

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, June 27, 1996

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Pro Tem Born on Thursday, June 27, 1996 at 6:30 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 and Kolze; Student Member Starek
Absent: Chairman Moats

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; Della Allen; Lynn Altfeld; Felice Avila; Mary Azawi; Vic Berner; Larry Bielawa; Bob Boeke; Pat Bourke; Frances Brantley; Charles Brown; Stephanie Burrell; Harley Chapman; Tom Choice; Charlene Christin; Michael Chomajewski; Ceil Cooper; Therese Cummings; Nancy Davis; Vera Davis; Edward Downs; John Eliasik; George Evans; Robert Getz; George Gintowt; Dan Goldman; Michael Hawkins; Paul Holdaway; Rusty Herzog; Bill Howard; Larry Kent; Thea Keshavarzi; Kate Killest; Larry Knight; John Knudsen; Dave Lauerma; Xilao Li; Minhua Liu; Dan Loprieno; Karen Lustig; Dominic Magno; Mercedes McGowen; Ed Metcalf; Scot Milford; Linda Nelson; Barbara Njus; Charles Norris; Lydia Omori; Elena Pokot; Christine Poziemski; Bill Punkay; Patricia Ramsey; Stanley Ryberg; Mary Severs; Martha Simonsen; Jay Singelmann; Wally Sloat; Frank Smith; Jerome Stone; Bob Tillotson; Cheryl Turnauer; Mary Jo Willis; Cheryl Wordanski; Laurie Wren; Joan Young; Kathy Zuo - Harper College. Caroline Saccamanno; Lavelle Velez - Harper student. Guests: Charles Burnidge, Burnidge Cassell Architects; Terry Reid, IFT; and Karen Knudsen.

PRESENTATION
Tech Plan
Status Report

The Tech Plan status report was presented by Vice President David McShane, Della Allen, Vera Davis, Bill Howard, Don Magno, Mercedes McGowen, Scot Milford and Elena Pokot. Mr. McShane noted that the work was done with existing staff, and thanked all those involved for their outstanding effort above and beyond their normal workload. The presentation included information about the work of the Technology Plan Subcommittee, the MIS system, User Services, and Technical Services.

Mercedes McGowen presented the following accomplishments of 21 Task Forces. Guidelines were developed for the use of technology on campus as follows: Code of Ethics for the Computer Network; Desktop Acquisitions and Migrations Guidelines; Guidelines for Electronic Mail Usage; Prioritization for E-Mail; Internet Access and Use Guidelines.

Following are highlights of other accomplishments to date: Essential Desktop Capabilities Request Forms were designed and already used in Spring, 1996; the E-mail implementation plan was developed; training and support were put into place; user requirements for voice mail were determined and service selected and recommended to the Board of Trustees. Ms. McGowen emphasized a growing awareness and use of technology throughout the campus. The Technology Plan continues to have a high level of involvement from all employee groups: 31 faculty, 26 administrators and 52 staff comprised the membership of task forces.

In its first year, the Technology Plan made a considerable impact on the institution: 135 faculty with desktop capability; 141 full-time faculty and 60 adjunct faculty have network accounts; Tech Center (D132) increased functionality; 540 new software packages reviewed/in use; 997 students use of Internet. The highlights of the Tech Plan second year priorities are: Essential Desktop Capabilities; E-mail and Internet access; upgrade and replace network resources; Web site development; classroom multi-media capabilities; Distance Learning Initiatives; Student Information Systems and Facilities Management; data retrieval implementation; media distribution capabilities;

remote access to network resources; LRC library automation and patron use; and non-computer instructional technology plan.

The Technical Services area is responsible for the information technology infrastructure, which includes network from building to building and inside the building to the desktop. They are also responsible for a multitude of Unix hosts and Novell servers. Scot Milford highlighted the following accomplishments of Technical Services: network accounts were established for 195 faculty, 38 administrators, and 465 staff. There are 350 accounts left to complete. More than 100 networked printers were installed in FY 95-96, over 975 desktop devices were installed or upgraded.

In the area of telecommunications, connections to the outside world were established through the following means: Internet Connections; Distance Learning Connection; Touchtone Registration; Voice Messaging System; Direct Inward Dial (DID) replaced private lines. New trunk lines were installed and ten miles of 27-year old cable were replaced.

Elena Pokot discussed the implementation of the new integrated information system. The following components were implemented during the year: Student Registration and Receivable for Continuing Education in July, 1995; Continuing Education revenue distribution in September, 1995; Continuing Education Touchtone Registration in December, 1995; Continuing Education grade processing in October, 1995; Financial Aid in April, 1996; Credit Curriculum in May, 1996. Ms. Pokot stated that these accomplishments are a tribute to the entire community, their effort and dedication to the success of the project. She stated that the new system has already enhanced Harper College operations in several different ways. More importantly, it empowers the system users to do the following: program coordinators can print mailing labels for their students or class rosters for their faculty right in their offices; cost center managers can request financial statements in a "custom view" mode. The integrated system allows Harper personnel to

concentrate on Student-Centered Perspective. For example, student registration confirmation now includes billing and can be handed to the student immediately after registration; integration of financial aid and student accounts receivable will eliminate paperwork students need to fill out and the standing lines where the paperwork is processed.

Della Allen talked about services her department provides to the entire campus. They currently service 55+ labs throughout the campus, at IDES and PNRC. There are also two portable labs. The total number of computers exceeds 870. They run over 250 different software packages to accommodate teaching and learning environment. The Help Desk provides service to the entire campus community. The number of calls per month is approaching 800.

User Services is establishing a Technology Center where faculty and staff have access to various computer technologies. User Services staff are available to assist with experimenting and development projects with new emerging technologies. Ms. Allen noted that User Services staff members offered 296 seminars on various technology-related topics ranging from e-mail and Word to Power Point and training on new information system. Over 500 faculty, staff and administrators attended one or more offerings.

User Services also published an IS newsletter which hopefully will improve communication between Information Systems and the Harper College Community.

President Thompson and the Board thanked all of the members for their excellent work and interesting presentation.

CITIZEN
PARTICIPATION

George Evans, Faculty Senate President, thanked the faculty who were present at the meeting in support of the salary negotiations.

Mr. Evans also thanked Vern Manke for his dedication to the College and his assistance to the faculty during his tenure at Harper. He also welcomed incoming Vice President Judy Thorson to the College.

Mr. Evans commented on faculty negotiations, and asked that the Board recognize the excellence and dedication of the staff. He hoped that they would continue to work toward an equitable settlement. He introduced Paul Holdaway, co-chair of the negotiating team, who reiterated the faculty's desire for an agreeable settlement in the near future.

COMMUNICATIONS

Member Kolze read a note of thanks from Barbara Barton and her family for the donation to the American Diabetes Association. He also read a note of appreciation from former Board member John Coste which expressed the family's gratitude for the tree planted in memory of Marilyn Coste.

Charles Burnidge of Burnidge Cassell Architects reported on the progress of the building project. They are working with the review agencies, and reported that the Illinois Community College Board (ICCB) and the Capital Development Board (CDB) are not willing to release any interim dollars at this point in time. The architects are taking this time to meet with the theater and conference staffs as well as members of the food service department. A base model of the project has been prepared on the computer, and they are prepared to go forward as soon as they receive approval from the CDB.

President Thompson noted that the IBHE has the project on their recommendation list for action on July 2, and asked how long Mr. Burnidge thought it would be between that action and the release of funds by the CDB. Mr. Burnidge thought that they would act in July. President Thompson thanked Mr. Burnidge for the update.

UNFINISHED BUSINESS
Approval of Agenda

Chairman Pro Tem Born noted that Exhibit VIII-A was revised to include additional personnel recommendations, and VIII-H was revised due to a change in the wording. She also announced that there would be an executive session at the end of the meeting to discuss collective bargaining and the

appointment, employment and dismissal of personnel, with no action anticipated following the executive session.

Member Kolze moved, Member Barton seconded, that the revised agenda be approved.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted Aye.

Student Trustee Report

Student Member Starek reported on recent activities on campus, as well as a number of student concerns. Those concerns included the short summer hours of the cafeteria in Building A. In order to receive feedback from the student body, Student Member Starek is working on a general survey which will be distributed to the students twice a year (October and February). He reported on his recent attendance at the orientation for new student trustees conducted by the ICCTA in Springfield.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes of the May 3 Special Board meeting; May 23 Special and Regular Board meetings and executive session; bills payable; payrolls for May 24 and June 7; estimated payrolls for June 8 through August 2, 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	\$3,156,650.99
Restricted Purposes and Trust & Agency Fund	441,255.80
Federal Funds	9,714.88
Imprest Fund	115,648.34
Tuition Refunds	5,709.00

The payrolls of May 24, 1996 in the amount of \$849,191.60; and June 7, 1996 in the amount of \$739,284.80; estimated payroll of June 8, 1996 through August 2, 1996 in the amount of \$3,940,064.75; and estimated utility bills in the amount of \$125,000.00; payment to Michael Brown for Professional Expense in the amount of \$294.20; payment to Donald DeBiase for early retirement in the amount of \$1,755.42; and payment to AACC Publications for dues and publications in the amount of \$140.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted Aye.

BID AWARDS

Member Barton moved, Member Born seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

- Ex. VII-A1 Award Bid Q8765 to Crescent Electric Supply Co., the low bidder for Square D brand electrical distribution and control products, in an amount not to exceed \$14,400.00.
- Ex. VII-A2 Award Bid Q8764 to Linotype-Hell Co., the only bidder for the field upgrade of the Raster Image Processor, in the amount of \$12,450.00.
- Ex. VII-A3 Award Bid Q8760 to Newsweb Corporation, the low bidder for printing of the Harbinger (student newspaper), in the amount of \$13,090.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted Aye.

PURCHASE ORDERS

Member Howard moved, Member Kolze seconded, that the Board approve the purchase orders as outlined in Exhibit VII-B1 through VII-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a change order to purchase order 005759 issued to Bergen Construction in the amount of \$32,492, for the renovation work in Buildings I and V, for a new total of \$1,116,692.

Ex. VII-B2 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 \$36,624.60.

Ex. VII-B3 Approve issuance of a purchase order to Ace Computers, Inc., for computers and peripheral equipment, in the amount of \$321,500.00.

In regard to Exhibit VII-B3, Member Gillette questioned the reason for not bidding because Board policy states that competitive bids must be obtained for purchases over \$10,000. Chairman Pro Tem Born noted that this purchase has been reviewed with College legal counsel who stated that, in accordance with the Community College Act, it is not necessary to obtain bids for the purchase of computer equipment. President Thompson reiterated that the purchase is covered under the State Statute that allows for non-bidding

of data processing equipment, software or services. Member Gillette noted that the vendor states that any cost reductions will be shared with the Board. He added that the only way to find out the cost is to audit the vendor's books.

Member Kolze asked if the administration has any information to share with the Board with respect to price comparisons with other vendors. Mr. McShane distributed a spreadsheet dated June 26 which indicated the cost difference between Ace Computers and a number of other vendors. There was discussion of the information included in the spreadsheet. Mr. McShane noted that his understanding of the Board policy is that the Board honors the Illinois State Statute regarding technology purchases. Chairman Pro Tem Born asked if the Board can be assured that all future purchases will go through competitive bidding. Mr. McShane replied that they could do that, but it will delay delivery of computers to the labs and classrooms. President Thompson suggested that this issue be discussed at the Board retreat. Member Howard stated that although this matter needs to be handled promptly because of the need to get these computers into the classroom for fall classes, she shares the concern about purchases being made without bids. She suggested that a schedule be built into the process that will allow for bids without delaying timely delivery of the product.

Member Gillette noted that the purchase of these computers should have been planned in advance. Mr. McShane stated that although the Board approved the technology plan and funding in June of 1995, the installation of the first 400 units was not completed until the end of this fiscal year. Thus, he asked that the Board approve this no-bid purchase in order to get the computers installed in time for the fall semester.

Member Kolze stated that he felt comfortable with the attorney's approval, and noted that

this was a part of the plan in September 1995. He felt that although bids should be obtained whenever possible, this is a plan that should be honored. Member Gillette noted that this is not the first time computers have been purchased without a bid.

Chairman Pro Tem Born noted that this item will be put on the agenda for the Board retreat.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Hess, Howard
and Kolze
Nays: Member Gillette

Motion carried. Student Member Starek voted Aye.

NEW BUSINESS
Personnel Actions

President Thompson noted that this exhibit was revised to reflect one individual who was taken off the employment appointment list and two persons who were added to the resignation list.

Member Kolze moved, Member Howard 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).

Faculty Appointments

Joseph Jacobs, Instructor-Nursing, Life
Science and Human Service, 8/20/96,
\$32,286
Marcie Sacks-Botto, Instructor-Counselor,
Center for Students with
Disabilities, 8/20/96, \$34,385

Professional/Technical Appointments

Kelly Hamontree, Assistant Supervisor of
Cardiac Rehabilitation, Wellness
and Human Performance-HPL/Cardiac
Rehab, 06/10/96, \$38,795
Silvia Loyola, AED Assessment and Resource
Specialist/Nonnative Literacy,
AE&LS/AED, 6/24/96, \$29,750

Classified Staff Appointments

Dan Ciechanowski, Mail Messenger, Mail Center, 6/17/96, \$16,575
Geri LaBeau, Program Assistant, Technology, Mathematics & Physical Science - CE TM/PS Manufacturing, 6/10/96, \$23,700
Frank Marino, Security Guard, Public Safety, 6/24/96, \$20,700
Timothy Philbin, Library Assistant II, LRC, 6/03/96, \$24,000
John Strategos, Library Assistant I p/t, LRC, 6/10/96, \$9,283
Janet Trede, Executive Secretary, Information Systems, 5/23/96, Rescind Retirement Action of 4/25/96

Harper #512-IEA Appointment

Robert Melzer, Custodian, Physical Plant, 6/03/96, \$24,731

Professional/Technical Retirement

Sherilyn Sorem, Wellness and Human Performance-HPL/Cardiac Rehab, 5/31/96, 12.10 years

Professional/Technical Resignation

James Zabout, Information Systems/Administrative Systems, 7/01/96, 4 years

Supervisory/Confidential Terminations

James Finke, Office of Community and Program Services, 6/08/96, 6.2 years, deceased

Classified Staff Resignations

Anna Kinn, LRC, 5/18/96, 4 months
Linda Nisi, Purchasing, 6/21/96, 6.1 years
Jonathan Sie, Office of Community and Program Services, 5/19/96, 3 months

Upon roll call, the vote was as follows:
Ayes: Members Barton, Born, Gillette, Hess, Howard and Kolze
Nays: None

Motion carried. Student Member Starek voted Aye.

1996-97 Budget
Hearing Date

Member Howard moved, Member Kolze seconded, that the Board approve the resolution providing for the annual Budget Hearing and the adopt the required public notice as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke stated that if faculty negotiations are settled before the final budget is adopted, revisions will be made to the budget regarding salaries. In addition, there are grants that have come in since the preliminary budget was put together. Those changes will be presented in the revised preliminary budget that will be presented to the Board at the budget hearing.

In a voice vote, the motion carried.

1996-97 Life Safety
Bonds Projects

Member Barton moved, Member Kolze seconded, that the Board adopt the resolution for approval of the life safety projects pursuant to Section 3-20.3.01 of the Illinois Community College Act, and authorize the sale of \$1.5 million of Life Safety Bonds to fund the above projects, as outlined in Exhibit VIII-C (attached to the minutes in the Official Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted Aye.

Architects for Life
Safety Projects

Member Barton moved, Member Howard seconded, that the Board approve the employment of Legat Architects, Inc. to provide architectural services for the 1996 Life Safety Repair and Renovation projects at a fee of 7.5 percent of the project costs as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke noted that the architect's fee has not changed in a number of years.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted Aye.

Student Service
Awards

Member Hess moved, Member Born seconded, that the Board approve the Spring, 1996 Student Service Awards in the amount of \$5,660 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 and Kolze
Nays: None

Motion carried. Student Member Starek voted Aye.

Prevailing Wage Act

Member Barton moved, Member Kolze seconded, that the Board adopt the Prevailing Wage Act resolution and authorize the Secretary of the Board to file a certified copy thereof with both the Secretary of State and the Department of Labor of the State of Illinois as outlined in Exhibit VIII-F (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 and Kolze
Nays: None

Motion carried. Student Member Starek voted Aye.

Disposal of College
Property Procedures

Member Howard moved, Member Kolze seconded, that the Board adopt the procedures on Disposal of College Property as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Disposal of
College Property

Member Kolze moved, Member Barton seconded, that the Board approve the disposal of obsolete and unrepairable property owned by the College as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Pro Tem Born thanked Member Gillette for his contribution toward changing this policy. Member Gillette noted that this change now allows Harper employees to bid on items for disposition by the College.

In a voice vote, the motion carried.

Educational
Foundation
Appointment

Member Howard moved, Member Hess seconded, that the Board approve confirmation of the appointment of Mr. Timothy McKeon to the Board of Directors of the Harper College Educational Foundation as outlined in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that Mr. McKeon will replace Jim Braasch for the Northern Trust Bank.

In a voice vote, the motion carried.

First Reading -
Policy on
Information
Resources

President Thompson noted that this draft of procedures will need to go through the various committees on campus. Member Gillette stated that it was his recollection that the College was going to study the policies of the University of Illinois at Champaign/Urbana as a guide. President Thompson stated that the committee has looked at those policies as well as policies from many other institutions. Member Gillette suggested that there be a policy for internet users that their correspondence be marked as their own views and not that of the College if Harper's name appears anywhere on the transmission. It was agreed that this would be a good policy to institute. Mr. McShane noted that this issue would be covered under the code of ethics.

Status Report -
Major Gifts
Campaign

Executive Director of Development Felice Avila reported on the donation of the Cockrell property, valued at \$300,000, to the College. By reselling the property, the College will net approximately \$250,000 which will be used to establish The Betty and Matt Cockrell Endowed Scholarship. Member Howard noted that Mr. Al Shapiro, a member of the Foundation, devoted a significant number of hours to negotiate this donation.

PRESIDENT'S REPORT

President Thompson expressed sympathy to the family and friends of Jim Finke, Manager of Community and Program Services, who passed away earlier this month.

The Harper Foundation Golf Outing took place on June 18. Approximately \$13,000 was raised to benefit the Dental Hygiene and Nursing programs.

Board Member Sarah Born has been reelected as Secretary of the Illinois Community College Trustees Association. Member Howard thanked

Member Born for the time and effort she has contributed at the state level.

Harper recently hosted the Northwest 2001 Conference. President Thompson thanked Kris Howard and all the individuals on the program committee for putting together a stimulating program.

At their June meeting, the ICCTA recognized Harper Professor Dennis Brennen for his accomplishments and achievements. President Thompson also recognized Assistant Professor of Nursing Patricia O'Leary, who has been awarded the title "Member of the American Academy of Experts in Traumatic Stress".

An enrollment report for the summer session shows head count up slightly for both credit and continuing education courses.

The newest issue of The Edge, produced by Corporate Services, is now available. This most recent publication deals with Harper's

cooperation with the local Private Industry Council (PIC) and with the Illinois Department of Employment Security in establishing a one-stop career center in Arlington Heights.

The 1996 Fall schedule has been mailed to area residents. Registration is currently underway, and fall classes will begin on August 26.

President Thompson thanked retiring Harper administrators Vern Manke, V.P. Administrative Services, and Jack Lucas, Director of Planning and Research, for their service and dedication over the years to Harper College and the citizens of the district. On behalf of the Board and the Colletge community, he wished them well in their new endeavors.

Executive Session

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

Upon roll call, the vote was as follows:

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

Motion carried at 8:30 pm. Student Member Starek voted aye.

ADJOURNMENT

Following discussion, Member Barton moved, Member Hess seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 9:28 pm.

Chairman

Secretary

BOARD REQUESTS

June 27, 1996 REGULAR BOARD MEETING

- 1) Member Howard suggested that a schedule be built into the computer purchasing process that will allow for bids without delaying timely delivery of the product.
- 2) Chairman Pro Tem Born noted that the issue of no-bid purchases for computers will be put on the agenda for the Board retreat.
- 3) Member Gillette suggested that there be a policy for internet users that their correspondence be marked as their own views and not that of the College if Harper's name appears anywhere on the transmission.