

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, March 30, 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, March 30, 1995 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Born (7:05 p.m.), Coste Howard, Kolze, Moats and Norwood; Student Member Lakowski  
Absent: None

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Vern Manke, V.P. Administrative Services, David McShane, V.P. Information Systems; Ted Agresta; Larry Bielawa; Steve Catlin; Tom Choice; Lori Cronin; George Dorner; George Evans; Bill Howard; Lorel Kelson; Thea Keshavarzi; Rosemary Murray; Sheila Quirk; Pat Wenthold; Laurie Wren; Joan Young - Harper College.  
Guests: John Kiener; Diana Wallace - Daily Herald.

CITIZEN PARTICIPATION

There was no citizen participation.

COMMUNICATIONS

Member Kolze noted that a letter from Frank Solano was received which expressed appreciation for activities and presentations in celebration of African-American History Week.

UNFINISHED BUSINESS  
Student Trustee Report

Student Member Lakowski reported that the Student Senate has raised approximately \$460 for the Muscular Dystrophy Association, and that they are extending their fund raising sale. The Student Senate will be holding a reception with the Faculty Senate on April 11 at 1:00 in Room A-242 to further the goal of improved communication between the two groups. The Student Senate is contributing

money to the Latinos Unidos to attend a conference at Northern Illinois University.

The Class Gift Committee of the Student Senate will be funds for a call box to be placed between the faculty and student lots by Building L.

A student forum was held in the cafeteria on March 22, although the turnout was rather poor. Student Member Lakowski reported that the student survey has been printed and will be distributed after spring break.

The IBHE-SAC meeting will be held the week of April 28 at the University of Illinois in Champaign-Urbana. The elections for the Executive Board will be held at that time, and several Harper College Student Senate members will be running for seats on that Board. The Student Trustee and Student Senate officer elections will take place April 10 and 11. There will be a Student Lobby Day on April 18 in Springfield. This is being correlated with ICCB-SAC.

Member Born entered the meeting at 7:05 p.m.

Approval of Agenda President Thompson noted the addition of Item VIII-A3 to the agenda.

Member Kolze moved, Member Howard seconded, that the agenda be approved as modified.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Lakowski voted aye.

CONSENT AGENDA

Member Howard moved, Member Kolze seconded, approval of the minutes of the February 8 Special Board meeting and executive session, February 21 Special Board meeting, February 23 Regular Board meeting and executive session, and March 15 Special Board meeting and executive session; for bills payable; payrolls for February 17, March 3 and March 17, 1995; estimated payrolls for March 18 through April 28, 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	\$ 2,935,885.47
Restricted Purposes and	
Trust & Agency Fund	440,032.15
Federal Funds	249,052.86
Imprest Fund	86,602.40

The payroll of February 17, 1995 in the amount of \$1,417,194.50; March 3, 1995 in the amount of \$1,431,143.80; and March 17, 1995 in the amount of \$1,411,182.15; estimated payroll of March 18, 1995 through May 12, 1995 in the amount of \$5,723,318.30; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; Interfunds in the amount of \$285,233.26; payment to Crescent Electric for supplies in the amount of \$994.54; payment to First Frozen for purchases for resale in the amount of \$3,268.79; payment to Palella's Auto Body for supplies in the amount of \$1,047.95; payment to Ace Rent A Car for rental in the amount of \$1,009.50; payment to Nebraska Book Co. for books in the amount of \$13,131.00; payment to Precision Cabinets Inc. for storage cabinets in the amount of \$3,395.00; payment to Boller Construction for construction in the amount of \$363,357.20; payment to Plastiview for supplies in the amount of \$131.33; payment to Randolph for supplies in the amount of \$1,025.84; payment to Pryor Resources Inc. for professional expense in the amount of \$198.00; payment to West Side Tractor for materials in the amount of \$292.16; payment to McCord Travel for travel expense in the amount of \$136.00; payment to McMaster Carr for supplies in the amount of \$382.14; payment to Kar Products for supplies in the amount of \$108.46; payment to Patten for supplies in the amount of \$55.71; payment to Warner Offset for printing in the amount of \$25,368.26; payment to Mettler for maintenance in the amount of \$706.20; and payment to Grower Equipment for equipment in the amount of \$73.25.

Member Kolze noted that there had been some changes to the minutes. The Board members had received copies of the revised minutes.

These changes involved a change in a motion to approve the agenda rather than the consent agenda, as well as a Board member's request for further information that was not included on the list of Board Requests.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

BID AWARDS

Member Howard moved, Member Barton seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A7 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

- Ex. VII-A1 Award Bid Q8664 to Fisher Scientific Co., the only bidder for two portable Science Workstations, in the amount of \$13,300.00.
- Ex. VII-A2 Award Bid Q8671 to W.L. Kersher, Co., the low bidder for the Northeast Center tuckpointing and masonry restoration work, in the amount of \$98,800.00.
- Ex. VII-A3 Award Bid Q8670 to Bennett & Brosseau Roofing, Inc., the low bidder for the roofing removal and replacement for the Northeast Center, in the amount of \$311,900.00.
- Ex. VII-A4 Award Bid Q8677 to Inner Space Design, the low bidder for work benches and peripheral equipment, in the amount of \$16,666.75.
- Ex. VII-A5 Award Bid Q8675 to John S. Swift Co., the low bidder for the printing of the 1995-96 Datebook/Student Handbook, in the amount of \$12,837.00.

Jennifer Seymour, Technical Support  
Technician p/t, Information  
Systems/User Services, 4/03/95,  
\$14,673

Kerry Tokarz, Recreation Room Lead Attendant  
p/t, Student Activities, 4/03/95,  
\$5,168

Faculty Appointments

Susanne K. Bajt, Instructor, Business &  
Social Science/Computer Information  
Systems, 8/15/95, \$34,385

John Kiener, Instructor, Business &  
Social Science/Computer Information  
Systems, 8/15/95, \$34,385

Professional/Technical Appointments

Barbara Bednarz, Help Desk Specialist,  
Information Systems/User Services,  
4/03/95, \$33,500

Jolyn DePriest, Program Specialist, Women's  
Program, 4/03/95, \$30,000

Marty McCafferty, Local Area Network  
Specialist, Information Systems/  
Technical Services, 4/03/95,  
\$35,000

Diane Young-Spieth, Corporate Services  
Coordinator, Corporate Services,  
4/03/95, \$40,000

Supervisory/Confidential Appointments

Cheryl Warmann, Financial Aid Associate,  
Student Financial Assistance,  
4/19/95, \$35,000

Classified Staff Reclassifications

Shirley Byrne, Assistant Cook to Lead Cook,  
Food Service, 4/03/95, \$24,395

Joyce Stewart, Food Service Worker II to  
Assistant Cook, Food Service,  
4/03/95, \$19,500

Robert Tria, Food Service Worker II to Food  
Service Worker III, Food Service,  
4/03/95, \$16,965

Professional/Technical Resignations

Christine Petrik, Life Science & Human  
Services, 12/14/94, 5.3 years

Mukthar Chaudhry, AE/LS, 3/22/95, 9 months

Supervisory/Confidential Resignation

Julie Guiney, Personnel, 4/15/95, 7.5 years

Member Coste asked for clarification of the replacement classification. President Thompson explained that this relates to the filling of a position that has been vacated, and added that these people do not begin work until after Board approval.

Vice President Ed Dolan introduced and welcomed John Kiener, a new instructor in CIS.

President Thompson noted that this action includes the resignation of Julie Guiney, who has been very important in Harper's personnel department and is leaving to take another position. Members Howard and Kolze also praised Ms. Guiney for her outstanding work and knowledge in her field.

Early Retirement  
Request

Member Norwood moved, Member Howard seconded, that the Board approve the request for early retirement for Professor Patricia Smith-Pierce effective December 31, 1995 in accordance with Article IX of the Collective Bargaining Agreement as outlined in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked if this request is under the same conditions as the earlier group of early retirement requests. President Thompson stated that it is not, as it comes after the window of opportunity that was available in the contract agreement.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Lakowski voted aye.

Request for New  
Position/Corporate  
Services

President Thompson noted that there is a continuing demand for corporate services that requires the addition of another coordinator. This program is totally self-supporting, and President Thompson noted that it would be beneficial to move as expeditiously as possible in order to continue to provide the service that is being requested.

Member Howard moved, Member Born seconded, that the Board approve the request for a new position of Corporate Services Coordinator as outlined in Exhibit VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that the emphasis at the recent Northwest 2001 Conference was on the need for more workplace training, both in entry level and more advanced educational opportunities because of the explosion of knowledge and the need to compete globally. Member Kolze asked what the salary range would be for this individual. Sheila Quirk, Director of Corporate Services, stated that the beginning salary is \$40,000. This is funded out of the Auxiliary Fund, and revenue generated by this program goes back into the Auxiliary Fund. President Thompson stated that if the revenue does not cover the cost of the program's employees, it would then be necessary to cut back the number of employees.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Faculty Promotions

Member Norwood moved, Member Howard seconded, that the Board approve the faculty promotions as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor

Patrick Beach, Business and Social Sciences  
Stephanie Burrell, Student Development  
Paula Deeken, Academic Enrichment and  
Language Studies  
Kathi Holper, Academic Enrichment and  
Language Studies  
Sandra Kreiling, Life Science and  
Human Services

To Associate Professor

Patricia Best, Academic Enrichment and  
Language Studies  
Mary Colleen Burns, Liberal Arts  
Susan Cusack, Academic Enrichment and  
Language Studies  
Margaret Kazkaz, Academic Enrichment and  
Language Studies  
Katherine Kniest, Life Science and  
Human Services  
Marcia Litrenta, Liberal Arts  
Linda Nelson, Academic Enrichment and  
Language Studies  
Randall Schietzelt, Life Science and  
Human Services  
Mary Christine Staub, Student Development  
Jayne Wilcox, Technology, Mathematics and  
Physical Sciences

To Professor

Cecilia Cooper, Technology, Mathematics and  
Physical Sciences  
Therese Cummings, Technology, Mathematics and  
Physical Sciences  
Ben Dallas, Liberal Arts  
Susanne Havlic, Business and Social Sciences  
Edgar Metcalf, Life Science and  
Human Services  
Jay Singelmann, Business and Social Sciences

President Thompson noted that this issue came up in contract negotiations in 1990 and promotion procedures were implemented in 1992. He felt that the process works well and has reasonable guidelines that are followed very carefully by the Promotions Committee. Member Coste asked how many years must be accrued before promotion. Dr. Dolan stated that a minimum of five years and a

maximum of six years is required for promotion from Instructor to Assistant Professor; promotions from Assistant to Associate and Associate to Full Professor follow the same guidelines. Further criteria are evaluated by faculty at two different levels and then at the administrative level by Dr. Dolan before the recommendation is brought to the Board. There are eligible people who are not recommended, and Dr. Dolan noted that if an individual seeking a Professorship is denied approval the first year, it is automatic the second year. The greater proportion of newly hired faculty start as instructors, although some are hired at Assistant and rarely at Associate levels.

On behalf of the Board, Chairman Moats congratulated those faculty members who received promotions.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Treasurer's Bond

Member Kolze moved, Member Howard seconded, that the Board approve the renewal of \$25 million treasurer's bonds with Kemper Insurance Company, CNA Insurance Company and Continental Insurance Company for an annual premium of \$21,478.00, as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Born asked if this has ever gone out for bid. Mr. Manke stated that the broker does the bidding, and this was done two years ago. He noted that these premiums have not changed since that point in time. He explained that the bonds relating to bond issues where the funds have been expended will be dropped. Three companies are used because most companies are not able to write the total amount of \$25 million that is

needed. Mr. Manke stated that this could go out for bid for 1996-97 if the Board desires. He noted that an informational session for the Board may be helpful to explain some of the complexities of community college insurance programs. Mr. Manke briefly explained some of the difficulties involved in going out for competitive bids.

It was the consensus of the Board that the administration explore the possibility of going out for bids for this insurance in the 1996-97 fiscal year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Educational  
Foundation Board  
Member Appointments

Member Howard moved, Member Kolze seconded, that the Board approve the appointments of Messrs. Thomas A. Cafarella and Thomas E. Turnbaugh to the Educational Foundation Board of Directors as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes). Felice Avila stated that these gentlemen would be very welcome additions to the Board.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Community Assess-  
ment Program Study

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

President Thompson commented that this action is in response to members of the Board who have indicated a concern about marketing for the College. This study should result in information that will help determine the level of marketing resources needed for Harper to compete. The last Gallup study was in 1986-87, and this new study will provide information concerning what the business community knows about Harper College. Member Howard stated that the assessment of our market is the first step. She noted that this proposed company needs to study Harper's competition from both other colleges and other for-profit organizations.

Member Coste asked where the money will come from for this study. President Thompson stated that the \$65,000 is not in the current budget, but that it could come from either a contingency fund or a fund balance. Member Kolze stated that in view of the proposed increases in student tuition and fees, he has reservations about making this expenditure. He asked if the previous Gallup study was of value to the College. President Thompson stated that the study was done before he became president, but that he found it very helpful.

Member Kolze suggested that the motion be deferred until the April 12 Budget Meeting.

In response to questions regarding the qualifications of The College Board, Steve Catlin explained that they are a not-for-profit entity and score the SAT tests and many other tests in secondary education. He noted that the College has not found any other organization that does this type of comprehensive assessment.

Chairman Moats stated that it would be necessary for some of the same questions to be asked that were covered in the Gallup study, especially those concerning the business community's familiarity with the College. Sheila Quirk stated that part of the study will also involve finding out what area businesses need from Harper. Chairman

Moats stated that it will also be crucial to determine what other companies are doing in terms of in-house training and how this affects Harper. President Thompson agreed that this will be a key part of the study.

Chairman Moats asked for a sample of a study that this company has done for an institution similar to Harper. Mr. Catlin stated that this could be provided, as well as a policy report. A list of schools for which studies have been done will also be provided.

Member Norwood withdrew her motion. As there were no objections, the Board agreed to defer this action to the April 12 meeting.

Budget Guidelines  
and Financial  
Objectives

Member Norwood moved, Member Kolze seconded, that the Board approve the following budget objectives as recommended by the 1993/94 Budget Committee, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

1. Have a balanced Education Fund and Operations and Maintenance Fund budget each year.
2. Maintain a target amount of 20 percent for reserves in the Education Fund and Operations and Maintenance Fund.
3. Provide each year for information and review budget projections extending three years into the future.

Member Howard recommended that Item #3 be rewritten to read, "Annually prepare and review budget projections extending three years into the future." There were no objections to this change.

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

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

Motion carried. Student Member Lakowski voted aye.

1995/96 Facility  
Planning

President Thompson recommended that the Board defer action on this item until the April 12 meeting because this has not been discussed with the Budget Review Committee. Member Coste asked if the Life Safety funding will come within the tax cap. President Thompson stated that it would. Member Born noted that additional information has been requested on the Greenhouse renovation and the Computer Lab renovation. This information will be provided at the April 12 meeting.

The Board agreed to defer this item until the April 12 meeting.

INFORMATION  
Major Gifts  
Campaign

Felice Avila noted that the employee contributions and pledges have now increased to approximately \$24,000 for year one and over \$70,000 for five-year pledges for 20 percent of full-time employees. The employee campaign should be finished by the end of May. Ms. Avila noted that 65 percent of the employees who have pledged have allocated their pledges to the four priority items that have been designated. Chairman Moats thanked the employees who have pledged to date on behalf of the Board.

OTHER BUSINESS  
ICCTA Report

Member Born reported on the activities of the ICCTA and discussed information regarding recent legislation and possible effects on Harper and other community colleges.

Member Born discussed the proposed separation of ICCB from IBHE. It is ICCB's position that they choose to monitor this, and the presidents are very much in favor of this. President Thompson stated that the bill provides for ICCB to be an entity that has direct report to the Governor and the General Assembly. It will be necessary to have a bridge between the two groups because of the Higher Education Consortium. President Thompson noted that under the new composition of IBHE, there would be one representative from community colleges. Member Norwood

asked if there are concerns regarding this plan of action. Member Born stated that there is some concern that ICCB may not be able to assume some of the responsibilities that might be necessary. There is also concern that the ICCB may not have the necessary legislative contacts to be effective. It was agreed that this action was taken in part because of the perception that IBHE does not adequately represent community colleges.

Member Coste asked what information has been received regarding the tax cap. Mr. Manke stated that he attended a briefing given by the County and State where some of the basic information and implications were discussed. At this point Harper is waiting for more information from the Cook County Clerk's office because the major portion of our assessed value resides in Cook County. The tax levies and assessed values are divided in terms of old property and new property, and the rate can be applied to new construction. Mr. Manke noted that the determinations are very complex, and that further information will be forthcoming. It will be important to keep the levy high enough when it is filed so that no matter how much new construction there is, the tax cap will not hinder Harper from getting the benefit of that new construction. Member Coste stated that he would like to see the information that Mr. Manke has received to date. Member Born noted that there has been a move by educational institutions to exempt Life Safety projects from the tax cap, and apparently House Speaker Lee Daniels has stated that there will be no property tax cap exemptions considered this year.

Member Coste stated that although the initial Major Gifts Campaign target has been scaled down to \$5-7 million, he did not think that the expenditure side of the program was changed in terms of the plans for the money. There is only \$500,000 in the Technology Plan, and Member Coste questioned where the other money is. President Thompson stated

that they are looking at five-year pledges, and cannot expect all of the money needed for technology to come in during a given year. Member Coste stated that the information received on the funding of the Technology Program is incomplete. President Thompson agreed, stating that additional dollars will be anticipated in years four, five and six from the pledges in the campaign, but they cannot be counted on in the first two years.

Member Coste asked if all the information regarding funding for the Technology Plan will have been made available to the Board before the April 12 meeting. President Thompson responded that he is still looking at other alternatives, and he hoped to have further information to the Board before that meeting. Member Coste stated that he would like all of the information to be available before the meeting to reduce any confusion and to make sure that the Board members understood all of the options.

#### PRESIDENT'S REPORT

President Thompson noted that House Bill 122 has been presented by Rep. Black, which would have veteran's grants funded 100 percent, which would be very important to Harper's students. President Thompson is continuing to work with the area legislators on the capital funding project that we did not get into the Governor's budget in order to get this back on the appropriations list.

Harper hosted the Northwest 2001 Conference. Workforce training and workforce development were the key issues.

The recent United Way campaign at Harper was a success, and Harper subsequently received a Bright Idea award in printed materials dedicated to the United Way. President Thompson thanked Rosemary Murray and Jim Finke, co-chairs of the campaign, and Mary Polniaszek, who was responsible for many of the ideas that were generated for this communication.

The 16th Annual Women's History Week was held recently. Christine Vladimiroff, the President and CEO of Second Harvest, was the keynote speaker. Mary Todd wrote an article on Why Society Needs Women's History Month that was published in the Pioneer Press.

Wellness Week will begin April 18. The Health Fair will be on April 19.

A presentation was made by Dick Galla at the President's Council in which he cited Harper's participation in a consortium and the benefits derived from that association. President Thompson stated that he just received a \$28,000 dividend check from that company for our participation in the 1993-94 policy period. Other schools are considering participating, which would result in more savings for all involved.

ADJOURNMENT

As there was no further business to come before the Board, Chairman Moats adjourned the meeting at 8:27 p.m.

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Chairman

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Secretary

**BOARD REQUESTS**

**MARCH 30, 1995 REGULAR MEETING**

- 1) Chairman Moats asked for a sample of a study that The College Board has done for an institution similar to Harper. Mr. Catlin stated that this could be provided, as well as a policy report. A list of schools for which studies have been done will also be provided.
- 2) Member Coste stated that he would like to see the information that Mr. Manke has received to date regarding the tax cap.
- 3) Member Coste stated that he would like all of the information on the Technology Plan and funding options to be available before the April 12 meeting to reduce any confusion and to make sure that the Board members understand all of the options.