

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, July 25, 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, July 25, 1996 at 7:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Gillette, Howard, Kolze and Moats
Absent: Members Born and Hess; Student Member Starek

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Judy Thorson, V.P. Administrative Services, David McShane, V.P. Information Systems; Felice Avila; Mary Azawi; Vic Berner; Larry Bielawa; Stephanie Burrell; Harley Chapman; Tom Choice; Therese Cummings; Lori Danaher; John Dodds; George Evans; Robert Getz; Karen Hale; Amy Hauenstein; Paul Holdaway; Bill Howard; Karen Keres; Thea Keshavarzi; Joan Kindle; Dave Lauerman; Bill Neumann; Elena Pokot; Bill Punkay; Laurie Wren; Joan Young - Harper College. Caroline Saccomanno, Lavelle Velez - Harper Students. Guest: Larry Smith, Daily Herald.

CITIZEN
PARTICIPATION

George Evans, Faculty Senate President, stated that although the faculty had withheld their pickets at this meeting, they recently voted overwhelmingly to support a strike, and they will be informing the State Board of Education and the Illinois Educational Labor Relations Board that they are considering a strike in the near future. The vote for an actual strike will occur after the beginning of the school year and after the conclusion of the current contract. He reiterated the faculty's desire for a swift resolution to the negotiations.

Chairman Moats stated that the Board shares their goal regarding the negotiations.

Caroline Saccomanno, Student Faculty President, stated that she would like to have answers to give her fellow students regarding the reasons for the stalemate in negotiations and the effect on the upcoming fall semester. Chairman Moats responded that the Board and Faculty are as frustrated as the students that there has been no settlement, and that they will keep working toward a fair and equitable contract. Ms. Saccomanno felt that because of the importance of the teachers' jobs, they should be given equitable pay. Chairman Moats responded that we are all here for the benefit of students, and the Board would continue to work toward a settlement.

COMMUNICATIONS

Member Kolze read a note of greetings from former Student Trustee Mari Solarte who is in Costa Rica through the Study Abroad program offered by Harper.

UNFINISHED BUSINESS
Approval of Agenda

Chairman Moats noted that the agenda has been revised to include an executive session at the end of the meeting to discuss collective bargaining; the appointment, employment and dismissal of personnel; and the Board's self evaluation. It also includes the addition of the minutes for the July 1 Special Board meeting and executive session and the July 16-17 Special Board meeting and executive session. A revised Exhibit VIII-A includes additional recommendations for new employees.

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

Upon roll call, the vote was as follows:

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

Motion carried.

There was no Student Trustee report.

Student Trustee
Report

CONSENT AGENDA

Member Gillette requested that the Bills Payable be voted on separately.

Member Howard moved, Member Barton seconded, approval of the minutes of the June 12, 1996 Special Board meeting and executive session; June 27 Regular Board meeting and executive session; July 1 Special Board meeting and executive session, the July 11 Special Board meeting, and the July 16-17 Special Board meeting and executive session; 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).

Member Kolze noted that page 12 of the minutes of the June 27 Regular Board meeting refers to the 1996-97 budget hearing date but does not specify the date. He requested that the hearing date of 7:00 PM on Thursday, August 22, 1996 be included in a corrected copy of the minutes.

It was the consensus of the Board that this change be made, and the motion reflects those changes.

Upon roll call, the vote was as follows:

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

Motion carried.

Bills Payable

Member Kolze moved, Member Barton seconded, that the Board approve the Bills Payable as outlined in Exhibit VI-A-2.

Member Gillette stated that this exhibit includes the payment to Ace Computer for \$130,000 that was approved two months ago. He stated that at that time he requested information showing the price breakdowns, and has not received this information. He stated that he cannot support this action without the information. Member Gillette also stated

that Ace Computer is legally required to pass all of their cost savings on to the College, and that the College should have an affidavit from them stating that they, in fact, have complied with those contractual terms. For that reason, he would not support payment to Ace Computer. President Thompson stated that he has attempted to provide the answers to Member Gillette's questions, but has not been able to fully comply with his requests at this time. Chairman Moats asked if the purchase order has a detailed breakdown. President Thompson stated that it lists the number of units, but it does not detail each of the peripherals purchased. Chairman Moats asked if this information can be provided within the next two weeks. President Thompson stated that the administration will provide that information.

Operating & Auxiliary Funds	\$2,884,554.57
Restricted Purposes and	
Trust & Agency Fund	359,576.67
Federal Funds	50,300.37
Imprest Fund	118,598.59
Tuition Refunds	5,630.74

The payrolls of June 21, 1996 in the amount of \$1,711,537.75 and July 5, 1996 in the amount of \$1,587,748.65; estimated payroll of July 6, 1996 through August 30, 1996 in the amount of \$6,586,167.55; and estimated utility bills in the amount of \$125,000.00; payment to Login Bros. for books in the amount of \$38.90; and payment to Legat Architects for construction in the amount of \$56,653.98.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Kolze and Moats
Nays: Member Gillette

Motion carried.

Member Howard stated that she would also like to see the information requested by Member Gillette. Member Gillette stated that if the

College pays Ace Computers without having received the required affidavit of savings, there is no recourse. Chairman Moats responded that the assumption is that the contractual obligations have been met, and asked if Member Gillette is merely asking for confirmation of that fact. Member Gillette agreed with this statement. President Thompson noted that the contract with Ace may have asked them to make up the difference in cost savings with the purchase of additional computers rather than to supply the affidavit of cost savings. Member Gillette stated that that information should be reflected in the breakdown cost. He noted that this same situation will come up when the payment of \$320,000 is made to Ace, and he would like a statement and breakdown at that time as well.

PURCHASE ORDERS

Member Howard moved, Member Barton seconded, that the Board approve the purchase orders as outlined in Exhibit VII-A1 through VII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Approve issuance of a purchase order to Illinois State Library for OCLC charges in the amount of \$14,000.
- Ex. VII-A2 Approve, after-the-fact, issuance of purchase order #R71452 to Midland Paper Co. for cut-size paper in the amount of \$11,425.42.
- Ex. VII-A3 Approve issuance of a purchase order to O'Shea Employment System for the placement fee to search for a Unix Network Specialists in the amount of \$11,875.00.

Member Kolze questioned the withdrawal of bidders on Exhibit VII-A2. President Thompson stated that they allow bidders to withdraw their bid, but they are not allowed to re-bid for the work.

In reference to Exhibit VII-A1, Member Gillette asked why the College is paying for modem fees and terminal maintenance when we already own our own. Vice President Thorson stated that the exhibit is in error because we no longer pay for a monthly terminal maintenance fee because we own the machines and do all of our own maintenance. This is payment only for the cataloging service.

Member Gillette stated that Exhibit VII-A3 is a sole source uncompetitive payment of over \$10,000 even though the Board has stated its desire to obtain bids for all purchases over \$10,000. Member Howard noted that this is an exception because it deals with professional services in contrast to purchases. President Thompson stated that the hiring of this firm was approved by the Board a couple of months ago.

Chairman Moats questioned the breakdown of the payment in Exhibit VII-A2. Ms. Thorson stated that only the amount of \$11,425.42 is being paid at this time.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS
Personnel Actions

Member Gillette 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).

Administrative Appointments

Sally Griffith, Executive Director of the
Career Cooperative, Career
Cooperative, 7/01/96, \$70,000

Roberta Lindenthaler, Controller, Accounting
Services, 9/03/96, \$67,500

Faculty Appointments

Elizabeth Minicz, Instructor, Nonnative Literacy (one year temporary assignment), AE/LS-AED, 8/20/96, \$39,002

William Punkay, Professor, Technology, Math & Physical Science, 8/20/96, \$75,000, Reassignment

Professional/Technical Appointments

Francisco Aguilera, Information Systems/ Technical Services, 7/29/96, \$47,500

Barbara Barry, Wellness and Human Performance HPL/Cardiac Rehabilitation, 7/22/96 \$34,000

Joy Droll, Computer Trainer/Technical Support Specialist, Corporate Services, 7/6/96, \$37,000

Julie Dunn, Center for Students with Disabilities, 8/20/96, \$23,800, p/t

Supervisory/Confidential Appointment

Gregory Krisco, AE&LS/AED, 8/12/96, \$36,000

Classified Staff Appointments

Kathleen Foor, Personnel, 7/20/96, \$20,500

Richard Kellerman, Information Systems/User Services, 7/08/96, \$16,874

Virginia Kitani, Purchasing, 8/07/96, \$24,202

Mark Neubecker, Public Safety, 7/22/96, \$20,400

Harper #512-IEA Appointment

Michael Hopkins, Physical Plant, 8/31/96, \$4,896, p/t

Supervisory/Confidential Leave of Absence

Amy Hauenstein, Community Relations, 01/07/97 to 04/21/97, Personal, 6 years

Faculty Resignation

Harriet Hamilton, Assistant Professor, Wellness and Human Performance, 7/17/96

Professional/Technical Termination

R. Chico Vargas, Information Specialist, Multicultural Affairs, 7/10/96, 2 months

Classified Staff Resignations

Ludinila Cruz, Clerk Typist p/t, Student Development, 6/24/96, 8 years
Catherine Lindstrom, Secretary p/t, Women's Program, 6/07/96, 1 year
Jennifer Seymour, Technical Support Technician p/t, Information Systems/User Services, 5/11/96, 1 year
Julia West, Clerk/Dispatcher, Public Safety, 7/12/96, 8.9 years

Member Barton asked if the computer trainer position was in the Organization Charts. President Thompson stated that it was.

Member Kolze asked for an update on positions that have been vacant for more than six months. President Thompson stated that this information will be provided when the Organization Charts are done in September.

Member Barton asked for a current copy of the Organization Charts. Member Gillette requested for one for himself and Member Hess as well.

Upon roll call, the vote was as follows:

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

Motion carried.

1996-97 RAMP

Member Barton moved, Member Kolze seconded, that the Board approve the RAMP document as proposed for submission to the Illinois Board of Higher Education, as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that the significant additions are the anticipated renovations in future years, even though the Legat study is not yet complete. Member Barton asked if the Northeast Center is included in the RAMP document. Ms. Thorson replied that it is not included in the remodeling priorities list. President Thompson stated that this information would be added. Member Gillette asked if the work that is to be done by IDOT

was included in the RAMP document. Robert Getz stated that that this will be done after the actual transfer of property with IDOT next year. It was noted that the RAMP document does not include life safety projects. Chairman Moats noted that this document is being approved subject to the review of whether the Northeast Center should be included. If it is included, the document will be amended.

Upon roll call, the vote was as follows:

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

Motion carried.

Issuance of Funding Bonds Member Howard moved, Member Barton seconded, that the Board approve the Notice of Intention to Issue \$11,700,000 in Bonds, along with its attached resolution as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette stated that he does not support issuing bonds to pay ongoing expenses. He also felt that some of the scheduled improvements at the Northeast Center are not high in priority. Ms. Thorson stated that this resolution does not include life safety projects since these were voted on last month.

There was discussion on the timeliness of the improvements at the Northeast Center. Chairman Moats suggested that if Member Gillette has concerns about the way money is being spent, that he meet separately with Ms. Thorson and Mr. Getz to relay those concerns.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Kolze and
Moats
Nays: Member Gillette

Motion carried.

Chairman Moats noted that this item was extensively reviewed by the Budget Committee.

Treasurer's Surety Bond

Member Barton moved, Member Kolze seconded, that the Treasurer's Bonds be accepted as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette noted that the exhibit does not give the amount of the bond. Ms. Thorson stated that the bond amount was approved in the past, and that this is merely changing the bonds from Mr. Manke's name to Ms. Thorson's name.

Chairman Moats belatedly welcomed Ms. Thorson to her new position as Vice President of Administrative Services.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Howard, Kolze and Moats.

Nays: None

Motion carried.

Board Policy on Information Technology Resources

Member Kolze moved, Member Barton seconded, that the Board adopt the policy on Information Technology Resources as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that he has received the following statement from the Faculty Senate:

The Faculty Senate would like the Board to affirm that its intention in the adoption of the Board Proposed Policy on Information Technology Resources is to continue the general principles of academic freedom and inquiry which traditionally exist in any college community. Furthermore, the technology and information resources that are necessary for the academic mission of the college will continue to be the joint responsibility of the Board and the faculty.

The Board agreed that this is the intent of this action. President Thompson noted that it is of some concern that no procedures have been adopted to support the policy, and he has assured George Evans, Faculty Senate President, that the Board does not intend to go forward with any procedures until they have gone through the appropriate committees on campus. Member Howard stated that the intent is to have the technology and information resources supportive of faculty teaching and learning, and certainly of academic freedom while maintaining protection of confidential information.

Member Howard moved, Member Kolze seconded, that the above statement from the Faculty Senate be included in the official minutes of the Board meeting.

Upon roll call, the vote was as follows:

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

Motion carried.

On the motion to adopt the proposed Board policy, the vote was as follows:

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

Motion carried.

Status Report -
Major Gifts
Campaign

Felice Avila reported on the sale of the Cockrell property which was recently donated to the College.

The Foundation's net revenue after expenses is approximately \$250,000. The College scholarship committee plans to make awards from this scholarship in the fall of 1997. Ms. Avila noted that a cash gift of \$23,000 will be received from a retired professor, bringing his aggregate gift to over \$40,000.

OTHER BUSINESS

President Thompson stated that the date for the ACCT National Convention conflicts with the Special Board meeting on October 9. It

was the consensus of the Board that the meeting be rescheduled to October 16.

President's Report The President distributed copies of his report which included the following information:

Approximately 24 students from Turkey, Australia, Mexico, France, Italy and Russia participated in a Global Youth Exchange sponsored by the Seven Sister Cities of the northwest suburbs. Harper College provided meeting rooms for four days of activities, and other educational institutions, municipalities, businesses and individuals participated in this venture.

The 25th annual dinner and pops concert was held on Thursday, July 11.

Harper College trustees hosted a meeting of the North Suburban Regional Trustees on Thursday, July 11. Presidents and Board members from the College of Lake County, McHenry County College, Oakton Community College and Triton College were present. President Thompson thanked all members of the Harper staff who contributed to the success of these endeavors.

Former Board member John Coste donated a number of cartons of fashion fabrics to the College Fashion Design department in memory of his wife, Marilyn, who died earlier this year.

Faculty members are expected back on campus on Tuesday, August 20 for the beginning of the Fall 1996 semester. The activities include a presentation by President Thompson to the faculty on Wednesday, August 21 and an all-employee luncheon on Friday, August 23.

EXECUTIVE SESSION

Member Kolze moved, Member Gillette seconded, that the Board adjourn into executive session for the purpose of discussing collective bargaining; the appointment, employment and dismissal of personnel; and the Board's self-evaluation. Chairman Moats noted that the Board may take action after the executive session.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Howard,
Kolze and Moats.

Nays: None

The motion carried and the Board adjourned into executive session at 7:50 p.m.

Following executive session, Member Howard moved, Member Gillette seconded that the meeting be reconvened. In a voice vote, the motion carried and the meeting was reconvened at 10:20 p.m.

NEW BUSINESS

Career Cooperative

Member Howard moved, Member Gillette seconded, approval of the employment of Career Cooperative employees and directed the administration to request reimbursement for same upon completion of the transfer of fiscal agent from High School District 211 to Harper College.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

ADJOURNMENT

Member Barton moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried at 10:24 pm.

Chairman

Secretary

BOARD REQUESTS

JULY 25, 1996 REGULAR BOARD MEETING

- 1) Chairman Moats asked if the breakdown information of the Ace Computer purchase can be provided within the next two weeks. President Thompson stated that the administration will provide that information. Member Gillette noted that this same situation will come up when the payment of \$320,000 is made to Ace, and he would like a statement and breakdown at that time as well.
- 2) Member Kolze asked for an update on positions that have been vacant for more than six months. President Thompson stated that this will be done when the Organization Charts are updated in the Fall.
- 3) Member Barton asked for a current copy of the Organization Charts. Member Gillette asked for a copy for himself and for Member Hess as well.
- 4) President Thompson stated that if it is determined that the Northeast Center renovations should have been added to the RAMP document, the document will be amended.