

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 Tuesday, December 19, 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 Tuesday, December 19, 1995 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Born, Gillette, Hess, Howard, Kolze and Moats  
Absent: Student Member 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; Ted Agresta; Felice Avila; Vic Berner; Larry Bielawa; Bruce Bohrer; Pat Bourke; Steve Catlin; Harley Chapman; Tom Choice; Dave Dluger; Robert Getz; Jerry Gotham; Amy Hauenstein; Bill Howard; Tom Johnson; Thea Keshavarzi; Joan Kindle; Liz McKay; Rosemary Murray; Bill Neumann; Jeanne Pankanin; Elena Pokot; Mary Polniaszek; Bill Punkay; Sheila Quirk; Patty Roberts; Rich Seiler; Lee Vogel; Laurie Wren; Joan Young - Harper College. Paul Bedi; Kathy DePuye; Juaren Suarez - Palatine High School.

PRESENTATION  
High School  
Marketing  
Strategies

Bruce Bohrer, Amy Hauenstein and Steve Catlin presented information pertaining to Harper's high school marketing strategies. Mr. Bohrer noted that although his office markets to a number of different groups, the high school market is a very important part of Harper's enrollment picture. The presenters discussed several recruitment initiatives directed at the high school market, including college fair activities, direct contacts such as semi-annual visits to in-district high schools, and on-campus programming such as the annual high school counselor articulation meeting. In addition, several publications developed by the Admissions Outreach staff were presented. Demographic data was also shared regarding the high school population.

Chairman Moats thanked the panel for their presentation.

CITIZEN PARTICIPATION

President Thompson noted that Harper College has been recognized as a 1995 recipient of the Well Workplace Award. Rosemary Murray, Director of Health Service, was present to receive the award for her Department.

COMMUNICATIONS

Member Kolze acknowledged a note of appreciation from Sharon Szymoniak for the plant sent by the Board at the time of her father's death. A thank you note was also received from Jean Hoffman, who was presented with the Outstanding Service Award on All-Employee Day.

Chairman Moats reported that Marilyn Coste, wife of former Board member John Coste, passed away on the morning of December 19.

UNFINISHED BUSINESS  
Approval of Agenda

Chairman Moats noted that there would be an executive session at the end of the regular meeting to discuss collective bargaining and the appointment, dismissal and employment of personnel.

Member Kolze moved, Member Howard seconded, that the Agenda be approved.

In a voice vote, the motion carried.

Student Trustee Report

There was no student trustee report.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the minutes of the November 2 and November 8 executive sessions; November 13 Board Election Canvass and Organizational meeting; and November 13 Special Board meeting; bills payable; payrolls for November 22 and December 8; estimated payrolls for December 9, 1995 through February 2, 1996; ratification of payment of prior bills payable and payroll; for information: financial statements (2), 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	\$ 2,316,279.47
Restricted Purposes and Trust & Agency Fund	562,936.28
Federal Funds	179,281.82
Imprest Fund	124,969.60

(Pre-approved and released after the November 13, 1995 Board meeting)

Operating & Auxiliary Funds	\$ 731,916.76
Restricted Purposes and Trust & Agency Fund	2,216.32

The payrolls of November 10, 1995 in the amount of \$1,038,074.14; November 22, 1995 in the amount of \$1,027,075.71; and December 8, 1995 in the amount of \$1,018,703.20; estimated payroll of December 9, 1995 through February 2, 1996 in the amount of \$5,140,947.70; and estimated utility bills in the amount of \$125,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Howard, Kolze and Moats  
Abstain: Members Gillette and Hess  
Nays: None

Motion carried.

Member Howard commented on the Educational Foundation report and noted that for the financial year 1994-95, assistance from the Foundation in the form of scholarships and academic support totals approximately \$261,000.

Member Kolze noted that at the current rate of interest, income will fall below budget. Vice President Manke agreed with this assessment and noted that this situation is due to the delay in collecting Cook County taxes.

PURCHASE ORDERS

Member Barton moved, Member Kolze seconded, that the Board approve the purchase orders as outlined in Exhibit VII-A1 through A4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1            Approve issuance of a change order to purchase order 004026 issued to Ace Software & Computers, in the amount of \$34,455.00, for a new total of \$633,660,00.

Ex. VII-A2            Approve issuance of a purchase order to Apple Computer Corporation for Macintosh computers and peripheral equipment in the amount of \$85,177.00.

Ex. VII-A3            Approve issuance of a purchase order to Hewlett-Packard Corporation for a high speed laser printer in the amount of \$29,533.50.

Ex. VII-A4            Approve issuance of a purchase order to Accord Incorporated in the amount of \$12,250.00 for the placement fee to search for a Unix Network Specialist.

In regard to Exhibit VII-A1, Chairman Moats asked if this price was competitive in light of decreasing prices for computers in today's market. Vice President McShane responded that the pricing is analyzed at every incremental order placed with this vendor.

Upon roll call, the vote was as follows:

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

Motion carried.

NO AWARD

Member Howard moved, Member Barton seconded, that the Board approve a no award of bid request Q8723 for paper towels and dispensers.

Member Gillette suggested that the bid may come in higher because of the recent increase in paper prices. Thea Keshavarzi stated that the bid specifications are being rewritten to include more generic paper towels.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS

Personnel Actions

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

Faculty Appointment

Patricia Smith-Pierce, Professor Emeritus,  
Liberal Arts, 1/10/96 to 1/09/97

Professional/Technical Appointments

Tanya Bergman, Testing Specialist,  
Assessment & Testing Center,  
12/06/95, \$33,000  
Karen McBride, Instructional Assistant,  
Learning Resources Center,  
12/01/95, \$29,495

Supervisory/Confidential Appointment

Jaci Carroll, Manager of Advanced Technology,  
Information Systems-User Services,  
12/11/95, \$54,100

Classified Appointments

Cheryl Brandt, Mail Messenger, Publications-  
Mail Center, 11/16/95, \$14,625  
Cynthia Heaster, Receptionist p/t,  
Registrar's Office, 12/18/95,  
\$9,386

James Richardson, Clerk Typist p/t, Office of Student Financial Assistance, 11/27/95, \$9,872

Judy Schramm, Information Receptionist p/t, Center for New Students & Orientation, 11/30/95, \$9,129

Harper #512-IEA Appointment

Sare Fisher, Custodian, Physical Plant, 1/03/96, \$24,731

Supervisory/Confidential Resignations

Patricia Roberts, Community Relations Manager, Office of the President, 1/03/96, 3.5 years

Christine Vlahakis, Nonnative Literacy and Adult Education Coordinator, AE&LS/AED, 11/22/95, 3.5 years

Classified Staff Resignations

Christine Del Boccio, Clerk Typist p/t, Assessment Testing, 11/18/95, 1 month

James Garcilazo, Receptionist p/t, Registrar's Office, 11/21/95, 6 days

Mark Gottschalk, Technical Support Technician, Information Systems-User Services, 12/07/95, 11 months

Harper #512-IEA Resignation

Arthur Baker, Public Safety Officer, Physical Plant, 12/01/95, 14 years

Upon roll call, the vote was as follows:

Ayes: Members Barton, Born, Gillette, Hess, Howard, Kolze and Moats

Nays: None

Motion carried.

Leave of Absence  
Paul Faham

Member Howard moved, Member Born seconded, that faculty member Paul Faham be granted a personal leave of absence, without pay or other benefits, for the spring 1996 academic semester, 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, Gillette,  
Hess, Howard, Kolze and Moats  
Nays: None

Motion carried.

Early Retirement  
Mary Vancura

Member Born moved, Member Howard seconded, that the Board approve the early retirement request for Associate Professor Mary Vancura as outlined in Exhibit VIII-A3 (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, Gillette,  
Hess, Howard, Kolze and Moats  
Nays: None

Motion carried.

Adoption of 1995  
Tax Levy Resolution

Member Barton moved, Member Born seconded, that the Board adopt the Levy Resolution for 1995 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Moats declared the meeting open at 8:15 PM for the purpose of public discussion of the tax levy. President Thompson stated that this levy will increase each of the operating funds by 3 percent in terms of tax resources. The total levy would increase by 3.57 percent and takes into account some growth in the levy due to new construction. As there was no discussion from the audience, the hearing was closed.

Upon roll call, the vote was as follows:

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

Motion carried.

Abatement of Taxes Member Howard moved, Member Barton seconded, that the Board approve the resolution abating the tax levy for 1995 to pay the debt service on \$1,700,000 General Obligation Bonds 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, Gillette,  
Hess, Howard, Kolze and Moats  
Nays: None

Motion carried.

Facility Planning: Member Kolze moved, Member Barton seconded, Building I that the Board approve the construction documents and specification project layouts for the renovation of the Building I technology lab, and authorize the administration to proceed to Phase IV of the Facility Planning policy, as outlined in Exhibit VIII-D1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that this is the third step in the process. The bid process will be undertaken next based on these construction documents, followed by funding and completion. President Thompson explained that this renovation is being done to consolidate the computer labs to allow for better monitoring and more efficient use of the available equipment. Students will also have more flexibility in terms of open labs. It was noted that this is the second time this project has been bid, and it is anticipated that the bidding climate will be better at this time.

Member Gillette expressed concern regarding the layout in that students and teachers will need to walk through the open lab to get into the classroom. Tom Johnson stated that the faculty have been involved in the planning and have approved this plan.



Member Gillette recommended that exhaust vents with heat exchangers be added as an option because of the increased heat from the computers. He noted that this additional equipment will pay for itself in terms of energy savings. Robert Getz stated that this would be reviewed with the architects and engineers, and would be added as an option if possible.

Upon roll call, the vote was as follows:

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

Motion carried.

Facility Planning:  
Building V

Member Howard moved, Member Born seconded, that the Board approve the construction documents and specification project layouts for the renovation of Building V, and authorize the administration to proceed to Phase IV of the Facility Planning policy, as outlined in Exhibit VIII-D2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Gillette again asked that the issue of the payback on investment in heat exchangers be investigated. There was discussion regarding the need for heat exchangers in this type of area. Member Born suggested that the exhausted air could also be used to heat the greenhouses in the winter. Mr. Manke will have Legat Architects evaluate these suggestions.

Upon roll call, the vote was as follows:

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

Motion carried.

Facility Planning:  
Perimeter Road  
Modification

Member Kolze moved, Member Born seconded, that the Board approve the construction documents and specifications for modification

of the Perimeter Road, and authorize the administration to proceed to Phase IV of the Facility Planning policy, as outlined in Exhibit VIII-D3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton asked if there is the possibility that IDOT will alter their plans once this construction is undertaken. Robert Getz stated that IDOT has reviewed these drawings and has sent correspondence indicating that they are acceptable. Permits have been requested so that construction can begin in the spring of 1996.

Upon roll call, the vote was as follows:

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

Motion carried.

Appointment of  
Educational Founda-  
tion Director

Member Howard moved, Member Born seconded, that the Board approve the confirmation of the appointment of Mr. Duane M. Tyler to the Educational Foundation Board of Directors.

In a voice vote, the motion carried.

#### INFORMATION

First Reading:  
Amendment to Board  
Policy on Travel  
and Meeting Expense

President Thompson noted that the amended Board Policy on Travel and Meeting Expense has been reviewed by legal counsel and will comply with the policy statement for this purpose. There was discussion regarding the extra work involved for the Board Chair and the practical implementation of the policy.

Member Gillette questioned the legality of complying with state law which states that the request must go to the chief financial officer for review before it is approved by the Board Chair. The administration will review this question with legal counsel.

Major Gifts  
Campaign

Felice Avila reported that a Living Trust donation has been received in the amount of

\$40,000. Member Howard noted that Board participation for both the Harper Board and the Foundation Board has now reached the 100 percent participation level by all but the very newest active members.

Position Analysis  
Report

Information relating to position changes which have taken place from 1987-88 to the present time was reviewed. This information was provided in response to Board member requests for additional data regarding the growth trend of employees and FTEs. Member Howard noted that two of the largest areas of growth were in the Information Systems program, which is new, and the Work Force Development program, which has undergone tremendous growth and is fully self-supporting. Member Born stated that this report does not indicate grant-funded positions or those that are funded by "soft money". It was suggested that this could be added to the report in the future.

Member Barton noted that there are still areas that show an increase in FTEs even though enrollment has decreased. President Thompson stated that there has been enrollment growth in the 10-year period reflected in the report, even though there is a decline at the present time.

OTHER BUSINESS  
Budget Committee  
Meeting Dates

Member Howard reported that Budget Committee meetings will be held on January 17, February 14, March 13 and April 10 at 5:00 p.m., preceding scheduled Special Board meetings. President Thompson noted that the next Special Board meeting will be held on January 10.

EXECUTIVE SESSION

Member Born moved, Member Barton seconded, that the Board adjourn into executive session for the purpose of collective bargaining and the appointment, dismissal and employment of personnel.

The motion carried and the Board adjourned into executive session at 8:47 p.m.

The board reconvened the Regular meeting at 9:45 p.m.

NEW BUSINESS  
Building W

President Thompson stated that an architectural decision would be needed on Building W, and that additional money would be necessary for an art gallery. He suggested that the Board negotiate with Burnidge, Cassell to discuss the fee structure. He proposed that the Board use the January 10 meeting date to meet with the architect.

The Board discussed the special needs of the art gallery and the cost involved. President Thompson noted that this would offer a good possibility for fund raising and the naming program. It was agreed that money should be invested to develop specifications for the art gallery.

Member Howard moved, Member Barton seconded, that the Board authorize the administration to negotiate with Burnidge, Cassell to do a preliminary architectural study and design of an art gallery to be approved at the January 10 meeting, with any fees spent to be included in the project total.

Upon roll call, the vote was as follows:

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

Motion carried.

ADJOURNMENT

Member Barton moved, Member Born seconded, that the meeting be adjourned.

As there were no objections, Chairman Moats adjourned the meeting at 10:00 p.m.

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Chairman

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Secretary

**BOARD REQUESTS**

**DECEMBER 19, 1995 REGULAR BOARD MEETING**

- 1) Member Gillette recommended that exhaust vents with heat exchangers be considered as an option on the renovations of Buildings I and V. Robert Getz stated that this would be reviewed with the architects and engineers, and would be added as an option if possible.
  
- 2) Member Gillette suggested that legal counsel verify the legality of the proposed amended board policy on travel and meeting expenses in regard to the state law which states that the request must go to the chief financial officer for review before it is approved by the Board Chair. The administration will review this question with legal counsel.