

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, December 15, 1994.

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, December 15, 1994 at 7:45 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Barton, Born, Coste, Howard (7:50 p.m.), Moats, Norwood, and Student Member Beisiegel
Absent: Member Kolze

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services, David McShane, V.P. Information Systems; Felice Avila; Barb Bednarz; Valerie Benitz; Vic Berner; Larry Bielawa; Pat Bourke; Steve Catlin; Tom Choice; Peter Gart; Robert Getz; Bill Howard; Lorel Kelson; Thea Keshavarzi; Liz McKay; Rosemary Mulligan; Elena Pokot; Sheila Quirk; Patty Roberts; Laurie Wren; Joan Young - Harper College. Eric Dubiel and Patricia Vais - Harper Students. Guests: Geraldine Evans - ICCB; Robert Maher - ICCTA; Virginia Macdonald and Ethel Kolerus.

CITIZEN PARTICIPATION

Harper student Eric Dubiel expressed a number of concerns including problems with under-utilization of the computers and software on campus, inadequate preparation of students for the Internet, ergonomics in the computer labs, poor campus communications, and problems with the Student Activities bureaucracy.

President Thompson apprised Mr. Dubiel of the major changes that are forthcoming in terms of technology on campus, and asked that he meet with Vice President David McShane and the Information Systems staff for more regarding the plans and the staging that is currently planned. He noted that any input that Eric and his fellow students may have will be welcome and will be considered if possible. He suggested that Eric also meet with the Student Activities staff to discuss his suggestions for that department.

CITIZEN
PARTICIPATION
(cont/d)

Chairman Moats stated that the Board of Trustees is committed to a first-class computer curriculum and delivery system. He noted that everyone must be realistic about the time framework in which this must take place. He reiterated that Mr. Dubiel should address the other student issues through the office of Vice President Bonnie Henry.

Student Member Beisiegel noted that he has had personal experience and problems concerning the bulletin board use on campus and the restrictions on posting of flyers by students or student organizations. He suggested that the Board look into this policy. Chairman Moats stated that he, Student Member Beisiegel and President Thompson should meet to discuss the policy before bringing the matter to the Board. Member Coste stated that there needs to be some sort of control. President Thompson agreed that serious discussions are necessary before there are any policy changes.

COMMUNICATIONS

There were no communications.

UNFINISHED BUSINESS
Approval of Agenda

Chairman Moats recommended that the Agenda be modified to address the Resolution of Appreciation for Virginia Macdonald, Exhibit VIII-B, directly following the Approval of Agenda.

Member Barton moved, Member Howard seconded, that the Agenda be approved as so modified.

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Beisiegel did not have a report at this time.

Resolution of
Appreciation for
Virginia Macdonald

Member Howard moved, Member Barton seconded, that the Resolution of Appreciation for Virginia Macdonald be approved.

In a voice vote, the motion carried.

President Thompson thanked Ms. Macdonald for her extraordinary efforts in representing the community and Harper College. Ms. Macdonald thanked the Board for their recognition, and expressed her appreciation for the opportunity to be a part of the growth of Harper College.

CONSENT AGENDA

Member Howard moved, Member Norwood seconded, approval of the minutes of the November 8, 1994 Special Board meeting, and November 22, 1994 Regular Board meeting; for bills payable; payrolls for November 26 and December 9, 1994; estimated payrolls for December 10, 1994 through February 3, 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	\$ 1,805,235.48
Restricted Purposes and	
Trust & Agency Fund	533,899.21
Federal Funds	379,343.04
Imprest Fund	86,797.36

The payroll of November 26, 1994 in the amount of \$1,450,851.44, and December 9, 1994 in the amount of \$1,442,619.03; estimated payroll of December 10, 1994 through February 3, 1995 in the amount of \$5,826,226.78; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Progressive Leasing for equipment rental in the amount of \$1,200.00; payment to Method Materials for materials in the amount of \$4,765.00; payment to Dunkin Donuts for purchases for resale in the amount of \$593.00; payment to Chicago Computing System Support for other services in the amount of \$1,275.00; payment to Universal Elevator for maintenance service in the amount of \$560.00; payment to Orkin Pest Control for maintenance service in the amount of \$281.67; and payment to The Ladder Works Inc. for supplies in the amount of \$1,526.00.

Minutes

Student Member Beisiegel noted that his report in the Minutes of the November 22 Regular Board meeting referred to Biology 110, not Biology 101, and that he had also mentioned Physical Science 1 and Geology 101.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

BID AWARDS

Member Barton moved, Member Howard seconded, that the Board approve the Bid Award as outlined in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award Bid Q8656 to Kodak, the low bidder for the lease-purchase of a high speed copier, in the amount of \$67,204.68 per year for the first two years, \$34,800.00 for the third year, and a \$1.00 buyout at the end of the lease-purchase period, for a total of \$169,210.36.

Member Coste asked if this lease-purchase would eliminate some of the Division copiers. Mr. Manke explained that the work load on the Division copiers has increased. It has been determined that it would be more economical to purchase one large copier and have some of the printing done in a central location rather than purchase larger copiers for the Divisions. The normal campus mail procedures will be used to transport the work between the Print Shop and the Division offices.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Beisiegel voted aye.

NEW BUSINESS

Personnel Actions

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

Administrative Appointment

Maria Moten, Acting Director, Student Financial Assistance, 11/21/94 to 2/28/95, Temporary appointment, \$211/pay pd.

Professional/Technical Appointment

Kelly Jones, Chem Lab Tech II, 11/28/94, \$30,740

Barbara Hooper, Workforce Specialist, 1/02/95, \$29,406

Personnel Actions
(cont'd)

Classified Appointment

Patricia Carney, Campaign Assistant,
1/3/95, \$25,000

Classified Retirement

Catherine Kearns, Admissions, 12/31/94,
15.8 years

Harper #512-IEA Retirement

Jose Trevino, Physical Plant, 12/31/94,
24.3 years

Faculty Resignation

Gwen Baggs Ito, Academic Enrichment &
Language Studies, 12/16/94,
6 months

Supervisory/Confidential Resignation

Patricia Boncimino, Food Service, 12/02/94,
3 weeks

Classified Resignation

Miguel Patino, CAD Center, 11/30/94,
1.5 years

Professional/Technical Resignations

Gwen Clayborne, Academic Enrichment &
Language Studies, 1/06/95,
6.3 years

Katherine Roller, Academic Enrichment &
Language Studies, 11/23/94,
5.3 years

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel
voted aye.

President Thompson called attention to the
long-term contributions of Catherine Kearns
in the Admissions office, and Jose Trevino in
the Physical Plant. He wished them both well
in their retirements.

Affiliation
Agreements

Member Norwood moved, Member Howard seconded,
that the Board approve the affiliation
agreements with Glen Oaks Hospital, Hinsdale
Hospital, and Illinois Masonic Medical Center
as outlined in Exhibits VIII-C1 through
VIII-C3 (attached to the minutes in the Board
of Trustees' Official Book of Minutes).

Affiliation Agreements (cont'd) Member Howard stated that these are standard affiliation agreements and have been reviewed by legal counsel. President Thompson noted that some of the language was changed because of the relationship to the Cardiac Rehab program.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Beisiegel voted aye.

OTHER BUSINESS
Recognition of Molly Norwood

Chairman Moats recognized Member Molly Norwood, who provided distinguished leadership over the last three years as Board Chair. Member Norwood was presented with a framed picture of Harper College.

Technology Plan

Member Barton requested that the Technology Plan that is to be presented next month indicate specifically where the funds are coming from.

Major Gifts Campaign

President Thompson reported that the Major Gifts Campaign is moving forward. He noted that beginning in January 1995, there will be an information item every month on the Regular Board meeting agenda in order to keep Board members informed of the progress. A recent Foundation Board meeting indicated a very positive outlook regarding the campaign. Member Howard stated that she also attended the meeting, and agreed with President Thompson's assessment. At the present time President Thompson is involved in leadership awareness meetings with CEOs in the district to make them more aware of the College and to give them an identity to relate to Harper.

PRESIDENT'S REPORT

President Thompson welcomed Dr. Geraldine Evans, the new Executive Director of the Illinois Community College Board, and Robert Maher, Legislative Counsel for the Illinois Community College Trustees Association. Dr. Evans stated that she is pleased to be a part of the ICCB, and noted that they are looking forward to good support from the legislature.

President Thompson noted that Dr. Orlando Taylor, Vice President of Academic Affairs at Howard University, recently visited Harper. He worked with some of Harper's faculty and

President's Report
(cont'd)

administrators, and took time to speak with a group of students. President Thompson stated that he looks forward to expanding relationships with Howard University as well as others to find support for diversity efforts and employment.

Three members of the Consulate of the People's Republic of China recently visited Harper. They are studying the community college system for answers in filling the gap between their university structure and unskilled workers.

Harper recently hosted the area high school art awards. More than 500 parents and students participated with over 750 art pieces exhibited. Harper's art faculty members were instrumental in this effort.

Students from Schaumburg High School visited Harper to see a demonstration of the making of raku pottery in Building L. President Thompson noted that having high school students on campus acquaints them with what Harper has to offer.

Students from Willow Bend School helped celebrate the holidays by baking cookies in the baking area and helping decorate the Harper tree. The Plum Grove Junior High School band and chorus entertained at Harper as well. President Thompson reiterated the need to make Harper a presence to students in the lower grades.

National Chemistry Week was observed at Harper with an exhibition called "Bottles, Beakers, and Burning Bubbles". Dave Macaulay and Jane Wilcox put this event together, and Ms. Wilcox served as a judge at the "pH is pHun" event at the Adler Planetarium, where 290 city and suburban students participated.

The Transfer publication is now complete, and shows how Harper relates to different people in the community. This presents an expanded version of the opportunities available at Harper.

A Career Trends handout was included in the most recent College schedule. This mailer addresses the need for technically skilled people and technology related jobs in the future. President Thompson noted that we are making headway in that area, but that we need

President's Report further recognition in the general population
(cont'd) that this is the employment trend.

The Continuing Education mailer has been mailed to district residents. In addition, a statement on Harper's crime incidence on campus has been made available to the public. President Thompson noted that Harper's record is quite good, and everything possible is being done to keep those numbers down.

President Thompson congratulated the campus community for their generous contributions to the 1994 United Way campaign. Harper exceeded its goal by 14 percent. He expressed appreciation to Rosemary Murray and Jim Finke, campaign co-chairs.

President Thompson reported that a fire destroyed the home and possessions of Billie Jo Walker, administrative secretary in Sheila Quirk's office. The campus community has responded to the needs of Mrs. Walker and her six children with donations of cash and gifts. Ms. Quirk reported that over \$2,200 has been collected to date, as well as Christmas gifts, donated clothes and household items.

President Thompson distributed the schedule for Spring Semester Orientation Week. Board members also received information in response to questions raised at the previous meetings, along with the organizational structure chart.

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 8:30 p.m.

Chairman

Secretary

BOARD REQUESTS

DECEMBER 15, 1994 REGULAR BOARD MEETING

- 1) Member Barton asked that the Technology Plan that is presented next month indicate specifically where the funds are coming from.