

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING  
AGENDA  
September 26, 1991  
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--August 22, 1991 Regular Board meeting Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for August 23 and September 6. Estimated payrolls for September 7 through November 1, 1991. Exhibit VI-A-2
  - B. For Information
    - 1. Financial Statements Exhibit VI-B-1
    - 2. Committee and Liaison Reports Exhibit VI-B-2
    - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Early Retirement Requests--Faculty
      - a. Business/Social Science Exhibit VIII-A-2a
      - b. Student Development Exhibit VIII-A-2b
  - B. RECOMMENDATION: 1990-91 Financial Audit Exhibit VIII-B
  - C. RECOMMENDATION: Employee Insurance Premium Increases Exhibit VIII-C
  - \* D. RECOMMENDATION: Second Reading and Adoption--Program Review Policy Exhibit VIII-D
  - E. RECOMMENDATION: Addendum to Cooperative Agreement -- Elgin Community College Exhibit VIII-E

- \* F. INFORMATION: Progress Report on International/  
Multicultural Projects Exhibit VIII-F
- G. INFORMATION: Traffic Study and Algonquin Road Expansion Exhibit VIII-G
- H. INFORMATION: 1991-92 Administrative Organization Charts Exhibit VIII-H
- IX. Other Business
- X. President's Report
- XI. Adjournment

\* Response to Preferred Future

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, September 26, 1991

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, September 26, 1991 at 8:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Bakas, Barton, Coste, Howard, McCulley, Moats and Student Member Smith  
Absent: Member Norwood

Also present: Paul Thompson, President; Dennis Conners, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; 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; J. Harley Chapman, Dean of Liberal Arts; Tom Choice, Dean of Physical Education, Athletics and Recreation; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Special Services; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Don DeBiase, Director of Physical Plant; John Lucas, Director of Planning and Research; Frank Solano, Director of Multicultural/International Affairs; and B. Diane Davis, ACE Fellow. Technology Specialists, Inc.: Dan Mooney and Barry Paulson. Faculty: Roger Mussell, President, Faculty Senate; Robert Boeke, Jean Chapman, Jay Singelmann and Phil Stewart. Classified and Professional/Technical Staff: Ted Agresta, Internal Auditor; Steve Dudek, Accounting Manager; Leon Hussissian, Audiovisual Technician; Marlene Hunt-Brasch, Graphics Supervisor; Thea Keshavarzi, Purchasing Agent; Sylvia Kingsley, Secretary II; and Patty Roberts, Media Relations Specialist. Guests: Lorence Slutzky, Robbins, Schwartz, Nicholas, Lifton and Taylor, Ltd.; Peter Godowski, IDOT; Ronald Urban, Christian-Roge & Associates (IDOT consultant); Michael Hankey, Northwestern University Traffic Institute; Jennifer Dietz, Pitney Bowes; Mike Rothman, district resident; Jacqueline Alice Harlow Rothman and Elliot Manint, Board election candidates; and Dan Culloton, Paddock Publications.

ROLL CALL: Chairman Barton welcomed reporter Dan Culloton who  
(cont.) was covering the meeting for the Daily Herald.

Approval of Chairman Barton stated that future Board meetings  
Revised Agenda will include an agenda item for Approval of the  
Agenda. She requested a motion to change the order  
of the current agenda in order to move Exhibit  
VIII-G to the beginning of New Business, prior to  
Exhibit VIII-A, Personnel Actions. Member Moats  
moved, Member Howard seconded, that Exhibit VIII-G  
be moved to the beginning of New Business. In a  
voice vote, the motion carried. Member Howard  
moved, Member Bakas seconded that the revised agenda  
be approved. In a voice vote, the motion carried.

CITIZEN  
PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED  
BUSINESS: Student Trustee Smith called attention to the  
Student Trustee Report following matters: requests to establish a College  
soccer team; a state program for student grants  
whereby the State of Illinois matches funds donated  
by students in order to provide tuition waivers for  
students who participate in various campus  
activities; the new Food Service management firm for  
improvements in the cafeteria and their response to  
providing adequate selections in the vending  
machines on campus. She added that there have been  
requests for information regarding nutritional value  
of foods to be included on the various food items  
available in the vending machines. In addition,  
Student Member Smith requested that the  
administration review the possible need for better  
walkways from the College north/northwest parking  
lots. Students have also suggested that  
consideration be given to tiered parking during the  
upcoming building program. She noted that many  
students have commented about that need for  
additional math tutors. In regard to the College  
Foundation, Student Member Smith suggested that  
participation by a student representative would be  
beneficial. She also provided the Board with a list  
of various comments from student questionnaires  
which were collected during the spring 1991  
semester. Student Member Smith announced that a  
candidate forum would be held on October 17. She  
also mentioned that 170 students voted in the recent  
Student Senate elections and there were no  
complaints regarding procedures. She thanked the  
student candidates for their interest and  
congratulated the winners of the election. The  
student election also included advisory votes on the  
following: a Student Senate position for a  
representative of the disabled student population

**UNFINISHED  
BUSINESS:**  
**Student Trustee  
Report (cont.)**

with Mike Zukor receiving an overwhelming 111 votes to approve his position; a possible change in school colors - the vote was approximately even with some students voting for change and others voting for maintaining the Harper College tradition; and whether or not the Student Senate should be allowed to amend its Constitution - by a 3 to 1 vote, the students felt that the student body should ratify any changes to the document.

Chairman Barton thanked Student Member Smith for her in-depth report. President Thompson stated that the administration would review the concerns expressed and respond accordingly.

**CONSENT AGENDA:**  
**Minutes**

In regard to the Consent Agenda, Student Member Smith requested a correction to page 13 under Disposal of Obsolete and Unrepairable Equipment. The sentence should read: Student Member Smith asked whether student organizations would be able to utilize some of the computer hardware being disposed of.

Member Howard moved, Member McCulley seconded, approval of the Consent Agenda including the minutes, as corrected, of the August 22, 1991 Regular Board meeting; bills payable, payrolls for August 23 and September 6, estimated payrolls for September 7 through November 1, 1991; financial statements, committee and liaison report, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

**Bills Payable**

Education Fund	\$ 913,025.85
Operations & Maintenance Fund	307,088.69
Auxiliary Fund	844,080.80
Restricted Purposes Fund	50,871.21
Trust and Agency Fund	882,321.65
Liability, Protection & Settlement Fund	166,632.49
Federal Funds	85,624.06

The payroll of August 23, 1991 in the amount of \$860,232.88; and the payroll of September 6, 1991 in the amount of \$952,563.89; estimated payrolls of September 7 through November 1, 1991 in the amount of \$4,635,499.38; estimated utility bills in the amount of \$120,000.00; and payments for student refunds, Fall, 1991 in the amount of \$350,000; Rodgers Organ Studios for equipment in the amount of \$7,000.00; Great Lakes Fire Equipment for supplies in the amount of \$27.35; and to Fred Vaisvil for early retirement in the amount of \$3,509.41.

Financial Statements

There were no questions regarding the financial statements.

Committee and Liaison Reports

There were no comments or questions regarding the Committee and Liaison Reports.

Grants and Gifts Status Report

There were no comments or questions regarding the Grants and Gifts Status Report.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, McCulley and Moats  
Nays: None

Motion carried. Student Member Smith voted aye.

BID AWARDS:

Member Howard moved, Member Bakas seconded, approval of the bid awards and purchase orders as outlined in Exhibits VII-A1 through VII-A3 and Exhibits VII-B1 and VII-B2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q8390 to The Elton Corp., the low bidder for the specified paper towels, in the amount of \$25,500.00 and to Combined Sales Co., the low bidder, for an acceptable alternate toilet tissue, in the amount of \$7,575.00 for a total award of \$23,075.00.

Ex. VII-A2 Award bid Q8388 to Hinz Lithographing, the low bidder for printing of the Spring 1992 Women's Program Brochure, in the amount of \$10,566.00.

Ex. VII-A3 Award bid Q8391 to Printech, Inc., the low bidder for the printing of all of the Spring 1992 extension center brochures, in the amount of \$11,529.55.

PURCHASE ORDERS:

Ex. VII-B1 Approve issuance of an after-the-fact change order to purchase order #-52381 issued to Mankoff Equipment, Inc. for the removal and replacement of existing underground storage tanks in the amount of \$135,582.00 for a new total of \$309,272.00.

PURCHASE ORDERS:  
(cont.)

Ex. VII-B2 Approve issuance of a purchase order to Dieckmann & Associates, Ltd. to conduct an executive search for the positions of Director of Development/Foundation and the Vice President of Information Systems in an amount estimated not to exceed \$50,000.00.

In regard to Exhibit VII-A1, under Information, Member Bakas felt that instead of stating that the alternates submitted are unacceptable, it would be more appropriate to state: "do not meet specifications."

Member Coste called attention to Exhibit VII-B2 and inquired about expenses incurred by the search firm. President Thompson replied that although there is no estimate on expenses, the College will pay costs incurred for travel, telephone and those items over and above their fee. The firm is located in Chicago. Travel expenses for an out-of-town applicant would be reimbursed by the College. In response to Member McCulley, the President felt that the positions would be filled within 60 to 90 days. He felt that the job market for the Director of Development was good but added that the position of Vice President of Information Systems was a new position and there is no precedent to follow in this regard. He added that the search will not be confined to the community college market.

Student Member Smith stated that she would like to see some environmental stance of companies which are awarded College bids.

Member McCulley requested additional information regarding the change order for Exhibit VII-B1, the removal and replacement of existing underground storage tanks. Vice President Manke stated that it was necessary to remove additional contaminated soil over and above the expected work. He noted that the Environmental Protection Agency has a program to reimburse institutions such as Harper for costs of this nature. There is a \$10,000 deductible; however, the College should receive reimbursement for the balance of funds in excess of the original bid.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
McCulley and Moats  
Nays: None

Motion carried. Student Member Smith voted aye.

EXECUTIVE  
SESSION:

Member Bakas moved, Member McCulley seconded, that the Board adjourn to executive session for the purpose of discussing possible litigation. Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard, McCulley and Moats

Motion carried. Student Member Smith voted aye and the Board adjourned into executive at 8:22 p.m.

Member Moats left the meeting during the executive session.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, the motion carried and the Board returned to regular session at 9:55 p.m.

NEW BUSINESS:  
Personnel  
Actions

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

Professional/Technical Appointment

Gwen Clayborn, AED Student Advisor, 8/28/91, \$31,781

Classified Staff - IEA/NEA Appointments

Salvatore Babaro, AV Tech I, 8/27/91, \$20,000  
Pamela Kearns, Records Clerk, 9/4/91, \$15,250  
David Dluger, AV Tech I, 9/10/91, \$20,000  
Larry Olson, HVAC Mechanic, 9/16/91, \$29,037  
Jon DeJonker, Custodial Supervisor, 9/23/91, \$34,920  
Barbara Singer, Secretary II, 9/23/91, \$22,835

Classified Staff Reclassification

Janet Trede, Secretary to Vice President, 7/1/91,  
\$26,220

Classified Staff - IEA/NEA Terminations

Molly Lindquist, Typesetter-Graphics, 8/20/91  
Deborah Morris, Secretary I, 8/23/91  
Jane Teutsch, Records Clerk, 8/30/91  
Robert Loitfellner, Maintenance Foreman, 9/6/91  
Gertrude Holl, Secretary I, 9/27/91

In response to Member Coste, President Thompson explained that the reclassification involves a secretary who has worked in the administrative computing office for some time.



NEW BUSINESS:

Personnel

Actions (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard,  
and McCulley  
Nays: None

Motion carried. Student Member Smith voted aye.

Early Retirement  
Requests-Faculty

Member Howard moved, Member Bakas seconded, that the Board approve the early retirement requests for Professor Charles Joly, Psychology Department, Business and Social Science Division, effective December 31, 1991, and for Professor Clete Hinton, Student Development, effective November 30, 1991 in accordance with Article IX of the Collective Bargaining Agreement, as outlined in Exhibits VIII-A-2a and VIII-A-2b, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson noted that Professors Joly and Hinton have been with the College since 1969 and 1967, respectively. He stated that they have made fine contributions to the College over the years and their services will be missed. In response to Member Coste, Vice President Henry stated that Professor Hinton's position will be filled.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard  
and McCulley  
Nays: None

Motion carried. Student Member Smith voted aye.

1990-91  
Financial Audit

Member Bakas moved, Member McCulley seconded, that the Board of Trustees accept the annual financial audit for fiscal year 1990-91, as shown in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson informed the Board that the Management Letter has not yet been received from the auditing firm but will be completed shortly and included with the October Board packet. Member Coste asked whether the recommendation for this item should be deferred to the October Board meeting. President Thompson stated that the auditors have provided a substantial statement relative to compliance by the College. The Illinois Community College Board requires the submission of College audits by October 15 which explains the recommendation for acceptance at this time. He hoped that the Board would accept the audit tonight and discuss both the audit and the management letter at the October 22 Board meeting. Member Bakas acknowledged that many colleges face a

NEW BUSINESS:  
1990-91  
Financial Audit  
(cont.)

tight schedule with the preparation of the audit in time to meet the ICCB deadline. The audits are required annually by the ICCB on October 15 for the coming year's budget preparation. Member Howard agreed that discussion of the audit could be addressed at the next Board meeting.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard  
and McCulley  
Nays: None

Motion carried. Student Member Smith abstained.

Employee  
Insurance  
Premium Increases

Member Howard moved, Member Bakas seconded, that the Board of Trustees accept the proposal of Corroon & Black of Illinois to have The Hartford Insurance Company provide the College with Term Life, Accidental Death and Dismemberment, Specific and Aggregate Stop Loss Insurance Coverage; UNUM to provide long term disability insurance coverage; Jackson Long & Associates to provide claims administration; Health Goal to provide utilization review; H.F.N. to provide the designated provider arrangement; HMO Illinois and Human Michael Reese HMO Plan, in accordance with Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Coste, President Thompson acknowledged that the premium rates for 1991/92, as outlined in the summary provided, would cost an additional \$211,000. He added that several insurance companies were contacted regarding the various insurance required and the recommendation to the Board represents the best possible coverages. Vice President Manke stated that costs for insurance have been included in the College budget.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Coste, Howard  
and McCulley  
Nays: None

Motion carried. Student Member Smith voted aye.

Member Howard felt that the increase was not out of line based on her information regarding insurance rates.

Program Review  
Policy - Second  
Reading

Member Bakas moved, Member Howard seconded, that the Board of Trustees approve the Program Review Policy requiring a systematic, college-wide process for evaluating all instructional programs, student

NEW BUSINESS:  
Program Review  
Policy (cont.)

services and support services, as outlined 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 Bakas, Barton, Coste, Howard,  
McCulley and Norwood  
Nays: None

Motion carried. Student Member Smith voted aye.

Chairman Barton stated that the new policy is the result of a great deal of work.

Member Bakas left the meeting at 10:10 p.m.

Addendum to  
Cooperative  
Agreement -  
Elgin Community  
College

Member McCulley moved, Student Smith seconded, that the Board of Trustees ratify the addendum to a Joint Educational Agreement with Elgin Community College and authorize the Board Chairman, Board Secretary, and President to execute the agreement, in accordance with Exhibit VIII-E (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 and  
McCulley  
Nays: None

Motion carried. Student Member Smith voted aye.

Progress Report  
on International/  
Multicultural  
Programs

President Thompson called attention to Exhibit VIII-F, the Report on International/Multicultural Programs (attached to the minutes in the Board of Trustees' Official Book of Minutes). He stated that the comprehensive report outlines the various activities which have taken place during the past year in terms of affirmative action, hiring patterns, multicultural affairs, and implementation strategies for the preferred future. Member Howard inquired about campus response to some of the initiatives. The President felt that responses have been positive. He stated that informational brochures highlighting Intercultural Week on campus, an activity that began last year, would be distributed to the Board during the President's Report at the end of the meeting. He felt that additional work is necessary in order to accommodate diversity but that good strides have been made in this regard.

**NEW BUSINESS:**  
Progress Report  
on International/  
Multicultural  
Programs  
(cont.)

Student Member Smith inquired about specifics for retaining or recruiting the older Afro-American and Hispanic students. President Thompson stated that some of the College programs are inclusive of the older international students and different cultures.

Director Solano called attention to some of the scholarships received. He stated that the College is making a major effort to assist this segment of the population. In addition, he called attention to a grant specifically designated for Hispanics and African-Americans to attract them directly from the high schools.

Member McCulley asked if the Affirmative Action Plan had been approved. President Thompson stated that the Plan has not been approved at this time. Director Solano replied that he will serve as chair of the Affirmative Action Committee this year and review of the final draft of the Plan will be one of the first orders of business for the Committee. In response to Member McCulley, President Thompson added that the Committee has been sensitive to Mr. Foley's comments and these will be apparent when the document is reviewed.

1991-92  
Administrative  
Organization  
Charts

President Thompson called attention to the 1991-92 Administrative Organization Charts, as shown in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes). He noted that the charts had been discussed thoroughly with Board members during the last retreat.

**OTHER BUSINESS:**  
ACCT Surcharge

Member Coste called the Board's attention to the ACCT annual convention which will be held in Biloxi, Mississippi on October 16-19. He noted that the state Trustees' Association has requested that each college instruct their delegate to vote on the surcharge. Information regarding this matter has been distributed to Board Members, along with costs for membership dues in both the state and local associations. He pointed out that the College is paying approximately \$23,000 per year for membership in the State trustees' associations. He felt this was unduly high. In addition to the national trustees' association dues of \$1,910.00, the proposed surcharge will be \$636 annually for six years to pay off the debt for the property purchased in Washington, DC. It was Member Coste's understanding that the national association moved from Washington to Virginia in 1986 because it would be cheaper. They have now relocated back to Washington, DC. He questioned who made these decisions.

OTHER BUSINESS:  
ACCT Surcharge  
(cont.)

Chairman Barton stated that the previous Executive Director of ACCT, who is no longer with the association, was instrumental in moving from Washington to Virginia. The present location in Washington provides greater flexibility because it is in close proximity to legislators. She added, however, that this is the only organization that is strictly for Trustees. She stated that concerns have been expressed as to whether the ACCT engaged in long-term planning. In addition, ACCT memberships have decreased because of financial difficulties by some institutions and attendance at ACCT functions has also declined. She noted that there will be no representative from Harper at the October ACCT meeting, but she questioned whether additional colleges will drop out in the future. As President of the Illinois Community College Trustees' Association, Chairman Barton said that she has received many phone calls about this matter. President Thompson noted that Harper College does not have to make a decision in this regard until after the vote in Biloxi. Member Howard felt that the Harper Board and administration have worked long and hard to encourage the state association to focus its energies better and not to indulge in empire building; it should be the same at the national level. She felt that the national association should keep their primary purpose in mind. Chairman Barton stated that options will be presented to the Board following the ACCT meeting in Biloxi.

PRESIDENT'S  
REPORT:

President Thompson distributed brochures and called attention to the third annual Intercultural Week at Harper College to be held October 14-17. He stated that an excellent program was planned, including concerts, lectures films, and food. He encouraged Board members to participate in any events that may be of interest.

Results have been received on Harper College nursing graduates who took their exam for the first time in July 1991. The passing rate for Harper students was 94 percent with 106 out of 113 individuals passing. President Thompson stated that this is an excellent record and he was proud of the nursing graduates and their instructors.

President Thompson expressed appreciation to Faculty Senate President Roger Mussell and the Senate for providing a forum today for Board candidates for the November 5 election. He felt that this was a good opportunity for members of the Harper Community to hear the views of the various candidates.

**PRESIDENT'S  
REPORT:  
(cont.)**

Congratulations were also extended to Student Member List Smith on the recent election of student senators. He noted that he would send a personal note to each senator and that he looks forward to working with them.

On Sunday, October 6, the College will host a 5K Walk/Run for Wellness, sponsored by the Friends and Alumni of Harper and the Daily Herald. Additional sponsors will provide funding for tee shirts for participants. President Thompson encouraged everyone to attend and participate if possible.

Chairman Barton noted that a Special Meeting will be held on Monday, November 11, at 7:30 p.m. to canvass the votes of the Board election. The reorganization of the Board will take place following the canvass.

**ADJOURNMENT:**

Member McCulley moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 10:30 p.m.

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Chairman

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Secretary