

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 22, 1996.

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 22, 1996 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Gillette, Hess, 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; Felice Avila; Pat Bourke; Cheryl Brandt; Steve Catlin; Harley Chapman; Tom Choice; Lori Danaher; George Evans; Robert Getz; Ron Greenberg; Amy Hauenstein; Bill Howard; Thea Keshavarzi; Sylvia Kingsley; Russell Kinsley; David Lauerman; Jack Lucas; Liz McKay; Rosemary Murray; Bill Neumann; Elena Pokot; Bill Punkay; Pat Wenthold; Laurie Wren; Joan Young - Harper College. Susan Rademacher - Harbinger. Guests: Dominick Demonica - Legat Architects; Greg Smith, University of Illinois; Timothy Smith - Metro Design Associates; Margaret Van Duch - Chicago Tribune.

PRESENTATION The Board members participated in a tour and presentation of the Dental Hygiene program. Chairman Moats expressed the Board's appreciation for the informative tour. He also expressed appreciation to Pat Beach's baking class for the evening's baked goods.

CITIZEN PARTICIPATION President Thompson reported that the Harper College Motorcycle Training Class recently received recognition for their efforts. President Thompson introduced Ron Greenberg of the Wellness and Human Performance Division, who is an instructor in the program; Russ Kingsley of the Northeast Center, the program coordinator and liaison; and Greg Smith, Assistant Coordinator of the Motorcycle Safety Program at the University of Illinois. Mr. Smith presented a certificate of recognition and a plaque to the College and commented on the College's excellent record and level of participation in the program.

COMMUNICATIONS

Member Kolze acknowledged receipt of notes of appreciation from the John Coste family and from the family of Glenn Reich. A note was received from Ken and Barbara Barton, thanking the Harper Board, administration, faculty and staff for their thoughtfulness. A note of thanks was also received from Peg Smith regarding the Board's recent approval of her sabbatical leave. A note was received from Salah Falouji, Chair of the Affirmative Action Committee, conveying the committee's formal appreciation to the Board for its support of the College Committee on Pluralism.

UNFINISHED BUSINESS
Approval of Agenda

Chairman Moats stated that the Consent Agenda will include the minutes of the January 25 Regular Board meeting and executive session and the January 30 Special Board meeting and executive session only. The remaining minutes concern the Negotiations Committee and will be voted on separately by the committee members.

Member Kolze moved, Member Gillette seconded, that the Board approve the agenda as amended. In a voice vote, the motion carried.

Student Trustee
Report

Student Trustee Solarte reported on the upcoming upcoming student trustee and student senate elections and the efforts being made to improve voter turnout. If an improvement is not made in the voter turnout, other nominating and election procedures will be explored.

CONSENT AGENDA

Member Gillette moved, Member Kolze seconded, approval of the minutes of the January 18, 1996 Special Board meeting and executive session; January 25 Regular Board meeting and executive session; for bills payable; payrolls for January 19 and February 2, 1996; estimated payrolls for February 3 through April 12, 1996; 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	\$ 3,020,389.49
Restricted Purposes and Trust & Agency Fund	394,823.97
Federal Funds	8,648.82
Imprest Fund	110,876.19

The payrolls of January 19, 1996 in the amount of \$755,964.45 and February 2, 1996 in the amount of \$1,048,016.58; estimated payroll of February 3, 1996 through April 12, 1996 in the amount of \$4,683,038.36; estimated utility bills in the amount of \$125,000.00; payment to Robert Zilkowski for early retirement in the amount of \$871.50.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye.

Member Born moved, Member Howard seconded, that the Board Negotiations Committee approve the minutes of the Special Board meetings and executive sessions of January 18, January 25, January 29, February 1, February 5 and February 8, 1996.

Chairman Moats recommended that the Board members who were not present at those meetings abstain from voting.

Upon roll call, the vote was as follows:

Ayes: Members Barton (with the exception of
January 25 and February 8), Born and
Howard (with the exception of Feb. 8)
Nays: None
Abstain: Members Gillette, Hess, Kolze and
Moats

Motion carried. Student Member Solarte abstained.

Chairman Moats noted that pending legal approval, the Negotiations Subcommittee will approve their own minutes in the future.

BID AWARDS

Member Howard 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 Q8738 to Biggers Chevrolet, the low bidder meeting specifications for a seven-passenger mini-van, in the amount of \$18,412.00.

- Ex. VII-A2 Award Bid Q8741 to Office Concepts Inc., the low bidder for Steelcase office furniture, in the amount of \$17,756.55.
- Ex. VII-A3 Award Bid Q8734 to Bergen Construction Corp., the low bidder for the renovation work for Buildings I and V, in the amount of \$1,054,200, plus an allowance for additional telecommunications work in the amount of \$30,000 for a total award of \$1,084,200.
- Ex. VII-A4 Award Bid Q8740 to Universal Asbestos Removal, Inc., the low bidder for asbestos abatement work at Buildings I and V, in the amount of \$13,200.00.
- Ex. VII-A5 Award Bid Q8735 to J. Lombardi Concrete Construction, Inc., the low bidder for the handicapped accessibility upgrades at the Northeast Center, in the amount of \$81,740.00.
- Ex. VII-A6 Award Bid Q8739 to Arrow Road Construction Co., the low bidder for the reconstruction of the Algonquin Road entrance and relocation of the existing ring road across Parking Lot 2, in the amount of \$290,000.00.
- Ex. VII-A7 Award Bid Q8736 to Korvilic Construction Co., the low bidder for the pool filter system repair in Building M, in the amount of \$202,506.00.
- Ex. VII-A8 Award Bid Q8737 to Capitol Mechanical Industries, the low bidder meeting specifications for the campus-wide Backflow Preventor Work, in the amount of \$96,690.00.

Member Kolze inquired about the status of asbestos on campus. Mr. Manke explained that asbestos is dealt with on a building-to-building basis as it is encountered during the renovation process.

Chairman Moats expressed appreciation for the number of bids on some of these items. Mr. Manke commented that the bids for Building I were rejected last year and deferred until January 1996 in order to procure a more favorable bid in the winter months. This proved to be a correct decision. The two buildings are now within the budget that was allocated for the renovation project.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye.

Member Gillette commented that since the College now has a redundant supply of water from each side, the recent water main break caused no inconvenience on campus in terms of lost school days. He thanked the Physical Plant administration and the Village of Palatine for their work on this project.

PURCHASE ORDERS

Member Kolze moved, Member Born seconded, that the Board approve the purchase orders as outlined in Exhibit VII-B1 and VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to York International Corporation for winter preventive maintenance and spring start-up for 12 York chillers, in the amount of \$20,872.00

Ex. VII-B2 Approve entering into a contract with Karnes Music Company for Yamaha pianos at no cost to the College and to allow Karnes Music Company to use the College facility for their annual sale.

In response to a question from Chairman Moats, Bob Getz stated that they hope to keep their maintenance costs down by working directly with York to maintain the equipment.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats

Nays: None

Motion carried. Student Member Solarte voted Aye.

NEW BUSINESS
Personnel Actions

Member Howard moved, Member Barton 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 Appointment

Debra Penny, Circulation Supervisor, Learning
Resource Center, 02/19/96, \$28,985

Supervisory/Confidential Appointment

Charlotte Ullman, Nonnative Literacy and Adult-
Education Coordinator, AELS/AED, 02/19/96,
\$38,750

Classified Appointments

Cynthia Aaron, Bilingual Secretary p/t, AELS/SLP,
02/14/96, \$11,440

Laura Branski, Clerk/Receptionist p/t, Campus
Information and Facilities, 2/19/96, \$9,380

Barbara Fuller, Food Service Worker II p/t,
Food Service, 01/10/96, \$10,725

Jeffrey Koons, Clerk Typist I p/t, Assessment
and Testing Center, 01/08/96, \$9,413

Theresa Langkon, Testing Assistant, Assessment and
Testing Center, 02/26/96, \$22,833

Jonathan Sie, Weekend Program Assistant p/t,
Office of Community & Program Services,
02/03/96, \$9,822

Marina Wray, Technical Support Technician p/t
Information Systems/User Services, 01/22/96,
\$13,520

Harper #512-IEA Appointments

Israel Hernandez, Custodian, Physical Plant,
01/22/96, \$24,731

Frances Herring, Custodian, Physical Plant,
01/24/96, \$24,731

Alexander Jovanovich, Maintenance Mechanic,
Physical Plant, 02/19/96, \$33,155

Classified Staff Resignation

Amy Wesser, Campus Information and Facilities
01/11/96, 1.4 months

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye.

IDOT Agreement

Member Gillette moved, Member Howard seconded, that the Board authorize the Administration and the Board Committee to proceed with the development of a final Agreement between the Illinois Department of Transportation (IDOT) and William Rainey Harper College for the Algonquin and Roselle Road modification plan as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette explained the proposal in detail. There was discussion regarding the history of the negotiations as well as the consequences of not entering into the agreement at this time. In response to questions from Member Barton, Mr. Manke explained that the perimeter road will not be adversely affected and will only be re-routed near parking lot #2.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye.

1996-97 Fee
Changes

Member Howard moved, Member Born seconded, that the Board approve the proposed fee changes for 1996-97, effective with the 1996 summer session, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats noted that this proposal comes with the recommendation of the Administration and the Budget Committee. Member Howard explained that there is a large increase in the Music Department fees because these represent private music lessons which are paid for by the individual. The others are modest in nature and are based on increases in the cost of materials.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye.

Delivery of
Alcoholic
Beverages

Member Born moved, Member Barton seconded, that the Board authorize the serving of alcoholic beverages at a reception hosted by the Brunswick Corporation on Saturday, April 27, 1996 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.

Space Utilization
Study and Report

Member Howard moved, Member Kolze seconded, that the Board approve a contract with Legat/PSA in an amount not to exceed \$17,400 exclusive of reimbursable expenses to conduct a Space Utilization Study and provide a comprehensive report as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

The last space utilization study was done in 1989. This study will include the Northeast Center. Member Gillette stated that he was given a figure of \$7,500 for the reimbursable expenses, and suggested that the motion be modified to include that amount. Mr. Manke stated that the administration had received clarification from Legat Architects that the amount was limited to \$5,000.

The original motion and second were withdrawn.

Member Howard moved, Member Kolze seconded, that the Board approve a contract with Legat/PSA in an amount not to exceed \$22,400 including reimbursable expenses to conduct a Space Utilization Study and provide a comprehensive report as outlined in Exhibit VIII-E (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, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye

INFORMATION

Faculty Tenure
Status Report

President Thompson noted that this item is for information only and relates to the agreement between the Board and the Faculty that the College President will notify all faculty "who shall enter upon tenure at the onset of the subsequent academic year."

There was no discussion and the report was accepted by the Board.

Approved Permanent
Positions

President Thompson stated that this report will be followed with a subsequent report. Member Kolze noted that the report should include a line to indicate the actual number of employees. This will be included in the next report.

First Reading -
Board Policy on
Technology Use

The Board reviewed the proposed Board Policy on Information Technology Resources. Chairman Moats questioned whether access to the College's information technology resources is a "privilege" or a responsibility. Member Gillette noted that there are no specific policies listed here. Member Howard suggested that the administration obtain legal opinions regarding the policy, as well as investigate how other colleges are handling this issue.

Member Howard moved, Member Born seconded, that the Board direct the Administration to seek additional legal consultation and comparative language and bring the revised wording back for another first reading.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess,
Howard, Kolze and Moats
Nays: None

Motion carried. Student Member Solarte voted Aye.

Major Gifts
Campaign

Felice Avila presented information on the status of the Major Gifts Campaign.

OTHER BUSINESS

Performing Arts\
Conference Center
Facilities

President Thompson commented on the recent theater and conference center tour that was taken by members of the Board, administration and faculty, and representatives of Burnidge Cassell. The tour included visits to Elgin Community College, College of DuPage, Arthur Anderson in St. Charles, Moraine Valley Community College, and the Royal George and Steppenwolf Theaters in Chicago. President Thompson stated

that some of these centers have significant monetary goals in terms of subsidizing the arts. He stated that decisions need to be made regarding the educational benefits for the students as opposed to productions and performances for the community. Mr. Burnidge indicated that there are three decisions that the Board needs to make in the next two to three weeks: 1) How much money are they willing to invest in the two facilities, 2) should the facilities be co-located or separate, and 3) where on campus should the facilities be placed.

Member Barton asked for clarification of the size of the proposed facility and the distribution of space between the theater and the conference center. President Thompson explained that it is necessary to follow the CDB guidelines by dividing the space evenly. Member Howard noted that the lobby and seating had to be downsized to stay within the square footage and the funds that are being provided by the state.

Member Howard commented on the benefits of the tour in terms of experiencing the size and scope of these facilities first-hand. She felt that to have a quality facility of either type, it will be necessary to spend more money than the state will provide.

Member Born concurred with these comments but felt that because tax dollars are being spent, the facility should be open to the community. She noted that the theater departments at the community colleges which were visited rented out the space and time in the theater.

Member Howard stated that questions were raised regarding priorities for usage at the toured facilities. In the case of all of the community colleges, the first priority for the use of the performing arts facility was for students and academic purposes. The second was for community-related purposes, and the third was rental to other outside groups.

Member Kolze agreed that there will be a need for more money than is available from the state in order to have a quality facility. He added that it is important that the project be done correctly at the beginning. He stated that he would like to know the source of additional dollars and the subsequent impact on the fund balances.

Member Howard suggested that the Board have an informal meeting with the members of the team who also went on the tour in order to obtain their feedback. The meeting could also include some of the pertinent financial information.

Member Gillette stated that after reviewing the architect's presentation, he feels that if the College proceeds with a program that matches the state dollars, the resulting facilities will be inadequate. However, he did not feel that it would be fair to the community to commit to the higher dollar amount within the deadlines that have been given to the Board by the architects.

Member Howard noted that the College has the money from the state to allow the architects to come up with a plan, but they do not want to start drawing the plans until the College decides what type of facility they really want. She stated that because we have the planning money, we can get the drawings for a much more satisfactory set of buildings. At that point the project may not be able to go forward for some time because the College will be waiting for the state dollars. This will allow more time to decide on the size and scope of the final plan. Member Gillette stated that it was his understanding that the architects wanted a commitment of local dollars to add to the CDB funds before going ahead with the project. President Thompson agreed with this assessment. Member Gillette suggested that the Board may want to go to the community with a referendum. Member Barton felt that it was the responsibility of the Board to be fiscally responsible in representing the community and to spend those funds that would be beneficial to the school and the community. Member Gillette agreed with this, but stated that some members of the community might not feel that this was a good use of their tax dollars.

Chairman Moats agreed that this is a basic philosophical discussion that the Board may want to undertake at a later time. He added that the Board had made a commitment to make a decision by March 15. He agreed with Member Howard's suggestion that the Board meet informally with the staff to get their feedback. Member Kolze asked if that meeting could include financial information as well. It was agreed that the financial information would be discussed after the meeting with the faculty. A Special Board meeting was scheduled for March 7 at 5:30 p.m.

Chairman Moats noted that they would like to discuss the planned utilization of both facilities. Member Howard stated that the Board has been given information as to the current and projected use. Other information that was requested includes: 1) the number of students in the Theater Department, 2) pro forma operating expenses, 3) estimate of additional staffing requirements, 4) pro forma operating statement for the conference center, 5) comparative financial information from the facilities that were toured, 6) information on funding options and the effect on fund balances.

PRESIDENT'S REPORT

President Thompson reported that the annual employee service awards ceremony and reception was held last month. He noted that 101 employees were recognized for 5, 10, 15, 20 and 25 years of service. He reiterated his appreciation to all the individuals involved for their efforts on behalf of the College.

Pat Beach was recognized as the 1995 Gold Medal recipient and Member of the Year by the Northern Illinois Food Service Executives Association.

Harper was cited in the *University Community Partnership Current Practices* for work in the Adult Neighborhood Literacy partnership. He thanked Pat Mulcrone and Liz McKay for their efforts in this endeavor.

Harper's two Fulbright scholars, Jackie Mott and Martha Simonsen, together with Lynn Secrest, presented a two-day event on campus entitled Teaching Africa. The sessions attracted approximately 40 participants per day.

President Thompson reported that he recently had the opportunity, along with some Board members, to attend Bill Norwood's retirement celebration, given by United Airlines. Mr. Norwood is the husband of former Board member Molly Norwood.

The Career Co-Op recognition dinner was held at Harper last week. Dale Parnell, author of *Why Do I Have to Learn This?*, was the key-note speaker.

President Thompson attended the Presidents' Council meeting last week. The Council is working with the Illinois School Board to address the disparity among colleges in funding for Adult Education. An inter-agency agreement between the ICCB and the ISBE is being proposed. The ISBE ha.

requested \$3 million in additional dollars for adult education so that they will not lose in the equity redistribution. This will also benefit the ICCB.

The ICCB reported that recommendations from the Presidents' Council task force on funding were subsequently approved and adopted by the ICCB. There will be a period of testing these recommendations to see how these will affect individual colleges across the state.

President Thompson stated that he recently attended the American Council of Education meeting in San Diego. Affirmative action is an important issue in California, and there was a great deal of discussion regarding this topic.

Kellogg is supporting a study of transformational changes in higher education and the leadership tasks that are involved. Twenty-six colleges are pilot sites for this effort and President Thompson is watching those developments.

During a recent address to the Elk Grove Village Kiwanis Club, President Thompson discussed the changes in the workforce and the role of community colleges in helping to provide workforce skills by different vehicles.

The ACCT/AACC legislative seminar will be held in Washington, DC on February 25-27. This meeting is an opportunity to speak with area legislators about vital issues such as the budget resolution, welfare reform and the status of student financial aid. Board members Sarah Born and Larry Moats will attend the seminar, along with President Thompson and Amy Hauenstein.

Women's History Week will be held during the week of March 4-10. President Thompson encouraged Board members to attend.

Member Gillette commented on the information given to the Board during the Dental Hygiene program tour and presentation, especially the lack of adequate facilities combined with a waiting list of students who would like to enroll in the program. He suggested that the Board and administration explore options for expanding the program. Member Howard noted that this also may be a challenge for the Foundation. President Thompson will explore this issue and report back to the Board.

ADJOURNMENT

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

In a voice vote, the motion carried and the meeting was adjourned at 10:00 p.m.

Chairman

Secretary

BOARD REQUESTS

JANUARY 25, 1995 REGULAR BOARD MEETING

- 1) Member Howard suggested that the Board have an informal meeting with the members of the team who also went on the tour in order to get their feedback. Information will also be presented regarding: 1) the number of students in the Theater Department, 2) pro forma operating expenses, 3) estimate of additional staffing requirements, 4) pro forma operating statement for the conference center, 5) comparative financial information from the facilities that were toured, 6) information on funding options and the effect on fund balances.

- 2) He suggested that the Board and Administration explore options for expanding the Dental Hygiene program. President Thompson will explore this issue and report back to the Board.