

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 24, 1994.

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, February 24, 1994 at 7:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Born, Coste, Kolze, Moats Norwood, and Student Member Norris

Absent: Members Barton and Howard

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David McShane, V.P. Information Systems; Sharon Alter; Felice Avila; Virginia Bender; Vic Berner; Larry Bielawa; Pat Bourke; Diane Callin; Harley Chapman; Tom Choice; John Clarke; George Dorner; Juliann Fleenar; Robert Getz; Tom Johnson; Pat Keir; Jeanne Kline; John Lucas; Liz McKay; Rosemary Murray; Jeanne Pankanin; Sheila Quirk; Glenn Reich; Patty Roberts; Lee Vogel; Molly Waite; Mary Jo Willis; and Joan Young - Harper College. Harper College students: William Beisiegel; Jody Brachman; Cheryl Brandt; Terri Ellis; Peter Goodman; Bonnie Jones. Kelly Womer - Daily Herald. Mary Haffenburg - Pioneer Press. Guests: Ken Hemstreet - Illinois Department of Transportation.

PRESENTATIONS Vice President Ed Dolan introduced the Learning Communities presentation. The presentation was given by Harley Chapman, Mary Jo Willis, Molly Waite, John Clarke, and Juliann Fleenar, as well as a number of student participants.

CITIZEN PARTICIPATION Bonnie Jones, Student Senate President, read a resolution calling for an increase in the Student Activity Fee.

COMMUNICATIONS There were no communications. Chairman Norwood had distributed a letter to Board members inviting them to dinner with the Faculty Senate.

UNFINISHED
BUSINESS

Chairman Norwood noted that there would be an Executive session for the purpose of discussing the acquisition and/or sale of property. Chairman Norwood also asked that the sabbatical leave reports be given following the approval of the Agenda. In addition, she requested that the recommendation regarding the Student Activity Fee schedule be deferred until the next Board meeting so that the Budget Review Committee could have an opportunity to study the issue. The Board will discuss Exhibit IX immediately after the sabbatical leave reports.

Approval of Agenda Member Kolze moved, Member Moats seconded, approval of the Agenda with the above stated modifications.

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Norris distributed a report to all of the Board members. Chairman Norwood stated for the record that his report dealt with the Student Activity Fee Schedule, and he wished to go on record as being opposed to any increase.

Sabbatical Leave
Reports

Dr. Ed Dolan introduced Virginia Bender and Roger Mussell, who gave brief summaries of their sabbatical experiences. A report was also included from George Gintowt.

Member Born stated that she was particularly appreciative of Mr. Mussell's report because of the information gained regarding what is being done in his department. Mr. Mussell stated that to follow through on his studies, the direction taken by the College needs to be consistent with what is going on in the District, and there must be cooperation from the Board and the administration to focus on the occupational issues in our District.

Virginia Bender described the work she did during her sabbatical in creating a tutorial for the Number Base Systems using multimedia, and how it will affect student learning at Harper.

Member Moats asked what has been added to the network as a result of Ms. Bender and Mr. Gintowt's sabbatical studies. The additions consist basically of tutorials, demonstrations and flow charts to assist the students in seeing what is actually happening in the computer when doing programming work.

Bicycle Path

Vice President Manke explained that there were some changes made in the agreement regarding the construction of a bicycle path on College property. Although College legal counsel requested \$2 million for liability coverage, the state's standard contracts call for \$1 million and thus they declined to change this. Paragraph 10 was changed to include the use of "Board of Trustees" rather than "officers" and include "invitees" in the "hold harmless" clause. The attorneys also wished to hold the state responsible in the event the contractor did not fulfill the contract. However, the state would not change this because when a contractor bids a state contract, he must put up a performance bond as well as a bid bond. Thus, a bonding company is behind the contractor if he fails in his obligations. In paragraph 14, the portion of the sentence reading "as provided in other Agreements between the STATE and third parties" was deleted.

In paragraph 15, the attorneys suggested that there be a sentence added which states that the District should provide coverage as stated in paragraph 9, relating to insurance coverage. However, the state cannot force a district to provide insurance coverage, and Harper will have to work with the Palatine Park District to possibly have them provide the hold harmless agreement and the insurance coverage if something happens on the bicycle path. Harper has such an agreement with the Park District for the existing path, and Mr. Manke stated that he was trying to get the original agreement for the first bicycle path to extend to the new addition. As the agreement stands at this time, this modification is not included. The state's responsibility basically ends after the path is constructed. The College is providing the land and \$10,000 for construction. Mr. Manke noted that there are high costs associated with this path because it will extend beyond the College property. However, the \$10,000 that the College is contributing is only a small portion of the actual cost of the path.

Once the path is in place, it is anticipated that it will not have to be moved again. Under the current plan, the widening of Algonquin Road has been taken into consideration.

Member Moats asked if the path could be re-routed if the College needed the land at a

later date. Mr. Manke replied that we could do this at our cost. However, the placement of the path at the perimeter of the College grounds makes this an unlikely possibility. Member Moats asked if there is a legal basis for that assumption in this document. Mr. Manke stated that he would have to check the document more specifically because that particular concern was not addressed due to the location of the path.

Member Coste moved, Member Moats seconded, that the Board approve the Agreement including the provision for a \$10,000 contribution toward the construction of the bicycle path on College property 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 Born, Coste, Kolze, Moats,
and Norwood
Nays: None

Motion carried. Student Member Norris voted aye.

CONSENT AGENDA

Member Born moved, Member Coste seconded, approval of the minutes of the January 25, 1994 Special Board meeting, and the January 27 Regular Board meeting and executive session; bills payable, payrolls for January 21 and February 4, 1994; estimated payrolls for February 5 through April 1, 1994; financial statements, committee and liaison reports, and grants and gifts status report, as outlined in Exhibit VI-A and VI-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education Fund	\$ 614,429.59
Operations & Maintenance Fund	574,899.69
Operations & Maintenance Fund (Restricted)	274,705.00
Auxiliary Fund	598,988.15
Restricted Purposes Fund	45,013.46
Building Bond Proceeds Fund	108,803.00
Trust & Agency Fund	1,028,925.62
Liability, Protection & Settlement Fund	53,761.92
Federal Funds	28,244.79

The payroll of January 21, 1994 in the amount of \$1,093,788.68; February 4, 1994 in the amount of \$1,342,464.76; estimated payroll of February 5, 1994 through April 1, 1994 in the amount of \$1,342,464.76.

amount of \$5,088,204.42; estimated utility bills in the amount of \$120,000.00; payment to Comark for materials in the amount of \$500.45; payment to IBM for rental of equipment in the amount of \$23,451.96; payment to Timothy Bowling for contractual services in the amount of \$1,040.00; payment to AMSCO for purchases for resale in the amount of \$81.00; payment to AMSCO for books in the amount of \$241.92; payment to Crescent Electric for supplies in the amount of \$5,031.81; payment to Willis Coroon Corp. of Illinois for professional liability insurance in the amount of \$60,649.00.

Member Kolze commented that the investments look very good for this point in the year. Mr. Manke replied that this is due to the timing of the investments. Investments are maturing that were made when the rates were better, and that they do not expect these returns to continue if the rates do not go up.

Member Kolze asked why there is no figure listed on the annual budget for Bond Sale Proceeds. Mr. Manke stated that it was anticipated that the Bond Proceeds Fund would be expended by now. Because the building of the new facilities is behind schedule, large pay-outs were not required when anticipated, thus allowing for interest payments on our investments.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Kolze, Moats
and Norwood

Nays: None

Motion carried. Student Member Norris voted aye.

BID AWARDS

Member Coste moved, Member Kolze seconded, approval of the bid award as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8601 to Video Images, Inc. in the amount of \$4,950.25, to Swiderski Electronics, Inc. in the amount of \$8,825.00, and to United Visual Aids, Inc. in the amount of \$16,317.00, the low bidders meeting specifications for audio/visual equipment, for a total award of \$30,092.25.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Kolze, Moats
and Norwood
Nays: None

Motion carried. Student Member Norris voted aye.

NO AWARD

Member Kolze moved, Member Born seconded, that the Board approve a no award of bid request Q8600 for Grandstand removal and replacement.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Kolze, Moats
and Norwood
Nays: None

Motion carried. Student Member Norris voted aye.

NEW BUSINESS

Personnel Actions

Chairman Norwood moved, Member Born seconded, approval of the personnel actions as listed under "Appointments" in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson stated that the Administration is continuing to evaluate positions. The new hires listed are people who are filling positions which were left vacant during the hiring freeze. There are no new positions included in this exhibit.

Professional/Technical Appointments

Karen Steltman, Learning Resources Center,
2/14/94, \$26,262
Robert Butts, Corporate Services, 2/21/94,
\$40,000

Classified Appointments

Salina Abbas, Tutoring Center - AE/LS (p/t),
1/24/94, \$7,232
Starr Helgemo, Information Center (p/t),
2/07/94, \$8,274
Kara Akers, President's Office, 2/14/94,
\$21,000
Virginia Kitani, Tutoring Center - AE/LS,
2/14/94, \$20,500

IEA/NEA Appointments

Gerald Gnaster, Physical Plant, 2/21/94,
\$23,280

Upon roll call, the vote was as follows:

Ayes: Members Born, Kolze, Moats, and
Norwood
Nays: None
Present: Member Coste

Motion carried. Student Member Norris voted aye.

Chairman Norwood moved, Member Born seconded, approval of the Classified Retirements and Resignations, as well as the Ratification of the Overload and Adjunct Faculty Assignment Summary Sheets.

President Thompson noted that Barbara Schmeltz and Anna Harshbarger, who are retiring, have a combined 33 years of experience at Harper. He stated that they will be missed, and thanked them for their contributions to the College.

Classified Retirements

Barbara Schmeltz, Academic Enrichment &
Language Studies, 4/15/94, 17 years
Anna Harshbarger, Registrar's Office, 6/24/94,
16 years

Classified Resignations

Nancy Koehler, Information Center, 1/27/94,
2.5 years
Raymond Stone, Information Systems/
Administrative Systems, 1/27/94,
7 years
Farida Sadrud-Din, Financial Aid & Veteran's
Affairs, 2/18/94, 1.5 years
Lorraine Oates, Personnel, 2/18/94, 2.7 years
Katchen McDonald, Human Performance Lab -
PEAR, 3/24/94, 1.5 years

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Kolze, Moats,
and Norwood
Nays: None

Motion carried. Student Member Norris voted aye.

Member Kolze asked if the entries under "Type" could be further clarified as to the length of time the position has been vacant. President Thompson replied that they would look into this.

College
Depositories
Update

Member Born moved, Member Kolze seconded, that the Board approve the updated listing of College depositories, financial investment service companies, and investment advisors as

outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze asked if the College has funds in each of these institutions. Mr. Manke replied that we do not. The Board approves the list so that the Administration can take quotes from these banks. If their quote is the best as far as interest rates, then money can be placed there without having to come back to the Board for approval to put the money in that particular bank. Mr. Manke added that one of the depositories proposed has expanded its capabilities to include the brokering of U.S. Government securities. The NBD Bank now includes the Michigan location.

Member Moats stated that he is abstaining from the vote because he is a Director of Royal American Bank.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Kolze, and
Norwood
Nays: None
Abstain: Member Moats

Motion carried. Student Member Norris voted aye.

OTHER BUSINESS

Chairman Norwood reminded the Board that their retreat is scheduled for March 3, and asked that they bring their calendars to that meeting in order to set dates for other meetings and functions throughout the year.

The Board received the Faculty Tenure Status report for information.

PRESIDENT'S REPORT

President Thompson stated that he and Kay Wojek had a meeting with Governor Edgar's Chief of Staff, Jim Riley, to discuss the proposed projects approved by the ICCB. They outlined our needs and encouraged Mr. Riley to have our project approved and included in the Governor's budget. There was no commitment made, however, they felt that he had a good understanding of our project and our needs.

Member Moats asked if Harper's project was recommended by the IBHE. President Thompson replied that it was not, and it is the first time in a number of years that the ICCB list of projects was not completely approved by

rationale given by the IBHE. President Thompson responded that he had not gotten any satisfaction from Mr. Wagner in that respect. Of the 12 projects proposed, ten made the approved list. Member Coste speculated that the decision was probably budget related. President Thompson agreed, but felt that there was more involved. Member Moats noted that this district has not had any state funding for construction projects for over 15 years. President Thompson felt that there are political opportunities in this legislative session for Harper to get some assistance in this matter.

It was agreed that May 11 would be the time to go down to Springfield and follow up on this further.

President Thompson reported on his attendance at the American Council on Education annual meeting in Washington, D.C. A number of high-ranking members of the Clinton administration, as well as President Clinton, addressed the meeting. President Thompson was particularly interested in regulations that have been submitted for review by the Secretary of Education which are detrimental to higher education. The regulations deal with default rates on federal loans, however, most of the high default rates are at private proprietary institutions. President Thompson felt that these regulations will cause unnecessary work and mandates, and he has been speaking with people to help get this turned around. If the regulations go into effect, accreditation will be tied to the default rate. Since we belong to a voluntary accreditation association, we would have to pay more dues even if they are not making more accreditation visits at Harper. There will be a second body in the state to oversee the efforts to keep default rates low, and this may result in additional paperwork because of the redundancy. President Thompson noted that Members Born and Kolze are going to have an opportunity to talk with our congressmen regarding this issue in Washington at ICCTA's legislative seminar.

The Affirmative Action Committee presented a third panel of discussion in a Dialogue in Diversity effort. Chairman Norwood moderated the panel, and there was an interesting exchange regarding issues in the African American community and perceptions of the campus environment at Harper.

Women's History Week begins on March 6. President Thompson reminded Board members that they are welcome at the dinner that evening, and asked them to respond if they are planning to attend.

There will be a conference on March 10 for career development and employment for persons with disabilities. We are sharing our facilities with a number of others in this effort, and are co-sponsors with the University of Wisconsin at Madison's Center for Education and Work.

There will be a Harper College Golf Learning Show during the weekend of March 11-13. This is sponsored by the Physical Education Department with the focus on instruction.

The Harper spring play, Bus Stop, will be performed on March 18-20 and March 25 and 26.

Wellness Week will be held April 12-14. Following that will be the Harper Community Faire on April 17. The new facility will be dedicated at that time. The Daily Herald is the co-sponsor for that event, and the Alumni Association will be provide assistance.

President Thompson noted that in President Clinton's address at the meeting he attended, he made a number of references to Community Colleges. President Thompson felt that we are positioned well for his administration's look at the workplace and the need to prepare people for the world of work.

Chairman Norwood stated that, prior to the retreat, she would like all of the Board members to review the tape of John Carver's speech on the Role of the Trustee.

EXECUTIVE SESSION

Member Born moved, Member Kolze seconded, that the Board adjourn into executive session.

In a voice vote, the motion carried and the Board adjourned into executive session at 8:52 p.m. for the purpose of discussing the acquisition and/or sale of property.

Member Born moved, Member Kolze seconded, that the Board reconvene into regular session. In a voice vote, the motion carried. The Board reconvened into regular session at 9:15 p.m.

ADJOURNMENT

Member Kolze moved, Member Moats seconded,
that the meeting be adjourned.

Upon roll call, the vote was as follows:

Ayes: Members Born, Coste, Kolze, Moats
and Norwood

Nays: None

Motion carried. The meeting adjourned at
9:15 p.m.

Chairman

Secretary