

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, February 23, 1995.

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 Thursday, February 23, 1995 at 7:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste (7:17 p.m.), Howard (7:06 p.m.), Kolze, Moats and Norwood; 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; Ted Agresta; Felice Avila; Pat Best; Robert Butts; Larry Bielawa; Mike Carroll; Harley Chapman; Tom Choice; George Evans; Julie Fleenor; Robert Getz; Linda Glover; Karen Hale; Thea Keshavarzi; Dorothy McCabe; Maria Moten; Rosemary Murray; Bill Neumann; Mike Oester; Elena Pokot; Kathryn Powell; Sheila Quirk; Patty Roberts; Rich Seiler; Frank Smith; Phil Troyer; Lee Vogel; Pat Wenthold; Laurie Wren - Harper College. Guests: Matt Frego; Wendy Waldron; Bob DiDomenico; - Harper Students; Kelly Womer - Daily Herald.

PRESENTATION

Critical Literacy/Great Teachers

Lee Vogel, Kathryn Powell, Pat Best, Linda Glover, Dorothy McCabe, Julie Fleenor, and George Evans presented information on the Critical Literacy and Great Teachers programs.

George Evans is the Director of the Critical Literacy program which has been designed, taught and managed at Harper. This program was designed to instill more critical thinking among the students and to provide training and opportunities for instructors to become more involved in active learning among their students. Information and ideas are obtained both from Harper instructors and from outside experts. The participants discuss how they can apply what they have learned to their classes

and how they can implement the techniques to improve their teaching. They then critique the techniques and discuss those components that worked well. Much of the emphasis is geared toward empowering the student to learn.

Linda Glover noted that participation in Critical Literacy program has had a major influence on how the staff goes about teaching and active learning in the library environment. The job of the LRC staff is to teach the student how to choose the best answer out of a number of choices and how to find those answers.

Lee Vogel stated that staff members are exploring the possibility of putting this program on the distance learning network so that they can connect with high schools and allow them to use the program for their own staff development efforts.

The Great Teachers Seminar is a national program started by a teacher from College of DuPage. The Educational Foundation provides the funds for Harper to participate in this program. Kathryn Powell, Pat Best and Dorothy McCabe, teachers who have participated in the seminar, shared their experiences and thoughts regarding the program.

Dr. Vogel noted that the Foundation is again supporting the Great Teachers seminar on October 3-5 in Lake Geneva, and invited interested Board members to attend.

Chairman Moats asked about the work being done with the area high schools. Dr. Vogel noted that an agreement has been reached with High School District 214 to pick one of their schools as a pilot for one of four possible projects: 1) teaching credit classes, 2) counseling, 3) assessment, or 4) staff development. This is funded through the recent distance learning grant. Another distance learning unit is at Northwest Community Hospital, and they have recently learned that they will be able to do direct teaching to the nursing students via a cam-corder in the operating room. Chairman Moats noted that the Foundation is very excited

about their participation in these projects. Dr. Dolan stated that both the Critical Learning program and the Great Teachers seminars demonstrate an initiative to develop a sense of community within a very large, complex institution. The participants are able to share their experiences and learn from each other, which ultimately benefits the College as a whole.

CITIZEN PARTICIPATION

Bob DiDomenico, a Harper student, expressed concerns regarding the scheduling practices and calendar for the Weekend College program. President Thompson stated that the Weekend College is provided for people who can take courses only during those hours. He noted that these students must be willing to commit a larger block of time per class. It was suggested that Mr. DiDomenico contact Dr. Dolan's office to get more information about the class scheduling issues, and Dr. Henry's office regarding student activities issues.

Mr. DiDomenico also expressed concerns regarding the scheduling of test reviews by the Tutoring Department, Tutoring Department rules and regulations concerning food in the center, and parking lot traffic flow. Vice President Manke responded to the parking lot question and explained that a consultant was hired and has determined the best flow for the foot and car traffic in the lots.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS

Approval of Agenda Inasmuch as there were no additions or changes, Member Kolze moved, Member Born seconded, that the Agenda be approved.

In a voice vote, the motion carried.

Student Trustee Report

Student Member Lakowski reported that the Student Senate is sponsoring two fundraisers which will benefit the Muscular Dystrophy Association. She also reported on student concerns regarding the recent alleged sexual assault on campus. She informed students of seminars that were held on self-defense, but noted that the turnout was rather low. Some students are availing themselves of the services of the Public Safety escorts.

Student Member Lakowski commended the members of the Harbinger staff for their production of a quality newspaper.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the January 11 and January 30, 1995 Special Board meetings, and January 26 Regular Board meeting and executive session; bills payable; payrolls for January 20 and February 3, 1995; estimated payrolls for February 4 through April 14, 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 | \$ 2,773,161.53 |
| Restricted Purposes and | |
| Trust & Agency Fund | 336,754.80 |
| Federal Funds | 14,845.89 |
| Imprest Fund | 116,133.34 |

The payroll of January 20, 1995 in the amount of \$1,127,781.25, and February 3, 1995 in the amount of \$1,411,182.16; estimated payroll of February 4, 1995 through April 14, 1995 in the amount of \$6,527,193.40; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Lexis-Nexis for rental of equipment in the amount of \$215.00.

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.

BID AWARDS

Member Howard moved, Member Barton seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 and VII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. VII-A1 Award Bid Q8661 to Arrow Road Construction Co., the low bidder for parking lot and road resurfacing, in the amount of \$526,000.00.

Ex. VII-A2 Award Bid Q8665 to the Educational & Institutional Co-operative Service, Inc., the low bidder for furniture for the first and second floors of Building F, in the amount of \$280,794.28.

Member Coste asked if these funds are coming out of the Operation & Maintenance Fund (Restricted). Mr. Manke stated that they are coming out of the O&M Fund #2.

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.

BID AWARD:
College Employee
Benefit Package
Study

Member Kolze moved, Member Howard seconded, that the Board approve the Bid Award as outlined in Exhibit VII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A3 Award Bid Q8658 to The Wyatt Company, the lowest responsible bidder for a comprehensive examination of the College employee benefit package, in the amount of \$28,000.00.

Member Howard stated that this action was the unanimous recommendation of the Benefits Review Committee.

Member Coste requested that he be included in the group of people interviewed by the consultant. Member Kolze agreed that this would be done.

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.

NEW BUSINESS

Personnel Actions

Member Barton requested that this action be deferred until after the executive session. There were no objections.

Sabbatical Leave
Requests

Member Howard moved, Member Barton seconded, that the Board grant the following sabbatical leave requests:

Rex Burwell, Fall 1995 Semester
Michael Oester, Fall 1995 Semester
Guido Norini, Spring 1996 Semester
John Perricone, Spring 1996 Semester
Michael Carroll, 1995-96 Academic Year
Gayle Nassau Simon, Half Fall 1995 /
Half Spring 1996
Frank Smith, Half Fall 1995 /
Half Spring 1996
Philip Troyer, Half Fall 1995 /
Half Spring 1996

Member Howard stated that she appreciated the detailed proposals, and noted that the Board looked forward to hearing their reports on their return.

Chairman Moats asked Dr. Carroll for more details of his proposed trip to Russia. Dr. Carroll stated that he would be spending the majority of the time in Russia. He added that the internship program is progressing well, and he hopes to expand the program.

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.

Capital Renewal
Grant Funds

Member Norwood moved, Member Kolze seconded, that the Board approve the project application for the Fiscal Year 1995 Capital Renewal Grant Funds in the amount of \$142,560 to maintain and reconstruct Parking Lot 2.

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.

President Thompson stated that the College is spending a significant amount of money on parking, and suggested that parking decks may actually be more economical. Mr. Manke stated that it is difficult to find a funding mechanism because of the high initial cost, which is approximately \$8,000 per space. The Board expressed an interest in the administration exploring this possibility.

Serving of
Alcoholic
Beverages

Member Kolze moved, Member Born seconded, that the Board authorize the serving of alcoholic beverages on Saturday, February 2, 1995 as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon voice vote, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Naming Program
for College
Facilities

Member Howard moved, Member Barton seconded, that the College adopt a naming program for its campus facilities.

President Thompson stated that this is merely an approval in concept. He expressed concern that the guidelines not be too stringent on what is available for naming. There was

discussion regarding the different criteria that could be used for the program including total square footage, the amount of money donated, and the projects that are included in the capital campaign. Member Kolze asked if it was President Thompson's intent to have the Board approve the criteria, as that action would take the pressure off of President Thompson to personally approve or deny a naming request.

Member Born stated that a situation may arise where the College may not want to be associated with a particular potential donor. It was noted that the College would not be obligated to take the money. Felice Avila, who has researched naming programs at other institutions, reiterated the guidelines explained by President Thompson. She stated that the guideline which seems to give the College the most flexibility would determine various levels of gifts. Ms. Avila agreed that the Board and the administration should have a great deal of flexibility in adopting the naming program, and that this approval merely gives direction to the administration to proceed with the development of the program.

Member Barton asked if there was a possibility to name individual rooms but not entire buildings after donors. President Thompson stated that this could be done.

Member Coste recommended that the Board approve the naming program and all subsequent naming requests, and that the money be accepted on that contingency at the administrative level. He expressed concern that the College will be perceived as selling itself. The Board members and President Thompson agreed that this was a reasonable approach. Member Howard noted that this is a common practice, but that clear guidelines are essential.

Member Barton asked if the Board would know what the donations would be used for if the money goes to the Foundation. President Thompson stated that at this time the money is

intended to be used for the four items that are on the campaign priority list. These include 1) new technologies, 2) teaching and learning projects, 3) scholarship endowment, and 4) an art gallery.

Member Moats moved, Member Norwood seconded, that the motion be amended to state that the administration will report back to the Board with a recommended policy concerning the naming of campus facilities which includes the stipulation that the Board be the approving authority of naming requests.

Upon roll call on the amended motion, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Member Born requested that Member Howard ask the Foundation if they would consider gifts less than \$50,000 for naming criteria. She agreed to do this.

INFORMATION
Major Gifts
Campaign

Felice Avila reported that the first Family Campaign has been launched with the Harper administrators. The administrators who have responded to date have pledged nearly \$30,000. The kick-off for the campaign will be on March 2.

April Meetings

There will be a 4:30 p.m. Budget meeting on April 12, followed by a 7:00 p.m. Special Board meeting. The May budget meeting date will be set at the time of the April meeting.

Member Coste stated that Mr. Manke had indicated at the Technology Review Committee meeting that he would be presenting a new Education Budget. Mr. Manke responded that the Education Fund budget was presented at the February Board meeting, and the Operation & Maintenance and Auxiliary Fund budgets will be presented at the March Board meeting, and are open for review by the Board. Member Coste stated that if the budgets are revised, then he would like to have the three-year

projections revised as well. Mr. Manke stated that this would be done when they overlay the projections from the technology plan. The packet of information will be sent out on March 10.

Chairman Moats noted that the Board will discuss the Technology Plan at the March 15 Special meeting, following the Budget Committee meeting.

Mr. Manke stated that it is imperative that the budget process moves forward because critical deadlines are approaching. The Operation & Maintenance Fund and Auxiliary Fund budgets need to be reviewed, and they will be discussing the effect of the technology plan on all the budgets at the same meeting.

PRESIDENT'S REPORT

President Thompson reported on the joint meeting that was held with the Harper Board and High School Districts 211, 214 and 220 Boards and representatives. He stated that this was an excellent opportunity to discuss collaboration and the development of computer technology. Each of the institutions will appoint three members from their district to work as a task force team, with the first meeting to be held by April 17. President Thompson asked Board members if they would like to include a Board member on the team, or if it should be comprised of staff members. Member Howard suggested that a member of the Technology Review Committee be on the team if time constraints allow, along with a technically-oriented staff member and administrator from the College. It was agreed that Member Kolze would serve on the team.

President Thompson attended the American Council on Education's annual meeting in San Francisco. Topics of interest included the federal legislative actions and the impact these will have. President Thompson stated that several members of the Board will join him in attending a meeting of the American Community College Trustees Association and the American Association of Community Colleges in Washington to talk with area legislative

representatives. Some of the issues of concern deal directly with student financial aid. The proposed cuts would affect approximately 2,100 Harper students based on this year's participation in those programs. Other areas of interest include the status of work force preparation and tech-prep programs. On a related note, Senator Paul Simon will hold a town meeting at Harper on March 4.

Representative Kay Wojcik has invited President Thompson to attend a hearing on the Property Tax Extension Limitation Act on Monday, March 13. This will include presentations from various taxing bodies. The ICCTA has indicated that a position that community colleges should take on this matter is that they recognize that the Tax Limitation Act is in place for Cook County, but hope there is a possibility to exclude from the cap the Health, Life Safety and the Tort Liability. President Thompson asked if the Board is supportive of this position since he would be speaking for Harper and the Board. Board members agreed with this position.

President Thompson commended the Harper community for their prompt and responsible reaction to the recent alleged sexual assault incident. There have been eight different events held on campus since that time to make students aware of the situation and to disseminate information on assault prevention techniques, although these were not well attended. He noted that there has still been no formal complaint from the alleged victim, so that nothing else can be done from a legal standpoint. Member Born noted that the incident was handled well by all concerned.

Jill Terreberry, the daughter of retired Harper employee, Bob Terreberry, sent a note saying that she is celebrating the tenth anniversary of her liver transplant. She expressed her appreciation to the Harper community for the support that was given to her and her family during that time.

Suzanne King, a Harper student who lost her wallet, sent a note to President Thompson commending the Harper individual for honesty in returning the wallet with the contents intact.

Women's History Week will be held at Harper College from March 6-9. The spring play, Barefoot in the Park, will be held March 17-19 and March 25-26. There will be a dinner for the Foundation and Board on March 17 with a play performance immediately following.

Mike Brown will host a brown bag lunch on Tuesday, February 28, at 12:15 p.m. to discuss the origin of the Picasso sculpture on campus.

John Muchmore will present a discussion in the black box theater on Friday, March 3 entitled From Good to Verse. He will be talking on stories and poems that he has come upon in his 37 years in teaching.

Board members who are interested in attending the annual meeting of the American Association of Community Colleges in Minneapolis should contact Laurie Wren as soon as possible.

Member Barton distributed information regarding a proposed legislative committee. She stated that it would be helpful to know the feelings of the Board regarding the main purpose of the advocacy group which would be to build relationships with legislators by bringing them on campus and getting to know them. There was Board consensus for Member Barton to proceed with this. Member Barton will meet with Members Born and Howard on Thursday, March 16, to discuss legislative matters.

EXECUTIVE SESSION

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

In a voice vote, the motion carried, and the Board adjourned into executive session at 8:37 p.m.

The board reconvened the Regular meeting at 9:10 p.m.

PERSONNEL ACTIONS

Member Born moved, Member Kolze seconded, that the Board approve the following personnel actions as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrative Appointment

Maria Moten, Director of Student Financial Assistance, 2/27/95, \$48,000

Classified Appointments

Fran Heun, Child Care Attendant, p/t,
Life Science & Health Services,
1/09/95, \$7,970

Sandee Kunz, Food Service Worker II, p/t,
Food Service, 1/23/95, \$11,820

Mark Gottschalk, Technology Support
Technician, p/t, Information
Systems/User Services, 1/30/95,
\$15,080

Russell Young, Clerk Dispatcher, Public
Safety, 02/04/95, \$19,000

Stacy Fassino, Clerk Typist II, p/t, Wellness
& Human Performance, 2/14/95,
\$15,210

Christine Collignon, Box Office Clerk, Days,
p/t, Student Activities, 2/14/95,
\$10,790

Cheryl Taylor, Box Office Clerk, Evenings,
p/t, Student Activities, 2/14/95,
\$8,500

Karen Cutlan, Program Assistant, Workforce &
Vocational Development-
Manufacturing/UNIX, 2/20/95,
\$23,381

Alice Blomquist, Clerk Typist II, Wellness
& Human Performance, 2/27/95,
\$20,000

James McCafferty, Technical Support
Specialist, p/t, Information
Systems/User Services, 2/27/95,
\$14,673

Michael Swier, Technical Support Specialist,
p/t, Information Systems/User
Services, 2/27/95, \$14,673

Professional/Technical Appointments

Nico Genet, Chemistry Lab Tech I, p/t,
Technology, Math & Physical
Science, 1/17/95, \$10,200

Martha Rizman, Coordinator-Workforce ESL
& Basic Skills, Workforce &
Vocational Development-Corporate
Services, 2/14/95, \$38,000

Craig Lancaster, Advanced Technology Analyst,
Information Systems/User Services,
2/27/95, \$28,361

Supervisory/Confidential Appointment

Lisa Farney, Employment Specialist,
Personnel, 2/06/95, \$34,000

Professional/Technical Reclassification

Marty McCafferty, Advanced Technology
Analyst, Information Systems/
User Services, 2/24/95, \$29,185

Classified Leave of Absence

Patrice Wahl, Clerk Typist II, Wellness &
Human Performance, 1/20/95 to
1/19/96, Personal

Faculty Termination

Pascuala Herrera, Instructional Specialist,
Center for Students with
Disabilities, 6/22/95, 3.9 years

Classified Termination/Resignations

Dana Ann Schlikas, Receptionist p/t, Student
Development, 1/25/95, 2.5 years

Patricia Carpenter, Applications Clerk,
Admissions, 1/27/95, 5.5 years

Professional/Technical Resignation

Tyra LaRocca, Program Specialist, Women's
Program, 1/06/95, 2.8 years

Upon roll call, the vote was as follows:

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

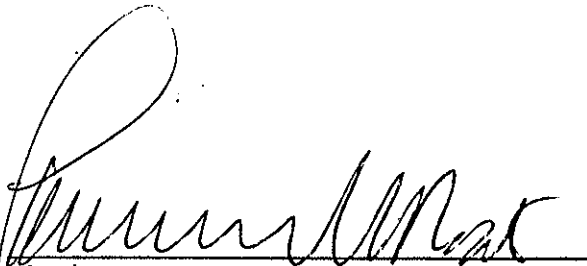
Nays: None

Motion carried. Student Member Lakowski voted
aye.

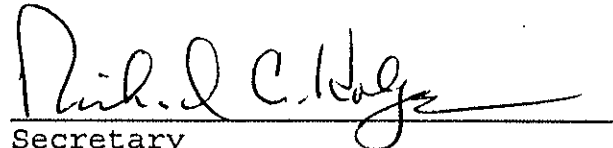
President Thompson welcomed Maria Moten, the new permanent Director of Student Financial Assistance

ADJOURNMENT

Member Barton moved, Member Born seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 9:15 p.m.



Chairman



Secretary

BOARD REQUESTS

FEBRUARY 23, 1995 REGULAR MEETING

- 1) Member Coste requested that he be included in the group of people interviewed by the benefits consultant. Member Kolze agreed that this would be done.
- 2) Member Born requested that Member Howard ask the Foundation if they would consider gifts less than \$50,000 for naming criteria. She agreed to do this.
- 3) Board members requested that the proposed policy for the naming of campus facilities include a stipulation that the Board be the approving authority of naming requests.