

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 24, 1997

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair O'Reilly on Thursday, July 24, 1997 at 7:02 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, Ley and O'Reilly
Absent: Student Member Prinzivalli

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; David McShane, V.P. Information Systems; Judy Thorson, V.P. Administrative Services; Vic Berner; Catherine Brod; Steve Catlin; Harley Chapman; Tom Choice; Lori Danaher; Robert Getz; Jerry Gotham; Amy Hauenstein; Thea Keshavarzi; Dave Lauerman; Roberta Lindenthaler; Mercedes McGowen; Liz McKay; Russ Mills; Rosemary Murray; Jeanne Pankanin; Elena Pokot; Sheila Quirk; Laurie Wren and Joan Young - Harper.
Student: John Lu.

Guests: Larry Smith, Daily Herald; Margaret Van Duch, Chicago Tribune; Michael O'Connor, Omni Tech Corp; and Doug Van Norstran.

CITIZEN PARTICIPATION There was no citizen participation.

COMMUNICATIONS The Board acknowledged receipt of three communications.

UNFINISHED BUSINESS Chair O'Reilly stated that an executive session will take place after the meeting for the purpose of discussing the appointment, employment and dismissal of personnel and collective bargaining.
Approval of Agenda

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

Upon roll call, the vote was as follows:

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

Motion carried.

Student Trustee
Report

Chair O'Reilly distributed a copy of the Student Trustee Report and stated that Student Member Prinzivalli could not be present due to her mathematics course. She called attention to the fact that currently there is no Student Senate because two elected students were disqualified and the treasurer has transferred to another school. Student Member Prinzivalli is looking for help and may be calling on Board members to help where possible.

CONSENT AGENDA

Member Ley moved, Member Howard seconded, approval of the minutes of the June 26 Special and Regular Board meetings and executive session; bills payable; payrolls for June 20 and July 4, 1997; estimated payrolls for July 5 through August 29, 1997; for information: committee and liaison reports, and grants and gifts status report, as outlined in Exhibits VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Operating & Auxiliary Funds	3,410,478.64
Restricted Purposes and	
Trust & Agency Fund	582,354.33
Federal Funds	29,598.53
CE Tuition Refunds	84,471.85

The payrolls of June 20, 1997 in the amount of \$1,272,335.45; July 4, 1997 in the amount of \$1,755,352.67; and estimated payroll of July 5 through August 29, 1997 in the amount of \$6,342,300.18.

Upon roll call, the vote was as follows:

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

Motion carried.

BID AWARDS,
PURCHASE ORDERS AND
NO AWARD BID

Member Barton moved, Member Howard seconded, that the Board approve the Bid Award as outlined in Exhibit VII-A1, the Purchase Orders as outlined in Exhibits VII-B1 and VII-B2, and issue a no award as outlined in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award Bid Q8827 to Ace Computers, the low bidder for PC systems, in the amount of \$1,151,586.52 and to Comark, the low bidder for printers, in the amount of \$97,140.00 for a total award of \$1,248,726.52.
- Ex. VII-B1 Approve issuance of a purchase order to Kane, McKenna Capital, Inc. for financial consulting and the sale of limited bonds in the amount of \$12,000.00.
- Ex. VII-B2 Approve after-the-fact purchase order 008977 issued to Addison Wesley Longman for textbooks to be used in the College and High School Partnership for Intermediate Algebra program in the amount of \$20,000.00.
- Ex. VII-C Issue a no award for Q8825 for Marquee and Site Signage.

In regard to Exhibit VII-A1, President Thompson responded to Member Kolze that the price is based on 525 units and approximately 75 printers. Member Gillette complimented

the individuals involved, and added that there was a wide variety of bids.

In regard to Exhibit VII-B2, President Thompson explained that the textbooks are part of a grant proposal in math/science. The purchase order is after-the-fact, because there was an immediate need to have the books ready for August.

Mercedes McGowen explained that this is a continuation in support of the National Science Foundation grant curriculum that was developed at Harper. The College is trying a test pilot this fall with four high schools involving eight teachers and 400 students. The College has been using the materials as an alternative curriculum at Harper for four years, and with this grant, will be allowed to disseminate it to the high schools in a modified form.

Upon roll call, the vote was as follows:

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

Motion carried.

Dr. Dolan stated that this is one piece of the math reform initiative which Mercedes McGowen and Phil De Marois are leading nationally. He added that it is encouraging to see the local impact beyond the College and within the high school system.

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).

Administrator Appointment

Douglas Van Norstran, Director of Grants,
Development Office, 08/04/97, \$60,000

Professional/Technical Appointment

Carol McClement, Corporate Services
Coordinator, Corporate Services,
07/14/97, \$40,000

Classified Staff Appointment

Roza Voukadinova, Program Assistant,
Workforce/Professional Development-TECH,
07/07/97, \$24,375

Professional/Technical Resignation

Edward Gallagher, Advanced Technology
Specialist, IS/US, 07/08/97, 7.11 years

Classified Staff Resignations

Marlene Bernstein, Program Assistant,
Corporate Services, 07/07/97, 6.1 years

Judith Schramm, Information Receptionist,
p/t, Center for New Students, 08/14/97,
1.8 years

Jon Strategos, Library Assistant I, p/t, LRC,
06/12/97, 1 year

Classified Staff Termination (grant
discontinued)

Marlene Harbut, Secretary, High School Coop,
p/t, Workforce/Professional Development,
08/08/97, 5.10 years

Upon roll call, the vote was as follows:

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

Motion carried.

Dr. Thompson introduced newly-appointed
Director of Grants Doug Van Norstran and
welcomed him to Harper College.

1997/98 RAMP

President Thompson stated that after the RAMP
document was printed for the Board packets,
it was noted that there should be a comma (,) inserted
whenever the following phrase appears: "Student
Instructional and Service Facility." It should read
"Student, Instructional and Service Facility." The
document will be corrected before submission to
the IBHE.

Member Barton moved, Member Ley seconded, approval of the Resource Allocation and Management Plan (RAMP) document as corrected and 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).

Vice President Judy Thorson explained that Table C2.0 (Summary of Capital Budget Requests) is the heart of the RAMP document because it prioritizes Harper projects. She added that Building W has not yet been funded in 1998, so it must be submitted as the number one priority for 1999. Two other projects have been chosen for years beyond 1999: the Student, Instructional and Service Facility; and the Technology and Science Facility.

Upon roll call, the vote was as follows:

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

Motion carried.

Affiliation
Agreements

Member Kolze moved, Member Howard seconded, approval of the Affiliation Agreement between William Rainey Harper College and Children's Memorial Medical Center of Chicago, and approval of the Affiliation Agreement between William Rainey Harper College and Good Shepherd Hospital of Barrington as outlined in Exhibits VIII-C-1 and VIII-C-2 (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, Ley and O'Reilly
Nays: None

Motion carried.

In response to Member Gillette, it was noted that both agreements have been reviewed by legal counsel.

Joint Agreement
with IDOT

Member Barton moved, Member Hess seconded, approval of the Joint Agreement with Illinois Department of Transportation (IDOT) as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson responded to Member Barton that this is the same amount of land that was anticipated for the project.

Upon roll call, the vote was as follows:

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

Motion carried.

Second Reading
and Adoption -
Revised Board
Policy Manual

Member Hess moved, Member Kolze seconded, that the Board adopt the revised Board of Trustees *Policy Manual* as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Ley moved to amend the motion to include the suggestion from the June 26 Special Board meeting that the Board will consider and review various segments of the manual on a scheduled basis. Member Kolze seconded.

Member Howard felt that it might simplify the minutes if the Board approved the original motion and there was a second motion that would establish a regular schedule for review of the manual. Member Kolze stated that he would withdraw his second if that is the case.

Member Ley explained that the purpose of his amendment was to include the suggestions for revisions and/or additions submitted by himself and Member Gillette, along with any suggestions from other Board members. Member

Gillette felt that this is a continuous process.

President Thompson proposed, based on approval of the amendment, that the changes submitted by Members Ley and Gillette be sent to all Board members for their review and possible additions or suggestions. At the August 28 meeting, the Board may wish to prioritize these and establish a process to address one or two issues each month.

Member Ley restated his amendment to include the suggestion from the June 26 Special Board meeting that the Board will consider and review various segments of the manual regarding any suggested changes and/or other additions to the manual on a systematic basis in future meetings.

Upon roll call on the amendment, the vote was as follows:

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

Motion carried.

Upon roll call on the original motion as amended, the vote was as follows:

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

Motion carried.

Chair O'Reilly stated that the suggestions of Members Ley and Gillette would be sent to Board members for their review.

Resolution to
Establish 1997/98
Budget Hearing
Date

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

President Thompson explained that this action will provide for public hearing on the budget

at the August 28 Board meeting to be held in the Board Room at 7:00 p.m.

Upon roll call, the vote was as follows:

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

Motion carried.

1997-98 Student
Activities
Budget

Member Barton moved, Member Gillette seconded, approval of the Fall 1997, Spring 1998, and Summer 1998 Student Activities Budget as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Chair O'Reilly's question, President Thompson explained that Target Vision is support for the TV monitors on campus which are updated daily and display different messages for students. Jeanne Pankanin added that several times a day a company from New York downloads information about business, sports and weather, and that gets interspersed with Harper information.

Ms. Pankanin introduced Harper student John Lu. It was noted that he served on the Student Activities budget committee and is an officer of the Asian Students Association. He will be the Multicultural Chair for the Program Board next year.

Member Ley asked if, in the future, there could be a change in the sequence of approving the Student Activities budget and approving the regular budget. He felt that the regular budget should be approved first. Ms. Thorson responded that she would like to have approval of the regular budget moved up a month or two.

Upon roll call, the vote was as follows:

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

Motion carried.

1997-98 Preliminary Budget Member Kolze gave a brief synopsis of the Board Budget Committee accomplishments. The Committee met from October 1996 through March 1997, with the full Board taking an active role in the budget development. A set of guidelines for 1997/98 was approved by the Board. These are designed to keep Harper College on a sound financial footing as revenues continue to decline and costs rise. The Board recognizes the need to work on both sides of the equation -- increasing revenues and containing costs. Member Kolze commended Ms. Thorson for bringing the vendor payment policy to the Board's attention. Her changes to the policy will subsequently enhance the reputation of the district, allow Harper to take advantage of discounts, and increase the number of people willing to bid on Harper projects.

Member Kolze highlighted some of the significant issues regarding the guidelines adopted by the Board.

- Due to the impact of the tax cap, the Board recognizes the need for intervention to increase revenues and control costs. This will require the collaboration and cooperation of all constituencies at Harper College.
- Ms. Thorson and the administrative staff are working on a process to educate everyone at Harper regarding the financial situation, while trying to instill in them the desire to become a part of the solution rather than part of the problem.
- The staff is working with the College community to develop a mechanism to link priorities to the economic realities that Harper faces.
- In past years, the fund balance has remained at 20 percent. This year, the Board target for the fund balance is 15 percent. Additionally, the budget needs to be balanced except for Board-approved special initiatives, such as the Tech Plan.

- A four-year tuition plan was developed in order to have students assume some of the increased expenses at Harper.
- The Board has begun to talk about the need for a referendum in the future for both capital and operating costs. It has been 12 years since Harper has had a tax increase.
- The Board will work with legislators to fund major capital projects, and also to seek Harper's fair share of state funds for operations.
- The Board expects overall final expenses to be close to budgeted expenses. If there is any deviation, the Board will need to be notified for purposes of approval or disapproval before over-budgeted dollars are spent.

Ms. Thorson called attention to Exhibit VIII-H - Annual Budget for Fiscal Year 1998. On the first page, expenses are categorized by functions; on the second page, the same expenses are categorized by objects of salary, employee benefits and contractual services, etc. The one-page summary sheet, which was distributed later, shows the education fund, the O&M fund and a combined total. She explained that one major shift made this year was to move athletics out of the auxiliary fund and into the education fund. Approximately \$350,000 was moved. The mission of the groups in the auxiliary fund is to break-even or make a profit, and athletics does not have that same mission.

She pointed out that this is a deficit budget of \$2 mil, which is up \$234,000 from the budget presented last month. The increase is due to several things that have been approved by the Board just recently: salaries and retirement items equaling approximately \$90,000; reclassifications equaling approximately \$40,000; and marketing equaling \$100,000. Ms. Thorson stated that the fund balance in the Education Fund will remain between 19 and 20 percent. This will be well within the 15 percent guideline. It is difficult to present a deficit budget; she added that there are plans to bring this down

in the future, so she is comfortable with it at this point. The O&M Fund also has a deficit, and this is related to what was approved at the May meeting regarding Building E. Without the work in Building E, there would not be a deficit.

Member Gillette expressed concern regarding the \$100,000 marketing expenditure in the budget. President Thompson stated that the College anticipates some benefit, but cannot guarantee when the revenue will be generated.

Ms. Thorson mentioned that she is working toward a more user-friendly budget document and hopes to submit a draft at the August Board meeting. This will be a work-in-progress with the intent to improve it each year. It will be widely distributed on campus and used as a reference. She added that in the future, the planning process and budgeting should be linked. Chair O'Reilly asked when it will be linked. Ms. Thorson responded that it may not be until the year 2000. In response to Member Kolze, Ms. Thorson stated that the budget is on display in her office. Member Kolze suggested displaying it in the library. Member Gillette suggested that the budget be displayed on the web site. Ms. Thorson responded that she will look into those suggestions.

Member Howard asked if there are plans for presentations on campus or meetings with different constituencies to explain the budget. Ms. Thorson responded that she is on the Faculty Senate agenda in September for this purpose. She met with some divisions last year and plans to go back with updated information. She added that educating people about Harper finances is a continual process and a large part of her job. Member Howard stated that this is important especially if Harper is emphasizing cost containment and contemplating a referendum.

Status Report -
Major Gifts
Campaign

Cathy Brod thanked Dr. Thompson and Felice Avila for finishing the last leg of the campaign. She announced that in August, James Lancaster and his son pledged to give the remaining \$125,000.

Ms. Brod mentioned that the Foundation will be hosting Senator Paul Simon at 9:00 a.m. on September 5. Board members will be receiving an invitation shortly.

OTHER BUSINESS

President Thompson suggested that the Board set a date for the canvas of the election in November. He recommended that it be held on November 10, which is the Monday following the Tuesday election.

Member Ley moved, Member Howard seconded, that the Board designate Monday, November 10, 1997 as the official Board canvas date of the November 4 election.

Upon roll call, the vote was as follows:

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

Motion carried.

PRESIDENT'S REPORT

President Thompson called attention to the event with Senator Paul Simon on September 5. He added that Mr. Simon is now the Professor of Public Policy at Southern Illinois University and should be a very interesting speaker.

Also on September 5, Harper College will host a regional conference co-sponsored by Northwest 2001 and Partners for Healthier Communities. The theme is "Making a Difference in our Communities" and Dr. Leland Kaiser will be the keynote speaker. Jim Lancaster and David Hill are the conference co-chairs. Conference brochures are available for distribution.

Member Kris Howard explained that "healthy communities" is a national movement which focuses on solving problems within our own communities, with our own resources, people and dollars. It is an outstanding program. Member Howard added that Northwest 2001 is sponsoring a morning conference on July 29 on

how welfare reform will impact our communities. This will be a very interesting program. She encouraged all to attend and added that everyone must be pre-registered.

Vice President Bonnie Henry stated that she would not be able to attend the welfare conference but would like someone to address an issue regarding Public Aid. She noted that the Public Aid office that services the people in this area is located in Chicago, with no branch in the suburbs. She feels it is very important to get a branch in the suburbs for these recipients, since it is difficult for most of them to travel to Chicago. She suggested that this message be conveyed at the meeting.

President Thompson announced that Pat Beach, Coordinator of the Hospitality Management Program, is the first recipient of the Pineapple Award. Pat was chosen by the Illinois Restaurant Association Educational Foundation for his work as a teacher with the Food Service Management School-to-Work Program. He congratulated Pat and thanked him for his outstanding efforts.

Member Gillette asked if the Harper summer school session could be adjusted so that it would not overlap with finals week in the surrounding high schools. His concern is that high school students who are studying for final exams will skip their first week of summer school classes at Harper and start off behind. President Thompson responded that he has spoken to Jerry Chapman, Superintendent of District 211. Dr. Chapman indicated that he does not believe this is a major problem. He believes that students can do their exams and still schedule their time to be at Harper for summer school. Dr. Thompson stated that Member Gillette's concern is valid, however, and could be looked at in the future. The calendar for summer 1998 has already been set.

EXECUTIVE SESSION

Member Howard moved, Member Barton seconded, that the meeting 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, Ley and O'Reilly
Nays: None

Motion carried at 8:03 p.m. Following executive session, the Board reconvened the Regular meeting at 9:45 p.m.

NEW BUSINESS

Presidential Search Committee Members

Board Chair O'Reilly announced that the following individuals will serve as representatives on the Presidential Search Committee: Board of Trustees: Richard Gillette, Dick Kolze and Kris Howard; Faculty: George Evans, Marcia Litrenta and Sue Overland; Administrators: Tom Johnson and Sheila Quirk; Classified: Gladys Lawson; Supervisory/Confidential: Charlene Christin; IEA/NEA: Mike Knutson; Professional/Technical: Julie Hennig; Students: Pamm Prinzivalli; Educational Foundation: Fred Barr; and Community: Nancy Murtaugh. Steve Catlin will be the chair of the committee.

Adjunct Faculty Compensation Schedule

Member Howard moved, Member Gillette seconded, the approval of the adjunct faculty compensation schedule for fall 1997, spring 1998 and summer 1998 as outlined in Exhibit IX (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, Ley and O'Reilly
Nays: None

Motion carried.

OTHER BUSINESS

Legislative News

Member Gillette called attention to a letter from Senator Carol Moseley-Braun regarding legislation on student financial aid. He noted that graduate courses do not count for

this exclusion. It was the consensus of the Board that a response be sent to the Senator, asking her to exclude people in education who take graduate courses in their field.

ADJOURNMENT:

Member Kolze moved, Member Hess seconded, that the Regular meeting be adjourned. In a voice vote, the motion carried at 9:52 p.m.

Chairman

Secretary

BOARD REQUESTS

JULY 24, 1997 REGULAR BOARD MEETING

1. Chair O'Reilly stated that the Policy Manual suggestions of Members Ley and Gillette would be sent to Board members for their review.
2. Ms. Thorson mentioned that she is working toward a more user-friendly budget document and hopes to submit a draft at the August Board meeting.
3. Member Kolze suggested displaying the budget in the library. Member Gillette suggested displaying the budget on the web site. Ms. Thorson responded that she will look into those suggestions.
4. Vice President Bonnie Henry noted that the Public Aid office that services the people in this area is located in Chicago, with no branch in the suburbs. She feels it is very important to get a branch in the suburbs for these recipients, since it is difficult for most of them to travel to Chicago. She suggested that this message be conveyed at the conference on welfare reform.
5. It was the consensus of the Board that a response be sent to Senator Carol Moseley-Braun, asking her to exclude people in education who take graduate courses in their field.