

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

Board Meeting

Agenda

October 26, 1995

7:00 p.m.

Presentation: North Central Self-Study Update

- 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--September 28, 1995 Regular Board meeting and executive session Exhibit VI-A-1
 - 2. Bills Payable, Payrolls for September 15 and 29, and October 13, 1995. Estimated payrolls for October 14 through November 22, 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 Awards Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. 1995-96 Organizational Charts Exhibit VIII-A-2
 - B. RECOMMENDATION: Second Reading and Adoption: Board Policy on Personnel Hirings/Reports Exhibit VIII-B
 - C. RECOMMENDATION: Review of Executive Session Minutes Exhibit VIII-C
 - D. RECOMMENDATION: 1996-97 Academic Calendar Exhibit VIII-D
 - E. RECOMMENDATION: Career Advisory Committee Appointments for 1995-96 Exhibit VIII-E
 - F. INFORMATION Status Report: Major Gifts Campaign 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 Thursday, October 26, 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, October 26, 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, Heise, Howard, Kolze and Moats; Student Member Solarte
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; Larry Bielawa; Harley Chapman; Tom Choice; Anne Davidovicz; Phil DeMarois; George Evans; Robert Getz; Paul Herzmann; Steven Hill; Thea Keshavarzi; Jack Lucas; Dave Macauley; Mercedes McGowen; Liz McKay; Elena Pokot; Bill Punkay; Sheila Quirk; Barb Radebaugh; Chris Staub; Lee Vogel; Pat Wenthold; Laurie Wren; and Joan Young - Harper College. Diane Siracusa; Paul Wyer - Harper Students.
Guests: Annette Kitching, Isle College, Wisbeck, England; Robert and B.J. Taylor, Residents.

President Thompson thanked Pat Beach's Basic Baking Class for the evening's refreshments. This class includes high school students working in the Career Cooperative Program.

President Thompson welcomed a number of guests to the meeting. Annette Kitching is visiting from Isle College in England. Annette teaches Humanities and Literature and is the Head of the Humanities Section at Isle College. B.J. Taylor is a candidate for the Board of Trustees in the upcoming election. President Thompson also welcomed Paul Herzmann as the IEA/NEA representative; Paul

Wyer, the new Student Senate President, and Diane Siracusa, Harper Journalism student.

PRESENTATION
North Central
Self-Study

Vice President Ed Dolan introduced the following members of the Steering Committee of the Self-Study for the North Central Association Accreditation Visit in 1997-98: Tom Choice, Anne Davidovicz, Dave Macaulay, Barbara Radebaugh, and Chris Staub. They discussed the overview of the NCA Criteria for Accreditation, Plan for Self Study, Self Study Timeline, Task Group Rosters and Meeting Dates, Role of the Board of Trustees, and the first and second reports from the Steering Committee.

Member Coste asked for a copy of the last North Central Association Report.

Member Kolze commended the committee for their efforts in this undertaking. President Thompson noted that the NCA liaison was here in January and was very positive at that time regarding the use of the self-study and the outcome of the NCA accreditation. Harper has submitted a plan to comply with the new guidelines dealing with student outcomes and assessment, but no word has been received regarding that plan.

Member Howard asked what means will be used to measure the College's compliance with Item #5, "The Institution demonstrates integrity in its practices and relationships." Tom Choice related some examples of the patterns of evidence cited in the guidelines.

Chairman Moats thanked the panel for their presentation.

CITIZEN
PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Kolze read a letter from Karen Keres thanking Joan Young and the Print Shop staff for their outstanding work and extra effort in meeting a deadline under extenuating circumstances.

President Thompson stated that the College has received its fifth ICCB Award for Excellence -- the second award for Teaching and Learning. Mercedes McGowen and Phil DeMarois were presented with the award for

continuing innovation in their instructional program. They thanked Dr. Dolan and other Harper colleagues for assistance in this effort, as well as that of others at Harper. Their work has been funded for the past two years by the National Science Foundation for major curriculum initiative. There are now between 40 and 50 faculty at 18 different colleges and universities in 10 states that are field-testing some of the curriculum that has been developed at Harper. Two textbooks were published this summer on this material. The members of the Board congratulated them on their accomplishments. Bill Punkay, Dean of the TM/PS Division, offered his congratulations as well.

UNFINISHED BUSINESS
Consent Agenda

Chairman Moats noted that there will an executive session at the end of the regular meeting to discuss the appointment, employment and dismissal of personnel.

Member Barton moved, Member Kolze seconded, that the Consent Agenda be approved as outlined in Exhibit V-A (attached to the minutes in the Board of Trustees' Official Book of Minutes) with the above revision.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Student Trustee
Report

Student Member Solarte reported on the recent Board of Trustees Candidate Forum. She stated that because student apathy has been one of her major concerns, a number of different methods were used to advertise the forum. All but one candidate were present and approximately 35 students attended. After introductions, questions were asked by the students regarding the rate of minority faculty hiring, the students' perception that the administration is not readily available to them, and the lack of good public transportation to Harper. Other questions concerned safety on campus and diversity studies.

Member Heise commented on the excellent program. Member Howard complimented Student Member Solarte for organizing the forum.

Member Born suggested that the restrictions on posting information on campus should be reviewed, as this may play a role in student apathy. There was discussion regarding student apathy and its possible carryover to elections at state and national levels. The Student Senate is focusing on this issue and will be pursuing dialogue with Student Senate members from other colleges. Chairman Moats suggested that Student Member Solarte work with the administration on this issue and report back to the Board at the December meeting. The Board will review the present posting restrictions.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the September 28, 1995 Regular Board meeting and executive session; bills payable; payrolls for September 15 and 29 and October 13, 1995; estimated payrolls for October 14 through November 22, 1995; and 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	\$ 3,029,306.37
Restricted Purposes and Trust & Agency Fund	395,860.03
Federal Funds	113,134.10
Imprest Fund	77,941.20

The payrolls of September 15, 1995 in the amount of \$1,023,899.40; September 29, 1995 in the amount of \$1,049,380.38; and October 13, 1995 in the amount of \$1,026,571.75; estimated payroll of October 13, 1995 through November 22, 1995 in the amount of \$3,145,067.47; estimated utility bills in the amount of \$125,000.00; payment to Apollo for lease in the amount of \$2,551.00; payment to Kar for supplies in the amount of \$582.05; payment to Klehm Nursery for site improvement

in the amount of \$1,474.45; payment to Merchants Cash Register for maintenance in the amount of \$484.50; payment to PB Exchange for supplies in the amount of \$1,004.00; payment to Paddock for advertising in the amount of \$833.52; payment to Swiderski for equipment in the amount of \$2,820.49; payment to Universal Elevator for labor in the amount of \$1,986.00; and payment to Zellerbach for supplies in the amount of \$642.40.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Solarte voted aye.

BID AWARDS

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

Ex. VII-A1 Award Bid Q8716 to Custom Printing Co., the low bidder for printing of the 1996/1997 College Catalog, in the amount of \$40,650.00.

Ex. VII-A2 Award Bid Q8717 to Crescent Electric Supply Co., the low bidder for Square D brand electrical distribution and control products, in an amount not to exceed \$10,500.00

Ex. VII-A3 Award Bid Q8715 to Communications Supply Corp., the lowest responsible bidder for network physical layer materials, in the amount of \$364,324.84.

Member Coste noted that large printing contracts are still being awarded despite the completion of the new Print Shop. Member

Kolze commented on the low number of bids received. Mr. Manke explained that the binding process needed for this particular book is not used by all print shops. He added that the College does not have the necessary equipment for a printing job of this nature. It was agreed that the cost of 81¢ per booklet was a reasonable price. Member Coste asked if it was necessary to use the "perfect binding" for this booklet. Joan Young explained that the size of the book requires this. Member Coste asked that the need for this expensive type of binding be explored.

In regard to Bid VII-A3, Member Kolze commended the administration for buying ahead to take advantage of the current low pricing. There was discussion regarding the price fluctuations for copper. Vice President David McShane noted that the cost has been rising. He noted that the wiring may need to be stored for no more than about eight months, either by the vendor or in the Physical Plant area.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

NEW BUSINESS
Personnel Actions

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

Professional/Technical Appointments

Joe Baiardo, Technical Installation
Specialist, Information Systems -
Technical Services, 10/30/95,
\$34,500

John McManus, Technical Installation
Specialist, Information Systems -
Technical Services, 10/30/95,
\$34,500

Kathleen Thigpen, Corporate Services
Coordinator, Center for Workforce
and Professional Development,
11/06/95, \$40,000

Amy Vogelgesang, Corporate Services
Coordinator, Center for Workforce
and Professional Development,
11/06/95, \$40,000

Classified Appointments

Stacey Fassino, Weekend Program Assistant
p/t, Office of Community and
Program Services, 10/30/95,
\$9,822

Nancy Iversen, Clerk Typist II p/t,
Wellness and Human Performance,
10/30/95, \$15,600

Rina Raudales, Clerk Typist II p/t, Adult
Educational Development - AE & LS,
10/30/95, \$12,805

Harper #512-IEA Appointments

Gary Elosh, Custodian, Physical Plant,
10/30/95, \$24,731

Thomas Fuller, Custodian p/t, Physical
Plant, 10/30/95, \$4,792

Peter Labbe, Custodian, Physical Plant,
10/30/95, \$24,731

Sergio Lamar, Custodian, Physical Plant,
10/30/95, \$24,731

James Quirk, Custodian, Physical Plant,
10/30/95, \$24,731

Classified Retirement

Olga Melchert, Lab Assistant, Interior
Design/Fashion Design, 9/29/95,
11 years

Administrative Termination

Glenn Reich, Director User Services,
Information Systems - User
Services, 10/10/95, Deceased,
2.5 years

Classified Terminations/Resignations

Tamara Liberman, Registrar's Office,
10/07/95, 2.4 years
Michael Fronczak, Wellness & Human
Performance, 8/18/95, 1.4 years
Stacey Fassino, Wellness & Human
Performance, 9/15/95, 8 months
Carla Drew, Business & Social Science,
8/15/95, 3 years
Sandra Tokarz, Student Development C -
Center for New Students, 10/05/95,
2 months
Susan Wolf, Office of Community and Program
Services, 10/05/95, 1 year

Harper #512-IEA Terminations

Linda Lotarski, Physical Plant, 8/26/95, no
show to work
Sara Falcon, Physical Plant, 8/26/95, no
show to work

Member Kolze asked if the new hires listed as replacements are replacing employees listed as terminations on the Board exhibit. Larry Bielawa stated that they are probably listed on previous Board exhibits.

Member Coste asked if the Corporate Services Coordinator is a budgeted position. President Thompson stated that it is not, but that Corporate Services is self-supporting. Sheila Quirk stated that last year their department earned over \$52,000 above expenses and salaries. These people are hired on a commission basis and are expected to bring in revenue of approximately \$250,000 in sales per coordinator. Member Coste asked that the income statements be provided to demonstrate adequate funding for these salaries. President Thompson stated that this information would be provided to the Board. There was discussion regarding the nature of the work done by Corporate Services and the grants received to fund their activities. Sheila Quirk noted that Harper receives a continuing grant from the Illinois Community College Board

for workforce development issues. New employees are covered by grant funds until they are selling enough to cover their salaries, and are then moved into the self-support fund.

Chairman Moats asked if future Corporate Services positions would be approved by the Board ahead of time. President Thompson stated that he did not feel the Board should restrict Corporate Services hiring because of the nature of the funding and the revenue that is generated. Member Coste stated that he was in agreement, but felt that an income statement should be provided along with hiring requests. Member Howard noted that new Corporate Services positions could be justified at the time of hiring.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

1995-96 Organizational Charts

Member Howard moved, Member Kolze seconded, that the Board approve the 1995-96 Organizational Charts as presented in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste expressed his disappointment in how this document was handled.

Member Howard commented on the Board's concerns regarding growth in number of employees, and asked for information regarding the growth trend over the past 10 years. President Thompson is working with Larry Bielawa to provide this information to the Board at the December regular meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Second Reading:
Board Policy on
Personnel Hirings/
Reports

Member Kolze moved, Member Barton seconded, that the Board adopt the policy on Hirings/ Reports as outlined in Exhibit VIII-B (attached to the minutes in Personnel Hirings/ the Board of Trustees' Official Minutes) Reports

President Thompson noted that the word "permanent" has been added to Item #3 at Member Barton's recommendation.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Executive Session
Minutes

Member Barton moved, Member Born seconded, that the Board approve for public record the executive session minutes of the following meetings: April 27, May 10, May 16, May 25, June 14, July 27, August 14, August 24, and September 13, 1995 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.

1996-97 Academic
Calendar

Member Kolze moved, Member Barton seconded, that the Board approve the 1996-97 academic calendar as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Career Advisory
Committee Appoint-
ments

Member Barton moved, Member Born seconded, that the Board approve the Career Advisory appointments for the 1995-96 academic year as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born voiced her concern that these people be utilized properly. Member Howard agreed, noting that many of these people have been very valuable to the College. Tom Choice explained the selection process and activities of the Advisory Boards. Dr. Dolan noted that the committees are also reviewed through the Program Review process.

In a voice vote, the motion carried.

INFORMATION
Major Gifts
Campaign

A monthly status report on the Major Gifts Campaign was provided to the Board of Trustees. Dr. Thompson noted that Felice Avila is on vacation and will provide a verbal report next month.

Chairman Moats asked how the campaign is progressing in terms of the time line. President Thompson stated that he is currently scheduling meetings with community members to solicit lead gifts. There was discussion regarding the continuation of the campaign after the expiration of the contract with Clements and Associates. Member Kolze asked for a report showing amounts paid to the consultants to date.

Member Born asked why President Thompson is making these contacts personally. He responded that for gifts of this magnitude, it is expected that the president of the institution will make these strategic calls.

OTHER BUSINESS
Meeting Dates

Board members suggested that the November regular meeting be held on November 13 after the election canvass. It was noted that it would be necessary at that time to preapprove some of the bill payments. The December meeting will be held on Tuesday, December 19.

Member Kolze moved, Member Barton seconded, that the Board schedule the November Regular Board meeting on Monday, November 13.

In a voice vote, the motion carried.

Chairman Moats noted that the Faculty Senate has invited the Board to a tea on November 28 at 3:00 p.m. There was consensus that the Board members would be able to attend.

PRESIDENTS REPORT

President Thompson reported that Karen Keres and some of her students will be attending the Shakespeare Repertory production of Othello in Chicago. The participants will then attend a series of workshops at the Newberry Library. Participation is generally reserved for graduate students and post-doctorate scholars.

President Thompson noted that he recently had the opportunity to address Susanne Havlic's journalism class.

The Illinois Association for Women in Community Colleges held their fall conference in Schaumburg on October 1 and 2. Liz McKay was program chair, and Julie Hennig and Rebecca Smith served as conference co-chairs. President Thompson welcomed the participants from all over the state. Pat Smith-Pierce gave a presentation on "Acting and Speaking With Authority."

President Thompson presented a welcome and a statement regarding Harper's involvement with the Career Cooperative during a Career Cooperative tour for area legislators. Representatives Parke and Clayton, and aides from Rep. Salvi's office and from Senator Moseley-Braun's office attended. President Thompson stated that he has also spoken with other legislators during recent fund-raising events.

Deaf Awareness Week will be held at Harper from October 31 through November 4. President Thompson distributed brochures detailing the events. Harper's Center for

Students with Disabilities has received recognition on a national level, and Tom Thompson and Joan Kindle have been invited to participate in a number of events.

Martha Simonsen and Jacque Mott received Fulbright Group Project scholarships for the summer. They visited Zimbabwe in Southern Africa. They will be sharing their slides and stories at a brown-bag lunch on Thursday, November 2.

Harper will be presenting "The Dining Room" on November 9-12 and 17-19.

Harper art students will have an exhibition on display in Buildings C and P from November 1 through 15.

Harper will host visitors from Halton College in England on November 13. There will be a dinner for Board members to meet with these visitors prior to the meeting.

Jan Phillips, Academic Enrichment and Language Studies, has written a book entitled "Math Solutions". This is part of a comprehensive instruction program that teaches math in the context of adult experiences and real-life applications. President Thompson congratulated her on this publication.

Chairman Moats noted that there would be a ten-minute recess before the executive session.

EXECUTIVE SESSION

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.

The motion carried and the Board adjourned into executive session at 8:45 p.m.

The board reconvened the Regular meeting at 10:27 p.m.

Member Howard moved, Member Barton seconded, that President Thompson receive a salary increase of 3.5 percent, retroactive to July 1, 1995, and that other contract issues remain to be discussed.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Solarte voted aye.

ADJOURNMENT

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

As there were no objections, Chairman Moats adjourned the meeting at 10:29 p.m.

Chairman

Secretary

BOARD REQUESTS

OCTOBER 26, 1995 REGULAR BOARD MEETING

- 1) Member Coste asked for a copy of the last North Central Association Report.
- 2) Chairman Moats suggested that Student Member Solarte work with the administration on the issue of student apathy and report back to the Board at the December meeting. The Board will review the present posting restrictions.
- 3) Member Coste asked that the need for the more expensive "perfect binding" for the printing of the yearly College Catalog be explored.
- 4) Member Coste asked that income statements be provided to demonstrate adequate funding for salaries in the Corporate Services area.
- 5) Member Howard asked for information regarding the full-time employee growth trend over the past 10 years. President Thompson is working with Larry Bielawa to provide this information to the Board at the December regular meeting.
- 6) Member Kolze asked for a report showing what has been paid to Clements & Associates to date.