

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

February 22, 1990

\*7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
  - A. Student Trustee Report
  - B. Funding Plan for New Construction and Renovation Exhibit V-B
- VI. Approval of Consent Agenda (Roll Call Vote)
  - A. For Approval
    - 1. Minutes--January 25, 1990 Regular Board Meeting; and January 29, 1990 Special Board Meeting and Executive Session Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for January 26 and February 9, 1990. Estimated payrolls for February 10 through March 23, 1990 Exhibit VI-A-2
  - B. For Information
    - 1. Financial Statements Exhibit VI-B-1
    - 2. Committee and Liaison Reports Exhibit VI-B-2
    - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Early Retirement Requests--Faculty Exhibit VIII-A-2
      - a. Technology, Mathematics and Physical Sciences Division
      - b. Learning Resource Center
    - 3. Sabbatical Leaves Exhibit VIII-A-3
    - 4. Leave of Absence Extension--Faculty Exhibit VIII-A-4
  - B. RECOMMENDATION: Approval of Fees Exhibit VIII-B
  - C. RECOMMENDATION: Interfund Loan Repayment Exhibit VIII-C

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, February 22, 1990

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Thursday, February 22, 1990 at 7:35 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Bakas, Barton, Moats, Norwood  
and Orzech  
Absent: Members Coste, Howard and Student Member  
Ivarson

Also present: Paul Thompson, President; David Williams, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Steve Catlin, Dean of Admissions and Registrar; John Gelch, Dean of Physical Education, Athletics and Recreation; Bill Howard, Dean of Continuing Education and Program Services; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Academic Enrichment and Language Services; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development and External Affairs; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Frank Solano, Director of Financial Aid and Veterans Affairs; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career Planning Center. Faculty: Phillip Stewart, President, Faculty Senate; William Andresen, Life Science and Human Services; George Evans, Life Science and Human Services; Larry Kent, Liberal Arts; Carole Lissy, Business and Social Science; Jean Longhurst, Business and Social Science; Carol Neuhauser, Life Science and Human Services; Robert Powell, Liberal Arts; Jay Singlemann, Business and Social Science; and Renee Zellner, Physical Education, Athletics and Recreation. Classified/Professional Technical Staff: Jaci Carroll, Lab

ROLL CALL:  
(cont.)

Operations Supervisor; Charles Faenza, Audiovisual Technician; Kathleen Gilmer, Economic Development Specialist; Thea Keshavarzi, Purchasing Agent; Rosemary Murray, Health Services Supervisor; Kay Quam, Continuing Education Coordinator; Becky Santeler, College Nurse; Annette Smith, Secretary; Pam Toomey, Administrative Secretary; and Joan Young, Publications and Communication Services Manager. Harper Students: Lisa Aust, Peggy Babcock, Florine Donahoe, John Fallahee, Kurt Gessler, Mary Hook, Bobbie Jansen, Brian Ralky, Penelope Skrzynski, Tari Vaughn and Karen Wistrich. Guest: Barbara Cohen, Co-Chair, Northwest 2001 Child Care Committee.

Chairman Barton welcomed Peter Bakas, newly-appointed Board Member, to the meeting.

PRESENTATION:  
Computer  
Networking  
Plan

At the request of President Thompson, Vice President Henry called attention to the computer networking plan and stated that Directors Bowers and Haffner would explain the proposed plan to the Board.

Director Haffner called attention to the data which the Board had received regarding the plan. He explained that the three significant reasons for the presentation were 1) to keep the Board informed of major trends and uses involving computer strategies; 2) to set the stage for upcoming bid awards and budget discussions; and 3) to propose that the Board move quickly to treat the installation of a campuswide network as a commitment of expenditure for an important undertaking.

Student Member Ivarson entered the meeting at 7:40 p.m.

Director Haffner stated that the immediate needs are not in administrative offices, but involve students, faculty and the entire campus as a whole. He noted that the purchase and use of microcomputers has increased approximately six to seven times in the past five years. He explained the significant needs of the College and the advantages to be realized by installing a networking system. He felt that the proposed plan should be viewed as an important project, to be done as one major undertaking with a one-time commitment of expenditures, which will be beneficial to the College as a whole.

Member Coste entered the meeting at 7:50 p.m.

Director Haffner stated that the installation of the cable system alone would be a significant project and that it is important to ascertain that the system

PRESENTATION:  
Computer  
Networking  
Plan  
(cont.)

will work both now and in the future. He acknowledged that the plan has major implications for the College budget. He felt that it would be necessary to hire an additional staff person and that proper training of staff and students would be important to the success of the system. Director Bowers stated that a new position has been requested so that one individual would have a clear understanding of the networking system in order to work with individual employees or groups of staff members to thoroughly explain the system and its safeguards for security purposes. He stated that the support of the Board in this undertaking is extremely important. In response to Member Orzech, Director Haffner stated that the initial cost would be approximately \$300,000 excluding personnel and/or training. He felt that costs for consulting fees and installation of the network were included in this estimate.

Member Howard entered the meeting at 7:57 p.m.

Member Moats inquired about the installed value of the microcomputers presently on campus. Director Haffner estimated that there are 750 microcomputers at \$3,000 each, totaling between \$2-3 million dollars. He noted that the equipment, for the most part, was purchased during the past four years. Director Haffner outlined the various educational benefits of the proposed system for faculty and students.

Member Orzech inquired about the length of time which could pass before the system would require updating. Director Haffner estimated that it would be several years before major changes would be required. Periodic upgrades may be necessary due to advances in technology.

Member Moats stated that he would like to discuss the matter further, especially the hiring of an additional staff person. He added that he was very familiar with networking and felt that the Board should remain open-minded in this regard. Member Coste noted that this issue would be addressed further during the budget discussions. Member Moats felt that attention should be focused on educational benefits and the possibility of adding more overhead. President Thompson explained that this information was presented in order to inform the Board that this matter has been under consideration by the administration and will be presented for discussion and approval during the upcoming budget review process. Member Moats requested a breakdown on the estimated figure of \$300,000.

Chairman Barton thanked the administration for the presentation.

CITIZEN  
PARTICIPATION:

Upon learning that there were no objections, Chairman Barton stated that citizen participation regarding the proposed amendment to Board Policy would be heard during the appropriate portion of the meeting agenda.

COMMUNICATIONS:

Member Orzech stated that the Board had received a note from Dr. Durward Long, president of Sangamon State University, extending congratulations on behalf of the 25th anniversary of the enactment of the Illinois Public Community College Act.

UNFINISHED  
BUSINESS:

Student  
Trustee  
Report

Student Member Ivarson reported that the Harper College speech team had placed fifth among community colleges at a recent tournament at Illinois State University. The benefit dance was a tremendous success with over 500 students in attendance. The event raised \$750 and the Harbinger donated an additional \$100 to be given to the family of Keith Baker, who was severely injured in an automobile accident and is presently in a rehabilitation center. Upcoming performances by Bonnie Koloc and Richard Lewis are sold out. Earth Day 1990 will be celebrated at Harper College on April 23 and students are planning various activities for Earth Week.

Funding Plan  
for New  
Construction  
and  
Renovation

Chairman Barton called attention to the funding plan for new construction and renovation as outlined in Exhibit V-B. President Thompson explained that this matter was tabled last month for consideration at the present meeting. The administration recommends approval of Option I-II.

Member Orzech moved, Member Coste, seconded, approval of the funding plan for new construction and renovation, as outlined in Exhibit V-B (attached to the Minutes in the Board of Trustees' Official Book of Minutes), which includes \$11.5 million of state funding.

Member Moats asked what will happen if State funding is not received. President Thompson replied that the Board can decide at any time as to the priority of the projects on which to proceed. He stated that he could not predict when funds would be received and that it could be up to two years. Once the State legislature gives approval, it is only a matter of time before the funds are received. Vice President Manke added that funding generally is distributed based upon priority and the size of the project.

UNFINISHED  
BUSINESS:  
Funding Plan  
for New  
Construction  
and Renovation  
(cont.)

Member Coste felt that the issue for consideration and Board approval is local funding rather than State funding. In terms of money, the discussion should be centered around the expenditure of \$2 million because the Board has already approved \$3 million. Member Howard felt that the recommendation was also to approve the priority order of the projects and perhaps discussion is warranted on this aspect in addition to the funding. Although the Board has approved the construction and renovation plan, Member Orzech felt that the Board has the power and the responsibility to change the priority for expenditure if State funding is not received. Member Coste felt that the first priority would remain as such, whether or not State funding is provided.

Member Howard noted that a recommendation has been presented, at the request of the Board, outlining the source of funds for the construction and renovation plan.

Member Moats called attention to the signed agreement with the architect. President Thompson stated that the architectural agreement is to begin design work. The decision to build is up to the Board of Trustees, based upon a review of the designs and a recommendation by the administration. Chairman Barton noted that the Educational Foundation is interested in working toward a conference area. If plans are available, these can be shared with others in order to generate interest and raise funds. Member Moats noted that the architect is working on a set of plans for construction and renovation which may or may not take place and, in accordance with their agreement, will be paid for these plans. He inquired whether the plans would be shelved indefinitely if State funding is not received. President Thompson replied that the master plan will be updated and, if State funding is not received, he felt that additional resources would be sought in order to proceed with the plan in stages. Member Bakas commented that, because the Capital Development Board is involved, the architect cannot move too quickly and will not go beyond the design drawings. Vice President Manke added that the contract is structured into various segments -- design, specifications, bid documents, and construction supervision. At each one of these phases, a specified percentage of the contract fee is allocated. If the Board decides to stop a project, the architect would receive the appropriate percentage of his fee for the work completed to that point.

UNFINISHED  
BUSINESS:  
Funding Plan  
for New  
Construction  
and Renovation  
(cont.)

Member Moats inquired about the construction and renovation projects which can be funded by the College during the interim period awaiting State funding. President Thompson stated that he would not recommend moving forward until notification is received from the State regarding funding.

Member Coste noted that the proposed recommendation is for approval of approximately \$2 million dollars and he hoped that the Board would keep this foremost in their minds. Member Orzech noted that the proposed plan reflects a local commitment and a State commitment and also gives the Board an opportunity to do some alternative planning if State funding is not received. She felt that the overall plan is good.

Member Howard felt that the receipt of future state funding was realistic. She stated that she would vote in favor of the plan. She noted that if the State goes bankrupt, she would like to review this further to determine whether the proceeds of the bond sale should be used for the library and additional classrooms. She felt that the construction of a new bookstore and the renovation of the present bookstore facility would pay for themselves over a period of time. The Educational Foundation has expressed an interest in raising funds for a conference center. She questioned whether consideration could be given to moving ahead on this project rather than waiting for receipt of State funds. President Thompson stated that it is possible to take this matter under consideration. Member Howard stated that she wanted to make it clear that the Board has other alternatives that can be addressed in the future if there is a shortfall in State funding.

Member Moats called attention to the construction of a performing arts center. He inquired about the scope of work for this segment of the plan in view of the contract with the architect. Although past discussions have led to an agreement of a theatre with approximately 350 to 450 seats, President Thompson stated that the architect has been advised that some Board members have expressed interest in additional space. It is quite possible that the architect will accompany members of the Board and the administration on site visitations to other facilities. Member Moats stated that he wanted to clarify that the support of the document meant that the building project would be completed in the proposed order unless it comes back to the Board for a change in funding or priority strategies.

UNFINISHED  
BUSINESS:  
Funding Plan  
for New  
Construction  
and Renovation  
(cont.)

In regard to the recent \$3 million bond sale, Member Moats inquired about the use of the money. President Thompson replied that the money must be used within a specified time frame. It is possible to use the funds for architect's fees which is the intent of the administration. Vice President Manke stated that approximately \$150,000 must be spent within six months and the remainder must be expended within three years. Member Moats expressed concern that these funds must be spent within three years, while state funding may not be received by three years. He felt that the priorities would have to be changed and suggested that this be done now. Chairman Barton pointed out that information regarding state funding should be received within one year and that any changes in priorities could be addressed at that time.

Member Moats inquired about the maintenance costs for the proposed conference center. It was his understanding that a portion of the revenue generated by the facility would be used to partially cover the maintenance costs. Vice President Manke stated that this was correct.

Upon roll call, the vote was as follows:

Ayes:	Bakas, Barton, Howard, Moats, Norwood and Orzech
Nays:	None
Abstained:	Member Coste

Motion carried. Student Member Ivarson voted aye.

For the record, Member Coste inquired about the source of the funds that have been authorized. Vice President Manke stated that the sources are as follows: \$601,000 from the Educational Foundation and the Operations and Maintenance Fund fund balance, \$300,000 from the bond proceeds, and \$1,596,540 from the proceeds of the sale of the second site. Option I-II has been approved by the Board.

CONSENT AGENDA:

Minutes

In regard to the Consent Agenda, President Thompson noted that the Board had received a revised cover page to the Bills Payable. In addition, Member Orzech requested a correction to the January 25, 1990 minutes, on page 9, Additions to Approved College Depositories.

Member Orzech moved, Member Howard seconded, approval of the Consent Agenda including the minutes, as corrected, of the January 25, 1990 Regular Board meeting, the minutes of the January 29, 1990 Special



CONSENT AGENDA: Board meeting and executive session, bills payable, payrolls, estimated payrolls, financial statements, committee and liaison reports, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable

Education Fund	\$ 562,817.88
Operations & Maintenance Fund	207,673.06
Oper. and Maint. Fund (Restricted)	10,609.50
Bond and Interest Fund	458.75
Auxiliary Fund	311,943.36
Restricted Purposes Fund	97,515.67
Trust and Agency Fund	634,522.95
Liability, Protection & Settlement Fund	6,146.79
Federal Funds	16,252.53

The payroll of January 26, 1990 in the amount of \$836,085.84; the payroll of February 9, 1990 in the amount of \$1,097,435.90; the estimated payrolls of February 10, 1990 through March 23, 1990 in the amount of \$3,896,046.31; estimated utility bills in the amount of \$120,000.00; estimated student refunds for Spring, 1990 in the amount of \$202,000.00; payment to the Illinois Department of Revenue for sales tax for January, 1990 in the amount of \$69,756.00; and to Joanne L. Heinly for early retirement in the amount of \$940.89.

Financial Statements

There were no questions regarding the financial statements.

Committee and Liaison Reports

There were no comments regarding the committee and liaison reports.

Grants and Gifts Status Report

Chairman Barton called attention to a \$5,000 donation from Sears Roebuck & Company for a fashion merchandising scholarship endowment.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, Moats, Norwood and Orzech  
 Nays: None

Motion carried. Student Member Ivarson voted aye.

BID AWARDS:

Member Norwood moved, Member Orzech seconded, approval of the bid awards as outlined in Exhibit VII-A1 through VII-A5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

BID AWARDS:  
(cont.)

- Ex. VII-A1 Award bid Q8219 to Corporate Concepts, Inc., the low bidder for a secretarial workstation, in the amount of \$6,127.61.
- Ex. VII-A2 Award bid Q8221 to Independent Mechanical Industries, Inc., the low bidder for air conditioning system repair and renovation for Buildings F, M and P, in the amount of \$336,890.00.
- Ex. VII-A3 Award bid Q8220 to the Education & Institutional Cooperative Services, Inc., the low bidder for the secretarial workstations, in the amount of \$6,179.50.
- Ex. VII-A4 Award bid Q8205 to ExCellere Associates, Inc., the only bidder for a room scheduling software package, in the amount of \$55,000.00.
- Ex. VII-A5 Award bid Q8218 to The Fitness Experience, the low bidder for two treadmill machines, in the amount of \$8,788.00.

In regard to Exhibit VII-A4, Member Bakas inquired whether other community colleges might have a program which Harper might use. Vice President Williams stated that various systems were researched but did not have the capabilities desired by the College. He added that this program would be tied into the College registration system. Member Moats noted that only one bid had been received and expressed concern that the proposed system was a worthwhile investment. Vice President Williams felt that the system will respond to requests for data which Member Moats has requested previously and has additional potential uses for both Academic Affairs and other areas on campus. Member Moats stated that he looks forward to the reports which will be generated by the system.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:  
Personnel  
Actions

Member Howard moved, Member Norwood seconded, approval of the Personnel actions as listed in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Professional/Technical Appointments

John Callahan, Photographer, 1/1/90, \$29,099  
Mary Anderson, Instructional Specialist, 1/16/90,  
\$21,206

Supervisory/Confidential Appointments

Robert Laws, Financial Aid Associate, 2/13/90,  
\$26,000  
Richard Seiler, Bookstore Manager, 2/26/90, \$30,000

Classified Appointments

Linda Thornley, Clerk Typist II, 1/12/90, \$15,300  
Barbara Thomas, Clerk Typist I, p/t, 1/23/90, \$7,540  
Rebecca McClure, Word Processing Operator/Typesetter,  
2/8/90, \$17,800  
Renee Biscomb, Lab Assistant, p/t, 2/8/90, \$13,824  
Alan Gann, Mail Center Supervisor, 2/13/90, \$19,500

Classified Retirement

Jan Langdon, Secretary II, Personnel, 4/30/90,  
13.5 years' service

Classified Terminations

Mary Jeziorski, Word Processing Operator, 1/5/90  
Michael Lisky, AV Technician I, 2/1/90

President Thompson called attention to the upcoming retirement of Ms. Jan Langdon who has served the College for 13 years. He recognized her contributions to the College over the years and stated that her services will be missed.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Early  
Retirement  
Requests

Member Norwood moved, Member Howard seconded, approval of the early retirement requests of Professor Meyer Rudoff and Professor Robert Thieda,

NEW BUSINESS:

Early Retirement Requests (cont.)

effective August 1, 1990, as outlined in Exhibits VIII-A-2 and 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 Bakas, Barton, Coste, Howard, Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Member Moats noted that the College is losing many good employees due to early retirements. He felt that resolutions should be in order for those who have given dedicated years of service to the College. Member Howard agreed. President Thompson stated that the time is coming when it is very difficult to deal with early retirements in the educational field. He agreed with Member Moats and stated that this matter would be given attention.

Sabbatical Leaves

Member Orzech moved, Member Howard seconded, that the Board of Trustees approve the sabbatical leaves outlined in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows;

Robert Boeke	Fall semester	Full Pay
Jean Longhurst	Fall semester	Full Pay
Donald Sedik	Fall semester	Full Pay
Jane Thomas	Spring semester	Full Pay

Member Howard stated that the Board appreciates reports from the various faculty members at the completion of their sabbatical leaves. She felt that these reports are most beneficial. President Thompson agreed.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Leave of Absence Extension

Member Howard moved, Member Orzech seconded, that Professor Mary Ann Jirak be granted an extension of her leave of absence until May 30, 1991, as outlined in Exhibit VIII-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: President Thompson felt that faculty, staff and students derive benefits from a leave of absence when it relates to specific work experience and professional expertise.  
Leave of Absence Extension (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Fee Schedule for 1990-91

Member Orzech moved, Member Norwood seconded, approval of the fee schedule for the 1990-91 academic year as listed in Exhibit VIII-B (attached to the minutes in the the Board of Trustees' Official Book of Minutes).

In response to Member Orzech, Dean Harrington explained that the increases are necessary to cover costs and services in addition to those covered by the tuition rate charged. Member Coste wondered whether it was worth the time and effort to implement small increases such as \$1.50.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Interfund Loan Repayment

Member Howard moved, Member Orzech seconded, that the Board of Trustees authorize the Treasurer to repay and re-transfer the loan of \$200,000 made from the Educational Fund to the Auxiliary Fund as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Faculty Tenure Status Report

President Thompson stated that the Faculty Tenure Status Report, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes) was for Board information.

NEW BUSINESS:  
Faculty Tenure  
Report

He noted that Board action is required only for the denial of tenure, according to a change in the Community College Act in 1980.

Amendment to  
Board Policy -  
First Reading

Chairman Barton called attention to and read a proposed amendment to Board Policy regarding smoking in campus buildings and College vehicles. President Thompson stated that the amendment was presented to the administration and the Board from the committee structure of the College. He pointed out that he has received memos regarding the matter. In addition, he acknowledged receipt of a petition from one area of the College which contained the signatures of 44 individuals who are opposed to the suggested change. Therefore, he felt that the Board should recognize that there is debate and division on the issue.

Member Orzech read a communication which the Board received from Ms. Marylou Arnold, a member of the community and recent candidate for the Board vacancy. Ms. Arnold expressed disagreement with the proposed policy inasmuch as the College is a public building which is supported by taxes and tuition. She felt that the decision to be made should satisfy both groups.

Faculty Senate President Stewart noted that the second reading is scheduled for the March 22 Board meeting during the spring semester break at Harper College. He suggested that the second reading be deferred to the April 26 Board meeting. The Board and President concurred with this suggestion.

The Board heard reports and comments both for and against the proposed amendment from the following who were in attendance: faculty members Larry Kent, Carole Lissy, Robert Powell, Jean Longhurst, Renee Zellner and Bill Andresen; staff members Rosemary Murray, Annette Smith and Dennis Darby; and students Tari Vaughn, Karen Wistrich, Lisa Aust, Mary Hook and Brian Ralky. Information in support of the proposed amendment was presented to the Board, along with copies of petitions from faculty and staff members, including non-smokers, who felt that an equitable solution to the problem could be reached.

Member Coste requested that copies of the campus survey be shared with the Board, along with specific information on the present plan as to where the smoking and non-smoking areas are in each building.

He inquired whether the present smoking areas could be moved or if better ventilated areas could be set up, especially in Buildings I and J. He noted that

NEW BUSINESS:  
Amendment to  
Board Policy -  
First Reading  
(cont.)

smoking rooms are provided in hospitals. Member Moats agreed that an effort should be made to satisfy both groups.

Student Member Ivarson stated that most comments she has received have involved Buildings F, I and J.

Member Orzech noted that many firms are now instituting a smoke-free environment. She felt that the issue will have to be addressed in industry and in education at some point and that, as an educational institution, there should be a responsibility to model and to be a catalyst for change. She acknowledged that any radical change would bring problems. Member Orzech stated that she is bothered by the matter because it is a complex issue which is not easy to resolve.

Member Moats felt that there is no choice but to come up with a compromise solution which satisfies both groups.

Chairman Barton suggested that possibly the matter could be discussed at the April meeting after receipt and review of the various materials. Member Coste reiterated his request for information on the suggestions raised earlier. In response to Member Coste, the Board was informed that the present policy on smoking areas was put into effect in 1986. Member Howard agreed that the issue should be reviewed further. A possible suggestion would be to have a very limited number of smoking areas that are controlled, such as is done in hospitals. With the proper information, there are ways that the administration can deal with this and possibly move toward a smoke-free environment in the future. She felt that more data was needed regarding the facilities.

Member Norwood noted that many high school districts have a smoke-free policy and she inquired about the community colleges. President Thompson stated that he was unaware of any community colleges which had instituted a smoke-free environment.

Member Moats requested that the Board be given copies of all information received on this matter. He hoped that a solution equitable to everyone could be reached.

Chairman Barton thanked all the individuals who had shared their concerns with the Board. She added that the matter could be discussed further in March and that the second reading on the proposed amendment will take place at the April 22 Board meeting.

NEW BUSINESS:

Storage  
Facility

President Thompson called attention to the proposed storage facility for the College. He noted that an amount of \$70,000 had been budgeted last year for a facility. Upon presentation of that budget to the Board, it was requested that information be obtained on a facility which would blend in with existing buildings. The architect has submitted a plan for a larger facility which could be erected between Buildings M and T. The newly-proposed design would double the cost for the facility. After further review, the administration has developed an alternative for consideration by the Board. President Thompson distributed information prepared by Vice President Manke. The new plan would allow a move by Graphics, Word Processing and Typesetting, Mailroom and the Print Shop to an area between Buildings M and T; and would allow the return of Building U to a storage and maintenance building.

Vice President Manke explained that the alternate plan would require the construction of only two walls, a floor and a roof since the proposed facility would be connected to two existing buildings.

The President stated that the plan is for Board information and consideration at this time. It is not intended that the facility be built this year and it is not included in the budget. In response to Member Coste, President Thompson stated that the costs would be higher than the \$162,000 proposed for the other storage facility due to the inclusion of utilities and interior furnishings. He requested that Board members share their thoughts on the proposed plan with him.

Member Coste requested that copies of the December 12 memo on excess funds be distributed to Board members prior to the March 14 Committee of the Whole meeting. In addition, Member Coste asked the administration to contact the assessors of Palatine, Schaumburg, Elk Grove and Wheeling townships for information on increases in quadrennial assessments.

President Thompson stated that revenues for the Education Fund and the Operations and Maintenance Fund would be reviewed at the March 14 meeting. Member Moats stated that it would be helpful to have a general summary of expenditures before the review. President Thompson stated that it could only be estimated and would not be very accurate.

OTHER  
BUSINESS:

Chairman Barton announced that a tentative date for the spring meeting of the North Suburban Community College Trustees Colloquium has been set for Wednesday, April 4, at the College of Lake County.



OTHER  
BUSINESS:  
(cont.)

Chairman Barton also reported that Member Coste will attend a meeting of the ICCTA on March 9 in Oakbrook.

Chairman Barton stated that a Board member is needed to serve on the committee to select the Harper College distinguished faculty member for this year. Member Howard volunteered to serve in this capacity.

A retreat for Board members has been scheduled for March 1-2 at the Allstate Conference Center in South Barrington. The retreat will begin at 6:30 p.m. on Thursday, March 1, and continue at 8:00 a.m. on Friday, March 2.

Chairman Barton called attention to a recent article about Member Norwood and her accomplishments as a writer/publisher. She stated that the Board and the Harper community is proud of her efforts.

Resolution of  
Appreciation -  
Michael Miller

Chairman Barton read a resolution of appreciation to former Board member, Michael I. Miller, who resigned in December due to relocation. The resolution noted the dedication, loyalty and service of Mr. Miller as a Member of the Board of Trustees and liaison to the Educational Foundation. Member Howard moved, Member Norwood seconded, adoption of the resolution as read. In a voice vote, the motion carried.

PRESIDENT'S  
REPORT:

President Thompson reported that Professor Carol Neuhauser, Director of Child Development, was recently the guest speaker at the Executives Breakfast Club of Greater Woodfield and addressed the issue of quality child care. The President expressed appreciation to Professor Neuhauser for the fine presentation and requested that she introduce Ms. Barb Cohen, co-chair of the Northwest 2001 Child Care Committee. Mrs. Cohen, pointed out that child care is one of the most critical issues of the 1990s. She called attention to a recently-completed booklet entitled "Considering a Child Care Benefit?" which was developed by members of Northwest 2001 in response to community needs regarding quality child care. She expressed gratitude to the many individuals who assisted in the research and development of the guide. Ms. Cohen distributed copies to all Board members for their review.

President Thompson stated that the College community was saddened to learn of the sudden death of Professor Michael Bartos who retired two months ago after many years of dedicated service. Professor Bartos was one of the original group of faculty members at Harper College.

PRESIDENT'S  
REPORT:  
(cont.)

Members of the College speech team placed fifth during a recent state tournament in Peoria. The President extended congratulations to Coach Marcia Litrenta and all students who participated in this event.

President Thompson called attention to the annual Toys for Tots drive which has been conducted at the College by the Food Service staff for many years. A certificate and letter of gratitude from the U.S. Marine Corps was recently received in recognition of these efforts. This year, over 80,000 toys were distributed to needy children in the Chicagoland area. The President expressed appreciation to Ms. Karen Villano, catering manager, and other members of the Food Service staff.

During a recent national nursing exam, 24 Harper nursing students achieved a 100 percent passing rate. Congratulations were extended to the students, nursing faculty and Director of Nursing, Judy Dincher for this high level of excellence.

Dr. Robert Cornesky of the University of Edinboro in Pennsylvania recently conducted a retreat on quality improvement for Harper College administrators. The President noted that Dr. Cornesky has established a foothold in his institution which others want to replicate and has challenged Harper administrators for the future.

The tenth day enrollment report for Harper indicates a 2.8 percent increase. End of registration FTE IS 8,091.

EXECUTIVE  
SESSION:

Member Orzech moved, Member Howard seconded, that the meeting adjourn to executive session for the purpose of discussing collective bargaining matters and the appointment, employment or dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Members, Bakas, Barton, Coste, Howard,  
Moats, Norwood and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye. The Board of Trustees adjourned to executive session at 10:15 p.m.

Following the executive session, Member Howard moved, Member Norwood seconded, that the regular meeting be reconvened. In a voice vote, the motion carried.

ADJOURNMENT:

Member Orzech moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 10:58 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary