

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, May 25, 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, May 25, 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 (7:10 p.m.), Coste, Kolze, Moats and Norwood; Student Trustee Solarte
Absent: Member Howard

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Activities; Vern Manke, V.P. Administrative Services, David McShane, V.P. Information Systems; Ted Agresta; Felice Avila; Vic Berner; Harley Chapman; Tom Choice; Steve Dudek; Robert Getz; Michael Held; Bill Howard; Thea Keshavarzi; Jack Lucas; Liz McKay; Elena Pokot; Sheila Quirk; Patty Roberts; Laurie Wren; Joan Young - Harper College. Guests: Bill Norwood; Dwayne Wong - Daily Herald.

Chairman Moats stated that there would be an executive session following the Regular Board meeting.

CITIZEN PARTICIPATION

There was no citizen participation.

PRESENTATION
Program Review

Vice President Ed Dolan, Tom Choice and Sheila Quirk presented an update concerning Academic Affairs Program Review. Information included an overview of the Program Review process, discussion of the master schedule for Academic Affairs and the Program Review flowchart. The status of 1993-94 follow-up meetings concerning Electronics Technology and Hospitality Management and follow-up 1994-95 meetings regarding Philosophy,

Economics, Nursing, and PEAK were also reviewed. The rationale behind discontinuing the Business Information Management program was discussed.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS
Approval of Agenda

Member Born moved, Member Norwood seconded, approval of the Agenda as outlined in Exhibit V-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried. Student Member Solarte voted aye.

Student Trustee Report

Student Member Solarte reported on the election of Student Senate officers. Stefan Poulsen is the new Student Senate President and Victor Morales is the Vice-President. She thanked outgoing officers Terri Ellis, Joliefawn Liddell and Shelley Wang for their work in the past year.

It was unanimously agreed by the class of '95 that the class gift will be three high-powered microwaves for Buildings D, J and L, as well as an accessible door for handicapped students (location to be decided).

The Student Activities Budget Committee consisting of Jeanne Pankanin, Stefan Poulsen and Mari Solarte has reviewed the budget and will present it to the Board of Trustees at the June 27 meeting.

In future reports, Student Member Solarte will be featuring an exemplary student who has contributed to the betterment of Harper College.

CONSENT AGENDA

Member Kolze moved, Member Norwood seconded, approval of the minutes of the April 27, 1995 Regular Board meeting and executive session; May 16, 1995 executive session; bills payable; payrolls for April 28 and May 12, 1995; estimated payrolls for May 13 through Jul 6, 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	\$ 2,355,752.65
Restricted Purposes and	
Trust & Agency Fund	515,966.33
Federal Funds	249,852.84
Imprest Fund	122,873.94

The payroll of April 28, 1995 in the amount of \$1,440,785.28; and May 12, 1995 in the amount of \$1,486,962.53; estimated payroll of May 13, 1995 through July 6, 1995 in the amount of \$5,899,411.83; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Appraisal Systems for appraisal in the amount of \$2,800.00; payment to Tim Bowling for piano tuning in the amount of \$1,300.00; payment to Boller Construction for construction in the amount of \$26,301.00; payment to Chicago Tribune for advertising in the amount of \$5,434.00; payment to Computing Options for equipment maintenance in the amount of \$37,638.00; payment to CLSI for software in the amount of \$507.00; payment to Harper Group Health for insurance in the amount of \$559,880.75; payment to Itek Trailer for rental in the amount of \$850.00; payment to Legat Architects for services in the amount of \$4,125.00; payment to Nebraska Book Co. for books in the amount of \$46,908.20; payment to Pedi Bros. for purchases for resale in the amount of \$576.63; payment to Postmaster for postage in the amount of \$60,000.00; payment to Vicki Rowe for tuition reimbursement in the amount of \$968.76; payment to McCord for travel expense in the amount of \$714.00; payment to Paddock Publications for advertising in the amount of \$22.80; payment to Paddock Publications for advertising in the amount of \$206.15; payment to Wolf Camera for supplies in the amount of \$367.84; payment to Kale Uniforms for supplies in the amount of \$147.80; payment to Office Equipment Co. for office equipment in the amount of \$293.06; payment to PCDC-Professional Computer Development for contractual services in the amount of \$2,197.25; payment to Kennicott for supplies in the amount of \$500.00; payment to Mr. Goodbrush for supplies in the amount of \$216.00; and payment to PCDC-Professional Development for contractual services in the amount of \$7,348.25.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

BID AWARDS

Member Norwood moved, Member Barton seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A8 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. VII-A1 Award Bid Q8673 to N.E. Brand, Inc., the low bidder for 25 copiers, in an annual amount of \$99,749.31 for a three-year award of \$299,247.93.

Ex. VII-A2 Award Bid Q8694 to Advanced Presentation Systems, the low bidder for video projectors, in the amount of \$15,184.30.

Ex. VII-A3 Award Bid Q8693 to United Visual, Inc. for \$735.00, Swiderski Electronics, Inc. for \$4,542.00, and to Columbia Audio/Video for \$5,057.00, the low bidders for audiovisual equipment, for a total award of \$10,334.00.

Ex. VII-A4 Award Bid Q8692 for audio-visual equipment to Midwest Visual Equipment Co. for \$175.00, Swiderski Electronics, Inc. for \$5,096.00, United Visual, Inc. for \$7,482.00, Electronic Presentation Systems, Inc. for \$9,975.00, and Columbia Audio/Video for \$11,259.00, the low bidders for audiovisual equipment, in a total amount of \$33,987.00.

Ex. VII-A5 Award Bid Q8696 to Brodart Company, the low bidder for the Library Security Gates, in the amount of \$28,330.00.

Ex. VII-A6 Award Bid Q8702 to Carroll Seating Co., the low bidder for carpeting for Building P, in the amount of \$33,527.00.

Member Coste noted that three of the six proposed bid awards will be in the 1995-96 budget, which has not been approved yet.

Mr. Manke stated that this was done because of timing in placing some of the orders so that they will be in place for the fall semester. There was discussion regarding the need for the new copiers being rented, especially in light of the large high-speed copier that was purchased for the print shop. Mr. Manke explained that these will be used around the campus for office copying and not for high volume jobs. The copiers are being rented and not purchased.

The Board discussed the situation wherein purchases are made at the end of the fiscal year. Mr. Manke noted that the bid request information now includes the budget year in which the purchase will be made. Member Kolze suggested that a percentage of the budget be set aside for these purchases. Chairman Moats suggested that the administration bring a recommendation before the Board at the next meeting to address this issue.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

PURCHASE ORDERS

Member Barton moved, Member Kolze seconded, that the Board approve the Purchase Orders as outlined in Exhibits VII-B1 and VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. VII-B1 Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in the amount of approximately \$63,926.00.

Ex. VII-B2 Approve issuance of a purchase order to Computer Associates International, for renewal of the Maintenance Agreement for the IDMS Data Base Management

System and its features, in
the amount of \$26,148.00

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted
aye.

NEW BUSINESS

Personnel Actions

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

President Thompson explained that the
revision consisted of adding Marie Griffin,
Workforce Specialist, as well as the
resignation of Jon Gold, Assistant Professor,
Chemistry.

Faculty Appointments

Sunil Koswatta, Assistant Professor,
Technology, Math and Physical
Science, 8/15/95, \$36,160.
Harold Cunningham, Professor Emeritus,
Technology, Math and Physical
Science, 8/15/95-8/14/96
Caroline Dobbs, Professor Emeritus-Renewal,
English as a Second Language/
Linguistics, 8/15/95-8/14/96
Susanne Havlic, Professor Emeritus, Business
and Social Science, 8/15/95-8/14/96
Lester Hook, Professor Emeritus, Business and
Social Science, 8/15/95 - 8/14/96
S. Larry King, Professor Emeritus, Business
and Social Science, 8/15/95-8/14/96
Susan Korbel, Professor Emeritus, Business
and Social Science, 8/15/95-8/14/96
John Muchmore, Professor Emeritus, Liberal
Arts, 8/15/95-8/14/96
E. Lee Owens, Professor Emeritus, Liberal
Arts, 8/15/95-8/14/96
Margaret Scott, Professor Emeritus-Renewal,
Technology, Math & Physical
Science, 8/15/95-8/14/96
Ronald Stewart, Professor Emeritus, Business
and Social Science, 8/15/95-8/14/96

Professional/Technical Appointments

Lynn Secrest, Faculty Development Coordinator
and AE/LS CE Liaison, p/t, Academic
Enrichment & Language Studies,
5/30/95, \$27,270
Ron Shellhase, Advanced Technology Analyst,
Information Systems/User Services,
5/30/95, \$33,000
Linda Brinkman, Corporate Services
Coordinator, Corporate Services,
6/05/95, \$40,000
Marie Griffin, Workforce Specialist,
Workforce CSL, 6/19/95, \$28,500

Classified Appointment

Jill Connor, Applications Clerk, p/t,
Admissions, 5/30/95, \$15,200

Supervisory/Confidential Appointment

Michael Held, Coordinator of Registration and
Information, Registrar's Office,
6/12/95, \$32,491

Faculty Resignation

Jon Gold, Assistant Professor-Chemistry,
Technology, Math and Physical
Science, 5/18/95

Classified Staff Resignations

Margaret Heitbrink, Recreation Room Lead
Attendant, Student Activities,
2/11/95, 2.7 years
Joni Wachta, Clerk II, Business and Social
Science, 4/27/95, 2.3 years
Nancy Smith, Information Receptionist,
Student Development, 5/12/95,
1.2 years
Elizabeth DeForest, Cashier, Bursars Office,
6/29/95, 3.5 years

Professional/Technical Resignation

Barbara Hooper, Workforce Specialist,
Workforce ESL/Basic Skills,
4/30/95, 10 months

Harper #512-IEA Retirements/Resignations

Carol Dempsey, Custodian, Physical Plant,
4/30/95, 2.7 years
William Schneider, Custodian, Physical Plant,
9/01/95, 11.7 years
Nicolas Nicoulakos, Custodian, Physical
Plant, 3/31/96, 25.3 years

Members Barton and Coste voiced concern regarding the frequency of reorganization. President Thompson noted that reorganization has been done in an effort to cut personnel costs, and stated that he and Member Kolze will have a package for the Board at the June meeting that will include organizational charts as well as procedures regarding reclassification and reorganization.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Early Retirement Request

Member Norwood moved, Member Kolze seconded, that the Board approve the early retirement request for Professor Susanne Havlic effective January 26, 1996 as outlined in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Election Resolution

Member Norwood moved, Member Born seconded, that the Board approve the resolution regarding the notice related to the filing of nomination petitions for Board candidacy as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

College Depositories Update

Member Barton moved, Member Born seconded, that the Board approve the updated listing of College depositories and investment brokers as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats stated that he would abstain on this vote because he is an investor and Director at one of the banks listed.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Delivery of
Alcoholic Beverages

Member Barton moved, Member Kolze seconded, that the Board authorize the serving of alcoholic beverages to guests at the Sister Cities reception on Sunday, July 16, 1995 as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Member Coste asked if there is a policy stating who can use the College facilities. President Thompson stated that there are policies in place for both profit and not-for-profit organizations; however, all organizations must pay for use of the facilities. The facilities policy manual is currently being revised. Member Coste asked for a copy of that manual.

Major Gifts
Campaign Update

Felice Avila reported that the campaign has raised approximately \$244,843. This includes the Board campaign and Corporate pledges to date.

PRESIDENT'S REPORT

President Thompson reported on the status of Senate Bill #549, which will separate the Illinois Community College Board from the Illinois Board of Higher Education. The bill passed the House and Senate with large margins and now goes to the Governor for signing.

Sue Macheca, an AED student and GED graduate, has been selected as one of 10 outstanding adult literacy students in Illinois, and received a 1995 Spotlight on Achievement award from IBM and the Illinois Literacy Foundation. President Thompson read a portion of a poem written by Ms. Macheca that was read at the presentation ceremony.

Ten Harper mathematics students participated in the regional and national competition of the AMATYC. The students were Joo Hyung Kim, Gregory Rokida, Seung Yang, Patrick Hallinan, Xiaolan Chen, Ingrid Rosser, Abbie Dobbins, Jason Greenberg, Paul Trotter, and Adrian Agresta. President Thompson thanked Phil DeMarois and Bill Schooley for their coaching of these students.

The Harper speech team ranked 17th out of the 64 schools in a national competition, and received six silver medals and four bronze medals. The team members include Danielle Boettcher, Tanya Canaday, David Fallest, Natalee Hrynewicz, Patti Lahey, John LeBrun, Claudette Peden, and Paul Schumacher. President Thompson congratulated the students and their coaches, Tim Ferguson, John Muchmore, and Patti Kalanquin.

President Thompson distributed information concerning the Technology Task Force update. The group is moving along very well in finding ways to collaborate and combine efforts for the benefit of high school and community college students in our area.

President Thompson attended the inauguration of Henry Bienan, the 15th President of Northwestern University in Evanston.

Member Norwood recently served as a panelist for a presentation in Peoria on Black Higher Education.

OTHER BUSINESS ICCTA Update

Member Born reported that ICCTA as an organization did not take a position regarding Bill #549 because the organization was divided in its support and dissension. There has been immense discussion regarding the issue and concern that community colleges will lose the status of being a part of higher education.

EXECUTIVE SESSION

Member Barton moved, Member Norwood seconded, that the Board adjourn into executive session for the purpose of discussing collective bargaining.

In a voice vote, the motion carried. The Regular Board meeting adjourned into executive session at 8:30 p.m.

The Board reconvened the Regular Meeting at 8:44 p.m.

ADJOURNMENT

Member Kolze moved, Member Barton seconded, that the meeting be adjourned.

In a voice vote, the motion carried. Student Member Solarte voted aye.

The meeting was adjourned at 8:45 p.m.

Chairman

Secretary

BOARD REQUESTS

MAY 25, 1995 REGULAR MEETING

- 1) Member Coste asked to see a copy of the facilities policy manual.
- 2) Member Moats asked that the administration develop a procedure whereby Board approval may be requested for the solicitation of bids and the award of purchase orders for items needed prior to approval of a new fiscal year budget.