

Board Meeting

Agenda

July 27, 1995

7:00 p.m.

Presentation: Operational Analysis

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
  - A. Approval of Agenda
  - B. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
  - A. For Approval
    - 1. Minutes--June 14, 1995 executive session; and June 22, 1995 Regular Board meeting Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for June 23 and July 7, 1995. Estimated payrolls for July 8 through September 1, 1995. 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 Purchase Orders Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION:
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Leave of Absence Request, Faculty -- TM/PS Division Exhibit VIII-A-2
    - 3. Early Retirement Request--Director of Development and External Affairs Exhibit VIII-A-3
    - 4. 1994-95 Organization Charts Exhibit VIII-A-4
  - B. RECOMMENDATION: Affiliation Agreements:
    - 1. St. Joseph Home for the Elderly Exhibit VIII-B-1
    - 2. EHS Home Health Care Service Exhibit VIII-B-2
    - 3. EHS Good Shepherd Hospital Exhibit VIII-B-3
    - 4. Kraft General Foods -- Addendum Exhibit VIII-B-4
  - C. RECOMMENDATION: Renewal of Treasurer's Surety Bond Exhibit VIII-C
  - D. RECOMMENDATION: Resolution: 1995 Life Safety Projects Exhibit VIII-D
  - E. RECOMMENDATION: 1995-96 Resource Allocation and Management Plan (RAMP) Exhibit VIII-E

- F. RECOMMENDATION: Community Assessment Program Study Exhibit VIII-F
- G. RECOMMENDATION: Second Reading and Adoption: Board Policy  
on Naming Program for College Buildings/  
Facilities Exhibit VIII-G
- H. INFORMATION: Status Report: Major Gifts Campaign Exhibit VIII-H
- IX. Other Business
- X. President's Report
- XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, July 27, 1995.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Thursday, July 27, 1995 at 7:11 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste, Howard, Kolze and Moats  
Absent: Student Trustee Solarte

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; Mary Azawi; Bruce Bohrer; Pat Bourke; Steve Catlin; George Dorner; Steve Dudek; Robert Getz; Bill Howard; Thea Keshavarzi; Mike Knutson; David Lauerma; Jack Lucas; Liz McKay; Russ Mills; Bill Neumann; Elena Pokot; Bill Punkay; Sheila Quirk; Patty Roberts; Laurie Wren; Joan Young - Harper College. Guests: Margaret Van Duch - Pioneer Press; Vince Galloro - Daily Herald; Dominick Demonica - Legat Architects.

PRESENTATION  
Operational  
Analysis

Bill Howard, George Dorner and Russ Mills presented an update concerning Operational Analysis. The presentation elements included Definition and Purpose, Structure and Phases, Tools, Current Applications, and Next Steps.

Member Coste asked if there are national or state standards available to assist in the determination of what constitutes cost effective procedures. Mr. Mills replied that he did not know of any available data in that area. Mr. Howard stated that the state has unit cost studies, but these are not broken down into particular services. It was noted that Harper's work in this area may be more advanced than that done elsewhere.

Chairman Moats asked if it would be possible to tell what the instructional costs were in a particular program. Mr. Dorner stated that they would be able to determine that.

Member Coste requested a brief summary of the available information. Mr. Howard stated that this will be possible with the advent of the new computer system and will be provided to the Board.

There was discussion regarding the use of the information at hand to determine more cost efficient ways to accomplish different tasks.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS  
Approval of Agenda

Member Barton moved, Member Howard seconded, that the Agenda be approved with the deletion of Exhibits VIII-A3 and VIII-A4.

In a voice vote, the motion carried.

Student Trustee Report

There was no Student Trustee report.

CONSENT AGENDA

Member Howard moved, Member Born seconded, approval of the minutes of the June 14, 1995 executive session; and June 22, 1995 Regular Board meeting; bills payable; payrolls for June 23 and July 7, 1995; estimated payrolls for July 8 through September 1, 1995; 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	\$ 2,446,004.46
Restricted Purposes and	
Trust & Agency Fund	350,544.06
Federal Funds	65,059.01
Imprest Fund	158,080.79

The payroll of June 23, 1995 in the amount of \$1,094,008.98; and July 7, 1995 in the amount of \$1,064,600.91; estimated payroll of July 8, 1995 through September 1, 1995 in the amount of \$4,334,894.88; estimated utility bills in the amount of \$125,000.00; payment to R. J. Galla Co. for insurance in the

amount of \$319,082.00; payment to Boller Construction for construction in the amount of \$175,158.15; payment to Willis Corroon for insurance in the amount of \$5,741.31; payment to Treloar Corp. for storage trailer in the amount of \$5,760.00; payment to Warner Offset, Inc. for printing in the amount of \$24,360.80; and payment to Picker & Assoc. for audit in the amount of \$4,000.00.

Upon roll call, the vote was as follows:

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

Motion carried.

#### PURCHASE ORDERS

Member Barton moved, Member Howard seconded, that the Board approve the Purchase Orders as outlined in Exhibits VII-A1, A2 and A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

- Ex. VII-A1 Approve issuance of a purchase order to MACRO 4, Inc. for the rental of software in the amount of \$20,388.00.
- Ex. VII-A2 Approve issuance of a purchase order to Hartford Computer Group, Inc. for a maintenance agreement covering IBM, Memorex, Telex, Harris Adacom and IIS computer equipment in the amount of \$31,462.20.
- Ex. VII-A3 Approve issuance of a purchase order to IBM Corporation for the renewal of rental of computer operating system software in the amount of \$21,540.00

Member Moats expressed concern with respect to Exhibit VII-A2 in that it appears the Board is being asked to approve the extension of an agreement after its expiration date. Vice President David McShane explained that the negotiations were still underway at the time of the June Board meeting.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS

Personnel Actions

Member Howard moved, Member Kolze seconded, that the Board approve the personnel actions as outlined in Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrative Appointment

Della Allen, Interim Director of User Services, Information Systems, 7/29/95, Temporary assignment, \$560/mo. stipend

Professional/Technical Appointment

Derek Collis, Math Tutor, p/t, AE/LS Tutoring Center - Learning Assistance Center, 8/15/95, \$8,330

Supervisory/Confidential Appointments

Susan Cumpata, Benefits and Compensation Specialist, Personnel, 7/31/95, \$41,500

Sarah Griffith, Assistant Director of Grants, Office of Development and External Affairs, 8/07/95, \$48,000

Classified Appointments

Karen Didier, Campus Information and Facilities Assistant, Campus Information and Facilities, 8/07/95, \$21,060

Yakari Newlin, Cashier, Bursar's Office, 7/31/95, \$20,007

Darlene Niebuhr, Administrative Secretary, Business and Social Sciences, 7/31/95, \$23,650

Laura Spagnolo, Administrative Secretary, Personnel, 7/31/95, \$24,100

Harper #512-IEA Appointments

Vallner Schetter, Jr., HVAC Mechanic Operator, Physical Plant, 8/14/95, \$33,155

Steven Helwink, Maintenance Mechanic, Physical Plant, 8/14/95, \$33,155

Supervisory/Confidential Leave of Absence

Karen Hale, Supervisor, Support Services,  
p/t, Center for Students with  
Disabilities, 8/14/95 to 5/31/96,  
Personal, 13.7 years

Professional/Technical Resignations

Robert Butts, Corporate Services Coordinator,  
Workforce & Professional  
Development, 6/30/95, 1.5 years  
Renee Mecklenburg, Assessment Coordinator,  
p/t, Wellness & Human Performance,  
6/30/95, 5.5 years

Supervisory/Confidential Resignation

Bonnie Meltesen, Tutoring Center Supervisor,  
p/t, AE/LS Tutoring Center -  
Learning Assistance Center,  
8/04/95, End of job share,  
9 years

Classified Staff Resignations

Nancy Turpel-DeVilleville, Library Assistant II,  
Learning Resource Center, 9/19/95,  
12 years  
Alexander Edejer, Food Service Worker III,  
Physical Plant, 6/29/95, 2 months  
Ann Goldberg, Editor/Writer, Publications &  
Communication Services, 7/28/95,  
4.5 years  
Tammi Jungdahl, Clerk Typist It is, p/t,  
Office of Community and Program  
Services, 7/25/95, 12 years  
Cynthia Schweikert, Editorial Assistant,  
Publications & Communication  
Services, 8/04/95, 1 year  
Deborah Tellschow, Exercise Technician,  
Wellness & Human Performance,  
7/14/95, 3 years

Harper #512-IEA Resignation

Susan Lamm, Custodian, p/t, Physical Plant,  
5/21/95, 9 months

Upon roll call, the vote was as follows:

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

Motion carried.

Leave of Absence  
Faculty, TM/PS

Member Howard moved, Member Born seconded, that the Board approve the personal leave of absence for Minhua Liu as outlined in Exhibit VIII-A2 (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, Kolze and Moats  
Nays: None

Motion carried.

Affiliation  
Agreements

Member Kolze moved, Member Born seconded, that the Board approve the Affiliation Agreement between William Rainey Harper College and St. Joseph Home for the Elderly of Palatine as outlined in Exhibit VIII-B1 (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, Kolze and Moats  
Nays: None

Motion carried.

Member Barton moved, Member Born seconded, that the Board approve the Affiliation Agreements between William Rainey Harper College and EHS Home Health Care Service and EHS Good Shepherd Hospital as outlined in Exhibits VIII-B2 and B3 (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, Kolze and Moats  
Nays: None

Motion carried.

Member Barton moved, Member Born seconded, that the Board approve the addendum to the Affiliation Agreement between William Rainey Harper College and Kraft General Foods as outlined in Exhibit VIII-B4 (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, Kolze and Moats  
Nays: None

Motion carried.

Treasurer's  
Surety Bond

Member Barton moved, Member Kolze seconded, that the Board approve renewal of the Treasurer's Surety Bond issued by Hartford and Continental Insurance Companies at a combined cost of \$8,323.00 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, Kolze and Moats  
Nays: None

Chairman Moats asked if there were any quotes received for this bond. Vice President Manke replied that there were not, and offered an explanation of the need for and function of this bond. It will come up for bid next year.

Upon roll call, the vote was as follows:

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

Motion carried.

1995 Life Safety  
Projects

Member Howard moved, Member Barton seconded, that the Board adopt the resolution for approval of the Life Safety projects to alter and repair facilities as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Kolze noted that previous information indicated that the cost of these projects would require a levy equal to the levy of last year, however, the information presented at this time indicates that these are local funds. Mr. Manke stated that the levy will take care of the Life Safety portion of the projects which are being presented tonight, plus the one project that was previously

approved. The levy of \$1,173,589 is approximately \$4,000 less than the levy of last year. The non-Life Safety local funding will come out of the fund balance in the Operations & Maintenance Fund (Restricted) and there will be no levy for that. Mr. Manke pointed out that the Board will also be approving the use of excess Life Safety funds from last year. The only project that is currently in the budget is Building I. The remainder will be in the 1996-97 budget, but it is necessary to levy first and get the money prior to approval of the projects. There will be a distribution of taxes for a portion of the 1995 Life Safety funds in March 1996. This will be enough to take care of Building I renovation, but there will not be sufficient Life Safety funds available until the August distribution of taxes are available to complete the balance of the projects. Mr. Manke noted that there is \$610,000 in local funds and \$1,173,000 in Life Safety funds.

Chairman Moats expressed concern that the approval process for the projects was being bypassed. Mr. Manke explained that the approval process for the projects will take place during the next budget year.

Member Barton asked if the College is on target with the Northeast Center renovations. Mr. Manke stated that these funds will cover the elevator and some of the other handicapped accessibility projects, but does not cover all phases of the renovation.

Upon roll call, the vote was as follows:

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

Motion carried.

RAMP Document

Member Born moved, Member Barton seconded, that the Board approve the RAMP document as proposed for submission to the Illinois Board of Higher Education as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats noted that the projects being submitted have been approved previously by the Board. Member Coste stated that there is no commitment in this document for the disbursement of local public funds. Mr. Manke and Chairman Moats confirmed that statement.

Upon roll call, the vote was as follows:

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

Motion carried.

Community  
Assessment Program

Member Born moved, Member Howard seconded, that the Board approve the contract with The College Board, Office of Adult Learning Services, to conduct a comprehensive community assessment program study in an amount not to exceed \$65,000 as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton stated that although she had been against this project at the beginning, she now supports it after studying additional information that was made available to her.

Chairman Moats asked if questions will be asked that dovetail with some of the perception questions that were asked on the previous survey, specifically those dealing with the knowledge of services offered by the College and the perception of the business community with respect to Harper. Steve Catlin explained that there will be a two-day planning session to determine the questions that will be asked. Chairman Moats requested that copies of the previous Gallup poll be made available to the Board members for their information, and that the Board have input during the planning sessions. Mr. Catlin stated that these issues will be addressed to some degree in the survey.

Member Barton noted that this survey will ask businesses what they would like people to be trained to do, and how the College can help the business communities in that regard. She stated that if the survey focuses primarily on image, she would not support it. Member

Howard noted that this survey should provide more information regarding what type of courses should be offered to assist in curriculum development and planning. She requested that the Board be provided with a list of the survey questions after the planning session so that Board members can then offer their input and suggestions. Vice President Dolan stated that these would be provided to the Board.

Upon roll call, the vote was as follows:

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

Motion carried.

#### Naming Program

Member Kolze moved, Member Howard seconded, that the Board adopt the policy on naming Harper College facilities and programs as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

It was noted that this been reviewed and approved by College legal counsel.

Facilities and programs can be named for gifts from \$25,000. Gifts of less than \$25,000 can be designated as scholarships if the donor so wishes.

Upon roll call, the vote was as follows:

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

Motion carried.

#### Major Gifts Campaign Status Report

Felice Avila thanked the Board for their generous support of the campaign. She stated that the campaign phase for solicitation of retired employees is underway, with former President James McGrath leading the drive with an appeal to all retirees. In addition, proposals for lead gifts that precede the public launching of the campaign are being prepared.

Member Barton asked if a script would be furnished to speakers for public speaking engagements. Ms. Avila stated that scripts are being provided so that everyone is conveying the same message.

#### OTHER BUSINESS

The ACCT convention will be held in Seattle. Those wishing to attend should notify Laurie Wren by August 11.

The deadline for Board vacancy applications was July 27 at noon. The following people have submitted applications: Richard Gillette, Brian Heise, Judith Hess, Richard Hetzer, B.J. Taylor, and Ron Wittmeyer. The Board agreed that interviews will be held on Monday, August 14 beginning at 5:30 p.m.

#### PRESIDENT'S REPORT

Vice President Dolan addressed the Board in President Thompson's absence.

The Community College Weekly published a survey which ranked Harper College 35th in terms of Associate Degree graduates, and 25th in Liberal Arts Associate Degrees.

Member Barton asked if there was any record of students who leave Harper without a degree and transfer to four-year universities as a junior. Steve Catlin stated that they receive feedback from the universities regarding this information, but that it is difficult to keep track of the students who leave the state. He agreed to provide as much of this information as possible.

Harper hosted the Illinois Board of Higher Education on July 10 and 11. Dr. Dolan thanked the food service staff, A-V personnel, physical plant staff, and others who helped make this meeting a success.

Chairman Moats stated that he attended most of the IBHE meeting and was very impressed with their vigorous discussion of meaningful items. There was discussion of money spent on intercollegiate athletics, the surplus lawyer challenge in the state of Illinois as well as other topics.

Bastille Day was held on campus on July 16 and was attended by the French sister city representatives of Palatine and Hoffman Estates as well as Mayors Rita Mullins and

Mike O'Malley. Dr. Dolan thanked Karen Keres, Irene LaVelle, and all the other people who helped make this event a success.

Harper College hosted the 24th Annual Dinner and Pops Concert. Over 340 community members attended this popular event.

July 27 is the last day of the summer term at Harper. Dr. Dolan distributed a copy of the fall orientation week schedule and invited Board members to attend the orientation and the All-College luncheon.

Dr. Dolan noted that the Governor vetoed Senate Bill 549.

ADJOURNMENT

As there was no other business before the Board, Chairman Moats adjourned the meeting at 8:32 PM.

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Chairman

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Secretary

**BOARD REQUESTS****JULY 27, 1995 REGULAR MEETING**

- 1) Member Coste requested a brief summary of the available operational analysis information. Mr. Howard stated that this will be possible with the advent of the new computer system and will be provided to the Board.
- 2) Chairman Moats requested that copies of the previous Gallup poll be made available to the Board members for their information, and that the Board have input during the planning sessions.
- 3) Member Howard requested that the Board be provided with a list of the survey questions after the planning session so that they can then offer their input and suggestions. Vice President Dolan stated that these would be provided to the Board.
- 4) Member Barton asked if there was any record of students who leave Harper without a degree and transfer to four-year universities as a junior. Steve Catlin stated while it is difficult to keep track of the students who leave the state, he would provide as much of this information as possible.