

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, December 19, 1996

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman O'Reilly on Thursday, November 21, 1996 at 7:10 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Gillette (7:12 p.m.), Hess, Kolze, and O'Reilly
Absent: Member Howard; Student Member Starek

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Judy Thorson, V.P. Administrative Services, David McShane, V.P. Information Systems; Ted Agresta; Mary Azawi; Vic Berner; Larry Bielawa; Steve Catlin; J. Harley Chapman; Tom Choice; Charlene Christin; Anne Davidovicz; George Evans; Robert Getz; Jerry Gotham; Amy Hauenstein; Bill Howard; Tom Johnson; Thea Keshavarzi; Roberta Lindenthaler; Russ Mills; Dave Macaulay; Elena Pokot; Sheila Quirk; Barbara Radebaugh; Paul Sipiara; Laurie Wren; Joan Young - Harper College. Colleen Tomanek - Harper Student.

Chairman O'Reilly expressed appreciation to members of the Physical Plant for the facilities tour and very informative presentation prior to the meeting. The staff included: Chester Cross, Clarice Elders, Mike Knutson, Dave Lauerman, Steve McCarthy, Bruce McConnell, Carlos Meza and Kay Turner.

CITIZEN PARTICIPATION

Colleen Tomanek, recipient of the Harper Board of Trustees Scholarship, thanked the Board and explained how much the scholarship has meant to her, both financially and educationally.

PRESENTATION

Vice President Ed Dolan introduced members of the North Central Self-Study Steering Committee: Tom Choice, Chris Staub (not present); Barbara Radebaugh, Dave Macaulay and Anne Davidovicz. The committee gave an overview of the process and activities of the committee, and discussed the plans for the Campus Forum that will be held on January 17, 1997. The Board members were encouraged to attend.

Chairman O'Reilly thanked the committee members for the time that they have dedicated to this project. Anne Davidovicz thanked Tom Choice for his hard work and leadership.

COMMUNICATIONS

Member Barton read a letter of appreciation from President Thompson and his family for the support offered after the death of his father.

UNFINISHED BUSINESS
Approval of Agenda

Chairman O'Reilly noted that there would be an executive session following the meeting for the purpose of discussing the appointment, employment and dismissal of personnel.

Member Kolze moved, Member Gillette seconded, that the Board approve the agenda as amended.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly
Nays: None

Motion carried.

Student Trustee
Report

There was no Student Trustee report.

CONSENT AGENDA

Member Kolze moved, Member Gillette seconded, approval of the minutes of the October 16 Special Board meeting and executive session; and November 21 Regular Board meeting and executive session; bills payable; payrolls for November 22 and December 6; estimated payrolls for December 7, 1996 through January 31, 1997; 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	\$2,315,634.55
Restricted Purposes and Trust & Agency Fund	581,751.64
Federal Funds	168,305.52
Imprest Fund	62,566.50
CE Tuition Refunds	17,945.50

The payrolls of November 22, 1996 in the amount of \$1,550,908.71, and December 6, 1996 in the amount of \$1,672,242.79; estimated payroll of December 7, 1996 through January 31, 1997 in the amount of \$6,555,617.31; and estimated utility bills in the amount of \$125,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly
Nays: None

Motion carried.

BID AWARDS

Member Barton moved, Member Kolze seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 and VII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

- Ex. VII-A1 Award Bid Q8784 to Woodstock Power Equipment, the low bidder for two mowers, in the amount of \$21,553.68.
- Ex. VII-A2 Award Bid Q8787 to Jerry Biggers Chevrolet, Inc., the low bidder for a seven-passenger extended mini van, in the amount of \$17,613.27.

Member Hess asked why there was such a difference in the bids that were received for the equipment in Exhibit VII-A1. Vice President Thorson stated that the bids included specific specifications, and these bids reflected different models of equipment.

Member Gillette asked if either of these items were in the state buying pool. Thea Keshavarzi stated that there are no mowers in the state buying pool. In regard to the van, Ms. Thorson stated that restrictions on the purchase of state equipment stipulate that 1) the vehicle cannot be traded at a later date and 2) the College would need to send an individual to southern Illinois to pick up the vehicle. She felt that these two factors did not warrant the price differential of approximately \$1,500.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly

Nays: None

Motion carried.

PURCHASE ORDERS

Member Kolze moved, Member Hess 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 after-the-fact issuance of two purchase orders to National Instrument, Inc. for electronics software: purchase order 007407 in the amount of \$18,084.30 and purchase order 007408 in the amount of \$32,178.60 for a total of \$50,262.90.

Ex. VII-B2 Approve issuance of a change order to purchase order 006159, issued to Kovic Construction Co., Inc. in the amount of \$8,510.00 for a new total of \$211,016.00.

Member Kolze asked if there are any more change orders expected on this project. Ms. Thorson stated that this is the only change order expected. Ms. Thorson noted that the increase for the pool repair was primarily related to the pool pumps and the attendant piping and valves that needed to be replaced.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly

Nays: None

Motion carried.

NEW BUSINESS
Personnel Actions

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

Professional/Technical Appointments

Marilyn Hurtado, Bilingual Student Services-Specialist, Multicultural Affairs, 11/25/96, \$29,000
Sheila Connelly, Nurse p/t, Health Services, 12/09/96, \$5,909
Pamela McVoy, Nurse p/t, Health Services, 12/09/96, \$9,748

Supervisory/Confidential Appointment

Adrienne McDay, Coordinator of Registration, Registrar's Office, 12/09/96, \$43,500

Classified Staff Appointments

Sandra Colomy, Administrative Assistant, Business and Social Science, 01/15/97, \$28,000
Tammy Jungdahl, Applications Clerk p/t, Admissions Office, 12/02/96, \$15,834
Kathy Shine, Personnel Clerk, Personnel Office, 11/18/96, \$23,000
Joni Wachta, Secretary p/t, Women's Program, 01/06/97, \$16,016
Hung-ling Wan, Weekend Program Assistant p/t, Continuing Education-Weekend Services, 12/07/96, \$10,915
Julie Zibble, Clerk Typist II p/t, Personnel Office, 12/16/96, \$14,625

Classified Staff Retirement

Luz Guadalupe, Food Service Worker I, Food Service, 01/31/97, 8.3 years

Faculty Retirements

Michael Carroll, Associate Professor, TM/PS, 05/31/98, 29.9 years
Larry Kent, Professor, Lib Arts, 07/31/98, 26.11 years
John Knudsen, Professor, Lib Arts, 12/31/97, 30.4 years
Eugene Magad, Professor, Bus/SS Science, 12/31/97, 23.4 years
Thomas McCabe, Professor, TM/PS, 12/31/97, 30.4 years
Carol Neuhauser, Professor, LS/HS, 07/31/98, 24.11 years
Guido Norini, Professor, TM/PS, 07/31/97, 24.10 years
Darlene Stewart, Associate Professor, LS/HS, 07/31/97, 26.11 years
Joseph Yohanan, Professor, TM/PS, 05/31/98, 29.9 years

Supervisory/Confidential Resignations

Michael Held, Coordinator of Registration,
Registrar's Office, 01/08/97,
5.8 years

Bonnie Meltesen, Supervisor-Tutoring Center,
AE/LS-Tutoring Center, 11/15/96,
2.5 years

Classified Staff Resignations

Laura Daniels, Secretary p/t, AE/LS-AED,
12/18/96, 2.8 years

Colleen Hull, Bilingual Secretary I p/t,
Center for Students with
Disabilities, 12/13/96, 7 months

Billie Jo Walker-Holloway, Administrative
Secretary, Workforce and
Professional Development, 12/31/96,
2.3 years

President Thompson stated that several of the College faculty members are eligible for the early retirement benefit that was agreed to in the most recent contract. Chairman O'Reilly noted that these faculty members represent many years of combined service to Harper.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly

Nays: None

Motion carried.

Amendments to
Board Policy Manual

Chairman O'Reilly stated that Member Gillette took the opportunity to review the proposed recommendations and has made suggestions that were compiled for the rest of the Board's review. Member Gillette's recommendations related to Exhibit VIII-C, and he did not have any reservations regarding the adoption of the amendments in Exhibits VIII-B1 through B5.

Member Kolze moved, Member Barton seconded, that the Board adopt the amendments to the Board Policy Manual as outlined in Exhibits VIII-B1 through B5 (attached to the minutes in the Board of Trustees' Official Book of Minutes). The amendments involve the following:

- Invoices
- Family Medical Leave Act
- School Visitation Rights
- Delivery of Alcoholic Beverages
- Campus Security Act

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly

Nays: None

Motion carried.

Revised Board
Policy Manual

It was agreed that because of Member Gillette's reservations, the adoption of the Board Policy Manual as outlined in Exhibit Viii-C would be deferred until the next Regular Board meeting.

1996-97 Revised
Budget Hearing

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

Ms. Thorson noted that there were significant changes from the time the budget was adopted in August until the present time that prompted the administration to recommend a second hearing and approval of the 1996-97 budget. The salary increases that have been approved and implemented for the employee groups are significantly different than those that were included in the budget. In addition, as a result of the recent bond sale, the College will not need to spend money from the Education Fund for retirees and the technology plan, as previously planned. Therefore, the budget deficit will be \$850,000 rather than \$2.3 million. In order to maintain credibility with the entire Harper community, the administration revised the budget to reflect these changes. President Thompson noted that the \$73,700 needed to accelerate the salary increase for adjunct faculty to Fall 1996 term will be incorporated into the revised budget.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly
Nays: None

Motion carried.

Educational
Foundation
Director

Member Barton moved, Member Kolze seconded, that Richard D. Hoffman be appointed to the Educational Foundation Board of Directors, 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, Gillette, Hess,
Kolze and O'Reilly
Nays: None

Motion carried.

Northwest Suburban
Career Cooperative

Member Kolze moved, Member Gillette seconded, that the Board approve the revised Northwest Suburban Career to Education Partnership Intergovernmental Agreement as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that this agreement must be ratified by the Boards of District 211, District 215, District 220, and Harper 512. In response to Member Hess, he explained the background of the Career Cooperative.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly
Nays: None

Motion carried.

INFORMATION
Major Gifts
Campaign

Chairman O'Reilly reminded Board members of the importance of 100 percent participation by the Board in order to show unity and support during the campaign.

President Thompson stated that the Foundation golf outing will be held on Tuesday, June 24.

He also called attention to the recent full-page College ad in the Daily Herald.

The College received a \$20,000 donation from Allstate Foundation for the Center for Students with Disabilities. This makes an aggregate gift to that center of \$100,000 over the last five years from Allstate. In addition, a grant was received in Pat Mulcrone's division of \$37,000.

The ACCT/AACC national legislative seminar will be in Washington D.C. from February 23 to 25. Chairman O'Reilly encouraged Board members to attend if possible.

OTHER BUSINESS
Budget Committee
Report

Member Kolze reported that the Budget Committee has now met three times. The trend in the Education and Operations & Maintenance Fund is down in terms of using fund balance. The conservative long-range projections for the Educational Fund show that if corrective action is not taken, the fund balance will be depleted by the year 2000. In the O&M fund, while the trend is down, the problem is not as severe. The committee is working to increase revenue and control expenditures. In regard to revenue, an administrative committee is studying tuition costs and charges and will come back with recommendations in January 1997. The committee has discussed the possibility of developing a three-to-five-year plan so that both students and the administration can plan ahead in terms of revenue and expenditures. Different formulas for student tuition have been discussed. The committee has explored ways to work within the political process to increase funds for education, particularly for Harper College. In terms of expenditure control, the administration is developing a process to inform the entire College population of the problem and the need to act on it. Member Kolze stated that the Board goals and philosophies need to be addressed in terms of the realities of maintaining the fund balances at 20 percent, and the desire to achieve a balanced budget. It is important that these issues be addressed with so that the staff can be given the proper direction when developing their budgets. Member Kolze stated that the College is in a position at this time to control its own

destiny. He added that it is essential to become aware of the situation from the Board level down through the employee groups in order to be in a financial position that is desirable to both the College and the taxpayers. The Budget Committee would like the entire Board to meet for a half-day to deal with these issues.

Member Gillette noted that the age of the physical campus facilities will continue to necessitate expenditures for repairs and upgrades of the buildings.

It was agreed that the Board will meet on Thursday, January 30, at 5:30 pm to discuss the budget philosophy, including tuition.

PRESIDENT'S REPORT

President Thompson reported that the bonding authority failed in the House in the veto session, but there may be a compromise.

The Illinois Board of Higher Education (IBHE) has received the request from the Illinois Community College Board for funding for FY 1998. A decision regarding the allocation of monies will not be known until early January. Some of their decision rules include 1) 3 percent salary raises, 2) 3 percent increase for utilities, 3) no increase for general costs, and 4) 3 percent tuition increases. With that scenario, President Thompson felt that the ICCB request will not be granted. However, negotiations are still underway, and the IBHE is working closely with the Governor's office.

The Mega Lab is now open in Building I. President Thompson distributed an advertising brochure from KI Furniture, the company which supplied the furniture for the lab. The brochure highlights the renovated area very well. The February 11 Special Board meeting will feature a tour of the new Building I Lab.

The Northern Academic Computing Counsel and the Help Desk Institute of Chicagoland will meet at Harper on January 14. Patrick Campbell, Chief Technical Instructor at Tech Teach International will be the presenter. Harper's IS staff will be involved in this event.

Harper has developed a partnership with DeVry. Their senior students will be using Harper College as a site for their real-world

project. They will devote 350 man hours of labor to add power and cabling to the third floor of Building A and 40 to 50 associated computer installations.

Harper students have been involved in Service Learning. Under the direction of Jeanne Pankanin and other staff members, some examples of recent activities include political science students working with political campaigns; nursing students working with the Northwest CEDA Head Start; psychology and education students who mentor academically at-risk K-10 students; internal design students working with agencies such as Habitat for Humanity; fashion design students who have produced fashion shows for nursing homes, retirement centers, women's business groups, and churches; and dental hygiene students visiting grade schools to educate students on proper mouth care, and to do cleanings for residents of nursing homes and other social agencies.

President Thompson wished everyone a happy holiday, and he thanked the Board members for their gifts of time and dedication to Harper College and the community.

Executive Session

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

Upon roll call, the vote was as follows:

Ayes: Members Barton, Gillette, Hess,
Kolze and O'Reilly
Nays: None

Motion carried and the Board adjourned into executive session at 8:15 p.m. Following executive session, it was moved and seconded that the Regular meeting be reconvened. In a voice vote, the motion carried at 8:40 p.m.

ADJOURNMENT

Member Barton moved, Member Kolze seconded, that the Regular meeting be adjourned. In a voice vote, the motion carried at 8:41 p.m.

Chair

Secretary