the Spring 1995 Extension booklet, in the amount of \$17,068.44.

Member Kolze asked if the vans had been bid on previously. Mr. Manke explained that the company had stopped production on the model in question, so the purchase had been re-bid in the interest of fairness to all those bidding. The vans will be used primarily to provide better service for the delivery of printing jobs and campus mail, as well as for back-up in the event of failure of another campus vehicle.

Member Born asked why the printing of the Spring 1995 Extension booklet is not being done in-house. Mr. Manke explained that it would not be cost effective to print the booklet in-house due to the large size of the job.

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.

PURCHASE ORDERS

Member Moats moved, Member Born 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).

Ex. VII-B1 Approve issuance of a purchase order to Information Access Co., for Infotrac Subscriptions, in the amount of \$21,205.00.

Ex. VII-B2 Approve issuance of a purchase order to Integral Systems, Inc. for single quarterly maintenance for the ISI Human Resource Software System, in the amount of \$10,731.25.

Member Moats asked for clarification of Exhibit VII-B2. Mr. McShane explained that this is a lease of the software, with maintenance included on a regular basis. This is the old system that is being phased out,

Purchase Orders
(cont'd)

thus this should be the last quarter that the lease is needed. The new software is scheduled to come on line next quarter. The maintenance price for the new software covers all of the systems in one package. Mr. McShane will provide information to the Board at the next meeting regarding the actual cost of the new maintenance package.

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.

NEW BUSINESS
Personnel Actions

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

Classified Appointments

Melanie Frieberg, Registrar's Office, 8/22/94,
\$10,920

Suchi Sunder, Tutoring Center - AE/LS,
8/22/94, \$7,938

Billie Jo Walker, Center for Workforce &
Vocational Development, 9/06/94,
\$22,500

Amy Wesser, Information Center, 9/06/94,
\$8,528

Marie Zakes, Dining Services, 9/06/94, \$14,625

Faculty Appointment

Caryn Levington, Associate Professor, Student
Development, 10/03/94, \$39,597

Harper #512-IEA Appointments

Susan Lamm, Physical Plant, 8/27/94, \$4,833

Anthony Murray, Business Services/Finance,
8/29/94, \$27,920

Mark Hawkins, Physical Plant, 9/26/94, \$23,280

Professional/Technical Appointment

Sue Walton, Women's Program, 8/29/94, \$14,997

Alternative Work Schedule - Classified

Deborah Billick, Admissions Office, 8/22/94 to
12/31/94, Job Sharing

Professional/Technical Retirement

Edna Goldberg, Technology, Math & Physical
Science, 12/31/94, 11 years

Personnel Actions
(cont'd)

Classified Resignations

Star Helgemo, Information Center, 8/01/94,
6 months
Patricia Fitzsimmons, Center for New Students,
8/17/94, 5.5 months
Patricia Vais, Center for New Students,
8/17/94, 5.0 months
Janis Bernero, Office of Community & Program
Services, 8/19/94, 3.0 years
Kimberly Frendreis, Child Learning Center,
8/29/94, 6.0 years

Faculty Resignation

Kirk Erickson, Student Development, 5/27/94,
1 year (end of one year temporary
contract)

Harper #512-IEA Resignation

Robert Torgerson, Physical Plant, 5/22/94,
1.5 years

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, Student Member Beisiegel
seconded, that the Board approve the early
retirement request of Dr. John Lucas, Director
of Planning and Research.

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.

President Thompson noted that Dr. Lucas is the
longest-tenured administrator at Harper
College, and thanked him for his contributions
to Harper College during this 27-year period.

EXECUTIVE SESSION

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

Executive Session
(cont')

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 and the Board adjourned into executive session at 8:40 p.m.

Member Howard moved, Member Kolze seconded, that the Board reconvene into Regular session. In a voice vote, the motion carried and the Regular session was reconvened at 9:15 p.m.

Collective
Bargaining
Agreement

Member Kolze moved, Member Howard seconded, that the Board ratify the 1994/97 Collective Bargaining Agreement with the Harper 512 Association, IEA-NEA for the 1994-97 years, as outlined in Exhibit VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats noted that he would abstain on the vote because the IEA is a tenant in a building that he recently purchased.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

1993-94 Financial
Audit

Member Howard moved, Member Born seconded, that the Board accept the annual financial audit for fiscal year 1993-94, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Kriebert of BDO Seidman briefly summarized the fund balances and the balancing of revenue and expenditures. Mr. Manke explained that one of the significant decreases in the Operation & Maintenance Fund was the result of on-going renovation, while the other decrease related to the \$1.5 million payment for the Northeast Center. In the Education Fund, the fluctuation was related to a decrease in enrollment and consequent decrease in the number of adjunct faculty hired, as well as a hiring freeze during six months of the last fiscal year.

Financial Audit
(cont'd)

Member Moats noted that the current budget was based on last year's legal budget rather than the actual expenditures, so that the 1994-95 budget now reflects an approximate 15 percent increase over the actual 1993-94 budget figures. Mr. Manke agreed, but added that fewer adjunct faculty will be hired because of the decrease in enrollment, which will result in lower expenditures in the Education Fund. He predicted that the 1994-95 budget will come in fairly close to target in terms of expenditures, but he was concerned about a projected shortfall in tuition revenue because of the decrease in enrollment. These figures are tracked during the year so that adjustments can be made.

Member Born expressed concern regarding the College's inventory system for hard assets. Mr. Manke explained that the old system is very labor intensive but is still being used. He noted that the administration would like to begin using bar-coding as soon as possible. This suggestion has been made by BDO Seidman for a number of years.

Member Born inquired about the status of the grant administrator position. President Thompson responded that a part-time person has been hired for the position. He noted that the Board has directed the administration to look at this as a potential full-time position. Recommendations will be coming before the Board at the October meeting regarding both the Grant Administrator and Marketing Director positions.

President Thompson addressed Member Moats' question regarding the Education Fund balance compared to the legal and actual budgets. He noted that he interprets Mr. Manke's statement that the expenditure budget will be "on target" to indicate that the expenditure budget will be down from what was budgeted. Mr. Manke affirmed that this was correct. He stated that the budget was based on year-to-year even enrollment, and the enrollment is down approximately 3.5 percent. Student Member Beisiegel asked if a decrease in enrollment saves the College money or costs money. President Thompson stated that the result depends on where the enrollment decreases occur, and noted that this is being studied in the operational analysis.

Financial Audit
(cont'd)

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.

Preparers of
1995-96 Budget

Member Kolze moved, Member Howard seconded,
that Paul N. Thompson and Vernon Manke be
appointed to prepare the 1995-96 budget 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 Born, Coste, Howard, Kolze,
Moats and Norwood

Nays: None

Motion carried. Student Member Beisiegel
voted aye.

ACCT Voting
Delegate

Chairman Norwood appointed Member Born as the
ACCT Voting Delegate for the ACCT convention.

Member Howard moved, Member Moats seconded,
that Member Born serve as the ACCT voting
delegate for the ACCT convention in October.

In a voice vote, the motion carried.

Board Policy on
Facility Planning

Chairman Norwood stated that this is the first
reading of the Board Policy on Facility
Planning. President Thompson noted that it
has been recommended that the wording should
be changed in the second recommendation to
read: "Approve project and funding for
tentative budget development."

Member Kolze asked if an architect has been
consulted on this. President Thompson replied
that this has not been done yet. It was noted
that an architect would not be involved in the
first step, but rather it would be a tentative
outline of the facilities that need to be
addressed. Member Kolze stated that hiring
the architect could then be a separate item.

OTHER BUSINESS

Chairman Norwood noted that a memo had been
distributed regarding the Special Board
meeting presentation, and asked that Board
members get back to her with their feedback.

Other Business
(cont'd)

Chairman Norwood asked the Board to consider the Budget Review Committee positions so that these appointments can be made at the October Board meeting. Member Coste stated that he will not be able to serve on the committee because of travel and work commitments.

Member Born asked what had been done in terms of honoring Virginia McDonald and Eugenia Chapman. President Thompson noted that a number of things have been done for Ms. Chapman, but not for Ms. McDonald. The suggestion was made to plant trees in their honor, and to pass formal Board resolutions for each.

PRESIDENT'S REPORT

President Thompson reported that the program involving the Russian business persons was a great success, and more people are expected to participate at a later date.

The Sixth Annual Intercultural Week, Unity Through Diversity, will be held October 10-14. President Thompson encouraged everyone to attend and take part in the events.

The Illinois Community College Board held their monthly meeting at Harper on September 16. President Thompson thanked all those involved in the hospitality shown to the ICCB members. The Board endorsed the General Education Core Curriculum, which was a result of work by the Illinois Articulating Initiatives. Students completing AA or AS degrees with this general core curriculum will be able to transfer these credits to any college or university in Illinois. In addition, the ICCB recently granted a status of "recognition continued" to the College.

President Thompson met with Senator Steve Rauschenberger to discuss how to get the planning money released for Harper. Senator Rauschenberger is interested in meeting with the Governor in order to get this money released for the planning of the new facility, and is willing to work toward getting the full portion of the money released in the next legislative session. It is important to maintain a high priority position on both the ICCB list and the IBHE list. Senator Rauschenberger offered to meet with the Board members in an informational session regarding lobbying efforts by Board members and Harper administration. Board members expressed interest in pursuing this.

President's Report
(cont'd)

Harper has been a part of a consortium effort of northwest suburban colleges and universities to develop a telecommunications project. The distance learning classroom that is a part of that effort is now up and running in Building F. Two courses, a legal tech course and a building trades course, originate at Harper and are broadcast to College of Lake County. In addition, one of the courses is transmitted to National Louis University. Harper is also a receiving site for a graduate accounting course from De Paul.

The Illinois State Board of Education has been evaluating Harper's adult education program. The exit interview was very positive, and the program was identified as an area which incorporates master teaching. Commendation was also received for outstanding cooperatives with business and industry as well as with community agencies such as the Police Neighborhood Resource Center and the Edgebrook Center. The overall commendation was exemplary, and this is one of only two programs in five years that has received this accolade.

The American Heart Association will hold its annual American Heart Walk at Harper on Sunday, September 25 at 9:00 a.m.

The Foundation Ball will be held on October 8 at the Motorola Museum.

There will be a Special Board meeting on October 12. The main topic will be technology and the Information Systems Department, as well as information for discussion on the 1994 levy from Administrative Services.

Student Member Beisiegel asked for an explanation of the status of the establishment of the Internet system. Mr. McShane responded that there are two different issues at work. One is the two-way interactive video distribution system which involves the distance classroom teaching. The Internet initiative has been directed by Net Illinois, and is working toward connecting all the community colleges in the State of Illinois. Harper received their connection through that process, and all Illinois community colleges will be connected via the Internet by the end of 1995. The granting source from the National Science Foundation provides two years of connectivity at no cost to the college, but the college

President's Report must absorb the cost of the connection from the
(cont'd) third year on.

ADJOURNMENT

Member Born moved, Member Kolze seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 10:00 p.m.

Chairman

Secretary

BOARD REQUESTS

SEPTEMBER 22, 1994 REGULAR BOARD MEETING

- 1) Member Moats asked that the new library database be discussed further at the next Technology Review Committee meeting or the next Regular Board meeting.
- 2) Members Howard and Moats suggested that the Board get a report on the impact of the cutbacks in time allowed for tutoring students in the Tutoring Center.
- 3) Member Moats asked if it is possible to find out if students who are requesting additional tutoring time are receiving it.
- 4) Mr. McShane will get the actual cost of the new maintenance package for the ISI Human Resource Software System to the Board at the next meeting.