

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, October 8,  
1997

CALL TO ORDER: The Special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chair O'Reilly on Wednesday, October 8, 1997 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Hess, Howard, Kolze, Ley (7:40 p.m. arrival), O'Reilly; and Student Member Prinzivalli  
Absent: Members Barton and Gillette

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Judy Thorson, V.P. Administrative Services; Tom Choice; Dave Dluger; Jeanne Pankanin; Laurie Wren - Harper. Students: Chris Edwards; Daniel Harbecke; Sean Trudeau. Guests: Margaret Van Duch, Chicago Tribune; Paul Anderson, Daily Herald.

WHCM RADIO STATION

President Thompson stated that Harper College has been working toward getting an FM station for several years. Jeanne Pankanin has spearheaded this effort for ten years and will explain the history and the current opportunities.

Ms. Pankanin introduced several students from WHCM present at the meeting: News Director Daniel Harbecke, Program Director Chris Edwards, and Music Director Sean Trudeau. She noted that Station Manager Jeanette Nowak could not attend because she is working. She added that these individuals are all volunteers who put in many hours. She introduced Dave Dluger, a new advisor this year. Another advisor, Tom Schneck, will try to join the meeting later.

Ms. Pankanin gave a brief history of WHCM.

- Harper College has had an on-campus radio station for 25+ years.
- It is one of the most popular student organizations, regularly involving 60+ students as DJ's, news readers, and volunteer

management staff members. There is very little absenteeism and they show up on time for their shift.

- WHCM is on-the-air 56 hours per week, with additional studio time spent preparing commercials.
- In spite of Harper not having a broadcast curriculum, WHCM has been successful.
- WHCM has had some problems related to volume levels. It has been removed from Buildings D and F. It can be broadcast in Building A cafeteria and second floor lounge area as well as in the Harper TV station. For a long time, WHCM students have wanted to broadcast to a larger audience.

Ms. Pankanin stated that there are pros and cons to seeking an FM license, but that the pros outweigh the cons. Having an FM station will allow WHCM to use narrow-casting to a more specific audience rather than broadcasting to sometimes reluctant listeners.

Ms. Pankanin explained the status of the FM application.

- After having a technical study, Harper College and the Board of Trustees applied for a 100-watt FM license with the Federal Communications Commission (FCC) in December 1992. 100 watts will allow WHCM to reach all of the Harper district.
- The FCC rules require that there be an open 60-day window for others to have the opportunity to file a competing claim. The Church of Christian Liberty in Arlington Heights filed a mutually exclusive application for the same frequency (88.3) on the last day of the open window.
- Due to a related lawsuit, the FCC decided they would issue no new educational FM licenses whenever there is competition for a given frequency. They have a freeze on comparative hearings at this time.
- Dr. Thompson wrote letters to then Senator Simon and Senator Moseley-Braun, who followed-up with the FCC on Harper's behalf. Unfortunately, this did not persuade the FCC to release the freeze.
- At the FCC's urging, Harper has been trying to reach a compromise with the Church of Christian Liberty. Harper has finally reached an acceptable agreement for shared time on the frequency. The College proposes to broadcast Monday through Thursday, and the Church of Christian Liberty proposes to broadcast (with totally different call letters) Friday through Sunday as well as during Harper's breaks.
- The attorneys are currently reviewing the shared time agreement documents which will then be forwarded to the FCC. There should be timely approval from the FCC, who will then issue a construction permit for transmitters. The College has six months for construction of the transmitter which is planned for the top of Building A.

Ms. Pankanin added that money was put aside several years ago for construction costs. WHCM is budgeted out of Student Activity fees 100 percent with costs of approximately \$7,500 a year.

Ms. Pankanin asked that Board members have realistic expectations of WHCM-FM. She added that she has observed other college's radio stations -- Loyola, Northwestern, Northeastern, Northern Illinois University, and College of DuPage -- and found that there are many dissimilarities. For example, the College of DuPage FM radio station has 13 paid staff members, no student DJ's, and an annual budget of \$400,000. WHCM will not be like that. Harper currently does not have a curriculum for broadcasting, nor does it have any paid staff, except for payment of two advisors from Student Activity fees. There will be mistakes made along the way. There are disagreements regarding the content, music selections, and acceptable language. The group generally compromises and tries to uphold a certain standard at WHCM.

Ms. Pankanin stated the motto at WHCM - "You may not be able to please everybody all the time, but let's not offend anyone." WHCM in the past has had a jazz show, a disco show, and a country western show. They may welcome a classical music show or oldies show. She reminds WHCM volunteers that the audience currently is as much staff as it is students.

She added that the fifty Harper DJ's know that what upsets her the most is use of inappropriate language. Many radio stations today are full of sick humor, prejudice, foul language, and sexual comments. They are constantly pushing the limits of the first amendment. Today's students are surrounded by TV sitcoms, MTV and rap music where they use inappropriate language. Ms. Pankanin stated that Tom Schnecke, Dave Dluger and she will continue to uplift language standards for WHCM student DJ's. She added that this gets more difficult every year.

In order to take precautions, Harper will require new DJ's to take the FCC exam and sign that they will comply with language standards. They will be expected to have lively music, timely announcements about Harper activities, campus news, and broadcast interviews with Harper VIP's. General information about the campus will be a great benefit to Harper students and staff, and to the community members in the district. This will be a great learning experience for the many students who will be involved. It is something they are very excited about.

Member Howard asked if there is a plan to involve some of the journalism students with WHCM. Daniel Harbecke responded that he is working with contacts in the Journalism Department and is preparing a proposal. He is also gathering information from

other schools and libraries to teach broadcast techniques to the WHCM volunteers. Member Howard suggested the possibility of having an adjunct faculty member develop some curriculum in journalism and broadcasting.

In response to Member Kolze's question regarding the timeline, Ms. Pankanin stated that the joint letter should go out in November. Within three months, the FCC should issue a construction permit. Harper would have another six months for construction of the transmitter. Start-up could then be in Fall 1998.

In response to Member Kolze's question, Ms. Pankanin responded that once the FM station is up and running, WHCM has the right to broadcast 24 hours a day, Monday through Thursday. However, it would most likely be from 8:00 a.m. to 8:00 p.m. These details have not been worked out yet. The contract allows Harper to request special times, for example, during the homecoming football game. The Church of Christian Liberty can also request special broadcasting times from Harper.

Member Kolze inquired if Harper has enough students to "audition." Ms. Pankanin responded that there are more than enough students. The FM station will represent a decrease in the number of hours on-the-air; WHCM is currently on-the-air 56 hours per week, and this will be 48 hours per week.

Chair O'Reilly thanked everyone for their time and effort in this endeavor. She wished them continued success with WHCM.

#### REPORT ON NCA

Dr. Thompson stated that V.P. Ed Dolan will bring the Board up-to-date on the results of the North Central Association report. He added that he had made a mistake earlier when he announced that there will be a follow-up visit in two years. Harper must make a follow-up report in two years, but there will not be a visit.

Dr. Dolan stated that the North Central Accreditation report is an "A+." The College Community, the Board of Trustees and the district community can be very proud. The nine individuals who visited the College were well organized, asked very impressive questions, and were very thorough. When they left, they highlighted strengths and concerns of this institution.

Strengths included:

- Comprehensiveness - in instructional programs and in services.
- Physical plant - impressive in terms of the plant itself and maintenance of the grounds.

- Program review process and structure - which is something Harper worked on very hard to incorporate and make a model within the state.
- Numerous articulation agreements with senior institutions - these continue to grow almost weekly through the efforts of Steve Catlin and Bruce Bohrer and the instructional faculty.
- Laboratories - particularly the MegaLab on campus, and what is at the Northeast Center. Also, Corporate Services' two portable labs which they move out to business and industry on an as needed basis.
- One-stop career center - which is a new model at the state and national levels. They wrote "dynamic array of programs and services available to students through student services."
- High quality faculty, staff and administrators.
- Professional development funding for employee growth and development is exceptional. Dr. Dolan stated that the Board can take credit for that. There are very few colleges in the country that have the kind of commitment that Harper has to employee growth and development.
- Technology plan - Harper has gone from almost ground zero to being one of the leading institutions of community colleges in this state in a few short years. The infrastructure was put in place, and there is a very strong training program tied back to professional development.
- Commitment and support for all the programs, and the integration of the general education and career programs as well.

Dr. Dolan continued, listing a number of concerns identified by the team. He added that these are consistent with the concerns identified in our self-study.

- The existence of multiple organizational structures which leads to internal confusion around decision-making, communications and planning. There is a special group that is working on this right now.
- The College needs to organize its personnel records. The team could not find some documents, because they were not in the right file. There needs to be improvement.
- Inconsistency with delivery of our decentralized Continuing Education program. Harper has seven or eight different units delivering Continuing Education, which is done through the divisions. The advantage is that the College gets a great deal of affiliation and programming out of the programs in the divisions. However, there is inconsistency, which the College will continue to work on. Russ Mills and the coordinators are doing a good job in identifying the needs.
- The College needs improvement on planning. This relates to the first concern. Planning, decision-making, and

communicating all go together in terms of how decisions are made at Harper College.

- Financial aid concerns - the College needs more support in this area, and this is tied into the space plan. Chair O'Reilly inquired about "provisional certification" and how the College could get perfect certification on the financial aid concern. She quoted the report "federal financial aid program of the College has received only provisional certification." Vice President Judy Thorson explained that part of the reason why the College only received provisional certification was that audits needed to be transmitted to certain agencies and that was not done in several years. However, it is now being done. It will take two years to get through that cycle before Harper is off the provisional list.
- The institution lacks a college-wide non-computer equipment acquisition and replacement plan. Harper has been so focused on college-wide computer equipment replacement that other equipment has been neglected. Currently, there is a group in the Deans' Council that is putting together something for this.
- The College must move forward in the area of diversity, in terms of recruitment, changing student bodies, and adapting curriculum. This was an item noted in our self-study. Dr. Dolan noted that cultural hues of various minority groups are part of the fabric at Harper College. He added that he (along with a group of faculty and administrators) will be attending a conference in which they will focus on updating and rewriting Harper's affirmative action plan along the lines of diversity.
- Assessment for academic achievement - this is where they asked us to write a report at the end of two years. 95 percent of Harper courses have student outcomes in written format. This has been a massive effort on the part of the faculty and staff over the last several years. They are now asking us to demonstrate that the students are meeting those outcomes. This cannot be done by paper and pencil tests alone, but in terms of behavior and achievements. This is a task that is facing the entire country. Major test companies and universities are struggling with how to demonstrate to the public that students have competencies and skills that we define as part of our student outcomes. Harper is making progress in this area with career programs, but is really struggling with general education outcomes. What is not said here is that the College has done a good job in identifying the student outcomes. Many colleges have not identified the outcome let alone started to prove that they meet the outcomes. Dr. Dolan added that the team did Harper a favor by asking for a report in two years. That will become the incentive to really focus on establishing the means to assess general education and career program outcomes.

- Sexual harassment policy and procedures not easily accessible. Harper will dispute this item. Student Affairs has made and distributed sexual harassment brochures and folders to every employee on campus. For some reason, the information does not stick. When asked "Do you know what the procedures are and do you know where to find them?", some people answered "no." We need to find a better way to communicate about policy and procedures, both of which are in place and documented.

Dr. Dolan stated that these are the items they cited for improvement. They are appropriate and Harper is already addressing most of them.

Chair O'Reilly suggested showing a video on sexual harassment. It could be circulated among faculty and staff, and they would have to sign-off that they have seen the video. The sign-off sheet could be kept in their records. Dr. Dolan stated that Harper does have such videos in the training programs.

Member Kolze stated that every group he has come in contact with at the College level talks about how they are confused with the decision-making process. It is a concern that keeps arising. He inquired about the group that is working on this. Dr. Dolan responded that it is a group which represents each of the constituencies. It consists of four administrators -- Bonnie Henry, Ed Dolan, President Thompson, and Jerry Gotham; four faculty -- George Evans, Pauline Buss, Janet Friend Westney, and Barb Radebaugh; Pro Tech -- Mary Azawi; IEA/NEA -- Mike Knutson; Classified Staff Association (now disbanded) -- Charlene Christin. In response to Member Kolze's question, each constituency appointed its own member(s). The group has been working for six months and has had several communications through the Bulletin Board. They have put together a decision-making model which they would like each constituency group to endorse and support. This model should be utilized within the next six months and feedback be given back to the group. Within the decision-making model, the components of planning, communication, and clarity of decisions are all addressed. That is not going to resolve all the problems, but it will be a step in the right direction.

Chair O'Reilly stated that she shared this frustration. The Board has attempted to meet the faculty's expectation of getting together four times to discuss the subjects pertaining to governance. There have been eleven attempts with no success. She added that she regrets that they have not been able to accomplish the goal. Dr. Dolan stated that this is a large, complex, busy community. There is a lot going on at Harper.

Chair O'Reilly thanked Dr. Dolan for bringing this information to the Board. Dr. Dolan stated that there will be a more detailed

written report coming within two to four months which will be shared with Board members.

#### FOUNDATION DINNER

President Thompson announced that the Foundation dinner scheduled for October 25 has been rescheduled to December 6. The dinner is a celebration of the \$2.5M achievement of the Major Gifts Campaign.

EXECUTIVE SESSION: Member Howard moved, Member Kolze seconded, that the meeting adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel and negotiations.

Upon roll call, the vote was as follows:

Ayes: Hess, Howard, Kolze, Ley and  
O'Reilly.  
Nays: None

Motion carried at 7:43 p.m. Student Member Prinzivalli voted aye.

Chair O'Reilly stated that there would be a two-minute recess prior to executive session.

ADJOURNMENT: Following executive session, it was moved and seconded that the Special meeting be reconvened. Motion carried at 8:46 p.m. and the Special meeting reconvened and was immediately adjourned.

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Chairman

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Secretary

BOARD REQUESTS

OCTOBER 8, 1997 SPECIAL BOARD MEETING

1. In conjunction with WHCM, Member Howard suggested the possibility of having an adjunct faculty member develop some curriculum in journalism and broadcasting.

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, October 23,  
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, October 23, 1997 at 7:03 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, O'Reilly; and Student Member Prinzivalli  
Absent: None

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; Mary Azawi; Larry Bielawa; Pat Bourke; Catherine Brod; Steve Catlin; Lori Danaher; Jolyn DePriest; Joan Fiske; Julie Fleenor; Peter Gart; Robert Getz; Jerry Gotham; Barbara Hardy; Jane Harris; Amy Hauenstein; Julie Hennig; Bill Howard; Keith Jauch; Karen Johnstone; Kelly Jones; Karen Keres; Thea Keshavarzi; Joan Kindle; Roberta Lindenthaler; Carole Lissy; Liz McKay; Matt McLaughlin; Cindy McShane; Kathy Millin; Liz Minicz; Mark Mrozinski; Pat Mulcrone; Michael Nejman; Jeanne Pankanin; Rebecca Santeler; Tom Shanahan; Jay Singelmann; Mary Singelmann; Linda Soto; Joe Stehle; Pat Traynor; Michael Vijuk; Pat Wenthold; E. James Wertz; and Laurie Wren - Harper. Student: Jennifer Jackson.

Guests: Theo Vogelaars, Crabeth College - Netherlands; Gerard Trentelman, Landstede College - Zwolle, Holland; and Leon Shure, Trustee Candidate.

CITIZEN  
PARTICIPATION

Mary Azawi, President of the Harper College Professional Technical Union, addressed the Board. She noted that the negotiating team, consisting of herself, Julie Hennig, Jim

Blasky, Pat Wenthold, Bob Breiding and formerly Caroline Klees, has been working for a new contract since March. She announced that the two sides have reached a tentative agreement. She added that this contract, which should be assembled and approved early next week, will bring important improvements in working conditions and protect the integrity of the unit. Ms. Azawi expressed gratitude for the support received from others at Harper and in the community. She presented to the Board petitions containing the signatures of people who have supported them. President Thompson thanked Ms. Azawi for sharing the good news.

President Thompson announced that Harper College was selected by the Illinois Community College Board to receive an award for Excellence in Teaching/Learning Initiatives. This year's award, for Harper's Active Learning Integral to Community Policing, is to recognize the partnership the College has with the Rolling Meadows Police Department and over fifty public community agencies offering quality instruction to students of underrepresented populations. Members of the AED faculty and staff work closely with the Police Neighborhood Resource Center program which involves a large Hispanic community. The classes include four levels of nonnative ESL literacy; basic skills in reading, math and English; adult employment skills; and assessment, placement and registration. This program has produced outstanding results. Governor Edgar has sited it as a model program for the State. In addition to completing classes, many students are no longer on public aid, they have obtained better jobs and have become first time homeowners. Also, incidents of crime in the neighborhood and community have decreased. He congratulated all who have been a part of this cooperative effort. Dr. Thompson asked Liz McKay to introduce those present in the audience who participated in the program. Dr. McKay introduced Pat Mulcrone, Chair and Professor of Adult Education Development Department. Dr. Mulcrone wrote mini grants and was a motivator and spearhead of the project. Dr.

McKay introduced Nonnative Literacy faculty member Liz Minicz who teaches mostly at PNRC and Kathy Millin, adjunct faculty member. Chair O'Reilly congratulated everyone.

President Thompson stated that, as part of Harper's continuing relationship with international colleges, there are some visitors from the Netherlands on campus for several weeks. One visitor is sharing time with Vice President David McShane; the other is sharing time with Carole Lissy from Business and Social Science Division. Mr. McShane and Ms. Lissy will both be going to the Netherlands in the spring. The visitors, Theo Vogelaars from Crabeth College in Gute and Gerard Trentelman from Zwolle introduced themselves. They said they were learning a great deal about the American education system and planned to copy the successes and avoid the failures. They thanked everyone at Harper for the hospitality. Member Barton asked how Harper College had been selected for their visit. Carole Lissy explained that this was arranged through ICISP. Both Carole Lissy and Dave McShane had filled out applications and were matched up with these applicants from the Netherlands because their educational experiences were well suited. Ms. Lissy thanked the College for this opportunity.

Vice President of Harper #512 Tom Shanahan, addressed the Board. He read a statement prepared by members of Harper #512 Association regarding contract negotiations. He said that the group feels it is unfair of the Board of Trustees to treat any one group of employees differently than another, since all employees at Harper share in the task of the care and education of students. He said that employees are often referred to as the "Harper Family," and they feel they are being treated as the "Black Sheep" in regard to negotiations with the Board. He asked that when it comes to contracts, the Board consider the quality of all employees.

#### COMMUNICATIONS

Member Barton read a note from Helen Bakas, thanking the Board for the plant that was sent as an expression of sympathy.

UNFINISHED BUSINESS Chair O'Reilly stated that there will be  
Approval of Agenda a revised agenda to include the addition of  
Exhibit IX.

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

Member Ley suggested that the Board move Exhibits VII and VIII-A-1 to the Consent Agenda in the future. He stated that since these items are routine, it would speed things up. Chair O'Reilly stated that they would take that into consideration for the future. Member Kolze stated that it would be more appropriate to discuss this when the topic of agenda structure comes up on the list of issues to be reviewed by the Board.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Student Trustee  
Report

Student Member Prinzivalli distributed a copy of her report. She noted that Russell Johnson submitted his resignation as the President of the Student Senate. Student Member Prinzivalli introduced former Senate Vice President Jennifer Jackson who has now assumed the responsibility of President. She added that a new Vice President will be appointed.

Student Member Prinzivalli noted that Exhibit VII contains bid award requests from the Student Activities Office. These bid awards are for a portion of the cost of items to refurbish the Student Center in Building A. She noted that the estimated cost is \$80,000. Of this amount, \$40,000 was given as a gift from the Class of '97, and the remainder of the funds will be provided by revenue from the Game Room. Chair O'Reilly noted that

further details regarding this topic will be discussed later in the meeting.

CONSENT AGENDA

Member Ley moved, Member Barton seconded, approval of the minutes of the September 10 Special Board meeting; September 22 Special Board meeting; September 25 Special and Regular Board meetings and executive session; October 3 Special Board meeting; and October 8 Special Board meeting and executive session; bills payable; payrolls for September 26 and October 10, 1997; estimated payrolls for October 11 through November 21, 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	2,748,796.56
Restricted Purposes and	
Trust & Agency Fund	850,979.15
Federal Funds	2,327.96
Tuition Refunds	377,952.23

The payrolls of September 26, 1997 in the amount of \$1,668,436.84; October 10, 1997 in the amount of \$1,686,437.49; and estimated payroll of October 11 through November 21, 1997 in the amount of \$5,082,634.16.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

BID AWARDS,  
PURCHASE ORDERS,  
NO AWARD

Member Howard moved, Member Kolze seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A4; the Purchase Orders as outlined in Exhibits VII-B1 and VII-B2; and a No-Award as outlined in Exhibit VII-C1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award Bid Q8833 to Libertyville Tile, the low bidder for carpet, in the amount of \$25,967.40.
- Ex. VII-A2 Award Bid Q8836 to Office Equipment Company of Chicago, the low bidder for modular seating, in the amount of \$15,346.96.
- Ex. VII-A3 Award Bid Q8835 to Doherty Construction, Inc., the low bidder for Building E Renovations, in the amount of \$952,483.
- Ex. VII-A4 Award Bid Q8838 to Phillips Brothers Printers, the low bidder for printing of the Spring 1998 Extension booklet, in the amount of \$24,514.00.
- Ex. VII-B1 Approve issuance of a purchase order to North American Salt Co. for road salt, in the amount of approximately \$17,772.00.
- Ex. VII-B2 Approve issuance of a purchase order to Kenneth J. Kogut & Associates for a Technical Assistance Study in the amount of \$22,056, half of which will be reimbursed to the College by the Illinois Department of Commerce and Community Affairs, for a net cost to the College of \$11,028.
- Ex. VII-C1 Approve a no-award for Q8837 for ten parking lot Callboxes.

Member Gillette inquired about the new furniture for the Student Center. Jeanne Pankanin displayed blueprints, diagrams, fabric and carpet samples for Board members. She explained that the design of the area will include a Bistro area, coffee service, study tables, and a lounge area. She added

that it will be a more attractive and inviting place for students to gather. Ms. Pankanin stated that acoustical treatments are not included, and that they are hoping to get some funding from the Foundation. There will be open access to a piano near the north window on a trial basis. Ms. Pankanin thanked Thea Keshavarzi and Physical Plant personnel who have been a great help on this project. Member Kolze asked if they had professional help in planning the design and layout. Ms. Pankanin stated that an interior designer gave some advice, but the majority of design was done internally in order to keep costs down.

Dr. Thompson noted that there had been a question regarding the No Award for parking lot callboxes. The item will be rebid for the November meeting and will include alternates in case it comes in over budget again.

Member Gillette inquired about the number of booklets in Exhibit VII-A4. Thea Keshavarzi stated that the quantity is 125,000.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

NEW BUSINESS  
Personnel Actions

Member Kolze moved, Member Howard 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).

Professional/Technical Appointments  
Barbara Bednarz, Advanced Technology  
Specialist, IS/Client Services,  
10/13/97, \$39,130

Darice Damata-Geiger, Admissions Associate,  
Admissions, 10/13/97, \$27,300

Supervisory/Confidential Appointment

Stephanie McLoughlin, Coordinator,  
Installations, IS/Technical Services,  
10/27/97, \$42,000

Classified Staff Appointments

Cheryl Hamilton, Application Clerk, p/t,  
Admissions, 10/20/97, \$16,467

Kathleen Jordan, Secretary, p/t, TM/PS,  
10/20/97, \$20,979

Tammy Jungdahl, Program Assistant, TM/PS,  
10/09/97, \$24,610

Catherine Leland, Application Clerk, p/t,  
Admissions, 10/20/97, \$18,304

John Whiteside, Clerk Typist II, p/t, Office  
of Student Financial Assistance,  
10/14/97, \$13,000

Harper #512 IEA Appointment

Cheryl Klein, Weekend Custodian, p/t,  
Physical Plant, 10/11/97, \$4,896

Professional/Technical Resignation

Anne Schimmel, Admissions Associate,  
Admissions, 10/09/97, 6.2 years

Classified Staff Resignation

Bonnie Kurth, Program Assistant, TM/PS,  
10/10/97, 9.10 years

Harper #512-IEA Terminations

Michael Hopkins, Custodian, Physical Plant,  
10/31/97, 1.2 years

John Weil, Weekend Custodian, p/t, Physical  
Plant, 10/12/97, 1 month

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli  
voted aye.

In response to Member Barton, Dr. Thompson stated that all new positions are included in the organizational charts.

1997-98  
Organizational  
Charts

There was discussion regarding whether approval of the organizational charts outlined in Exhibit VIII-A-2 is needed. President Thompson explained that the Board requested the administration to submit these charts within the first few months of each semester. Member Howard stated that this is being brought to the Board for information, and felt that a vote is not necessary.

In response to Member Kolze, President Thompson stated that the sheet with 27 vacancies is correct; it replaced the sheet with 35 positions. Board members agreed that the information is helpful and thorough and that they appreciate the time involved in preparing this information.

Addendum to  
Faculty Agreement -  
Extension of  
Enhanced Early  
Retirement Option

Member Howard moved, Member Kolze seconded, ratification of the extension of the Retirement Opportunity #3 and the Letter of Understanding to the 1996/99 Collective Bargaining Agreement with the Faculty Senate, Local 1600; and authorization for the Board Chair and Secretary to execute such extension and additions to the Agreement on behalf of the Board of Trustees as outlined in Exhibit VIII-A-3 (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. Student Member Prinzivalli voted aye.

1996-97  
Financial Audit

Chair O'Reilly congratulated Vice President Judy Thorson on the successful audit results. Ms. Thorson introduced Ralph Picker and Chad Porter of Picker and Associates, CPAs. In response to Member Kolze, Ms. Thorson stated that several points need to be agreed on before they receive the management letter. Upon receipt, she will send a copy of the

management letter and the College response to Board members.

Mr. Picker introduced himself as managing Principal of Picker and Associates, CPAs. He also introduced Chad Porter who supervised their staff and conducted the infield audit of the College. Mr. Picker gave a brief review of the audit process and findings. He stated that during the months of July through September, his company was engaged to audit Harper's general purpose financial statements for the year ended June 30, 1997. Their responsibility as auditors was to express an opinion on the College's financial statements based on the audit which included examining evidence supporting amounts and disclosures on the financial statements. The audit report has been submitted to the appropriate College officials. He informed the Board that he was able to express an unqualified opinion which indicated that the College's financial statements were fairly stated in all material respects and were free of material misstatement. Mr. Picker noted that the audit was conducted in accordance with Generally Accepted Auditing Standards, Government Auditing Standards, and Provisions of Government Pronouncements of Audits of Institutions of Higher Education as prescribed by the Federal office of Management and Budget.

On September 29, 1997, a report was issued regarding the auditor's consideration of the College's internal control structure and its compliance with laws and regulations. In addition, specific financial federal assistance grants were audited in accordance with federal requirements, and state grants as per the Illinois Community College Board's Fiscal Management Manual. Mr. Picker announced that the financial statements of the grants were fairly stated and that they issued an unqualified opinion with respect to such grants. As required, certain other audit reports were prepared and have been submitted including the ICCB schedule of enrollment data and others.

The auditors found no reportable conditions which constituted material weakness in the College's internal control. They submitted a number of suggestions which they felt will give the College opportunities to strengthen its internal control, and presented ideas for more meaningful financial reporting.

Mr. Picker complimented Vice President Thorson and Controller Roberta Lindenthaler and the rest of the College staff for their assistance and cooperation. He commended the College on its consistent commitment to meaningful and responsible financial reporting. He stated that it is not always his opportunity to give unqualified opinions.

Member Ley stated that the report was very well done. He pointed out the fact that actual expenses exceed the budgeted expenses by \$1,221,000 for the year. He stated that this should be monitored and controlled. Mr. Picker explained that his company does the comparison of budget and actual and they investigate the variances. He added that the budget process does not completely include all the grant revenues. Also, there is a large item that is a SURS revenue and expense that must be put through the books. He added that he personally investigated those variances that concerned him, and that specific detail of the budget/actual differences is available for the Board to review.

Ms. Thorson explained that the state makes a contribution to the SURS retirement system on Harper's behalf. That money goes from state agency to state agency, without flowing through our books except in the audit. Member Ley stated that this would not affect the variance that he is talking about, because it is a wash. Mr. Picker stated that it goes in the actual numbers but it is not in the budget numbers.

Member Gillette inquired about the deferred property tax under liabilities. Mr. Picker explained that the Generally Accepted Accounting Principles indicate that if there are collections of property tax revenues

within a certain time at the end of the year, then it should be reported as revenue. If they come in at a later date, there is a portion that is deferred appropriately. He responded that these are the property tax revenues that the College has not yet collected. Mr. Porter noted that page 13 contains a footnote which summarizes the accounting policy. Mr. Picker further explained that on one side of the ledger, the receivables from taxes are recorded, but on the other side it is deferred and shown as a liability because the related asset is recorded. The specific rule is that property taxes which are not collected within 60 days after the fiscal year are recorded as deferred cash.

Member Hess thanked Mr. Picker and Mr. Porter for their financial notes. They were very informative and easy to read. Judy Thorson thanked Roberta Lindenthaler for doing a great job on her first audit. Member Howard noted that she was happy to hear the positive comments about the grants. The Board thanked Mr. Picker and Mr. Porter.

Member Ley moved, Member Barton seconded, acceptance of the annual financial audit for Fiscal Year 1996-97 as outlined in Exhibit VIII-B (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. Student Member Prinzivalli voted aye.

Resolution: 1997  
Estimated Tax  
Levies

Member Kolze moved, Member Howard seconded, adoption of the resolution providing for the estimated tax levies for 1997 as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Thorson explained that the procedure is that the estimated tax levy is

done first. Current statute requires a public hearing on the levy if the levy will exceed 105 percent of the previous year's levy. As in the last few years, we are keeping our levy within the 105 percent so no hearing will be required. The final levy will be brought to the Board at the November meeting. There was discussion regarding whether they should stay within that five percent in view of the financial situation of the College. Ms. Thorson explained that there would be no reason to go above the five percent with this year's figures because of the tax cap. The inflation factor is going to be 3.3 percent in the coming year. If that factor was five percent, it might be a good idea to push the levy to seven percent just to make sure there was enough room to get the property. She added that before the tax cap, this would have been meaningful, but it is not anymore.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

Employee  
Assistance  
Program - Renewal  
of Agreement

Member Howard moved, Member Barton seconded, approval of the Employee Assistance Program renewal agreement between William Rainey Harper College and Workplace Solutions, L.L.C. as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that this is the same company and the same program that has served the College very well in recent years. In response to Member Kolze, Dr. Thompson stated that 650 employees are served by the Employee Assistance Program.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Review of Executive Session Minutes

Member Kolze moved, Member Barton seconded, that the Board approve the release of the following 1997 executive session minutes for public record: April 1, April 24, April 29, May 15, June 12, June 23, July 24, August 7, August 18, and September 4; and that executive session minutes of April 2, May 22, June 26, August 28, and September 10, remain confidential, 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, Howard, Kolze, Ley and O'Reilly  
Nays: None

Motion carried. Student Member Prinzivalli voted aye.

Board Policy Manual Temporary Change: Investments -- Increase in Limits

Member Barton moved, Member Hess seconded, that the Board amend the current College investment policies to raise the limit per branch bank to \$10,000,000 as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Board members' questions, Ms. Thorson stated that this was being raised from \$3M to \$10M and that it would all be collateralized. She explained that the Controller has taken over the investments in the last month and it was discovered that the College was losing money every investment period with this limit. When the final policy is brought to the Board, there may not be any limits. Raising it to \$10M is an intermediate step.

Member Ley expressed concern about the limit. There was discussion regarding the size and number of instruments. Ms. Thorson explained that this is an institution limit, not an instrument limit.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Prinzivalli voted aye.

First Reading:  
Board Policy on  
College Strategic  
Planning

There was discussion regarding Exhibit VIII-G. Chair O'Reilly stated that there had been a suggestion to remove the word "strategic" so that it would just be "College Planning." All members were in agreement with that suggestion. Member Barton stated that she hoped there would be goals and objectives included in the procedures that follow the policy. President Thompson stated that that is the intent.

President Thompson noted that the Board may have expected two policies submitted for a first reading at this meeting. He said that he combined the two items since they both had to do with the planning policy.

Member Ley suggested several changes to Exhibit VIII-G.

- In the first sentence of the policy, strike the word "strategic" and add the following words after "plan" -- "covering from three to five years" and add the following words to the end of the sentence "that will be approved by the Board." The recommended sentence should read: "Within the scope of the college Mission Statement, the Board of Trustees requires the administration to prepare a plan covering from three to five years for the College that will be approved by the Board."
- Add the following words after the bullet items: "The plan will include goals, measurable objectives and action steps with individuals responsible and target dates for completion of each action step identified." President Thompson stated that this should be part of the procedure, not the policy.
- In the next paragraph, replace the word "annually" with "quarterly"; strike the

words "the plan and be provided"; insert the word "prepared" before "by the administration"; strike the words "as appropriate" and replace with "annually by July 31. Those two sentences should read: "The Board will quarterly review a progress report prepared by the administration. The administration will update the plan annually by July 31." Member Barton suggested reviewing semi-annually instead of quarterly since it requires a great deal of time. Member Ley felt that it is critical to review this quarterly.

- On the second page, before the last paragraph, the following words should be inserted: "The planning process will include input from all constituent groups, including employees, students, Trustees, Foundation Board members and the district's public at large as appropriate."

Chair O'Reilly asked Board members whether they agreed with Member Ley's suggestions. It was decided that the suggestions be typed and inserted into the policy (with underlines to distinguish them), and be brought back to the Board for review. Member Howard stated that she agreed with the suggestions of including the constituent groups in the process and approval by the Board. Member Barton stated she agreed with approval by the Board, but that semi-annual review would be more appropriate than quarterly review. Member Kolze said he would like to comment further after he reviews the suggestions, but in general he felt that semi-annual review and Board approval were appropriate. Member Kolze suggested that Board members receive this information two weeks before the second reading and forward any comments to Dr. Thompson. It will then be brought back for a second reading along with another item on the list. Dr. Thompson stated another item will be brought to the Board in November, but that the investment item will be postponed until January.

#### OTHER BUSINESS

(NEW):

Resolution to  
Establish Funding

President Thompson stated that this item is in regard to the bond sale. He explained that the new law requires an announcement to be published in the paper a certain way. Our

Bond Hearing Date notice was published in the wrong section of the paper and the College attorney noted it. This action is almost the same one that was passed two months ago. The date can be moved up, with a hearing on November 10.

Member Barton moved, Member Howard seconded, that the Board adopt the resolution providing for the establishment of a Funding Bond hearing date and the required public notice 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. Student Member Prinzivalli voted aye.

OTHER BUSINESS  
Response to NCA  
Visit

Member Ley stated that he would like to see a more specific response to the NCA concerns. Chair O'Reilly noted that Harper has not yet received the final letter. President Thompson stated that the College will be receiving the team's official statement in writing, after which the College will have an opportunity to respond. The Board will receive a copy of the response.

Illinois  
Technology Study  
Group

In regard to the material that Board members received from the Illinois Technology Study Group, Member Ley suggested that the College have some type of resolution to endorse that study (if members agree). He stated he was impressed with it and the direction in which it is going. He would like to see it come before the Board and get the Board behind it to fight for it. President Thompson stated that there will be several chances. The Board of Higher Education will be addressing that again as they deliberate what budget recommendations to make to the Governor and to the legislature. It will then be our

chance as a Board to work with the legislature and the Governor to see if it can be pushed through.

Football Program  
Report

Member Kolze asked if the forthcoming report on the football issue could include the number of football players that are still in school after the first of the year (Jan. 1<sup>st</sup>) and their grade point averages. President Thompson stated that the information can be included; however, it was not part of the criteria. Member Barton asked if an overall GPA of the other students attending could be added to the report as well. She explained that when dealing with four-year universities, they find that frequently the people in athletics are equal to and sometimes higher than the overall student GPA. Steve Catlin stated that this could be done; however, the meaning of that figure is in question. To have a GPA for the student body of 14,000 students does not really tell a story. Member Barton suggested a comparison of similar/comparable students, those taking 12 units or more (as is required for football players). President Thompson said they would look into that. He noted that this would not be a part of the deciding factor since it was not listed in the criteria that was decided by the Board. This information would be given as a follow-up. A report will be brought to the Board in November listing the criteria determined by the Board, and how the College has met the criteria or varied from that criteria. The Board will then make their decision by December 1.

PRESIDENT'S REPORT

Western Illinois University is giving transfer students an opportunity to identify who their most inspirational, respected teacher has been. Two of our faculty - part time instructor Arduus Bradley and full time instructor Robert Held - have been identified by students who transferred from Harper. He congratulated these two teachers.

President Thompson distributed copies of the ninth annual issue of the *Harper Anthology*. It contains the writings of Harper students from 14 departments or programs. He added

that a poem by his wife, Doriann, is included. She was encouraged by her Spanish Teacher to submit the poem, written in Spanish with the English translation. He congratulated the students, faculty and staff on their fine efforts.

Member Ley stated that he was impressed with the *Harper Anthology*. He inquired about its distribution. Vice President Ed Dolan stated that it is primarily distributed on campus; however, it is available to groups off-campus. All faculty get copies, student clubs get copies, the library gets multiple copies. It is distributed where students congregate. It is also distributed through some of the professional groups of the faculty, and is used as a showpiece for what is represented by the College. Dr. Dolan stated that it is not promoted as a piece outside the institution. It was suggested that the Anthology be distributed to public libraries and high school libraries in the district, and to state and private universities to show the quality of students at Harper. Julie Fleenor suggested that this idea be given to the current editor of the *Harper Anthology*, faculty member Andrew Wilson.

*Pioneer Press* featured an interesting article on the College collection of fine art. Rebecca Keller was recently hired as the first art curator for the College, and this was an opportune time to highlight the many fine pieces which are displayed on campus grounds and in buildings.

On October 17, the front page of the *Daily Herald* featured a story about the children in our Harper Child Learning Center losing the pumpkin that they had been growing and nurturing for three months. The third-shift custodians gave a gift of seven pumpkins to the Learning Center after they took note of the children's sadness. President Thompson thanked the men and women who took the time to care and to make a difference.

A quote from the November issue of *Kiplinger's Magazine* praises community

colleges: "There are people who believe that four years in one place are very important. But given the high cost of College, the excellent preparation at many community colleges is a bargain." Dr. Thompson added that this statement could not have had better timing. There is now a National Commission on Cost of Higher Education. David Pierce, President of the AACC, is going to testify before that commission, and will most likely be using that quote.

President Thompson announced ICCB recommendations for concerns in the veto session which include getting capital funding, and getting the \$3M that was left out of the appropriation for adult education. They are working on the operating budget request. He added that there have been a number of changes in some of the specialized grants, but the request is an increase of approximately 8.4 percent over last year. He stated that it is unlikely the College will get the total amount, but it is a reasonable request. There is hope that the legislature and the Governor will respond positively to it, as well as the Board of Higher Education. Harper's capital project is the number one project on the Community College list. There is a possibility that it could get funded in the veto session. He encouraged everyone to work hard and call their legislators to express the importance of this project.

Also, at the last Illinois Community College Board meeting, the title of Executive Director Joe Cipfl was changed to President and Chief Executive Officer. The rationale behind this change stems from the fact that the new title more clearly reveals his position as a "designated official who can speak with rank and authority for the Illinois community college system."

An administrative retreat was held on Monday. The facilitator, Dr. Jim Morrison, has written a publication called "On the Horizon" which is read by many people in higher education. We looked at key trends for the future at Harper College. Five different groups came up with five different themes

including: (1) lifelong learning as a trend that is growing and continuing; (2) the impact of technology and all its aspects; (3) distance learning and the virtual classroom phenomenon; (4) more emphasis on competency based training; (5) the fact that business and industry together are setting the educational standards more than we in higher education. These are some interesting trends with some implications for Harper. We have begun to start looking at these issues.

Chair O'Reilly invited everyone to take some dessert. Member Barton asked if the Board could somehow recognize Pat Beach and his group when they set up their food. Often, they leave without hearing all the appreciation. Chair O'Reilly said that would be fine.

#### EXECUTIVE SESSION

Member Barton moved, Member Ley seconded, that the meeting adjourn into executive session for the purpose of discussing 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 8:22 p.m.

Following executive session, the Board reconvened the Regular meeting at 8:54 p.m.

#### ADJOURNMENT:

Member Barton moved, Member Kolze seconded, that the Regular meeting be adjourned. In a voice vote, the motion carried at 8:55 p.m.

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Chairman

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Secretary

## BOARD REQUESTS

## OCTOBER 23, 1997 REGULAR BOARD MEETING

1. Member Ley suggested that the Board move Exhibits VII and VIII-A-1 to the Consent Agenda in the future. Chair O'Reilly stated that they would take that into consideration for the future.
2. Board members asked if Member Ley's suggestions regarding the Planning Policy (Exhibit VIII-G) could be typed and inserted into the policy (with underlines to distinguish them), and sent to the Board for review. Member Kolze suggested that Board members receive this information two weeks before the second reading and forward any comments to Dr. Thompson.
3. Member Barton asked if an overall GPA of the other students attending could be added to the football report as well. She suggested an overall GPA comparison of similar/comparable students, those taking 12 units or more (as is required for football players). President Thompson said they would look into that for inclusion as follow-up information.
4. Member Barton asked if the Board could somehow recognize Pat Beach and his group when they set up their food. They often leave without hearing all the appreciation. Chair O'Reilly said that would be fine.
5. It was suggested that the Anthology be distributed to public libraries and high school libraries in the district, and to state and private universities to show the quality of students at Harper. Julie Fleenor suggested that this idea be given to the current editor of the Anthology, faculty member Andrew Wilson.