

WILLIAM RAINEY HARPER COLLEGE  
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512  
COUNTIES OF COOK, KANE, LAKE AND MCHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, December 17, 1992.

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, December 17, 1992 at 6:45 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Born, Coste, Howard, Moats, and Norwood; Student Member Sprake-Jones

Absent: Member Bakas

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. Information Systems; George Voegel, Acting V.P. Academic Affairs; Susan Webb-Kmiec, Recording Secretary; Felice Avila; Vic Berner; Larry Bielawa; Bruce Bohrer; Pat Bourke; Steve Catlin; J. Harley Chapman; Tom Choice; Charlene Christin; Steve Dudek; Richard Geary; Kevin Geiger; Kim Hafford; Bill Howard; Thea Keshavarzi; Liz McKay; Ray Moehrlin; Rosemary Murray; Michael Nejman; Russ Mills; Jeanne Pankanin; Nancy Ponczek; Tamara Powers; Patty Roberts; George Voegel; Karen White; Laurie Wren - Harper College; Harper Student - Lisa Smith; Dwayne Wong - Daily Herald. Guests: Dr. and Mrs. Ed Dolan; Tom Schneck

CITIZEN PARTICIPATION:

President Thompson introduced Mercedes McGowan and Phillip DeMarois, co-chairs of the International Conference on Technology and Collegiate Mathematics. Because of their fine work, Harper received a picture and story in the Chronicle of Higher Education. Ms. McGowan and Mr. DeMarois thanked Dr. Thompson, George Dorner, and the Board for giving them the opportunity to participate in this project. The size of the conference was double that of last year with more than 1,500 people attending, including 22 from Columbia, South America. Phil was in charge of organizing both the computer and the calculator workshops, which were the heart of the conference. Dom Magno, Dave McShane, and the Office of Information Systems were responsible for making sure that the equipment was up and running, and many compliments were received

Citizen  
Participation  
(cont'd)

relating to the technology in these labs. Ms. McGowan presented the Board with the banner that hung at the Conference.

President Thompson announced that the Harper College Program Board has won the Outstanding Program of the Year Award from the National Association of Campus Activities in the Illiana Region for the second year in a row. This is the highest programming honor awarded by the association. The Harper College Program Board is made up of students who are responsible for many of the social programs on campus. Dr. Thompson thanked the Program Board members, Mike Nejman, and Jeanne Pankanin for all of the work done and for the award. Mr. Nejman also thanked Nancy Ponczek, his co-chair for the AIDS Quilt, which was the largest quilt display in Illinois for 1992.

COMMUNICATIONS:

There were no communications.

UNFINISHED  
BUSINESS:

There was no unfinished business.

APPROVAL OF  
AGENDA

Chairman Norwood noted that there will be an executive session following the regular meeting for the purpose of discussing matters related to pending litigation and personnel.

Member Howard moved, Member Moats seconded, that the agenda be approved, including the executive session at the close of the meeting.

In a voice vote, the motion carried.

STUDENT TRUSTEE  
REPORT:

Student Member Sprake-Jones reported that he has met with most of the administrators and reviewed some of the concerns voiced at the November meeting. He is working with Vice President Manke on putting together a group of students to participate in the selection of new equipment and furniture for the classrooms. Vice President McShane has been contacted regarding the students' requirements for the information system, and plans are now in motion. Some misunderstandings between the Student Senate and Student Affairs with Dr. Henry have been discussed and clarified.

CONSENT AGENDA

Member Howard moved, Member Moats seconded, approval of the Consent Agenda, including the minutes of the November 19, 1992 Regular Board meeting and amended minutes of the executive session; bills payable; payroll for November 13 and November 27, and estimated payrolls for November 28 through February 5, 1993; items

Consent Agenda  
(cont'd) for information, Financial Statements, Committee and Liaison reports, and Grants and Gifts Status report, as described in Exhibits VI-A-1 and VI-A-2, and Exhibits VI-B-1 through B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable	Education Fund	\$	832,185.14
	Operations & Maintenance Fund		301,348.50
	Operations & Maintenance Fund (Restricted)		180,647.44
	Auxiliary Fund		302,711.29
	Restricted Purposes Fund		71,083.02
	Building Bond Proceeds Fund		137,163.89
	Trust & Agency Fund		1,093,618.51
	Audit Fund		288.00
	Liability, Protection & Settlement Fund		85,876.34
	Federal Funds		248,218.40

Payroll The payroll of November 13, 1992 in the amount of \$1,333,236.93; payroll of November 27, 1992 in the amount of \$1,309,810.12; estimated payroll of November 28, 1992 through February 5, 1993 in the amount of \$6,670,690.13; estimated utility bills in the amount of \$120,000.00; payment to Palatine Oil Co. for oil in the amount of \$2,442.69; payment to Prentice Hall for books in the amount of \$330.95; and payment to D C Heath for books in the amount of \$43.75.

Member Moats commented on the latest Foundation meeting as the Trustee Liaison. The Foundation has been making considerable progress with the College in the last couple of months. Normally the Foundation meets quarterly, but has been meeting more often because of increased interest. A number of subcommittees have been established which include a Nominating Committee, Award for Excellence Committee, Friend Building and Cultivation Committee, Appreciation Recognition and Gift Opportunity Committee, a committee to examine marketing information and build a case for support, Committee on Cultural Arts, Potential Donors Committee, Annual Campaign Committee, and an Executive Committee. Member Moats thanked Dr. Thompson and Felice Avila for their support in helping the Foundation in their efforts to become a more meaningful organization at Harper. The meeting concluded with spontaneous remarks from Bruce Mueller of Motorola who dedicated Motorola to funding approximately \$25,000 in projects that had been listed by the College. Member Barton noted that she has encountered

Consent Agenda  
(cont'd)

this same enthusiasm from members of the Foundation whom she has talked to.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard,  
Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

BID AWARDS:

Member Coste moved, Member Howard seconded, approval of the bid awards in Exhibit VII-A1 through VII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8520 to United Visual, Inc. for \$2,180.00, to Columbia Audio/Video for \$4,428.44, to Video Images, Inc. for \$13,364.00, and to Swiderski Electronics, Inc. for \$14,920.00, the low bidders meeting specifications for TV Studio and audiovisual equipment, for a total award of \$34,892.44.

Ex. VII-A2 Award bid Q8521 to Cisco Systems, Inc. the only bidder for Cisco network routers, in the amount of \$57,750.00.

Ex. VII-A3 Award bid Q8517 to Cedar Computer Center in the amount of \$21,510.00 and to MicroAge Northbrook in the amount of \$8,130.00, the low bidders for HP LaserJet Printers, for a total of \$29,640.00.

Member Moats asked how many laser jet printers are being purchased, and if they are color printers. Dr. McShane replied that 18 black and white laser jet printers are being requested. The printers being purchased are Hewlett Packard 4P, 600 DPI, which is the newest printer offered by HP.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard,  
Moats, and Norwood

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

PURCHASE ORDER

Member Barton moved, Member Howard seconded, approval of issuance of a change order to purchase order D-57209 to Vacala Construction, Inc., for repair and renovation of washrooms in Building D, in the amount of \$15,322.15 for a new project total of \$292,192.28, as outlined in Exhibit VII-B1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if this is a Life Safety project. Mr. Manke replied that it is.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard,  
Moats, and Norwood.  
Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

NO AWARD

Member Howard moved, Member Barton seconded, the approval of no award of bid request Q8519 for "X" Terminals as outlined in Exhibit VII-C1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-C1 Approve a no award of bid  
request Q8519 for "X"  
Terminals.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

NEW BUSINESS

## Personnel Actions

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

Member Coste asked for an explanation of the resignation of Mr. Jonathan Robinson, a custodian who has worked at Harper for 10 years. Mr. Manke stated that Mr. Robinson had been working another job in addition to this one, and had decided to pursue the other type of employment. There are a few other issues that Mr. Manke felt it might be more appropriate to discuss at executive session.

Personnel Actions  
(cont'd)

Member Coste asked if Mr. Robinson participates in any retirement pension benefits. Mr. Manke replied that he does, and that any employee who has worked for more than eight years is vested. Those leaving have the option of maintaining those benefits in the system until reaching retirement age, or they can obtain a refund of their retirement contributions.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Sprake-Jones voted aye.

Faculty Appointments

Amy Dixon-Kolar, Instructor, Academic  
Enrichment & Language Studies,  
01/13/93, \$28,333  
Renate von Keudell, Instructor, Liberal Arts,  
01/13/93, \$32,138

Professional/Technical Appointments

Evelyn Hopkins, CE Information Specialist,  
12/03/92, \$25,000

Classified Appointments

Carol A. Traficanto, Program Assistant,  
11/02/92, \$19,900  
Joanne Park, Receptionist, 11/23/92, \$15,049  
Sharon Shepard, Administrative Assistant,  
12/02/92, \$23,800

IEA-NEA Appointments

Vincent S. Kaminiski, Custodian, 11/21/92,  
\$5,126  
Jesse Hartline, Custodian, 11/23/92, \$22,880

Faculty Leave of Absence

Sharrie Hildebrandt, Associate Professor,  
Business & Social Science, 01/21/93  
to 01/20/94, Medical

Administrative Resignation

Frank Azeke, Director of Development &  
Foundation, Development Office,  
11/20/92 - Resignation, 9 months

Classified Resignations

Karen Nagel, Administrative Secretary,  
11/30/92, 2.5 months  
Thomas Vickery, Clerk Typist p/t, 12/10/92,  
10 months

Personnel Actions      Kim Hornig, Receptionist, 01/08/92, 11 months  
(cont'd)

IEA-NEA Resignation

Jonathon Robinson, Custodian, 11/06/92,  
10 years

WHCM License  
Application

Member Barton moved, Member Born seconded,  
approval of the WHCM License Application to  
the FCC for a Noncommercial Educational  
Broadcast Station 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, Born, Coste, Howard,  
Moats and Norwood

Nays:            None

Motion carried.    Student Member Sprake-Jones  
voted aye.

Affiliation  
Agreement -  
Evanston Hospital  
Corporation

Member Howard moved, Member Moats seconded,  
approval of the Affiliation Agreement between  
William Rainey Harper College and Evanston  
Hospital Corporation 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 Barton, Born, Coste, Howard,  
Moats, and Norwood.

Nays:            None

Motion carried.    Student Member Sprake-Jones  
voted aye.

Member Howard noted that this sounds like a  
good opportunity for Harper students.

Abatement of  
Taxes

Member Coste moved, Member Norwood seconded,  
that the Board approve abatement of \$1,006,945  
of the total taxes levied on November 19,  
1992. It is further recommended that the  
abated funds be distributed between the two  
College operating funds as outlined in Exhibit  
VIII-D (attached to the minutes in the Board  
of Trustees' Official Book of Minutes).

Member Coste stated his opinion that this is a  
completion of the commitment that was made  
last year and unanimously approved by the  
Board. Member Howard noted that she voted for  
this reluctantly last year because she did not  
want to tie the Board to future action because  
they cannot be clairvoyant. At the time the

Abatement of  
Taxes (cont'd)

action was taken last year, the Board could not foresee that the legislature would freeze the assessment level and they did not know that the state government would reduce the approved appropriations. Member Howard felt that if a tax cap is approved in 1993, it will limit the Board to a 5 percent increase or the cost of living, whichever is less. The action proposed in this recommendation will in effect restrict the Board's ability to spend money where needed. By levying at a lesser amount than allowed, then the percentage of future increases is based on that lower amount. This does would not allow a future Board to levy to their maximum. Member Coste replied that Harper is nowhere near the maximum tax rate, so that if the existing levy is left on and the tax cap comes to pass, the future Board will be restricted to that amount. Member Barton noted that if \$1 million is rebated, then we are restricted to \$1 million less. Member Coste agreed, but stated that the Board agreed to this last year. Member Barton agreed on the moral obligation of the agreement, but felt that if this question was put to the taxpayers, they would agree with the Board not to lose a percentage of \$1 million every year. Member Coste felt that the taxpayers would not agree, as they have been turning back referendums en masse. Member Barton replied that they would agree because this is not a large amount, and because the Board has established a reputation of handling the money well for the school and the taxpayers. She also felt that the Board has an obligation to keep the College's best interests in mind. Member Coste replied that the Board also has an obligation to live up to their word. Member Barton agreed, but still felt that if the Board explained their position, the taxpayers would understand.

Member Howard noted that the designation or definition of Trustee implies an obligation to the taxpayers and the students to assure the financial stability of the College into the future. Predictions show that there are lean financial years ahead, and Member Howard did not wish to exacerbate that and get back to the place where there is no money to invest in educational technology and in maintaining the campus. Member Coste agreed with the future financial picture, but disagreed with the reasons for this. Member Coste asked that the question be called.



Abatement of  
Taxes (cont'd)

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

Ayes: Member Coste

Nays: Members Barton, Born, Howard, Moats,  
and Norwood

Motion denied. Student Member Sprake-Jones voted aye.

Chairman Norwood noted that this motion was denied but did involve much discussion, understanding, and appreciation for the work that Member Coste has done.

OTHER BUSINESS

Chairman Norwood reported that Member Bakas' son, Steven, was tragically killed, and those present observed a moment of silence in respect for Member Bakas and his family.

President Thompson noted that plans have been made to plant a memorial tree for Steven in the Harper Friendship Grove.

Chairman Norwood made the following appointments: Member Moats will continue as the liaison to the Educational Foundation; Mrs. Born will continue as liaison to the ICCTA and the Friends of Harper.

The meeting time for future meetings will be set at 7:00 p.m.

There will be a review of the ad hoc committees to bring them up to date and see which ones are active, and discuss any other committees at that time.

Chairman Norwood asked that the Board members reserve the second Wednesday of the month after January for possible Committee of the Whole meetings.

February 1 was decided upon for a Board only afternoon/evening retreat to determine directions and goals, and for evaluation. Members Moats and Howard are working with Chairman Norwood on the format for that meeting, and Chairman Norwood noted that any suggestions or ideas are appreciated. There will possibly be a follow-up that will involve the administration and others.

Member Howard reported that the Insurance ad hoc group has been meeting, and will bring information to the Board in due course.

PRESIDENT'S REPORT

President Thompson acknowledged Ray Moehrlein's presence as representing the Faculty Senate, and Lisa Smith representing the Student Senate. Diane Callin has a very serious back situation. Dr. Thompson also introduced Dr. Ed Dolan and his wife, Helen, who are visiting this week. Dr. Dolan will be officially beginning his duties on January 4, 1993, as the Vice President for Academic Affairs.

President Thompson introduced Tom Schnecke, who has been working with the FCC to get the Harper radio station into an FM mode, and thanked Mr. Schnecke for coming.

The Student Activities office has submitted and been granted support through the Illinois Campus Contact for Community Services. Some of the athletes have been working on volunteer efforts, and a broader base is being developed on campus. Project Team is continuing in its third year, and may be expanded to include another district school. The Project Team idea was the basis for the volunteer project for the grant. The Victory Garden is being explored as a way to supply vegetables and food for the needy during the summer months. Sue McGinty and Jeanne Pankanin were instrumental in getting this project started, along with the Roads and Grounds staff. President Thompson thanked them for their work.

The Fashion Design students have competed and done remarkably well in the National Fashion Group of Chicago Foundation's Annual Midwest Student Designer competition. Of the \$21,000 in prize money awarded, Harper students won more than half. Gail Benedetto won \$1,500 in Children's Wear; Marina Scott was a finalist in this category. In Men's Wear, Sophia Zarnicki won \$1,500. Jennie Wyler won \$3,000 in separates. The Fashion Group Foundation Best Overall Designer in the Unisex Category was Andrea Lanson, who won \$5,000 and a Paris Fashion Institute Scholarship. President Thompson congratulated all of the participants and the faculty of the Fashion Design Program. Sandra Clark is the head of the program.

Virginia McDonald announced a resolution in the Illinois Senate honoring Harper College for our Silver Anniversary. A copy has been distributed to the Board members. President Thompson noted that Rep. McDonald is retiring, and she will be missed in the Senate.

President's  
Report (cont'd)

President Thompson displayed a copy of the NJCAA magazine which features the Harper campus on the cover and an article concerning the athletic program at Harper.

Adventures in Learning is a program for the special interests of senior citizens, and President Thompson noted that Jim Finke, the manager of the program, and his staff are exploring the possibility of expanding the program to include establishing a relationship with Elder Hostel.

The Board members have received information regarding the upcoming ACCT meetings in Washington. The legislative seminar conflicts with the beginning of Women's History Week at Harper during the first week of March.

President Thompson wished all a very happy holiday season and a prosperous and joyful new year. Chairman Norwood also wished everyone a happy holiday on behalf of the Board.

EXECUTIVE SESSION

Member Barton moved, Member Born seconded, that the Board adjourn into executive session for the purpose of discussing matters related to pending litigation.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Coste, Howard,  
Moats, and Norwood.

Nays: None

Motion carried. Student Member Sprake-Jones voted aye.

The Board adjourned into executive session at 7:29 p.m.

ADJOURNMENT

Following executive session, it was moved and seconded that the Board return to regular session. By a voice vote the motion carried, and the Board reconvened into regular session at 7:46 p.m.

Member Howard moved, Member Barton seconded, that the meeting be adjourned. In a voice vote the motion carried, and the meeting adjourned at 7:47 p.m.

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Chairman

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Secretary