

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 Special Board Meeting of Wednesday, March 12, 1997

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Kolze on Wednesday, March 12, 1997 at 7:22 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Gillette, Hess, Howard, Kolze and Ley  
Absent: Members Barton and O'Reilly;  
Student Member Starek

Also present: Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Jean Chapman; Rochelle Corso; Ana L. Hernandez; Martha Simonsen; Janet Friend Westney and Laurie Wren - Harper. Guest: B.J. Taylor.

Member Kolze appointed Member Howard as the Secretary pro tem during Member Barton's absence.

INTERNATIONAL STUDIES AND PROGRAMS PRESENTATION

Vice President Ed Dolan explained that the purpose of the meeting was to hear a presentation on the international programs at Harper. He added that most of the programs and activities are not new to the College, but that the coordination, communication and support of them are new. He introduced the coordinators of the International Studies Program: Dr. Janet Friend Westney, professor of Student Development, and Martha Simonsen, professor of English and Humanities.

Dr. Westney and Ms. Simonsen proceeded with a slide presentation that highlighted the history, accomplishments and future plans of the International Programs. Dr. Westney introduced committee members present: Ana L. Hernandez and Jean Chapman. Other committee members not present include: Susan Carlson, Mike Carroll, Harley Chapman, Michael Harkins, Jane Harris, Sunil Koswetta, Helmut Publ, and Renate von Keudell. She added that they are very pleased and proud to have administrators, faculty and staff from all areas of the College join in the international programming effort.

## **History of International Efforts at Harper**

Ms. Simonsen explained that the committee began, and the two coordinators were appointed, in January 1996. Up until that point, there had been many initiatives, but very little organization.

She explained some of the past initiatives at Harper which include the following: a long-term relationship with international students, a successful ESL program, many language courses at Harper, study tours led by Harper faculty since 1975, and a long association with ICISP (Illinois Consortium of International Studies Programs) which is now an organization of approximately 40 colleges and universities in Illinois, Michigan and Wisconsin. ICISP has been sponsoring study abroad programs, short-term exchanges for faculty and administrators, and curriculum workshops for faculty. Harper has an international business program. In 1994, 13 Russian engineers came to Harper to study in the ESL department, and two Harper faculty members spent some time in Russia.

In 1995, the focus was on Africa. Faculty members Jacque Mott and Martha Simonsen spent a Fulbright summer in Zimbabwe. Upon their return, they led a two-day African workshop for a large number of faculty. There was also an eight-week mini-course on Africa. Harper has been adding non-Western philosophy and non-Western literature to the curriculum.

In an effort to better coordinate and communicate about these efforts, a task force of faculty and administrators was organized. It was decided that there was a need to focus campus attention on international issues. After several months, the idea of a "4C's Institutional International Committee" was developed, and Dr. Westney and Ms. Simonsen were named as the two coordinators.

Dr. Westney explained that the goal of the committee is to try to get as many people as possible involved across campus. In order to make it grow throughout the institution, a number of sub-committees have been established with the following members: Susan Carlson, Harley Chapman, Jean Chapman, Judy Dincher, Jack Gallagher, Luz Hansen, Jane Harris, Ana Hernandez, Rusty Herzog, Kathi Holper, Vera Jereckyj, John Knudsen, Peggy KazKaz, Xilao Li, Minhua Liu, Jacque Mott, Kristen Oblinger, Lydia Omori, Kathy Powell, Helmut Publ, Martha Simonsen, Frank Solano, Molly Waite, Janet Friend Westney, Renate von Keudell, and Kathy Zuo.

## **Accomplishments to Date**

Dr. Westney explained that the committee began by hearing what each constituency was involved with. There was discussion about international students, ICISP programming, the program in Russia, and the Harper International Management program. The first focus was on educating the committee to think more globally about international efforts. Subcommittees were formed to create more inclusion.

She highlighted some of the 1996 accomplishments.

- The committee designed and published the first international newsletter (samples were provided to the Board). After publication, the committee received many phone calls from people thanking them for the information.
- Dr. Westney and her counterpart from Canterbury Christ Church College in England wrote a proposal to speak at the ACIIE (American Council for International Intercultural Education) conference in Atlanta last year, and were selected to do so.
- The committee supported faculty to attend the ASDP (Asian Studies Development Program) in Honolulu, Hawaii. It was a seminar on teaching, focused on the Asian perspective (China and Japan) for faculty from all over the U.S. Faculty attendance was supported at other international conferences as well.
- A one-day retreat was held to define goals and objectives.
- The committee hosted the Indonesian Consulate Dancers - a successful program on campus.
- The committee applied for a foundation grant in the first year, but did not receive it. Dr. Westney added that they hope to do more grant-writing.
- Ms. Simonsen attended the ACIIE conference on grant-writing, learning how to get money and funding from the government; and Dr. Westney attended the CIEE (Council on International Educational Exchange) conference.
- Dr. Westney stated that much of her work involves the ICISP program in which she currently chairs the programs for ICISP in Salzburg, Austria and Canterbury, England. She explained each of the programs and the life-changing experiences students have received from them.
- Faculty-led study tours are continuing. There have been study tours this past year to England, China, Mexico and Egypt. There are also community study tours coordinated by Susan Carlson.
- The committee is continuing to promote internationalizing curriculum.

Ms. Simonsen explained the second year accomplishments - January 1997 to present.

- Two newsletters have been published, with plans to publish another at the end of the semester. She explained that in the

second newsletter, international students were invited to write about themselves. Students from Japan, Israel, and India wrote, giving their perspective of learning in America, their discovery of different learning styles and different teaching methods - which is often surprising to faculty and students.

- Subcommittees have begun to take an active role. For example, the Student Scholarship Committee is trying to find ways to raise money for student scholarships in two areas: to help Harper students go abroad to some of the ICISP campuses; and to help some of the international students who come to Harper. The Speakers Subcommittee has decided to survey the entire campus. They will invite people who have expertise in a particular country or area, to volunteer to speak in other classes or at brown-bag lunches. They hope to tap into these resources, get some feedback and possibly make the list of speakers available to everyone at Harper.
- The committee reapplied for the foundation grant, and was awarded the grant for international studies. Additional funding was requested for three areas:
  - 1) Faculty Development - which involves encouraging faculty to work toward infusing international subjects in their courses. These funds will be used to help teachers feel more comfortable when dealing with another culture, either by taking a course, or by attending available workshops.
  - 2) Student Scholarships - which will help students studying abroad.
  - 3) International Speakers - which will help pay the cost of inviting speakers to Harper. There are plans to pool resources to bring name speakers to Harper and stimulate interest in the community.
- The Asian Perspectives course is in its sixth week, meeting every Monday from 2:30 p.m. to 4:30 p.m. The course involves 10 Harper faculty (Philosophy, Geography, English, Political Science, Art and Foreign Language) who present a lecture. Someone will be speaking on Japanese Buddhism; another will be speaking about what it is like to be a Japanese woman. The course is for faculty, staff, administrators and the community.
- The committee sponsored a panel in January of Japanese and Chinese students and faculty to talk about their experiences at Harper.
- On March 3, the committee sponsored a bus trip to Orchestra Hall to hear the National Traditional Orchestra of China. Also included was a dinner at Yu's Restaurant in Schaumburg.
- After organizing a meeting for international coordinators from other community colleges in the area, it was decided to apply with the College of Lake County for a Fulbright Scholar-in-Residence. Community colleges do not usually apply for this -

but it has just been approved. In the Fall, a man from Xian University in China will spend a semester (shared by Harper and CLC) teaching classes, presenting to the community, talking to faculty, and participating in other ways.

- Dr. Westney explained the possibility of having a Spanish immersion program at a site in Morelia, Mexico. Following their visit, Director of Multicultural Affairs Frank Solano and Dr. Westney are in the process of writing a report to be presented and taken through the proper channels. This would be the first Harper-oriented full study-abroad program, and could eventually be opened up to the ICISP people.
- The committee supported the attendance of ten faculty and administrators at the 50/10 Symposium, the celebration of 50 years of the Fulbright scholarships and 10 years of the ICISP organization.
- The committee sponsored a Harper visit by coordinators of the Asian Studies Development Program, located at the University of Hawaii and the East/West Center. Ms. Simonsen explained that when she was there last summer learning about how to bring China and Japan into the classroom, she discovered that the coordinators were coming to this area. She asked if they would come to Harper and they accepted the invitation. They met with the International Committee and discussed ways to internationalize the campus. They also presented two lectures.
- The committee continues to promote faculty and staff involvement in international activities. Peggy Kazkaz, ESL department, was awarded a Fulbright for the summer and will be going to Egypt and Jordan. This is a real achievement for community college faculty. Through the newsletter, people discovered that there is another Asian Studies program this summer. Two applicants are being supported from the international budget; and two people have been accepted for NEH Institute on China at the University of Chicago this summer. Four faculty/administrators have been accepted for the ICISP exchange whereby they go to England or Holland for two weeks, and then their counterparts visit the U.S. Five faculty attended the ICISP workshop on Southeast Asia at the College of Lake County, and at least two people attended the workshop on East Asia at the College of DuPage.
- On May 6, the committee is hosting a female mbira (thumb piano) player from Zimbabwe.

### **What Lies Ahead**

Dr. Westney described the committee's plans for the future.

- Frank Solano, Director of Multicultural Affairs, was recently invited to be a member of the committee structure.
- The committee will continue to work toward increasing education of international issues among faculty, staff, and

students. The committee would like to work more closely with Student Activities and the Cultural Arts committee.

- There are plans to write a newsletter for students, as well as for faculty and staff, so that students will be aware of the opportunities available to them.
- The committee will continue to support the curriculum infusion efforts, which is part of the grant. It is very important that students understand the relationship of the world, the global market, the global understanding in their courses.
- The Board supported eight sabbaticals this year - three of which are involved with international issues. Mark Healy is working toward a second Master's degree which will certainly affect the geography class that he teaches; Molly Waite will be doing curriculum work in Asia; and Martha Simonsen will use her sabbatical leave to create a non-western humanities course.
- The committee plans to work with the curriculum committee and the academic standards committee as they begin to look at non-Western requirements for students.
- There are plans to work more closely with students in general. Part of this is working with the International Students Club and having more international student panels.
- The committee plans to seek additional grant opportunities - possibly writing a title six grant which is very much involved with curriculum work.
- A yearly institutional plan of international activities will be developed. This will be very important for the campus - to organize and publish all the events in a calendar so that people can see that this is a yearly international effort.
- The committee will continue to publish its "Going International" newsletter, inviting faculty, staff, administrators and students to submit articles.

Dr. Westney asked the Board if there were any questions or comments.

Member Ley asked if the goals and objectives could be articulated and their achievement measured quantitatively. Dr. Westney responded that the goals are stated more specifically in the data sheet. She said that there are plans to do more evaluations at all of the programming events in order to get feedback from students and faculty.

Member Gillette suggested the idea of using cross-over between area industrial companies (whose presence in the international market is very large) and Harper (providing the educational opportunities that those companies need). He gave an example: Motorola has a person here this week (with professor status in a foreign country) as part of a team evaluating a cellular proposal for his country. If Motorola knew in advance that this person

(their customer) was coming - the company (and Harper) could make him feel very important by asking him to speak at the College - the cross-over would be a win/win situation. He emphasized the fact that these efforts must be a win/win situation in order to receive proper funding in legislature. Dr. Westney thanked Mr. Gillette for speaking about this issue. She said it is an untapped area, but the committee is hoping to pursue it. It was mentioned that the companies do send some of their employees to Harper ESL classes.

In regard to a win/win situation, it was mentioned that there are 100 international students who will return to their countries - many of whom are going into International Business. A certain amount of the products being purchased by their businesses back home will be from the U.S. - they are familiar with the equipment here, etc. It is not just that we are giving them something, they will be giving us something as well.

Member Ley asked about the international studies program requirements for a student who plans to transfer to a four-year college. Dr. Westney explained that there are two ways for students to approach that: Harper offers a two-year international curriculum, with most of the courses transferring (some would be considered upper division classes at the four-year school); another option would be for the students to take the Harper two-year pre-business curriculum (with their major being international education) - they would transfer to the four-year school after Harper helped find a program that would fit their needs. There was discussion regarding a matriculation program with other schools. This idea is currently being researched.

Member Kolze asked if the committee is considering cooperating with other colleges to bring in international speakers. Dr. Westney responded that this is being considered. She added that the expenses for the people from Hawaii were shared with College of DuPage, where they originally were planning to speak.

Board members thanked Dr. Westney and Ms. Simonsen for their efforts and for their educational presentation. They were pleased to hear about the progress of the committee and shared their excitement for the program.

Dr. Westney presented gifts to the Board of Trustees - a book autographed by speakers at the 50/10 symposium, and a copy of one of the speeches. Board members thanked Dr. Westney and Ms. Simonsen.

Member Gillette suggested that the College advertise that Fulbright Scholars can come to Harper. When Harper sends an international student back home, that student could be encouraged to spread the word that their friends or relatives could apply

for a Fulbright grant and come to Harper for one year also. Fulbrights are not usually used for community colleges, but the rules allow it.

ADJOURNMENT:

Member Ley moved, Member Hess seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 8:15 p.m.

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Chairman

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Secretary

BOARD REQUESTS

MARCH 12, 1997 SPECIAL BOARD MEETING

- 1) Member Gillette suggested the idea of using cross-over between area industrial companies and Harper. Dr. Westney said it is an untapped area, but the committee is hoping to pursue it.
- 2) Member Gillette suggested that the College advertise that Fulbright Scholars can come to Harper. When Harper sends an international student back home, that student could be encouraged to spread the word that their friends or relatives could apply for a Fulbright grant and come to Harper for one year also.

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COUNTIES OF COOK, KANE, LAKE AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, March 20, 1997

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, March 20, 1997 at 7:04 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Gillette, Hess, Howard, Kolze, O'Reilly; and Student Member Starek (8:15 p.m. arrival)  
Absent: Member Ley

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; David McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Ted Agresta; Cathy Albergo; Felice Avila; Mary Azawi; Victor Berner; Larry Bielawa; Pat Bourke; Steve Catlin; Harley Chapman; Laura Crane; Robert Getz; Bill Howard; Thea Keshavarzi; Jeanne Kline; Liz McKay; Scot Milford; Rosemary Murray; Elena Pokot; Bill Punkay; Duane Sell; Dawit Teklu and Laurie Wren - Harper.  
Student: Caroline Saccomanno. Guests: Al Shapiro, Educational Foundation; Alan Bombick and Michael Lundeen, Legat Architects.

President Thompson introduced Liz McKay, Chairman of the Space Planning Task Force.

INTRODUCTION

Dr. McKay explained that in February 1996, the Board of Trustees approved a contract with Legat Architects to work with the College to develop a comprehensive report and a long-range space plan. This presentation will focus on the inventory of existing facilities, analysis and process. She introduced the Space Planning Task Force members: Diane Batzkall (not present), Pat Bourke, Steve Catlin, Laura Crane, Bob Getz, Bill Howard, Scot Milford, Bill Punkay, Duane Sell, Antoine Starek, Space Planning Task Force. Working very closely with Harper is Michael Lundeen of Legat Architects. She stated that after the presentation there will be time for questions and discussion.

Vice President Ed Dolan explained that this overview is the first of three presentations. The second will be a special Board meeting in April to tour specific campus areas. On April 24, the specific recommendations of the Long-Term Space Planning Committee will be brought to the Board of Trustees.

Dr. McKay referred to Space Planning handouts (black binders) that had been mailed previously to the Board. She began by saying that from the very beginning, it was decided that this would be an open process for the campus community. She referred to a memo written by Dr. Thompson which outlined the study for the Harper community.

#### DEVELOPING THE PLAN

Dr. McKay explained the Space Planning Timeline found in the binder, showing all the activities that have occurred since last August. Many of the items were happening at the same time. The Executive Council approved and developed the components of a long-range space plan which included: current facilities plans; the North Central Self-Study Survey; unit planning of the departments; the Technology Plan as it applies to space, demographic and enrollment projections; the Academic Affairs Deans' Council Educational Plan; philosophy and guidelines for campus master plan; analysis of classroom and lab utilization; and funding options. The members of the task force divided into subgroups. Objective criteria was developed to evaluate the data, criteria was compiled, duplicates were found, and the data was ranked. Each space proposal was evaluated to determine if it: addressed inadequate facilities, considered the use of various technology, was it flexible and adaptable, how did it relate to other projects, how did it respond to class scheduling, to enrollment increases, to gathering areas and services for students, faculty and staff, did it support community needs and proportional support service growth, and support curriculum change. These were ranked and applied to every project that was submitted.

Bill Punkay, Bob Getz and a student from the architecture area measured each space for accurate data. The handouts included a sample of the changes which were due to renovation and reconfiguration over the years.

Duane Sell and Laura Crane worked on room utilization. They analyzed every classroom on campus and determined how often it was used, during what periods of the day.

#### ENROLLMENT PROJECTIONS

Steve Catlin spoke about the long-term enrollment projections and how the district demographics are changing. He explained that

each year the Enrollment Planning Committee meets with the Office of Research and prepares the short-term and long-term enrollment projections, with a set of assumptions. For long-term purposes in this case, two primary categories of assumptions were developed: one has to do with district demographics and the other involves Harper program and marketing strategies. He listed District Demographic assumptions that are key to the enrollment projection process at Harper.

1. Adult population (21 years and over) will remain level to the year 2013.
2. Harper will continue to enroll approximately 30 percent of the high school seniors within the first three years of high school graduation. This is just high school graduates, not the percentage of college-bounds. The pool of high school seniors will increase by 62 percent by the year 2013 from the 1996 level. (Approximately 5800 to 9100 change over that period of time.)
3. Traditional age students (under 21) will continue to remain enrolled at the same rate that they do currently.
4. Adult students (21 and over) will continue to enroll at the same rate that they do currently.
5. The regional economy will remain stable.

He listed the Harper program and marketing strategies assumptions for purposes of projections only:

- Full-time and part-time students will continue carrying the same credit load that they carry currently.
- Scheduling of classes will not change.
- Program offerings will remain at the current level.
- Marketing efforts will remain at the current level.

He explained that if any of the above assumptions change, that could increase or decrease enrollment projections. Via overhead projector, Mr. Catlin shared graphs of the demographic projection data. Projections indicate that from Fall 1995 to Fall 2013 the following changes will occur:

- a 28 percent increase in credit FTE
- a 20 percent increase in enrollment head count
- a 65 percent increase in traditional age (under 21) in-district full-time credit enrollment head count
- a 54 percent increase in part-time traditional age (under 21) in-district enrollment
- a 6 percent increase in adult (over 21) full-time enrollment head count
- a 1.3 percent decrease in adult (over 21) credit part-time enrollment head count

There was discussion regarding discontinuity and total enrollment head count. Mr. Catlin said that there are 15 variables involved in the spreadsheet formula process and it was difficult to explain. He noted that one of the driving forces in the projections is the graduating high school senior market. History from 1987 to 1996 shows the yield from the high school market (the percentage of college-bound seniors attending Harper College in Fall after graduation) is approximately 28-33 percent. In 1991 Harper had over a 30 percent yield rate. Member Gillette observed that these are the "smart people" who get a good education and save money by going to Harper instead of a four-year school right away. Mr. Catlin introduced others involved with the enrollment projection process: Laura Crane, Office of Research, and Dawit Teklu, the new Director of Research.

#### GATHERING AND EVALUATING DATA

Dr. McKay explained that the projections were given to the 56 different units that participated in the space planning. They were then asked to assess their needs, summarize and prioritize them. Each unit outlined their needs, listed reasons for their needs and described options that would meet their needs. They looked at the current classroom use and evaluated whether the room was adequate and why/why not. They were also asked to evaluate their support spaces: offices, storage, labs. They listed the goals of their unit, and attached their most recent enrollment data from 1991 to 1995. Each unit took this data and determined where their most critical needs were and then provided a summary.

Administrative areas were evaluated in the same way, looking at everything very carefully. They analyzed all concerns -- present, future, and long-range.

#### SUMMARIZING THE NEEDS

Bill Punkay explained some of the critical needs on campus, emphasizing that the greatest shortage is in classroom space, laboratories, connectivity, and places for students to gather. There are many needs. Each unit was permitted to submit only three to five requests, so they had to decide what was really essential. The data showed that most clusters expressed a need for linkages of programs, flexibility, connectivity from building to building, and program to program. Over one-third of the campus space is in desperate need of renovation. Mr. Punkay called attention to the following: lighting in Building E; acoustics in Building D; unsatisfactory traffic patterns around L and some of the other buildings, especially for the pedestrian traffic. Safety is an issue in each building; the humidity in Building P (trying to keep pianos in tune) is a problem. Campus-

wide storage is an ongoing problem. The campus is in need of renovation.

The campus footprint is currently 847,000 (plus the lot) square feet. The footprint has been changed over time as new buildings have been added, but the original buildings have not been altered substantially. Building D was built in 1968/69 and it is difficult to offer up-to-date 1990's education for science, math, and life science.

Harper campus needs some new construction as well. The 20-year master plan includes real needs today, yesterday and 10 years ago and they need to be addressed with some sense of urgency. All of the renovation and new construction is driven by enrollment. There are 13 million teenagers in America today, and many of them know the value of a college education. Harper is a very good bargain!

The style of teaching also impacts the need for new construction. For example, thirty years ago when Building D was built, wet labs were used to teach chemistry. This is given over to computational based lab teaching. A real push is that the ICCB has mandated that core curriculum now specifies additional math and science, and Harper labs need to be brought up to speed. There is a great need and much potential at Harper.

Dr. McKay added that while the task force evaluated all the needs from the campus community, they kept in mind that the students are the first priority, and their support and the instruction in the learning process is why Harper is here.

#### ARCHITECTURAL PERSPECTIVE

Dr. McKay said that after all of the data was completed, it was given to Michael Lundeen at Legat Architects who proceeded to look at it from a very fresh approach. When Mr. Lundeen finished his review in early January, he came back to the task force and together they are working on solutions to these over 200+ needs. They have met at least once a week and have a good collaborative relationship. She emphasized that this is not the "Legat Plan" or the "Task Force Plan," but a collaboration between faculty, staff, students, administration, and Legat Architects.

Michael Lundeen said he has gotten to know quite a bit about Harper since April 1996. He has worked closely with the Task Force and Long-Range Planning, has walked every space, visited almost every office, and has gotten to know the staff. Once he received and reviewed the pile of information, there were a series of 30+ interviews to clarify the information.

They began to take an outside look and analyze the campus. He showed a drawing of the campus and explained what was considered: the differences of buildings, the space between the buildings, outside walkway paths, how some buildings confine courtyard spaces, how some areas bleed off into the landscape. Some of the other analyses studied interior and exterior circulation and connectivity of the buildings (the connection of the buildings from an interior path - how to get from Building A to Building F enclosed). Many buildings are not connected and it is a prominent concern. The view factor was also considered. There are beautiful landscape views when walking from one building to the next outside. The buildings are staggered to resemble a city on a rolling field - they have history and character.

They looked at administrative areas which support education directly and other types of administration which give more grand support (from Buildings and Grounds to the Business Office, President's Office). They looked at location of those buildings. Student areas were analyzed: the Student Center and how it relates to Student Affairs and other types of support areas; study areas and food court areas. They watched where students gather and study before classes (certain corridors, labs, not just the library). Classrooms and programs were analyzed; how the spaces can be shared in order to get 100 percent usage.

One of the next exercises was to have each group list all of the positive aspects of the campus which included: openness of the campus, the courtyards, having a lot of windows, the landscape, the height of the buildings, their character. Some of the other aspects were the daylight into classrooms and offices.

Through all the data collection, analysis and interviews, it became apparent that a large part of the need is not with the expected growth of additional students - but that a large part of the need is here now in offices, classrooms and laboratories, to just help day-to-day current activities take place. Many classrooms have been turned into computer labs, and some other areas (storage rooms) have been turned into offices.

Six key issues were addressed in all of the initial schemes that came out:

1. connectivity - connecting buildings
2. improving facilities - lighting, acoustics, renovating space, painting, short-term projects
3. adding classroom space, flexible classroom space to meet current teaching needs, computer programs
4. adding laboratories - computer and instructional labs, technology for other liberal arts activities

5. linkage of programs - carefully placing any additional facilities so that they can be shared with appropriate programs
6. student gathering areas - there is a need for different types of food service to be somewhat spread across campus in order to encourage students to stay around campus longer. Student Center/Student Affairs - create a "one stop shopping" area, as well as make this more central in the campus. Student gathering areas would include the library and other smaller study spaces.

With all of these, long-term and short-term needs should be addressed. Some discussions have included moving some administrative offices as well as classes, off campus, perhaps leasing space. Classroom times are being studied right now to determine if more classes can be inserted each day.

Several buildings are proposed to be renovated including Buildings A, C, D, E, H, and perhaps G. Beyond the renovation, connection of buildings was proposed - between Buildings C, E and D, which would mean connection for computer classrooms, for the sciences, and also classrooms and offices. By doing this, it would meet the connectivity need as well as the need for flexibility of computer classrooms next to the appropriate programs.

A big issue is the location of the student center in Building A. In this proposal, there would be a link between Buildings F and J; and these two buildings would house the activities from Building A such as the Student Center, Student Affairs, Business Office, and other administrative activities to do the "one stop shopping." It would then create a new "front door" for the campus in this area. Connecting to Building J would be classrooms that are needed. Also, this would be directly connected to a multi-story parking garage.

Mr. Lundeen discussed all the other possible connections addressing needs of connectivity, circulation, parking, storage, etc.

The overall master plan is for 15 years, with the idea that it will be reviewed every two or three years, and changes made as resources are available, or as different programs or different issues raise their level of importance.

In conclusion, Dr. McKay repeated the six areas identified from the 200+ needs, and stated that this would be a dynamic plan. She opened the floor to questions and comments.

There was discussion regarding the proposal to move the student areas over to another end of the campus as opposed to in the

middle of campus. Student Member Starek responded that all the classrooms are on the other side of campus in Buildings F, G, and I. Mr. Lundeen said there have been numerous discussions regarding the location of the Student Center. At first it was thought best to have it in the center of campus. But this would destroy the positive aspect of the courtyard and the landscape views that were discussed.

President Thompson mentioned that there were four community forums which were open to everybody in the campus community, giving them the opportunity to view what was being proposed and offer comments. Dr. McKay stated that approximately 140 people attended and gave suggestions and asked questions.

It was mentioned that when the bookstore was moved from Building A, it took away student activity from the cafeteria. Dr. McKay said that this was a very good point - that when we plan to move something, we need to consider how it affects other things.

Member Howard stated that connectivity is something that has been a complaint ever since she has been on the Board. If you can retain beauty of the landscape while building connectivity, it would be very much appreciated. Member Gillette asked whether connectivity would qualify for ADA grants. Right now, a disabled person has to get out in the inclement weather to move from building to building. Dr. McKay responded that most likely it would qualify for some life safety money; it is certainly worth exploring.

Chairman O'Reilly stated there would be a five minute recess.

CITIZEN  
PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS  
Approval of Agenda

Member Kolze moved, Member Howard seconded, that the agenda be approved.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Student Trustee  
Report

Student Member Starek stated that this would be his last Board meeting as Student Trustee. The election for the new Student Trustee will

be held on April 8-9. Board members said they were sorry to see him leave the position.

He stated that students had asked for information regarding the football issue and the evaluation committee. Chairman O'Reilly said that this item would be discussed later in the meeting.

Student Member Starek commented that he hopes the student concerns regarding the Space Plan are taken into consideration. He explained that in his chemistry class, the lecture is held in the lab room where he and fellow students sit on high stools and take notes on a sink. He noted that the students have real needs.

Student Senate President Caroline Saccomanno stated that she had received feedback from the students regarding the last Board meeting which addressed the football issue. Many students felt they did not have a chance to speak on behalf of football. Ms. Saccomanno commented that the student support, involvement and outcry seen at the last Board meeting is something the Student Senate has tried to find from students for a long time.

Ms. Saccomanno asked for clarification regarding the Student Senate President speaking at Board meetings. She feels her role at Board meetings is undefined and would like the next president to understand this better. Chairman O'Reilly responded that perhaps Caroline could meet with her or Laurie Wren or Dr. Thompson to discuss this.

#### CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the January 23 Special Board meeting; and February 27 Special and Regular Board meetings and executive session; bills payable; payroll for February 28, 1997; estimated payrolls for March 1 through April 25, 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	1,560,426.39
Restricted Purposes and Trust & Agency Fund	896,023.49
Federal Funds	227,782.14
CE Tuition Refunds	2,270.00

The payroll of February 28, 1997 in the amount of \$1,543,187.91; and estimated payroll of March 1 through April 25, 1997 in the amount of \$6,244,534.69.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

#### BID AWARDS

Member Kolze moved, Member Hess 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 Q8801 to Warner Offset, the low bidder for printing of the Fall 1997, Spring 1998 and Summer 1998 Course Schedules, in the amount of \$100,100.00.
- Ex. VII-A2 Award Bid Q8806 to Phillips Brothers Printers, the low bidder for printing of the 1997-1998 Datebook/Student Handbook, in the amount of \$11,920.00.
- Ex. VII-A3 Award Bid Q8807 to Holian Asbestos Removal and Encapsulation Corp., the low bidder for asbestos abatement work at the Northeast Center, in the amount of \$11,000.00 plus a contingency of \$1,100.00 for a total of \$12,100.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

PURCHASE ORDERS

Member Kolze moved, Member Barton 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 Legat Architects for architectural services for Site Signage in the amount of 7.5 percent of the construction cost or \$11,250.

Ex. VII-B2 Approve issuance of a purchase order to Kreuger International for 24 computer workstations in the amount of \$17,232.90.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

NEW BUSINESS

Personnel Actions

Member Howard moved, Member Hess seconded, that the Board approve the personnel actions as outlined in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Staff Appointments

Lynne Avenson, Careers Clerk p/t, Education to Careers Partnership, 04/14/97, \$17,940

John Eichinger, Mail Messenger, Publications-Mail Center, 03/17/97, \$16,575

Patricia Garrett, Program Assistant p/t,  
Career Center-Community Services,  
03/03/97, \$18,200

Gail Hoban, Secretary p/t, TM/PS, 04/14/97,  
\$18,727

Harper #512 - IEA Appointments

Carole Hargarten, Custodian, Physical Plant,  
03/03/97, \$25,251

Jimmy Hernandez, Custodian, Physical Plant,  
05/01/97, \$25,251

Edith Herring, Custodian, Physical Plant,  
03/24/97, \$25,251

Professional/Technical Resignation

Francisco Aguilera, UNIX Network Specialist,  
Information Systems-Technical Services,  
03/14/97, 7 months

Classified Staff Resignations

Janette Adams, Financial Aid Assistant,  
Office of Student Financial Assistance,  
03/14/97, 10.4 years

Cindy Osinski, Administrative Secretary,  
Workforce and Professional Development,  
03/14/97, 1 month

Barbara Schofield, Financial Aid Assistant,  
Office of Student Financial Assistance,  
03/04/97, 2.7 years

Robert Szafraniec, Mail Messenger,  
Publications-Mail Center, 03/07/97, 4  
months

President Thompson commented on the termination of Francisco Aguilera who has been at Harper for only seven months as a UNIX Network specialist. This is an indication of how difficult it is for the College to get and keep people who are experienced with technology. He said he agonized for Mr. McShane trying to keep his staff in this very difficult market.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

1997-98 Faculty Promotions

Member Howard moved, Member Barton seconded, that the Board approve the following faculty promotions for the 1997-98 academic year as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor:  
Renate von Keudell, Liberal Arts

To Associate Professor:  
Janice Phillips, Academic Enrichment and Language Studies

Christine Poziemski, Academic Enrichment and Language Studies

To Professor:  
Barbara Hickey, Liberal Arts

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Associate in Fine Arts (AFA) Degree

Member Kolze moved, Member Howard seconded, that the Board approve the requirements for the Associate in Fine Arts (AFA) Degree and that it be effective with the Summer 1997 semester as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that Harper has an outstanding art department, drama department, and music department and this will finally grant recognition to the degrees in those fields.

Cathy Albergo stated that the departments are very pleased because this will allow students to finish their AFA degrees at Harper. In the past, there was not enough time to fulfill the requirements, so many students were advised not to finish a degree at this College. Harper's two-year program will now match what is available at the four-year schools. Student Member Starek asked how many other community colleges have this program. Ms. Albergo responded that this has just received state approval, so many community colleges are waiting in line with proposals.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

New Program: -  
Nursing Assistant  
Training

Member Hess moved, Member Barton seconded, that the Board approve the certificate in Nursing Assistant Training and that it be effective with the Spring 1998 semester as outlined in Exhibit VIII-D (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,  
Howard, Kolze, and O'Reilly  
Nays: None

Motion carried. Student Member Starek voted aye.

Renewal of  
Treasurer's Bonds

Member Howard moved, Member Kolze seconded, that the Board renew \$25 million treasurer's bonds with Kemper Insurance Company and CNA Insurance Company for 1997/98 at an annual premium of \$17,256 as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Judy Thorson explained that Harper has an agent who shops the market.

There are a limited number of suppliers, and there is a limited amount of bonds that a company will ensure for the College. In the past, Kemper had a limit of \$15 million and this year it went to \$20 million. Because Kemper is the cheapest in the market, the College was able to move another \$5 million into Kemper, which caused the \$4,222 reduction in premium. Board members thanked Ms. Thorson for the savings.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye.

Status Report -  
Major Gifts  
Campaign

Chairman O'Reilly asked President Thompson for information regarding the status of the consultants. He responded that he would prepare a written report for the Board with this information. Member Barton asked what amount of money has been raised. President Thompson responded approximately \$2.1 million has been raised. Felice Avila introduced Mr. Al Shapiro, Treasurer of the Foundation.

Ms. Avila announced that the Foundation Golf Outing will be held June 24.

Legislative  
Advocacy Committee

Member Howard stated that there is a key Bill before the legislature in Springfield Senate. Senate Bill 1050 is in Committee; this would allocate State money to pay for scholarships for students at for-profit schools, specifically, in the state. The problem with this bill is that it will take money away from scholarships available for students at community colleges. It is not a significant amount currently (\$3.5 million) but has potential to be a very large amount of money. It will have an adverse affect on what is available for student scholarships from the state of Illinois at community colleges. Member Howard said that there is a good chance this will pass because DeVry is in

Senate President Pate Phillips' district, and he is supporting this. She distributed information to Board members, including a sample letter for them to write to their congressperson. She asked Board members to review the draft letter signed by President Thompson and then write a letter in their own words, using their own personal or business stationery (not Harper stationery). She included a list of the representatives who are on the Committee, and asked that in addition to everyone's own legislators, the Board members contact those legislators who are on the Committee. Member Howard emphasized the fact that DeVry is on the New York Stock Exchange; it is very profitable; and their President makes over \$1 million per year. DeVry can afford to provide scholarship money for their students without going to the Illinois taxpayers.

In response to Student Member Starek, Member Howard said that this bill is going to be up for hearing in the Committee so it is necessary to write the Committee members right now. If it comes out of Committee positively, then it will be brought to the floor for a vote later. If it is killed in Committee, it would never be brought to the floor. She explained that the Legislative Advocacy Committee is involving representatives of the employee groups on campus so they can share information regarding legislative issues and work collaboratively in support of the community college. If more people write and call, there will be more impact.

There was discussion as to whether Board Members could fax or E-mail these Committee members. President Thompson stated that Sylvia Kingsley could work on getting fax numbers and E-mail addresses for the complete list.

#### OTHER BUSINESS

President Thompson mentioned that the Senate passed the Retiree's Health Insurance Bill today - 55 to 0. It immediately goes to the House after it passes the Senate. Member Howard noted that the Board is very

appreciative of Senator Peter Fitzgerald for being the Senate Sponsor for this bill.

Member O'Reilly stated that as a result of the February 27 Board meeting, the Board is organizing a committee to develop parameters by which the football program will be evaluated for continuation or termination. The members of this committee are as follows: Antoine Starek, Jerry Gotham, Roland Ley, Susan Overland, Barbara Barton, and Bonnie Henry. Roland Ley will be Chair of the committee. The goal of the committee is to develop parameters by May, so all concerned parties will understand how the football program will be evaluated. The Board will give some charges to the committee. She said that this is for informational purposes at this time.

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

#### PRESIDENT'S REPORT

President Thompson announced that last week the College received a very significant gift for the Major Gifts Campaign from the Omron Foundation. They are donating nearly \$100,000 worth of equipment for the electronics laboratory. This will equip two laboratories benefiting three crucial areas in automation skills, fiber optics, pneumatics and hydraulics, and programmable logic controller workstations. The College is extremely grateful to Omron for their very generous support.

April 7 will kick off the Harper Family Campaign for the Foundation with a "Just Say Yes!" slogan. Last year 197 employees contributed. In the past three years, the dollars per employee went up, but the number of employees contributing did not. They hope to increase the participation level. Dr. Thompson distributed brochures that each employee will receive on April 7.

The Foundation golf outing will be June 24. The College hopes to fill each of the 144

spots. Dr. Thompson explained the syndicate raffle where prizes include a golfing paradise vacation to Spain. Other prizes include a trip to the Caribbean. He encouraged people to attend; if they do not golf, they can still come for dinner.

In March, the College took part in its 18<sup>th</sup> celebration of Women's History Week. Bev De Julio (Ms. Fix-It) gave the keynote speech, noting that her skills had begun and were developed at Harper College. Other sessions included women Olympians, women in the crafts, women in technology. Member Howard mentioned that the quality of the programs was outstanding, and that she wished more people were able to attend.

President Thompson stated that he was a participant at a Campus Compact meeting for Presidents in Washington, D.C. He distributed notes from the meeting. He shared with the Board members highlights from each of the presentations which included the following speakers: David Broder, journalist for the Washington Post, Jeremy Rifkin, author of "The End of Work," and John Kretsman from Northwestern University. These speakers gave insight and theories regarding political influences, civil society, unemployment, and community assets. They encouraged college campuses to get students involved with the needs of their community so that while they are learning, they are also serving.

President Thompson noted that the Foundation just supported one of the programs that is involved with Service Learning - Linda Campbell's Psychology program.

President Thompson stated that several Board members and staff members participated in an interactive satellite video conference with Ed Barlow, the Futurist. The title of the session was "Thinking Beyond Our Experience; Planning Beyond Our Tenure." He encouraged all who did not attend to view the tape, because it is very worthwhile. Chairman O'Reilly stated that if a Board member receives the video in his/her packet, they

are to view the video and return it so the next person can view it.

With the Building W project, Harper has been requested by the Capital Development Board (CDB) to put the College share of the money into escrow. The Board needs to be aware of what is happening. Ms. Thorson explained that the money will remain invested; Harper will choose the bank and retain the interest. The CDB will have an ability to draw on it. Whenever a bill is presented by the architect, they will pay a certain amount from their money and a certain amount from Harper money. All the details are not worked out as yet. President Thompson mentioned that the amount requested is \$604,940. Ms. Thorson explained that the total is \$1.3 million - the state share is \$708,800 and Harper share is \$604,900.

President Thompson reported that there was some good press about the Motorola-sponsored Midwest Regional FIRST robotics competition at Harper College. There was positive feedback from the participants regarding how well Harper staff handled the event. Dean Caman, creator of FIRST (For Inspiration and Recognition of Science and Technology) said that society is so easily led to hold up athletes as examples, and so slow to hold up science and technology specialists as examples - so he created this program, which has been a great success.

The Harbinger won first place recently in News Category for Non-weekly News. President Thompson congratulated the Harbinger staff and Dave Pomp, Editor-In-Chief, for his first place award for photos.

The Harper Speech Team won fifth place in a recent tournament. Hans Fleischmann was awarded first place in Poetry Reading, and a six-member Harper team won second place in Reader's Theater. Harper will compete in a regional and national tournament in April. He congratulated the students and faculty members Patti Ferguson, Marcia Litrenta and Jeff Przybylo for their fine work in developing this team.

Dr. Thompson said that he, along with members of the Board and Foundation, saw Evita performed by Harper students and community members. He said it was a marvelous production with great stage design and set. He congratulated Mary Jo Willis, Mike Brown and all the people in the cast. Member Howard mentioned that this emphasized the need for the performing arts center. The cast and crew did a marvelous job while having to put up with inadequate facilities.

Wellness Week at Harper will be April 15-17. Dr. Thompson distributed brochures which have been sent to faculty, staff and the community. Everyone is invited to participate. The annual Health Fair is Wednesday, April 16 in the lounge area of Building A from 9:00 to 1:00 p.m. Everything is free except the breakfast seminar with keynote speaker David Hunnicutt, President of Wellness Council of America.

Dr. Thompson shared the highlights of the children from the Child Learning Center who visited his office earlier today. With great humor, he showed the list of their questions. He thanked the preschoolers for visiting with him. Member Gillette mentioned that his oldest daughter is expecting triplets.

EXECUTIVE SESSION: Member Barton moved, Student Member Starek seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel and collective bargaining.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Starek voted aye. Motion carried and the Board adjourned into executive session at 9:08 p.m.

Following executive session, it was moved and seconded that the Regular meeting be

reconvened. In a voice vote, the motion carried and the meeting was reconvened at 9:55 p.m.

OTHER BUSINESS:  
Meeting Dates

Board members discussed dates for upcoming meetings in April. Following discussion, the Board agreed that the April 9 Special meeting date should be changed to April 3 at 5:30 p.m.

ADJOURNMENT:

Member Kolze moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 10:02 p.m.

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Chairman

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Secretary

BOARD REQUESTS

MARCH 20, 1997 REGULAR BOARD MEETING

1. Chairman O'Reilly asked President Thompson for information regarding the status of the consultants. He responded that he would prepare a written report for the Board with this information.
2. In regard to Senate Bill 1050, President Thompson stated that Sylvia could work on getting fax numbers and E-mail addresses that were missing from the list of Committee members.
3. Chairman O'Reilly stated that if a Board member receives the video "Thinking Beyond Our Experience; Planning Beyond Our Tenure" in his/her packet, they are to view the video and return it so the next person can view it.