

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

November 22, 1994

7:00 p.m.

Agenda

Presentation: Cardiac Technology Program - (Bldg. M)

- 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--October 12 Special Board meeting and executive session; and October 27 Regular Board meeting Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for October 28 and November 11. Estimated payrolls for November 12 through January 8, 1995. 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 Award/Purchase Order Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Adjunct Faculty Compensation Schedule Exhibit VIII-B
 - C. RECOMMENDATION: Adoption of 1994 Tax Levy Resolution Exhibit VIII-C
 - D. RECOMMENDATION: Abatement of Taxes Exhibit VIII-D
 - E. RECOMMENDATION: Second Reading and Adoption: Board Policy on Facility Planning Exhibit VIII-E
 - F. RECOMMENDATION: Employment of Architect Exhibit VIII-F
- 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 Tuesday, November 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 Moats on Tuesday, November 22, 1994 at 7:45 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Coste, Howard, Kolze, Moats, Norwood, and Student Member Beisiegel
Absent: Members Barton and Born

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; Pat Bourke; Dennis Brennan; Steve Dudek; Robert Getz; Bill Howard; Thea Keshavarzi; Jack Lucas; Liz McKay; Rosemary Murray; Bill Neumann; Patty Roberts; Laurie Wren; Joan Young - Harper College. Guests: Kelly Womer - Daily Herald; and Margaret VanDuch, Chicago Tribune.

PRESENTATION: Chairman Moats noted that Board members had visited the Cardiac Technology Lab in Building M for a tour and presentation prior to the Board meeting. He thanked Jerry Gotham, Dean of the Human Performance Lab, and members of his staff for the interesting presentation.

CITIZEN PARTICIPATION There was no citizen participation.

COMMUNICATIONS There were no communications.

President Thompson welcomed Dennis Brennan, Faculty Senate Vice President, and Bill Neumann, Chair of the Classified Employee Council.

UNFINISHED BUSINESS Inasmuch as there were no objections, Approval of Agenda Chairman Moats stated that the Agenda was approved.

Student Trustee Report Student Member Beisiegel distributed copies of the Harbinger and called attention to an article relating to class shortages and the extraordinary measures some students take in order to be assured of getting into these classes, including waiting overnight in the rain without being allowed into the campus buildings. He noted that a student survey

was conducted last year relating to possible changes in the registration system, but he has not seen the results of the survey.

President Thompson stated that the administration has looked into the situation. Vice President Bonnie Henry stated that she will review the issue with Steve Catlin and report back to the Board at the next meeting. Member Howard called attention to the shortage of Biology 101 classes and asked why more sections cannot be offered. Pat Bourke reported that the students who are having difficulty are those who are trying to take the class out of sequence. A number of seats are reserved for students in programs who need the class to continue or graduate. The primary constraints are both class space and faculty.

Student Member Beisiegel stated that many students wish to take the Biology 101 course because it is widely transferable whereas some of the other science courses are not. Pat Bourke stated that those science courses may not transfer for a major, but they will all transfer for a science requirement.

Chairman Moats asked if the problem was essentially that of students having to wait too long in line to register. Dr. Henry stated that it is only at this time and involves students who wish to get an early registration appointment.

Chairman Moats asked that the administration give a brief report at the December Board meeting in terms of the number of people affected by this problem. In addition, Student Member Beisiegel would like to know how widespread the class shortage is.

President Thompson stated that it is sometimes difficult to maintain a balance across all curricular areas from semester to semester. Member Howard stated that the College has a responsibility to meet the needs of the community, and noted that it may be helpful to know how many people are not able to get the classes they request.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the October 12, 1994 Special Board meeting and executive session, and October 27 Regular Board meeting; bills payable; payrolls for October 28 and November 11, 1994; estimated payrolls

for November 12 through January 8, 1995; for information, financial statements, 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	\$ 2,965,227.65
Restricted Purposes and	
Trust & Agency Fund	581,907.18
Federal Funds	92,298.93
Imprest Fund	105,790.27

The payroll of October 28, 1994 in the amount of \$1,443,737.13, and November 11, 1994 in the amount of \$1,445,066.81; estimated payroll of November 12, 1994 through January 6, 1995 in the amount of \$5,778,272.72; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Comark for computer equipment in the amount of \$2,766.00; payment to Legat Architects for architect services in the amount of \$13,080.87; payment to Boller Construction for construction in the amount of \$379,102.50; payment to College of Lake County for equipment in the amount of \$8,300.00; payment to Up-Right for maintenance in the amount of \$500.00; and payment to SM. OR. Cases, Inc. for supplies in the amount of \$402.89.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

BID AWARD

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

BID AWARD

Ex. VII-A1 Award Bid Q8651 to Warner Offset, Inc., the bidder meeting specifications for printing of the Spring 1995 Second Eight Weeks Course Schedule, in the amount of \$25,368.25.

BID AWARD
(cont'd)

Member Coste asked that the Board receive a summary at the January meeting of the number of printing contracts that have been awarded, along with the dollar amounts, in calendar year 1993 and 1994. President Thompson agreed to provide that information, and noted that there are fewer bids going out than in previous years. Member Coste stated that Harper has a state-of-the-art printing facility, and questioned why contracts such as this are still being done off campus. President Thompson responded that the equipment that was purchased was not intended to do this type of work, which would require a much larger investment. Mr. Manke noted that the class schedule requires a newspaper type of printing press which is too expensive and requires too much space to purchase. In addition, four-color pieces are sent out for printing because of the prohibitive cost of purchasing the equipment. Mr. Manke added that far more of the printing is being done in-house on jobs that fit the current equipment.

Chairman Moats reiterated that Member Coste's request for information relates to the return on investment for the new printing facility. Mr. Manke stated that the administration intends to come to the Board with a presentation relating to this very subject at the January meeting. Member Kolze asked if the information could also include the reasons for sending out various types of printing jobs.

Member Howard expressed concern over the small number of bids received. Joan Young explained that this relates to a 15 to 20 percent price increase in paper prices, as well as a supply problem in the paper industry which did not allow for guaranteed delivery by some suppliers. Because of the time frame for the printing of the course schedules, there was not time to rebid the job.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

PURCHASE ORDER

Member Howard moved, Member Norwood seconded, that the Board approve the purchase order 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 Hewlett-Packard Corporation in the amount of \$33,758.20 for renewal of the Unix hardware and operating system software maintenance contract.

Chairman Moats stated that he had requested information from Mr. McShane which was not available in time for the Board meeting. The information included the approximate cost of the original hardware and software; and a summary of the maintenance costs for computers and software. Mr. McShane noted that it is necessary to clarify which computers are being discussed, as there are approximately 1,500 computers on campus and a number of different platforms, including the administrative and student systems, the library system, the bookstore system, etc. The current purchase order relates to the Administrative Support System and the Student Programming System.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

NEW BUSINESS

Personnel Actions

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

Classified Appointments

Aretha Williams, Financial Affairs/Veterans Affairs, 10/24/94, p/t, \$9,783
Marla Daley, Life Science & Human Services, 10/24/94, p/t, \$13,000
Patricia Boncimino, Food Service, 11/14/94, \$27,000
Katherine Setser, Admissions Office, 11/28/94, \$25,000
Janis Sneed, Admissions Office, 11/28/94, p/t, \$16,731

Personnel Actions
(cont'd)Harper #512-IEA AppointmentsWayne Sopher, Physical Plant, 11/12/94, p/t,
\$4,694Denice Slaton, Physical Plant, 11/14/94,
\$24,211Professional/Technical AppointmentEdward Gallagher, Information Systems,
10/31/94, \$35,000Administrative ReclassificationJudy Dincher, Director of Nursing and Related
Programs, 01/07/95, \$68,452Supervisory/Confidential ReclassificationChristine Vlahakis, Adult Education and
Nonnative Literacy Coordinator,
10/01/94, \$36,637Harper #512-IEA Leave of AbsenceAlicia Calzada, Physical Plant, 10/08/94 to
10/07/95, DisabilityClassified RetirementElaine Furlin, Food Service, 12/91/94,
23.3 yearsClassified ResignationsDeborah Billick, Admissions Office, 10/21/94,
3.5 yearsCatherine McMurray, Physical Plant, 11/05/94,
2.5 yearsSupervisory/Confidential ResignationsAllison Passaglia, Personnel, 10/28/94,
4 years

President Thompson commented on the reclassifications in the Nursing Program and the Academic Enrichment & Language Studies area. He also recognized Elaine Furlin for her many years of excellent service to Harper College.

Member Kolze asked if both reclassifications are associated with reorganization. President Thompson stated that Judy Dincher's position was upgraded because of her increased responsibilities in developing other health care related programs. Christine Vlahakis' position was upgraded because of the elimination of another position and the incorporation of those responsibilities into her job. Member Kolze asked what money is used to fund reclassifications and promotions that take place in mid-year, after salaries are budgeted.

Personnel Actions (cont'd) President Thompson explained that a number of reclassifications and promotions are anticipated and budgeted for.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

Adjunct Faculty Compensation Schedule Member Norwood moved, Member Howard seconded, that the Board approve the salary schedule for the adjunct faculty for the spring 1995, summer 1995 and fall 1995 semesters 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 Coste, Howard, Kolze, Moats and Norwood

Nays: None

Motion carried. Student Member Beisiegel voted aye.

Levy Resolution Member Kolze moved, Member Howard seconded, that the Board adopt the Levy Resolution for 1994 as outlined in Exhibit VIII-C ((attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats stated that the Board should be pleased that they were able to keep the levy under five percent.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

Abatement of Taxes Member Howard moved, Member Kolze seconded, that the tax abatement resolution be approved and the transfer of funds from the Auxiliary Fund to the Bond and Interest Fund be authorized as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Abatement of Taxes
(cont'd)

Mr. Manke explained that in 1992 the Board approved the issuance of \$1,700,000 in general obligation bonds contingent upon the bonds being paid off through an alternate revenue source, the proceeds from the Bookstore, so that there would be no cost to taxpayers. This is the third abatement on this seven-year bond issue. Mr. Manke noted that the Bookstore has been a good addition to the campus which benefits the students without costing the taxpayers any additional money.

Member Coste asked if the bonds are callable. Mr. Manke replied that he would review this and respond to Member Coste. Noting that the debt service this year is approximately \$217,856 and the profits from the Bookstore average approximately \$300,000-\$400,000 annually, Member Coste asked why more of the debt service is not paid off with these profits. Mr. Manke explained that some of the Bookstore profits are used to partially offset the expense of some of the athletic programs.

Member Howard noted that the payment is on target according to projections, and stated that she would be interested in seeing a summary report of how much the profit has increased in terms of the payback on this investment. Mr. Manke noted that the original projections did not project a drop in enrollment, so that sales for supplies and materials have increased while sales on books have decreased. Member Coste asked that the report also include the net profit from the Bookstore for the last four to five years. He noted that prior to the construction of the new Bookstore, the profits from the Bookstore were used to drive the annual Auxiliary Fund budget. Mr. Manke stated that the money was not transferred from the Auxiliary Fund to the Education Fund to support the same types of programs as it does presently. He added that he would furnish a report to the Board by February at the latest.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

Board Policy on
Facility Planning

Member Howard moved, Member Norwood seconded, that the Board approve the policy on Facility Planning as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard commented that the policy was very well done and had been greatly improved.

Chairman Moats noted that both Members Coste and Kolze had voiced particular interest in this item, and asked if they were satisfied with the changes that were made. Member Kolze stated that he was. Member Coste stated that if he could be assured of support by his fellow members, he would include a provision that no operating funds would ever be used for capital improvements. Other Board members expressed the view that they considered such a provision to be very rigid. It was noted that the policy deals with the planning process as opposed to actual funding, and President Thompson stated that the funding issue could be a part of the discussion when a project comes before the Board.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

Employment of
Legat Architects

Member Norwood moved, Member Howard seconded, that the Board approve the employment of Legat Architects, Inc. as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats asked for a brief summary regarding the relation of these projects to the budget. Mr. Manke explained that the projects listed are those that the Board approved along with the 1994 tax levy. The projects will be included in the 1995-96 budget. These were brought to Board at this early date because of the favorable bidding climate in January and February.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

OTHER BUSINESS
Adjunct Faculty
Request

Member Coste referred to the letter received from Dwain Thomas concerning a request for adjunct faculty information. He asked why the information could not be given to him from the regular payroll data. President Thompson agreed that a good deal of the information is there, but noted that Mr. Thomas was requesting more. Larry Bielawa stated Mr. Thomas is not entitled to the additional information, such as addresses of all adjunct faculty, so that his Freedom of Information request cannot be fully satisfied. Member Coste's main concern was the amount of money that the College may have to ultimately spend to satisfy this request. Mr. Bielawa stated that Mr. Thomas will be provided with what was approved in terms of adjunct faculty at the September, October and November Board meetings.

Budget Committee

Member Howard noted that at the October Board meeting, she had volunteered to serve with other Board members on the Budget committee. The President stated that this information was on record.

Women's Program

Member Howard reminded Board members that the Women's Program at Harper will be recognizing Eugenia Chapman's contributions on December 1 at noon. They have purchased a piece of art by a local female artist which will be placed in the Women's Program Lounge, together with a montage of photographs of Mrs. Chapman working at Harper.

President's
Service on Clara
Abbott Foundation
Committee

President Thompson noted that he has been asked to serve on the Clara Abbott Foundation Scholarship Selection Committee. Because the stipend that he would receive is contrary to his contract, he proposed a recommendation that the stipend be given to the Harper College Educational Foundation. Member Howard noted that this appears to be an appropriate assignment for President Thompson to accept in his role as Harper College president. She added that possibly this type of situation should be addressed in the language of the President's contract, in that any honorarium or stipend would be turned over to the Foundation.

Member Norwood moved, Member Coste seconded, that the Board approve the recommendation for President Thompson to serve on the Clara

Clara Abbott
Foundation
Committee
(cont'd)

Abbott Foundation Scholarship Selection Committee, and that any stipend he receives be donated to the Harper College Educational Foundation as outlined in Exhibit IX (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats noted that it is commendable of President Thompson to donate the proceeds he will be receiving to the Foundation.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

PRESIDENT'S REPORT

President Thompson noted that the third floor of Building F is almost complete, while the first and second floors will then be up for renovation.

The National Board of Directors of the Girl Scouts of the United States recently awarded the Juliette Lowe World Friendship Medal to Member Kris Howard. President Thompson congratulated Member Howard on her award and her contributions to the international activities of the Girl Scout organization.

Chairman Larry Moats will be receiving an award at the Career Cooperative Recognition Dinner. Chairman Moats employs students from the Tech-Prep program. President Thompson thanked Chairman Moats for his significant contribution to this program in helping students adapt to the workplace.

The Employee Development Day was held on Veterans Day, and comments to President Thompson indicated that the events were well attended and very much appreciated.

The Northwest 2001 Conference on Technology was held on November 11. Attendees had the opportunity to look at critical issues in technology involving health, education and business. Harper co-sponsored the event with Ameritech, Motorola and Northwest 2001. The President noted that Northwest 2001 will continue to provide a forum for insight into what is happening in the community and bring communication across the various entities of education, health, and other related areas.

President Thompson expressed his sincere appreciation to all Harper employees who contributed to the recent United Way campaign, and enabled Harper to exceed the goal of \$20,000. He commended co-chairs Jim Finke and Rosemary Murray for their diligent efforts.

Members Coste and Kolze met with Mr. Manke and Bob Getz regarding the Illinois Department of Transportation request for consideration of conveying approximately 1.5 acres of property to the State of Illinois to facilitate the widening of Algonquin Road. The committee suggested that a letter be sent to IDOT restating the College position on this matter that was relayed to them in February of 1994. President Thompson will follow through on this suggestion. Member Coste noted that the amount of land in question is approximately one acre.

President Thompson wished everyone a happy Thanksgiving.

Chairman Moats noted that final committee assignments would be made in the near future.

ADJOURNMENT

Inasmuch as there was no other business to come before the Board, Member Howard moved, Member Norwood seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:55 p.m.

Chairman

Secretary

BOARD REQUESTS

NOVEMBER 22, 1994 REGULAR BOARD MEETING

- 1) Chairman Moats asked that the administration give a brief report at the December Board meeting in terms of the number of people affected by the shortage of classes during early registration. Student Member Beisiegel would also like to know how widespread the class shortage is.
- 2) Member Coste asked that the Board receive a summary at the January meeting of the number of printing contracts that have been awarded, along with the dollar amount, in calendar year 1993 and 1994.
- 3) Member Kolze asked if the print shop report could also include the reasons for sending out various types of printing jobs.
- 4) Chairman Moats asked for information from Mr. McShane regarding 1) the approximate cost of the original hardware and software; and 2) a summary of the maintenance costs for computers and software.
- 5) Member Howard stated that she would be interested in seeing a summary report of how much the Bookstore profit has increased in terms of the payback on this investment. Member Coste asked that the report also include the net profit from the Bookstore for the last four to five years.