

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

January 26, 1989

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--December 14, 1988 Board Meeting, and Executive Session; January 11, 1989 Committee of the Whole, and Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payroll for December 15, 30 and 31, 1988 and January 15, 1989. Estimated Payroll for January 16 through February 28, 1989 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 Exhibits)
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirements, Faculty
 - a. Nursing Department, Life Science and Human Services Division Exhibit VIII-A-2a
 - b. Nursing Department, Life Science and Human Services Division Exhibit VIII-A-2b
 - 3. Dismissal Resolution, Non-tenured Faculty
 - a. Technology, Mathematics and Physical Sciences Division Exhibit VIII-A-3a
 - b. Technology, Mathematics and Physical Sciences Division Exhibit VIII-A-3b
 - c. Student Development Division Exhibit VIII-A-3c

- B. RECOMMENDATION: Resolution to Designate Preparers of
1989-90 Tentative Budget Exhibit VIII-B
 - C. RECOMMENDATION: Change of Perkins and Federal Nursing
Loan Collection Depository Accounts Exhibit VIII-C
 - D. RECOMMENDATION: Student Service Awards Exhibit VIII-D
 - E. RECOMMENDATION: Second Reading and Adoption--Revisions
to the Board Policy Manual Exhibit VIII-E
 - F. RECOMMENDATION: Resolution on Community College Month Exhibit VIII-F
- 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, January 26, 1989

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Thursday, January 26, 1989 at 8:00 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; Laurie Wren, 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; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Martin Ryan, Dean of Liberal Arts; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Lee Vogel, Director of Learning Assistance Center. Faculty: Roger Mussell, Vice President, Faculty Senate, and Sandra Clark. Classified/Professional Technical Staff: Bill Neumann, Chairman, Classified Employee Council; Peg Gorman, Personnel Specialist; Myriam Hegy, Administrative Secretary. Students: Susan Berne, Saban Buttarri, Jim Cabaj, Patrick Ford, Jenny Hiergeist, Robert Hopfner, Ronald Lovatt, Debbie Majcher, Dean Morgan, Doug Ray, Patrick Ryan, Andrew Schneider and Phillip Seifritz. Other guests: John Carpenter, Paddock Publications and Ann Majcher, district resident.

Chairman Barton called attention to the Harper students in attendance who have been recommended for student service awards. The students introduced themselves and their guests. On behalf of the Board, Chairman Barton extended congratulations to the students on their achievements.

COMMUNICATIONS: Chairman Barton stated that no communications had been received.

UNFINISHED

BUSINESS:

Student
Trustee Report

Student Member Jacobson welcomed the students in attendance and hoped they would enjoy the opportunity to observe the Board of Trustees in action. Member Jacobson reported that Harper held its first College Bowl earlier this week. Representatives from the Harbinger won and will be attending a tournament at Elgin Community College in February. A new wheelchair lift has been installed in Building M. The need for this item surfaced through the efforts of Ken Carroll, a Harper student, and funding was provided by the Educational Foundation, Student Senate, a Phi Theta Kappa swim-a-thon, and the Physical Education, Athletics and Recreation department. Member Jacobson announced that the Student Senate has formed subcommittees in order to become involved with the various areas on campus, including the Faculty Senate. Member Jacobson stated that the suggestions and comments received from students have been reviewed and she is working with the appropriate administrators for responses when necessary. Member Howard stated that she was pleased with the amount of student response to this idea. She felt that the Board would be interested in receiving informational reports regarding the responses to the various requests.

CONSENT AGENDA: Member Howard moved, Member Orzech seconded, approval of the Consent Agenda as described in Exhibit VI-A-1 and VI-A-2 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Minutes

Member Coste called attention to the minutes of the Committee of the Whole meeting of January 11, 1989. He referred to page two, the last paragraph, regarding the Capital Equipment Expenditure Plan. Following discussion, Member Coste requested that the minutes be corrected for clarification purposes. The third sentence should be corrected to read, "When the tuition increase of \$3.00 was approved, the Board directed the administration to use any additional revenue, up to \$317,000, resulting from the increase for the sole purpose of purchasing capital equipment in the instructional area."

Bills Payable	Educational Fund	\$626,950.73
	Operations & Maintenance Fund	578,533.61
	Operations & Maintenance Fund (Restricted)	163,747.50
	Bond & Interest Fund	280.90
	Auxiliary Fund	527,458.85
	Restricted Purposes Fund	29,147.74
	Trust & Agency Fund	259,077.45
	Liability, Protection & Settlement Fund	13,954.46
	Federal Funds	4,812.95

CONSENT AGENDA:
(cont.)
Payroll, Estimated Payroll, Estimated Utility Bills, Digital World, Altoff Industries

The payroll of December 15, 1988 in the amount of \$1,057,643.70; the payroll of December 30, 1988 in the amount of \$335,332.11; the payroll of December 31, 1988 in the amount of \$483,518.39; the payroll of January 15, 1989 in the amount of \$774,818.13; the estimated payroll of January 16 through February 28, 1989 in the amount of \$4,016,738.17; estimated utility bills in the amount of \$120,000.00; Digital World for computer hardware in the amount of \$13,825.00; and Altoff Industries for building improvements in the amount of \$73,215.00.

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.

Financial Statements

Member Coste called attention to the financial statements in relation to the summary page of the schedule of investments. He pointed out that these are six-month reports inasmuch as these were prepared as of December 31, 1988. It appears that the Operations, Building and Maintenance Fund and the Working Cash Fund are on target at the six-month point as far as projected interest income is concerned. He added that the amount earned to date in the Educational Fund is 3½ times the projected amount. Vice President Manke responded that the College investment portfolio has performed at a higher percentage rate than anticipated when the budget was prepared. In addition, the estimated amount budgeted for interest income now appears to have been conservative. Member Coste commented that the additional revenue in the Educational Fund is a plus and could be allocated for capital equipment.

Committee Reports

There were no questions concerning the Liaison reports.

Grants and Gifts Status Report

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

BID AWARDS/
PURCHASE ORDERS

There were no bid awards or purchase orders.

NEW BUSINESS:
Personnel
Actions

Member Orzech moved, Member Miller seconded, approval of the personnel actions as listed in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Faculty Appointment

Jeanne Weiland, Instructor, 2/1/89, \$11,777

Classified Staff Appointments

Dion L. Bentle, Secretary II, 12/12/88, \$16,500
Delores Kowalczyk, Library Asst. II, 12/12/88, \$15,814
Leon Hussissian, AV Technician I, 12/14/88, \$15,814
Shirley Shetka, Secretary II, 1/5/89, \$17,600
Richard Johnson, Custodial Foreman, 1/16/89, \$25,283
William Pemstein, Sports Info. Writer, p.t., 1/17/89,
\$6,800
Robert Cunningham, CAD/CAM Trng. Specialist, 2/1/89,
\$32,000

Faculty Leave of Absence

Lynn Bryan, 1/11/89 to 12/16/89

Classified Staff Leave of Absence

Marjorie Dodson, 1/10/89 to 4/14/89

Classified Staff Terminations

Myra Minuskin, Sports Info. Writer, p.t., 12/31/88
Sahar Mikhail, Program Assistant, 1/1/89
Daniel Abt, Mail Messenger, 1/6/89
Mary Beth Weiss, Security Guard, 1/7/89
Kathleen Johlle, Area Tutor Coord., p.t., 1/10/89
Jane Cavanaugh, Secretary I, 1/30/89
Marcha Howes, ESL Foreign Student Advisor, 1/31/89

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.

Early
Retirement
Requests

Member Orzech moved, Member Norwood seconded, approval of the early retirement requests of Professor Lola Smith as shown in Exhibit VIII-A-2a and Professor Jeannette Halle Mazurek as shown in Exhibit VIII-A-2b (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

NEW BUSINESS:

Early Retirement Requests (cont.)

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

Motion carried. Student Member Jacobson voted aye.

The Board of Trustees extended best wishes to the two retiring faculty members.

In regard to the early retirement program, Member Coste requested that the next audit include a supplementary report covering the cost factors and the effect this program has had upon the College. Vice President Williams stated that this information is available and would be distributed to the Board.

Dismissal Resolutions - Non-Tenured Faculty

Member Miller moved, Member Howard seconded, approval of the dismissal resolutions for non-tenured faculty and authorization for the issuance of notices of dismissal as shown in Exhibits VIII-A-3a through VIII-A-3c (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.

Resolution Designating Persons to Prepare 1989-90 Tentative Budget

Member Howard moved, Member Orzech seconded, the adoption of the resolution designating persons to prepare a tentative budget for 1989-90 as shown in Exhibit VIII-B (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.

Change of Depositories - Perkins and Federal Nursing Loan Funds

Member Norwood moved, Member Orzech seconded, approval of the change of depositories from American National Bank and Trust Company of Chicago to First Wisconsin National Bank of Milwaukee for the deposit of funds collected from loans made from Perkins and Federal Nursing Loan funds as shown in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Upon roll call, the vote was as follows:
Change of
Depositories Ayes: Members Barton, Coste, Howard, Miller,
(cont.) Moats, Norwood and Orzech
Nays: None

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS: In regard to the student service grants, Chairman
Student Barton reported that the Student Senate has deferred
Service awarding their grants until the end of the semester.
Awards

Member Howard moved, Member Jacobson seconded,
approval of the student service awards for fall,
1988 as shown in Exhibit VIII-D (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 abstained.

Second Reading and Adoption -
Board Policy Manual Revisions
Member Norwood moved, Member Jacobson seconded, that
the Board adopt the new policies and revisions to
existing policies as presented in the Revisions to
the Board Policy Manual and that the Board suspend
the second reading of the changes proposed on January
11, 1989 and adopt the changes as presented in
Exhibit VIII-E (attached to the minutes in the Board
of Trustees' Official Book of Minutes).

Member Coste requested clarification on the changes
for page 43, Purchasing. Ms. Avila explained that
the noted changes refer to the third paragraph only.
The first, second, fourth and fifth paragraphs
regarding Purchasing in the current Board Policy
Manual will remain unchanged. In further response
to Member Coste, President Thompson stated that the
College will follow the purchasing guidelines issued
by the Illinois Community College Board in Memorandum
88-4 dated February 10, 1988. He felt that the ICCB
staff, operating under the recommendations and
responsibilities given to them by the ICCB Board,
has established these guidelines for Illinois
community colleges and it is the intent of Harper
College to follow the ICCB purchasing guidelines.
Board members agreed.

Member Moats called attention to the current Board
Policy on Investment of College Funds, page 41.
He stated that he had raised concerns at the last
meeting regarding this matter and had requested that
a statement be included in the Board Policy Manual

NEW BUSINESS:
Second Reading
and Adoption -
Board Policy
Manual
Revisions
(cont.)

to indicate that the College would seek the maximum return possible based on certain conservative constraints. He noted that such a statement could be taken from the Administrative Services Procedure Manual and included in the Board Policy Manual.

Member Moats also noted that, according to the Procedure Manual, collateralization is required for investments over \$100,000 unless this requirement is waived by the Treasurer. He felt that this procedure should be Board Policy because of the amount of College funds available for investment purposes. In response to Chairman Barton, Member Moats stated that his intent was not to question the responsibilities of the College Treasurer in any way. He felt that College investments in excess of \$100,000 should be collateralized as a precautionary measure in the best interests of the College and that it should be a matter of Board Policy to do so. President Thompson pointed out that the two issues raised by Member Moats may be in conflict. It is possible to lose valuable investment time while waiting for collateralization.

Member Moats requested that two investment issues be addressed and included in the Board Policy Manual. These issues are 1) to obtain the maximum return in a conservative manner with sufficient safeguards, and 2) the type of investments which are permissible. Member Howard called attention to the motion before the Board and suggested that the Board grant approval and request that the administration further review the investment issue. Member Miller agreed and stated that he would like additional data on investments as these relate to state statutes. Member Moats stated that he was in agreement with these suggestions.

Member Moats then called attention to the Mission Statement on page 3. The proposed revision states "To provide adult education, and remedial education necessary to achieve the competency level required of first-year college students." Member Moats reiterated his point made at the last meeting that a mission statement is extremely important because it conveys what you are trying to achieve. He recalled that one of the concerns of the former Student Trustee was the perception by many individuals that Harper is an extension of high school and a great deal of remedial work is done here. Member Moats added that in numerous discussions with staff members, it has been indicated that the intent of remedial education at Harper is for students who want to go on and do college level work and there is a reasonable expectation that they will succeed in doing so. He felt that the critical question

NEW BUSINESS:
Second Reading
and Adoption -
Board Policy
Manual
Revisions
(cont.)

was whether to offer remedial education to students who do not want to continue college studies. He concurred with President Thompson that Harper College provides education for those interested in either a two-year or a certificate program, or those who are planning to complete four years and obtain a baccalaureate degree. Member Moats agreed but stressed that the critical variable is that they intend to seek some sort of college level education. He felt that Harper should not offer remedial education to individuals who only want to complete their high school education and not go on. He felt that was not the function of a community college. Chairman Barton observed that remedial education serves a community need and, as a member of the Board of Trustees, she has been very proud to attend a GED graduation ceremony and realize that Harper was instrumental in the acquisition of a high school diploma. Member Norwood stated that she has no problem with the present wording of the mission statement and she felt that the addition of restrictions would defeat our purpose as a college with an open-door policy. Member Moats added that another critical issue is whether Harper should offer education to students who do not want to go on to college. Member Howard called attention to the various programs which Harper provides to district employers in order to increase the basic skills of workers and help them to be more productive. She felt this is an important service to the community. Chairman Barton agreed that Harper is and should continue to be responsive to the various needs of the community. Member Moats was fearful that the College educational standards would ultimately be compromised as attempts are made to accomplish too much. Member Coste agreed to the extent that some day there may be a greater problem if the Board and the College continue to try to be too many things to too many people. Members Norwood and Howard stated they had no concerns with the present document.

It was suggested that the Board approve the document as presented and review individual concerns related to the document during the April 1989 Board planning session.

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: Member Miller moved, Member Jacobson seconded, that the Board of Trustees adopt the resolution proclaiming February, 1989 as Community College Month at William Rainey Harper College, as shown in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Orzech called attention to the bookmarks and stationery which were printed to promote awareness of community college month. She encouraged Board members to use the stationery for letters to area legislators regarding pertinent issues on the 1989 agenda.

In a voice vote, the motion carried.

OTHER BUSINESS: Chairman Barton distributed self-evaluation sheets to the Board for completion and return to the Illinois Community College Trustees Association. In addition, she called attention to a list of seminars to be held in spring, 1989. Chairman Barton also referred to a legislative agenda of proposed bills. It is possible that some of the proposed legislation could have adverse effects on educational institutions. She expressed appreciation to the Board members who have contacted legislators on behalf of Harper College.

PRESIDENT'S REPORT:

President Thompson requested a report on enrollment. Dean of Admissions and Registrar Steve Catlin distributed a report comparing the 1988 and 1989 registration process. He noted that present figures indicate a four percent increase over 1988.

The President stated that he enjoyed the faculty orientation on January 13 and the opportunity to speak with the faculty. He noted that Professor Roger Mussell is representing Faculty Senate President Phillip Stewart at the Board meeting.

Harper College will host a national teleconference on the subject of "Myths, Models and Realities: Creating a Campus of the Future" on February 7. This effort is sponsored jointly by AT&T and the Center for Information and Communication Sciences at Ball State University. President Thompson issued an invitation to attend the teleconference at 10:15 a.m. in E-106 if schedules will permit.

The Harper College Nursing Program has received full approval following the recent accreditation visit by members of the National League of Nursing. Congratulations were extended to Director of Nursing Judy Dincher and the respective faculty involved in this achievement.

PRESIDENT'S
REPORT:
(cont.)

President Thompson announced that a new orientation program has been initiated for employees who have been on the staff for three years or less. The first sessions have been scheduled for February 14 and February 16 at which time the President and Vice Presidents will present an overview of community colleges and the philosophy, mission and objectives of Harper College. It is felt that such meetings will provide a better understanding of the various needs which are served by all segments of the College and will foster a deep sense of commitment in our individual roles and relationships with students and staff. In future years, these meetings will be held on a regular basis.

Director of Development Ray Devery distributed information and reported on a new concept which is being discussed with members of the Harper College Educational Foundation. He felt that Board members may also be interested in participating in this program. Mr. Devery explained that, in order to expand the donor base of the College, a plan for deferred giving has been instituted for both individuals and corporations. A benefactors journal has been created which will list those donors who have named William Rainey Harper College in their wills. Once this facet of the program is well established, it will be possible to move into more sophisticated planned giving, such as pooled income trusts and charitable remainder trusts. Mr. Devery stated that because of the personal nature of this matter, potential donors are contacted on an individual basis. In addition, all information is confidential and the journal will be maintained in the Development Office. Members of the Educational Foundation will be contacting Board Members in this regard. Member Norwood commented that, upon her election as a Board member, she made arrangements for Harper College to be remembered in her will. Mr. Devery acknowledged this fact and stated that Member Norwood is number one in the benefactors journal. Chairman Barton agreed that this is a very good idea and thanked Mr. Devery for his presentation.

President Thompson reported that the Annual Campaign for Harper College is being conducted at the present time. A raffle will be held on Valentine's Day for participants in the campaign. First prize in the drawing will be two first-class airline tickets to Hawaii.

Copies of the new Harper College Bulletin for 1989-90 were distributed. If the Board desires, additional copies can be obtained through the President's Office.

PRESIDENT'S
REPORT:
(cont.)

President Thompson also distributed to Board members copies of The Neglected Majority by Dale Parnell. He felt that this publication would enlighten the Board in regard to the variety of community college students whose needs are addressed each day. In addition, he felt that the Board would be challenged to think of ways in which Harper College should conduct its instructional program. He hoped that time would permit the reading of this book prior to the Board retreat so that it could be discussed at that time.

ADJOURNMENT:

Member Miller moved, Member Jacobson seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:10 p.m.

Barbara Barton, Chairman

Molly Norwood, Secretary