

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 Special Board Meeting of Wednesday, February 8, 1995.

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Wednesday, February 8, 1995 at 7:00 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, Moats, Norwood, and Student Member Lakowski

Absent: None

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; Alan Gann; Larry Bielawa; George Dorner; Anne Frost; Peter Gart; George Gintowt; Marianne Holt; Marlene Hunt; Mike Knudsen; Sally Kozar; Dave Macaulay; Liz McKay; Bill Neumann; Barbara Olson; Patty Roberts; Laurie Wren; Joan Young
- Harper College

Chairman Moats announced that there would be an executive session following Exhibit V to discuss the appointment, employment and dismissal of personnel.

SABBATICAL LEAVE PRESENTATIONS

Vice President Ed Dolan introduced four faculty members who were granted Sabbatical Leaves during 1993-94.

Barbara Olson, Professor of Student Development

Professor Olson thanked the Board for granting her sabbatical. The sabbatical leave gave her the opportunity to devote her time and energies to the position of President of the Association for

Psychological Type, an international association dedicated to the appreciation and constructive use of differences by using a major psychological instrument, the Myers-Briggs Type Indicator (MBTI). Her responsibilities included running the non-profit corporation as well as acting as the major spokesperson for the organization. Professor Olson noted that some of the benefits to Harper include: international exposure for Harper by supporting the President of this association; her improved administrative and leadership skills; and her development of greater tolerance for the differences in people.

Chairman Moats asked how many Harper students typically take this particular test. Professor Olson listed some of the various classes who have been tested, and noted that faculty, staff and administrative personnel are tested as well. She explained that her sabbatical five years ago used the MBTI with incoming freshmen, and she has now tracked 400 students from 1989 through the spring of 1994. She recently gave presentations regarding student type, retention and grade point average based on that study. Professor Olson noted that Harper's improved computer capabilities were a great help in this effort. Member Howard stated that the Board would be interested in hearing a report on that study. Dr. Dolan has asked Professor Olson to work with him and his students in a summer Psychology class to assess the students in terms of the psychological types. Professor Olson will also be working with Mercedes McGowen and her math students to determine how students learn mathematics based on their psychological types.

Vice President Bonnie Henry noted that Professor Olson is the author and implementor of the SOAP program. Professor Olson stated that the MTBI has been very helpful in working with the students to be more successful and improve their self-esteem.

Marianne Holt, Associate Professor of Dental Hygiene

Ms. Holt thanked the Board for the opportunity to take a Sabbatical Leave, which allowed her to pursue her Ph.D. degree in Higher Education, Educational Leadership and Policy Studies. She has now completed her course work and will be taking her comprehensive examination this semester. She has also written the proposal for her dissertation. Ms. Holt stated that this was a win-win situation for the College because not only did it help her in her personal and professional development, but the knowledge that she gained has been directly applied to her work at Harper as the coordinator of the Dental Hygiene Program. She stated that the sabbatical allowed her to fulfill her residency requirements at Loyola University. She gained knowledge about such things as the Northwestern Accreditation Board and the accreditation process that Harper goes through; the structure and workings of the Illinois State Board of Higher Education; state and nationwide demographics

and their impact on colleges; fund raising; and building and development.

Chairman Moats stated that area dentists have asked him how they can get dental hygienists from Harper as employees, as there seems to be a shortage of graduating students. Ms. Holt responded that the number of students is limited by the size of the facilities. They are investigating a joint agreement with the College of Lake County that would allow Harper to accept one-third more students by opening up the clinic on weekends and evenings, as well as teaching some of the courses on their campus and adding long-distance lecture classes. The basic constraint is the shortage of examination chairs and the necessary instructor-to-student ratio of approximately 1:5-6.

Member Barton noted that there is a great demand for dental hygienists in the job market. Member Coste asked if they are required to take a state examination. Ms. Holt explained that they are required to take a written National Board as well as a clinical exam, which qualifies them as Registered Dental Hygienists. Harper students graduate with an Associate in Applied Science degree which qualifies them to work in a clinical facility. Some students transfer to a four-year institution to earn a bachelor's degree and can then go into such careers as public health, research, business, and teaching. Approximately 10 percent of the students pursue a bachelor's degree. Chairman Moats stated that it is very gratifying to hear the compliments received in the professional community in our district. Ms. Holt noted that private contributions from those people would help significantly because it is a very expensive program to run.

George Gintowt, Associate Professor of Computer Information Systems

Mr. Gintowt devoted his time primarily to the study of the technologies involved in multimedia as it relates to education, as well as applying his programming skills in this area. He worked with authoring software and took courses at the Institute for Academic Technology in North Carolina. Mr. Gintowt then developed both a general presentation about multimedia and a tutorial that can be used for classroom presentations in computer literacy classes. He was selected to present the tutorial at the League for Innovation Conference last fall.

Mr. Gintowt is on the Academic Technology committee, and is the Chairperson for the Multimedia Subcommittee. He is teaching a course that he developed called Visual Basic, which can be used to author multimedia presentations. Mr. Gintowt noted that he has been involved with the Learning Resources Center in evaluating media delivery systems that they are trying to select, and is on a search committee for a faculty media specialist position.

Member Born asked for clarification of the term multimedia. Mr. Gintowt explained that one can jump from one area of information to another, typically by clicking on a "hot word", and that the information will be in different forms such as video images as well as text. The user can use non-linear navigation to jump from one area of interest to a tangent in order to learn more about a particular aspect of the information presented.

Member Born asked if the computer capabilities exist at Harper for Mr. Gintowt to accomplish what he would like to do. He stated that there is a definite need for better equipment such as LCD projectors in more classrooms. Vice President McShane added that some laboratories on the campus can support multimedia applications, but the rest of the labs are in various stages due to the age of some of the computer equipment. Until the campus backbone and networking is in place, it is very difficult to take the technology that Mr. Gintowt has been working with into the classroom lecture situation. In addition, equipment such as the LCD projectors are very expensive, costing approximately \$8,000 each.

Member Born asked if it is anticipated that Harper will be training students in the multimedia field to work in the corporate arena. Mr. McShane replied there is a growing need for people in this field, and he anticipates that Harper will eventually offer courses to fill this need. Mr. Gintowt added that a multimedia course is currently being developed. He noted that high schools are beginning to offer this kind of environment, so that students are coming to Harper with increased expectations.

Member Barton suggested that Harper could market to corporations so that they will know that they can send employees here to learn more about multimedia presentation.

Member Moats asked for an explanation of multimedia authoring software. Mr. Gintowt explained that this is software that can be created for computer aided instruction or presentation. There is also presentation software available, but that only allows linear navigation. Member Moats asked if Mr. Gintowt was developing a multimedia authoring course in CIS as stated in his Sabbatical Leave proposal. He explained that he is developing this course in conjunction with the Division Chairperson, Virginia Bender. Member Howard asked if the projected time of one year is necessary for the development of the curriculum, or because of the need for more equipment in order to offer the course. Mr. Gintowt stated that the equipment was an issue, but there was also more of an immediate market for the Visual Basic course.

Member Born asked how faculty will be trained to do their own multimedia presentations. Mr. Gintowt stated that they are looking

into the position of an Instructional Designer who will interface with the faculty. Mr. McShane explained that either you can build the multimedia application yourself or have a system designed to do it, and the Instructional Designer would be key to the whole task of delivering multimedia applications to the students or faculty.

Sally Koziar, Associate Professor of Sign Language Studies and Interpreting

Ms. Koziar stated that she was able to accomplish a number of things during her sabbatical. She was able to complete five additional graduate courses, which gave her new knowledge to apply to her teaching. She traveled around the country to visit programs at other institutions, and was able to talk with other instructors about how they were using discourse analysis in their programs, their entry requirements, their tools, their measurements of student readiness, exit criteria, lab facilities, etc. She collected some valuable information which helped the Harper staff develop an interactive sign language interpreting lab. Ms. Koziar served on a national committee that proposed and developed the first national standards for interpreter education programs, and they are moving toward an accreditation program for interpreting programs. She was able to take time to do extensive reading on discourse analysis, translation, and cross-cultural communication, and has already incorporated some of the information she gained into the sign language curriculum. Ms. Koziar also worked with a colleague on an independent research program related to discourse analysis.

Ms. Koziar stated that she also went out in the field and worked as an interpreter, which she had not originally planned. She came back with an increased appreciation for the new demands on interpreters, which she was able to bring back to her students in the classroom.

Mr. Dolan summarized by noting that these four sabbatical reports reflect the diversity of the areas of interest pursued by the faculty members, and the scope of information that is ultimately brought back for the benefit of Harper's students and staff.

PRESENTATION - PUBLICATIONS/COMMUNICATION SERVICES

Vice President Manke introduced Joan Young, Director of Publications/Communication Services. He noted that this department has been in many different locations and has gone through a number of changes in its arrangements and function. Ms. Young was appointed as the Director of this department in 1989, and Mr. Manke stated that as a service department, it represents one of the most complete and thorough departments in the College.

Ms. Young explained that her department deals not only with campus publications, but with all printed communication on campus. The department is now comprised of Editorial, Typesetting and Word Processing, Photography, Graphics, Printshop, and the Mail Center. The supervisors in charge of these departments are: Anne Frost, Editorial and Typesetting/Word Processing; Peter Gart, Printshop; Marlene Hunt, Graphics; John Callahan, Photography; and Alan Gann, Mail Center.

Ms. Young reviewed the history of the department since her arrival at Harper in 1977. She also explained in more detail the work done by the different divisions that comprise her department. A packet was distributed which outlined the growth in the work of the department from 1977 to 1994, as well as some of the efficiency measures that have been undertaken and their resulting cost reductions. Significant savings have been realized in such areas as mailing costs and personnel. Ms. Young explained that the department goals for 1995 include increased quality and speed, with a decrease in cost. The department will be striving to cut production time and expand high speed copying services, which will be facilitated with the completion of the internal computer network. Costs will be decreased by bringing more publications in-house. In addition, there is an ongoing effort to increase the department's cost-effectiveness.

Member Coste noted that the department has made changes over the years that are very positive. He stated that he would like to see the number and dollar amounts of the contracts that were issued 12 months before and 12 months after the opening of the print shop. Ms. Young called Mr. Coste's attention to an item in the packet which outlines the bid awards for 1992-93 and 1993-94, as well as the number and total cost of the projects that went off campus in that time frame. Mr. Coste stated that this appears to be the information that he requested, and noted that he would like an opportunity to study the document before responding to it.

Chairman Moats asked for the total budget amount of the department, as well as the percentage of the total printing that is done off campus. Mr. Manke replied that he would get that information for the next meeting. He stated that it was important to remember that the department services the entire campus, so that its costs and operation is dependent upon what the campus community requires. In addition, the administration has made a commitment to reduce both postage and printing costs.

Member Coste reiterated his original request for the number and dollar amounts of the contracts that were issued 12 months before and 12 months after the opening of the print shop. He added that the department has obviously made tremendous organization changes

for the better, but felt that some of the savings, such as mail costs, have nothing to do with the cost and construction of the printing plant. Mr. Manke replied that the department could not have pulled together and provided this kind of savings without a dedicated area.

Member Howard pointed out that the tremendous technological change in the printing industry and the age of our equipment required significant equipment replacement, even without addition of a new building. The new building allowed the department to come together in one location and allowed for the addition of the new equipment.

Member Barton noted that there had been discussion regarding the addition of a course in print shop technology, and asked what the status was concerning that course. President Thompson replied that there was not adequate space in the building to hold the course in the Print Shop.

Member Kolze noted that the department members seem to know their jobs well. He also asked if the administration is planning to respond to the questions posed by Member Coste and Member Moats. President Thompson replied that Member Coste wished to study the information further, and Member Moats' question concerning the overall printing costs as it relates to the total budget would be addressed. Member Coste stated that he wants to know what the benefits are to the College after spending \$1.4 million on the Print Shop. Member Howard reiterated that the College is now able to turn out very high quality publications with the upgraded equipment, and added that the equipment needed to be replaced because of its age.

FACULTY TENURE STATUS REPORT

President Thompson noted that faculty tenure is automatic after three years, and stated that the state statute does not require Board action unless there is a denial.

EXECUTIVE SESSION

Member Barton moved, Member Norwood seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Lakowski voted aye. The Board adjourned into executive session at 8:50 p.m.

President Thompson asked that Vice President Ed Dolan attend the executive session. Dr. Dolan asked that Julie Ellefson-Kuehn, the Chair of the Faculty Tenure Committee, be allowed to join the executive session also.

The Board reconvened the Regular Meeting at 9:40 p.m..

RECOMMENDATION: RESOLUTION - ONE-YEAR PROBATIONARY TENURE EXTENSION

Member Kolze moved, Member Coste seconded, approval of the one-year probationary tenure extension resolution and authorization for the issuance of the Notice of One-Year Tenure Extension (in accordance with Exhibit VI 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: Members Barton and Born

Motion carried. Student Member Lakowski voted nay.

ADJOURNMENT

Member Norwood moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 9:42 p.m.

Chairman

BOARD REQUESTS

FEBRUARY 8, 1995 SPECIAL BOARD MEETING

- 1) Member Howard stated that the Board would be interested in hearing a report on Dr. Barbara Olson's study involving the tracking of 400 students over a five-year period.
- 2) Member Coste stated that he would like to see the number and dollar amounts of the contracts that were issued 12 months before and 12 months after the opening of the print shop.
- 3) Chairman Moats asked for the total budget amount of the Publications and Communication Services department, as well as the percentage of the total printing that is done off campus.