

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, August 24, 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, August 24, 1995 at 7:20 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Heise, Howard, Kolze and Moats  
Absent: Student Trustee Solarte

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; Cathy Albergo; Vic Berner; Pat Bourke; Steve Catlin; Harley Chapman; Robert Getz; Jerry Gotham; Karen Keres; Joan Kindle; Dave Lauerman; John Lucas; Liz McKay; Bill Neumann; Elena Pokot; Bill Punkay; Patty Roberts; Frank Solano; Lynn Secrest; Rich Seiler; Lee Vogel; Pat Wenthold; Mary Jo Willis; Laurie Wren; Joan Young - Harper College. Guests: Beth Frasier - Daily Herald; Margaret Van Duch - Chicago Tribune.

PRESENTATION  
Faculty Hiring

Vice President Ed Dolan introduced Pat Bourke, Harley Chapman, Jerry Gotham, Karen Keres, Joan Kindle, Liz McKay, Bill Punkay, Frank Solano, Lynn Secrest and Lee Vogel, who presented information regarding faculty hiring practices. Elements covered included recruitment efforts, the selection process, the mentoring program, composite of 1994 & 1995 new faculty, and the proposed next steps for 1996-97 positions.

Chairman Moats introduced Brian Heise, who was chosen to fill the vacancy left by Molly Norwood. Member Heise is a partner in the law firm of Bush & Heise in Barrington, and was a part-time instructor in the College's Legal Technology program from 1985 to 1994.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS  
Approval of Agenda

Member Barton moved, Member Born seconded, that the Agenda be approved with the addition of an executive session to be held after the meeting to discuss the appointment, employment and dismissal of personnel.

In a voice vote, the motion carried.

## Student Trustee Report

There was no Student Trustee report.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes of the July 27, 1995 Regular Board meeting and executive session; and August 14, 1995 executive session; bills payable; payrolls for July 21 and August 4, 1995; estimated payrolls for August 5 through September 29, 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	\$ 1,849,361.48
Restricted Purposes and Trust & Agency Fund	358,907.78
Federal Funds	23,071.93
Imprest Fund	102,746.62

The payroll of July 21, 1995 in the amount of \$1,053,425.58; and August 4, 1995 in the amount of \$754,243.53; estimated payroll of August 5, 1995 through September 29, 1995 in the amount of \$4,456,696.78; estimated utility bills in the amount of \$125,000.00; payment to Comet Plastering & Drywall for tuck pointing in the amount of \$1,226.50; payment to Johnson & Michael, Inc. for consulting in the amount of \$3,550.00; payment to CIT for lease in the amount of \$3,838.34; payment to Wyatt for professional services in the amount of \$1,602.37; payment to Graybar for supplies in the amount of \$206.09; payment to Hartford Computer for maintenance in the amount of \$2,612.85; payment to Fidelity for administrative benefit in the amount of \$1,500.00; payment to TIAA/CREF for administrative benefit in

the amount of \$5,000.00; payment to Kemper Investments for administrative benefit in the amount of \$1,500.00; payment to Travelers for administrative benefit in the amount of \$3,000.00; payment to State Treasurer for maintenance in the amount of \$531.48; payment for Student Refunds-Summer 1995 in the amount of \$185,828.99; payment for Student Refunds-Fall 1995 in the amount of \$473,068.09; and payment for Student Refunds-Spring 1996 in the amount of \$435,371.56.

There were no questions or comments regarding the financial statements, the committee and liaison reports, and the grants and gifts status report.

Upon roll call, the vote was as follows:

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

Motion carried.

BID AWARD /  
PURCHASE ORDER

Member Barton moved, Member Born seconded, that the Board approve the Bid Award and Purchase Order in Exhibits VII-A and VII-B as follows (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A Award bid Q8712 to Carroll Seating Co., the low bidder for computer workstations for the Bibliographic Instruction Room, in the amount of \$14,650.00.

Ex. VII-B Approve issuance of a purchase order to Hewlett-Packard Corporation for renewal of the UNIX hardware and operating system software maintenance contract, in the amount of \$44,866.20.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS

## Personnel Actions

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

Professional/Technical Appointments

Kurt Neumann, Writing Center Specialist p/t,  
Learning Assistance Center,  
8/25/95, \$11,396

Elizabeth Stady, Tutoring Specialist p/t,  
Center for Students with  
Disabilities, 8/28/95, \$13,950

Supervisory/Confidential Appointment

Peggy Krueger, Supervisor, Support Services,  
Center for Students with  
Disabilities, 8/28/95, \$27,750

Classified Appointments

Annie Dillon, Clerk Typist II p/t, Business  
and Social Science, 8/28/95, \$9,620

Christi Honeycutt, Information Receptionist  
p/t, Student Development I,  
8/25/95, \$8,102

Connie Podgorski, Secretary I, Business and  
Social Science, 9/11/95, \$22,500

Diane Race, Accounts Payable Clerk I,  
Accounting Services, 8/25/95,  
\$20,500

Sandra Rea, Cashier p/t, Bursar's Office,  
8/25/95, \$11,362

Harper #512-IEA Appointments

Sara Falcon, Weekend Custodian p/t,  
Custodial, 8/26/95, \$4,792

Gerry Gnaster, Maintenance Helper,  
Maintenance and Utilities, 9/02/95,  
\$27,290

Linda Lotarski, Weekend Custodian p/t,  
Custodial, 8/26/95, \$4,792

Arno Neumann, Custodian, Custodial, 8/25/95,  
\$24,731

Darrell Phillips, Weekend Custodian p/t,  
Custodial, 8/26/95, \$4,792

Michael Serio, Custodian, Custodial, 8/25/95,  
\$24,731

Wayne Sopher, Custodian, Custodial, 8/25/95,  
\$24,731

Professional/Technical Terminations

Linda Alberts, Testing Specialist, Assessment  
& Testing, 8/18/95, 15 years

Linda Kleiss-Lane, Assistant Lab Instructor  
p/t, Nursing-Life Science and  
Human Services, 8/01/95, 7 months

Supervisory/Confidential Terminations

Julianne Seely, Training & Development  
Specialist, Personnel, 8/10/95,  
2.5 years

John Sturz, Manager Media Services, LRC-Media  
Services, 8/04/95, 16 years

Classified Staff Terminations

Claudia Banuelos, Clerk Typist II p/t,  
Adult Educational Development-  
AE/LS, 8/24/95, 2 years

Leslie Burns, Child Care Attendant, Child  
Learning Center, 8/03/95,  
6 years

Claudia Carlsen, Food Service Worker II, Food  
Services, 8/13/95, 16 years

Susan Dayton, Receptionist p/t, Assessment &  
Testing, 8/10/95, 1.5 years

Chou-Lian Havro, Clerk Typist II p/t,  
Personnel, 7/24/95, 1.5 years

Sandy Kunz, Food Service Worker II, Food  
Services, 8/09/95, 7 months

Eileen Miller, Cashier p/t, Bursar's Office,  
8/10/95, 13 years

Michaline Nasuta, Clerk Typist II p/t,  
Technology, Math & Physical  
Science, 8/17/95, 2 months

Barbara Norcross, Secretary p/t, Life Science  
and Human Services, 8/15/95,  
5 years

Pat Turner, Program Assistant, Corporate  
Services, 7/13/95, 1 year  
(Deceased)

Harper #512-IEA Termination

Robert Moriarty, Utilities Helper,  
Maintenance & Utilities, 8/10/95,  
6 years

Member Coste asked when the organizational chart would be available. President Thompson stated that it would be addressed as part of the personnel issues during the executive session. Chairman Moats noted that there was a difference of opinion regarding exactly what needs to be brought to the Board and what should be addressed in executive session. It was agreed that the information will be available to the Board by the September 28 Regular meeting.

President Thompson noted that there are a number of people who have served the College for many years who are leaving their positions. He commended these long-term employees for their service to the College and wished them well.

Upon roll call, the vote was as follows:

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

Motion carried.

Early Retirement Requests

Member Kolze moved, Member Howard seconded, that the Board approve the early retirement requests for Felice Avila and Judith Dincher as outlined in Exhibits VIII-A2 and VIII-A3 (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, Heise, Howard, Kolze and Moats  
Nays: None

Motion carried.

Leave of Absence Request

Member Howard moved, Member Born seconded, that the Board approve the leave of absence request for Paula Deeken as outlined in Exhibit VIII-A4 (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, Heise, Howard, Kolze and Moats  
Nays: None

Motion carried.

Salary Programs - Administrative and Classified Staff

Chairman Moats noted that Exhibits VIII-A5 and VIII-A6 would be deferred until later in the meeting.

Employment of Architect

Member Barton moved, Member Howard seconded, that the Board approve the employment of Legat Architects, Inc. to provide architectural services for the 1995 Life Safety Repair and Renovation projects 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 Barton, Born, Coste, Heise,  
Howard, Kolze and Moats  
Nays: None

Motion carried.

ACCT Voting  
Delegate

Member Barton moved, Member Born seconded, that the Board approve the appointment of Member Kris Howard as the ACCT voting delegate for Harper College as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Employment of  
Beling Consultants

Member Howard moved, Member Barton seconded, that the Board approve the employment of Beling Consultants, Inc. to provide engineering services as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes). There was discussion regarding how this work relates to the work that IDOT is doing. Vice President Manke stated that it is being brought before the Board at this time so that they can bid the job in January or February of 1996. He noted that parking lot #2 will be done in conjunction with a grant from the State of Illinois. The Capital Development Board will provide partial payment; however, approval is still needed for the College to employ the consulting firm.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Heise,  
Howard, Kolze and Moats  
Nays: None  
Motion carried.

Architectural  
Services -  
Building W

Member Howard moved, Member Barton seconded, that the Board approve the following architectural firms, ranked in priority order, for recommendation to the Capital Development Board, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- 1) Burnidge, Cassell & Associates, Inc.
- 2) Legat Architects, Inc.
- 3) Holabird & Root

Member Howard praised the professionalism and presentations of the three architectural firms.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Heise,  
Howard, Kolze and Moats

Nays: None

Motion carried. Member Coste voted Present.

EXECUTIVE SESSION

Member Howard moved, Member Barton seconded, that the Board recess into executive session to continue discussion on collective bargaining and the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. The Board recessed into executive session at 8:10. Following discussion, it was moved and seconded that the Regular meeting reconvene. Motion carried at 8:25 p.m.

Salary Program -  
Administrators

Member Kolze moved, Member Born seconded, that the Board approve the sum of \$118,257 for adjustments in salaries and fringe benefits for administrators and that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees for the 1995-96 fiscal year as outlined in Exhibit VIII-A5 (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, Heise,  
Howard, Kolze and Moats

Nays: None

Motion carried.



Salary Program -  
Classified and  
Supervisory/  
Confidential  
Personnel

Member Howard moved, Member Barton seconded, that the Board approve the sum of \$461,259 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees effective July 8, 1995 as outlined in Exhibit VIII-A6 (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, Heise,  
Howard, Kolze and Moats

Nays: None

Motion carried.

On behalf of the Board members, Chairman Moats thanked the employees of Harper College for their hard work, and stated that he felt these increases are reasonable in light of the current economic environment of public institutions.

Bill Neumann thanked the Board for their consideration for the Classified Staff and Supervisory/Confidential Personnel.

Status Report -  
Major Gifts  
Campaign

Felice Avila reported on the progress of the Major Gifts Campaign. A Case Statement is being presented to various donor prospects as part of the presentation. It carries the slogan, "More than you ever thought... possible". Ms. Avila credited President Thompson for developing the slogan. She noted that Barb Knoff, the campaign manager, has done an excellent job of writing the case statement for the four areas of the campaign.

As Board liaison to the Foundation, Member Howard thanked the Board for their 100 percent contribution to the Major Gifts Campaign.

PRESIDENT'S REPORT

Orientation week began on August 13, and President Thompson gave a brief overview of the activities. Approximately 600 students and parents attended the Freshmen Experience opening event. Faculty orientation included a memorial service for Diane Callin.

Steve Catlin distributed a brief enrollment report. President Thompson noted that Mr. Catlin was responsible for an impromptu phone call campaign that resulted in an increase in enrollment at the beginning of the term. He thanked all those involved. Mr. Catlin stated that the results are being tallied and will be available at a later date. He noted that late in the summer term, applications for admission from the district high schools were at approximately the same level as last year. Member Howard asked if the on-site courses delivered by the Corporate Services Department are reflected in this report. Mr. Catlin stated that those courses that are taught as customized contract training are not counted in the enrollment counts. However, Director of Corporate Services Sheila Quirk keeps a separate record of those courses. These courses may be included in a later report as a separate category.

Member Born asked if there has been a decrease in faculty in conjunction with the recent decline in enrollment. President Thompson stated that while full-time faculty has not decreased, the adjunct faculty have been reduced. Vice President Dolan noted that this year the faculty was reduced by the equivalent of approximately 14 full-time faculty in part-time positions. Positions have also been reallocated to respond to the lower enrollment.

Harper will host an exhibition from Gloucester College of Higher Education in England from September 11 through September 27. Alan Smith, who was an exchange faculty member with Mike Brown, will be bringing his paintings over to exhibit.

George Voegel, former Dean of Educational Services and now retired, has been working on a sculpture for Harper. A siting for the piece will be held at a later date.

The Queen Mother Nana Amba Eyiaba I of the Village of Efutu, Cape Coast, Ghana, West Africa will be on campus to present a three-part lecture series September 14, 19 and 21. All of the lectures are free and will begin at 7:30 in A-238. Member Barton asked what type of media coverage is being given to her

visit. President Thompson stated that brochures have been distributed on campus. Member Barton requested information regarding this event. President Thompson agreed to follow up with Patty Roberts regarding media coverage of the lectures. President Thompson noted that the College is getting support from the Illinois Humanities Council and the National Endowment for the Humanities in the Illinois General Assembly to support that visit.

Harper College has joined with the Illinois section of the American Association of Women in Community Colleges to host a meeting on October 1 and 2 at the Embassy Suites in Schaumburg. Dr. Geraldine Evans, the Executive Director of ICCB, will be the keynote speaker. Pat Smith-Pierce and Liz McKay will be participating as well.

Copies of the Career Transitions brochure were distributed to Board members.

The renovated space in Building F is almost complete. President Thompson invited everyone to take an opportunity to look through the building. He thanked all those who have been working on the project, and thanked the Board members for supporting the renovation of this building.

OTHER BUSINESS  
Building W

Regarding Other Business, Member Coste asked what happens internally now that the recommendation of the three architectural firms has been accomplished. President Thompson stated that we now wait for the decision of the Capital Development Board. Member Coste recommended again that a concept document be developed internally to present to the architects. President Thompson noted that there were two points of view, with the other being that it would be better to do that once an architect is chosen to work on the project. Member Barton agreed that there should be clarification and agreement among Board members as to what is desired in terms of the scope of the project before it is given to the architects. Chairman Moats stated that it was his impression that the Board was going to wait until an architect was chosen so that they could be part of that dialogue. Member Coste asked who would be meeting with the architect. It was agreed

that there would be input from the Board, administration and faculty. Member Born seconded Member Coste's suggestion that the Board consider the possibility of doing a concept document prior to getting involved with the architect so that there is agreement among the Board members regarding the function and scope of the project. Member Howard felt that if the architect is aware of the goal for this building, it will be their job to decide how to accomplish it. Member Barton requested that the wording of the RAMP document also be re-evaluated and discussed.

It was agreed that a Special Board meeting will be held on September 13 at 7:30 for the purpose of discussing the Building W project.

There was discussion regarding the Legislative Advocacy Committee recommendation to override the veto of Senate Bill 549. Member Barton stated that ICCTA needs to have the Board's input by September 8. Senate Bill 549 dealt with the separation of ICCB and IBHE. The committee agreed that the entire Board needed to discuss the issue in depth because of the ramifications that need to be taken into consideration. There was discussion regarding the position of the ICCTA. It was agreed that material will be sent to Board members for review, and they will be in touch with either Member Barton or Member Born by September 1.

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

#### ADJOURNMENT

In a voice vote, the motion carried. The Board adjourned into executive session at 9:10 PM. Following the executive session, the Regular meeting was reconvened at 9:55 and immediately adjourned.

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Chairman

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Secretary

**BOARD REQUESTS**

**AUGUST 24, 1995 REGULAR BOARD MEETING**

- 1) Member Coste asked when the organizational chart would be available. It was agreed that the information will be available to the Board by the September 28 Regular meeting.
- 2) Member Barton requested information regarding media coverage for the campus lectures by The Queen Mother Nana Amba Eyiaba I of West Africa.
- 3) Member Coste recommended that a concept document of the proposed Building W be developed internally to present to the architects.
- 4) Member Barton requested that the wording of the RAMP document be re-evaluated and discussed at the September 13 Special Board meeting.