

WILLIAM RAINEY HARPER COL.
1200 West Algonquin Road
Palatine, Illinois

EXECUTIVE SESSION

TO: Members of the Board of Trustees of Community College
District 512, Counties of Cook, Kane, Lake and McHenry,
State of Illinois

NOTICE IS HEREBY GIVEN that there will be an executive
session prior to the regular Board meeting of the Board of
Trustees of William Rainey Harper College on Thursday,
August 25, 1988 at 7:00 p.m. in the Board Room of Building A.
The purpose of the executive session is to discuss collective
bargaining matters.

DATED THIS 19th day of August, 1988 at Palatine, Illinois.



KRIS HOWARD
Chairman, Board of Trustees

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 Committee of the Whole Meeting of Thursday, August 25, 1988.

The Committee of the Whole meeting was convened at 7:06 p.m. in the Board Room of the Administration Building, 1200 West Algonquin Road, Palatine, Illinois.

Present: Chairman Kris Howard, Members Barbara Barton, John Coste, Michael Miller, Larry Moats, Molly Norwood, Susanna Orzech, and student trustee Laura Jacobson.

Absent: None

Also present: Paul Thompson, President; Bonnie Henry, Vice President of Student Affairs; Vern Manke, Vice President of Administrative Services; David Williams, Vice President of Academic Affairs; Larry Bielawa, Director of Personnel; Felice Avila, Executive Assistant to the President; and Fred Lifton, Board Attorney.

It was moved and seconded that the meeting be adjourned into executive session for the purpose of discussing collective bargaining matters.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats, Norwood and Orzech.

Nays: None.

Student Member Jacobson voted aye.

Motion carried and the meeting was adjourned.

KRIS HOWARD
Chairman

MOLLY NORWOOD
Secretary

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

August 25, 1988

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. For Approval
 - 1. Minutes--July 28, 1988 Regular Board Meeting,
July 28, 1988 Committee of the Whole and
Executive Session; and August 9, 1988
Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payroll for July 29, 1988 and
August 15, 1988. Estimated Payroll for August 16
through September 29, 1988 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders/No Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement/Faculty--Biology Dept.,
Life Science and Human Services Division Exhibit VIII-A-2
 - B. RECOMMENDATION: Budget Hearing and Adoption of Budget
Resolution Exhibit VIII-B
 - C. RECOMMENDATION: Disposal of Obsolete and Non-Repairable
Personal Property Exhibit VIII-C

D. BOARD INFORMATION: Vocational Instructor Practicum (VIP)

Exhibit VIII-D

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, August 25, 1988

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, August 25, 1988 at 8:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Coste, Howard, Miller, Moats, Norwood, Orzech and Student Member Jacobson
Absent: None

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Math and Physical Science; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Ray Devery, Director of Development; Jack Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Frank Solano, Director of Financial Aid; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate; Richard Bernstein, Pat Best, Robert Boeke, Frances Brantley, Mike Brown, Cecilia Cooper, Ken Dahlberg, Ann Dice, George Evans, Paul Faham, L. Gustafson, Paul Holdaway, Charles Joly, Larry Kent, Karen Keres, Larry Knight, Marcia Litrenta, David Macaulay, Dominic Magno, Gerald Mellenthin, William Miller, Pat Mulcrone, Roger Mussell, Barbara Njus, Joann Powell, Bill Schooley, Jay Singelmann, Thomas Stauch, Gil Tierney, Michael Vijuk, Mary Jo Willis, Renee Zellner, Robert Zilkowski. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Polly Brandt, I/O Control Manager; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Hazel Rilki, Programmer Analyst;

ROLL CALL:
(cont.)

Janet Trede, Secretary; Jim Wertz, Continuing Education Coordinator. Student: Bob Bois, Harbinger. Other guests: Juliann Anderson, Pioneer Press; Deborah Pankey, Daily Herald; Bill Peterson, Beling Consultants; Norm Swenson, Local 1600; Walter Wrobel, Friends of Harper.

CITIZEN PARTICIPATION:

Mr. Dave Davis, Arlington Trotters Running Club, expressed gratitude for repairs and restoration work on the track.

Faculty Senate President Phil Stewart stated that faculty picketing at the meeting is for informational purposes. He expressed hope that progress would be made in obtaining a contract and stated that the faculty pledges to give the mediation process a chance to work.

Chairman Howard noted that materials given to Board Members by Professor Stewart would be considered during negotiations.

COMMUNICATIONS:

Member Norwood stated that a communication has been received which will be discussed in Executive Session.

UNFINISHED BUSINESS:

Student Trustee Report

Student Member Jacobson reported that a roundtable for student organizations and clubs will be held on August 31. Recruitment for the clubs and organizations and Student Senate elections will be held on September 19 and 20. President Thompson and Professor Larry Kent will be honored at the Phi Theta Kappa reception on August 30.

CONSENT AGENDA:

Member Coste requested that the Financial Statements be removed from the Consent Agenda.

Member Norwood moved, Member Miller seconded, approval of the Consent Agenda as described in Exhibits VI-A-1 and VI-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

CONSENT There were no corrections to the minutes of the Regular
AGENDA: Board Meeting or the Committee of the Whole and Executive
Minutes Session of Thursday, July 28, 1988 and Executive Session of
August 9, 1988.

Bills	Educational Fund	\$662,960.82
Payable,	Operating, Building & Maintenance Fund	69,373.99
Payroll,	Auxiliary Fund	411,011.41
Estimated	Restricted Purposes Fund	259,782.68
Payroll,	Trust & Agency Fund	62,194.58
Estimated	Audit Fund	27,000.00
Utility	Liability, Protection & Settlement Fund	29,699.35
Bills,	Federal Funds	4,948.72
McGraw		

Hill The payroll of July 25, 1988 in the amount of \$371,816.09;
Book Co. The payroll of July 31, 1988 in the amount of \$863,559.14
the payroll of August 15, 1988 in the amount of \$755,681.14;
the estimated payroll of August 16 through September 30, 1988
in the amount of \$4,011,978.59; estimated utility bills
in the amount of \$120,000.00; and McGraw-Hill Book Co. in
the amount of \$49,669.72.

Committee There were no questions concerning the committee reports.
Reports

Grants and There were no questions concerning the Grants and Gifts
Gifts Status Report.
Status
Report

Financial Member Coste inquired whether there is a limit on the amount
State- of investment funds which may be placed in the Illinois School
ments Liquid Assets Fund (listed on the Schedule of Investments).
Vice President Manke replied that Board policy places limita-
tions on the amount that may be placed in any one investment.
Member Coste stated an exception might be made in the case
of the Illinois Liquid Assets Fund, and requested this matter
be included on the agenda of the Finance Committee meeting.

Member Orzech moved, Member Norwood seconded, approval of
the Financial Statements as described in Exhibit VI-B-1
(attached to the minutes in the Board of Trustees' Official
Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller, Moats,
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

BID AWARDS
PURCHASE
ORDERS
NO AWARD
BID

Member Miller moved, Member Barton seconded, approval of the bid awards, purchase orders and no award bid as listed in Exhibit VII-A, VII-B, and VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8058 to Inlander Steindler Paper Co., the low bidder for the specified paper towels, in the amount of \$10,318.00 and Bade Paper Co., the low bidder for acceptable alternate toilet tissue, in the amount of \$5,590.00 for a total award of \$15,908.00.
- Ex. VII-A2 Award bid Q8050 to ComputerLand of Arlington Heights for \$7,199.40 and the IBM Corporation for \$2,384.20, the low bidders for the Seagate hard disks and math co-processors, for a total award of \$9,583.60.
- Ex. VII-A3 Award bid Q8037 to Schaumburg Dodge, the low bidder for a mini-van patrol vehicle, in the amount of \$10,869.00.
- Ex. VII-A4 Award bid Q8039 to Schaumburg Dodge, the only bidder for the 15-passenger maxi-wagon, in the amount of \$14,969.00.
- Ex. VII-A5 Award bid Q8046 to Eastman Kodak Co., the low bidder for the rental of a high-speed copier, in the amount of \$15,300.00 for the first year and \$21,060.00 for the second and third years of the contract for a total award of \$57,420.00.
- Ex. VII-A6 Award bid Q8047 to Honeywell, Inc., the low bidder for the alteration to the Building Automation System including the base bid and alternates 1, 3A and 3B in the amount of \$805,615.00.
- Ex. VII-B1 Approve issuance of a purchase order to Brown & Sharpe Manufacturing Co., for a MicroVal Coordinate Measuring System in the amount of \$10,000.00.
- Ex. VII-B2 Approve issuance of a purchase order to Hewlett-Packard for the upgrade of the Hewlett-Packard telemetry station, in the amount of \$12,389.00.

BID AWARDS
PURCHASE
ORDERS
NO AWARD
BID
(cont.)

- Ex. VII-B3 Approve issuance of a purchase order to Corporate Information Systems, Inc. for consulting services in an amount not to exceed \$32,200.00.
- Ex. VII-B4 Approve issuance of a change order to purchase order D-41197 issued to the Society for Audio Visual Education, Inc., in the amount of \$4,800.00 for a new total of \$35,880.00.
- Ex. VII-C1 Approve a no award of bid request Q8030 for printing of the Career Programs Booklet.

Member Coste inquired whether it was not possible to obtain additional bids for the 15-passenger van described in Exhibit VII-A4. Vice President Manke replied that it was not possible to obtain additional bids even though the bidding period was extended by two weeks and Purchasing Agent Keshavarzi had delivered a bid to a prospective vendor, hoping an additional bid would be received. Mr. Manke stated that the old van had many mechanical problems, and because the van is used to transport students, it is especially important to use a safe vehicle in good condition.

Member Coste asked for additional information about bid alternates to the Building Automation System described in Exhibit VII-A6. Mr. Manke stated that it is not necessary at this time to include Alternate two for a two-year maintenance contract. A service agreement will be bid at the end of the warranty period. Engineering fees have not been included in the recommended bid award.

Mr. Bill Peterson, Beling Consultants, explained that the project should be completed for under the \$1 million budget. He is optimistic that it will not be necessary to use the \$150,000 contingency fund. The project should be completed for approximately \$805,615.00. Mr. Manke stated that Board approval would be required for use of the contingency funds.

Member Miller inquired about the cost of engineering and architectural fees. Mr. Manke replied the fees would be 7 and 1/2 percent of the amount of the contract. Member Moats stated he will anticipate cost savings of approximately \$200,000 per year in energy costs.

Member Miller asked for more information about the Coordinate Measuring System (Exhibit VII-B1). Vice President Williams responded that the equipment would be used in the mechanical engineering transfer program. Dean of Technology, Math and Physical Science George

BID AWARDS

PURCHASE

ORDERS

NO AWARD

BID

(cont.)

Dorner distributed additional information about the machine which is used in numerical control. Member Miller added that there is a growing need for persons trained in statistical processing.

Member Miller asked for justification for the rental of the high speed copier (Exhibit VII-A5). Dean of Learning Resources Center Al Dunikoski responded that the machine will provide a quick print copy center. The Print Shop does not have the capability to handle the large number of necessary rush projects.

Member Miller asked why the hard disks and math processors described in Exhibit VII-A2 are needed. Dean of Continuing Education Bill Howard explained the equipment will augment travel agent training. Member Miller asked how many students would be served by the equipment. Dean Howard replied there are currently 24 students enrolled.

Member Coste asked how much of the cost of the Brown & Sharpe measuring system (Exhibit VII-B1) is paid by the College. Dr. Williams responded the College pays 50 percent of the cost. Dean Dorner explained there was competition to receive this award. Forty colleges applied and 11 awards were given.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller,
Moats, Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS:

Personnel

Actions

Member Norwood moved, Member Orzech seconded, approval of the personnel actions as listed in Exhibits VIII-A1 and VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Staff Appointments

Janette Kwitchoff, Clerk III, 7/11/88, \$14,227

Kathleen Stewart, Accounts Payable Clerk I, 7/26/88,
\$13,494

Myriam Hegy, Admin. Secretary, 8/01/88, \$17,440

Kathleen Cornman, Applications Clerk, 8/09/88, \$12,296

Phyllis Tiegler, Secretary I, 8/15/88, \$13,805

Carol Mazzarella, Clerk Typist I, p/t, 8/15/88, \$6,181

Denise Scheiden, Switchboard Operator, 8/16/88, \$14,294

Karen Lustig, Lab Asst., p/t, 8/16/88, \$5,200

Sandra Kreiling, Lab Asst., p/t, 8/16/88, \$5,200

NEW BUSINESS:

Classified Staff Appointments (cont.)

Personnel

Actions

(cont.)

Nancy Domain, Program Asst., 8/22/88, \$15,507
Betty Parkhurst, Secretary II, 8/22/88, \$14,946
Joellen Freeding, Editorial Secretary, 8/22/88, \$16,285
Risa Goch, Weekend Suprv., p/t, 8/26/88, \$2,518

Classified Staff Terminations

Michelle Swanson, Clerk Typist I, p/t, 7/19/88
Janet Tachna, Area Tutor Coord., p/t, 7/28/88
Lynda Bingham, Secretary I, 8/10/88
Donna Ireland, Editorial Secretary, 8/15/88
Kevin O'Rourke, AV Technician I, 8/15/88
Valerie Harris, Payroll Clerk II, p/t, 8/19/88
Linda Gierlach, Secretary I, 8/19/88
Lawrence Sisk, Editor/NewsWriter, 8/23/88
Mary Waskiewicz, Switchboard Operator, 8/26/88
Richard Monaghan, Technical & Communication Services
Specialist, 8/29/88
Polly Brandt, I/O Control Manager, 8/31/88
Ralph Rohling, Coordinator, 8/31/88
Ellen McGinnis, Clerk, p/t, 9/07/88

Faculty Early Retirement

Mary Lou Mulvihill, Professor, December 31, 1988

Member Coste asked if any retirement incentives were given to Ms. Polly Brandt who is retiring after 20 years of service to the College.

Director of Personnel Larry Bielawa replied that health insurance is provided only until 65 and Ms. Brandt will not receive insurance benefits. Member Coste asked if any other benefits were provided by the College. Mr. Bielawa replied there were none.

Chairman Howard thanked Ms. Brandt for her 20 years of service to the College. President Thompson expressed his appreciation. Ms. Brandt responded that she has enjoyed her years of service to the College.

Chairman Howard declared the Regular Meeting recessed and opened the Public Hearing on the Budget.

Budget
Hearing

Chairman Howard called the public hearing to order and asked Vice President Manke to review the budget.

Vice President Manke summarized the budget information and fund balances.

NEW BUSINESS:
Budget
Resolution

Chairman Howard closed the public hearing on the budget and reconvened the Regular Board Meeting.

Member Barton moved, Member Miller seconded, to adopt the Budget Resolution as shown in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Moats stated that he calculated that fund balances exceed the 20 percent contingency amount. Mr. Manke replied if the operating funds are combined, the balance does exceed 20 percent, but the contingency amount was determined by considering the funds separately. The balances seem large because of timing. Use of some of the fund balances is restricted. The Board has determined a 20 percent contingency fund to be appropriate. Mr. Manke stated that when the 20 percent is achieved, he agreed with Member Moats that the balances should not increase further.

Member Coste noted that the legislature had approved more funding than had been anticipated. He inquired whether the State always provides the promised funds. Mr. Manke replied that in one instance funding was arbitrarily reduced despite prior approval.

Member Moats read the following statement:

"I cannot support this budget for the following reasons:

1. The passage of this budget should result in an increase of approximately \$1,400,000 in the educational and operational, building, and maintenance funds. The combined fund balance of approximately \$9,000,000 would exceed the College's target fund balance of 20 percent by approximately \$2,700,000.
2. The College has a working cash fund of \$9,680,000.
3. The budget for the fiscal year ending in June of 1988 came in in good shape. Actual revenues of \$38,701,491 exceeded budgeted revenues of \$37,348,669 by \$1,352,822. Actual expenditures of \$36,626,909 were less than budgeted expenditures of \$39,321,977 by \$2,695,068. In total, the actual figures indicate a positive variance of \$4,047,890.

NEW BUSINESS:
Budget
Resolution

3. Property taxes have more than doubled in the last five years from \$9,196,519 to \$20,748,302 while student enrollment has declined from 8,748 to 7,258.

4. The unit cost of a credit hour of education has increased in the last five years from approximately \$84.17 in 1982 to approximately \$143.54 in 1988. This amounts to an increase of approximately 70 percent while consumer prices have risen only 18.3 percent. On an annual basis the increased cost of educating a student at Harper has averaged 14 percent while the consumer price index has averaged approximately 3.5 percent annually for the last five years.

Finally I see absolutely no justification for a tuition increase of 11 percent given the excellent financial condition of the College. The additional \$619,000 of unanticipated revenue from the state should more than offset the additional revenues of \$300,000 a tuition increase might bring.

In the last 20 years it has become more difficult for young people to get an education, not easier. Our country is becoming a second rate economic power and second rate educationally.

Report after report confirms that if American businesses are going to compete in the international marketplace against such highly educated workforces as those of Japan, then we must create a more highly educated workforce. Harper should provide leadership toward this end and break with the trend in this country of increasing tuition rates.

This budget should be changed to eliminate the tuition hike and to lower taxes to our community. We can achieve these ends without compromising the financial health of Harper."

Member Moats moved, Member Coste seconded to amend the budget to eliminate the tuition increase scheduled for spring semester 1989.

Member Moats stated that when the tuition increase was approved, it was assumed that state funding would not be adequate. Because more state funding will be provided, the tuition increase is not necessary.

NEW BUSINESS:

Budget
Resolution
(cont.)

Upon roll call for the motion to amend the budget by rescinding the tuition increase, the vote was as follows:

Ayes: Members Coste, Moats and Orzech
Nays: Members Barton, Howard, Miller and
Norwood

Motion defeated. Student Member Jacobson abstained.

Upon roll call for the adoption of the Budget Resolution, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller,
Norwood and Orzech
Nays: Member Moats

Motion carried. Student Member Jacobson voted aye.

Disposal of
Obsolete
and
Unrepairable
Personal
Property

Member Miller moved, Member Norwood seconded, approval of the disposal of obsolete and unrepairable personal property owned by the College through a sealed bid sale, an open sale to the community, sale to a scrap dealer, or other appropriate means for disposal, as described 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, Coste, Howard, Miller,
Moats, Norwood and Orzech
Nays: None

Motion carried. Student Member Jacobson voted aye.

Vocational
Instructor
Practicum

There were no questions concerning the Vocational Instructor Practicum described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

PRESIDENT'S
REPORT:

President Thompson began his report by asking Registrar Steve Catlin to review enrollment results. Dean Catlin reported that the enrollment trend is upward despite a small decrease in head count. Current figures shown an increase in full-time enrollment of approximately four percent.

PRESIDENT'S
REPORT:
(cont.)

President Thompson commented that a failure of the computer disk drive system interrupted registration and illustrated the importance of updated equipment.

Eighteen Distinguished Scholars from area high schools have enrolled at Harper College this fall. The Distinguished Scholar Program, now in its third year, offers scholarships to local high school graduates in the top five percent of their classes.

The adjunct faculty orientation of August 19 marked the end of a week of staff development programs which began with a reception for new faculty on August 15. The Employee Development Program on August 16 featured Dr. Terry O'Banion and panel discussions. Staff development programs will be planned throughout the year.

In order for the President to become familiar with the staff and College programs, meetings will be held weekly throughout the year. Twenty employees will participate in each meeting.

The Phi Theta Kappa reception will be held on Tuesday, August 30 in the Dining Room.

The Illinois Community College Board (ICCB) has awarded a Certificate of Recognition to Harper College. The Certificate indicates Harper College is a "recognized" College in accordance with provisions of the Illinois Public Community College Act.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Miller moved, Member Norwood seconded, to adjourn to Executive Session for the purpose of discussing collective bargaining matters.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye, and the Board adjourned to Executive Session at 9:15 p.m.

Member Barton moved, Member Norwood seconded, that the Regular Meeting be resumed.

In a voice vote, the motion carried.

ADJOURNMENT: Member Barton moved, Member Norwood seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:54 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary