

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, 1995.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Moats on Thursday, January 26, 1995 at 7:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Born, Coste (7:20 p.m.), Kolze, Moats and Norwood
Absent: Member Howard

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; Ted Agresta; Sharon Alter; Felice Avila; Vic Berner; Pat Bourke; Harley Chapman; Paula Deeken; George Evans; Robert Getz; Julie Guiney; Bill Howard; Tom Johnson; Jack Lucas; Tom McCabe; Liz McKay; Pat Mulcrone; Bill Neumann; Jeanne Pankanin; Elena Pokot; Patty Roberts; Sharon Szymoniak; Phil Troyer; Pat Wenthold; Laurie Wren; and Joan Young - Harper College. Adrian Agresta; Gretty Alfred; Terri Ellis; Laura Lakowski; Jolie Liddell - Harper Students. Guests: Patricia Ramsey; Frank Delphin (Daily Herald); Doug Larsson; Campo Vaca; Margaret Van Duch (Chicago Tribune).

PRESENTATION The topic of Neighborhood Literacy and Community Policing was discussed by the following:

Elizabeth McKay, Dean, Academic Enrichment and Language Studies; Patricia Mulcrone, Professor/Chair, Adult Educational Development; Paula Deeken, Faculty, Adult Educational Development; David Miller, Palatine Township Human Needs Committee; Campo Vaca, Police Social Worker/Police Neighborhood Resource Center, Rolling Meadows; and Deputy Chief Doug Larsson, Rolling Meadows Police Department.

The panel members gave an in-depth review of the topics covered in the distributed material. These topics included: Evolution of Adult Education and Community Policing Model; Major Constituents; Other Community Agencies; Harper College Literacy Services; Outcomes; Awards; and Needs.

Member Born asked if there were plans to introduce this type of plan to other parts of the Northwest suburban area that Harper serves. Dr. Mulcrone noted that the program has been replicated in Aurora, Bensenville, Hanover Park, Mundelein, Round Lake Beach, and the state of Florida. Dr. McKay stated that expansion is limited due to a lack of funds to supply the classes because the students do not pay tuition. She added that Harper's Adult Education Department has been recognized by the Department of Education, and has received a number of other awards for its work.

Member Barton suggested that the panel give this presentation to Congress because of the current level of interest in state and local areas taking more control.

Dr. McKay stated that the program is always in need of funds. For example, there are no funds for a coordinator at Edgebrook, and a coordinator is often required to obtain grants. Renovated facilities would be a help, although there are plans underway for the Police Neighborhood Resource Center. Dental services, job-seeking skills training, and increased funding to expand the programs are also needed.

Chairman Moats asked if the crime statistics reflect the results of these programs. Chief Larsson replied that the incidence of crime has decreased, but there are more calls for service because there is an improvement in communication between the residents and the police. In other areas there has been a leveling off of the increase in terms of serious crimes. Mr. Vaca added that the staff from Northwest Community Hospital has done their own safety study and feel very comfortable in coming to the Police Neighborhood Resource Center.

Chairman Moats thanked the panel for their presentation and their outstanding work.

Dr. McKay took the opportunity to thank the Board for the renovations made to the third floor of Building F. Everyone is very pleased with the new facility, and Dr. McKay invited the Board to visit during class hours.

CITIZEN
PARTICIPATION

Terri Ellis, President of Student Senate, addressed the Board regarding the appointment of a new Student Trustee to the Board to replace William Beisiegel. She introduced the Student Senate members who were involved in the process. Laura Lakowski has been chosen as the Student Trustee.

COMMUNICATIONS

Member Kolze reported that a thank you note was received from Judy Dincher after her recent illness. A Christmas card was received from Gerry Plowright, Chairman of Governors of Norfolk College.

UNFINISHED BUSINESS
Approval of Agenda

Member Moats stated that an executive session would be held following the regular meeting for the purpose of discussing the appointment, employment and dismissal of personnel.

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

In a voice vote, the motion carried.

Student Trustee
Report

Student Member Lakowski stated that she has been at Harper since 1989 and has been active in many different clubs and organizations. She will graduate in the summer of 1995 and then will transfer to a four-year institution to pursue a degree in Political Science and attend law school.

CONSENT AGENDA

Member Kolze moved, Member Norwood seconded, approval of the minutes of the December 3, 1994 Special Board meeting and December 15, 1994 Regular Board meeting; for bills payable; payrolls for December 22, 1994 and January 6, 1995; estimated payrolls for January 7 through March 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	\$ 3,743,705.88
Restricted Purposes and Trust & Agency Fund	716,642.51
Federal Funds	24,401.66
Imprest Fund	88,211.05

The payroll of December 22, 1994 in the amount of \$1,439,668.88, and January 6, 1995 in the amount of \$1,146,777.79; estimated payroll of January 7, 1995 through March 3, 1995 in the amount of \$6,358,467.83; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to Postmaster for postage in the amount of \$30,000.00; payment to Office Equipment of Chicago for furniture in the amount of \$367,541.86; payment to BNS Sports for equipment in the amount of \$1,644.50; payment to Owen Knott for supplies in the amount of \$507.00; payment to Legat Architects for architectural services in the amount of \$32,526.86; payment to Chicago Tribune for advertising in the amount of \$638.00; payment to McGraw Hill for books in the amount of \$648.05; payment to Nebraska Book Co. for books in the amount of \$170,477.31; payment to Kennicott Bros. for supplies in the amount of \$110.80; payment to NE Brands for materials in the amount of \$6,986.62; payment to Reprint for supplies in the amount of \$461.80; payment to Hayden's Athletic Supply for supplies in the amount of \$118.22; payment to Hartford Comp. Group for maintenance in the amount of \$2,656.35; payment to Royal Pipe Supply for supplies in the amount of \$166.89; payment to Van's for supplies in the amount of \$319.15; and payment to Cambridge for supplies in the amount of \$126.65.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

BID AWARD/
PURCHASE ORDER

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

Ex. VII-A Award Bid Q8659 to Hallett Movers, the low bidder for the library move, in the amount of \$26,599.00.

Ex. VII-B Approve an after-the-fact purchase order issued to Office Equipment Company of Chicago, the low bidder for 42 task chairs, in the amount of \$12,873.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Lakowski abstained.

Regarding the purchase order, Member Born asked if the administration was aware of the special price in December. Vice President Manke stated that this became known after the bid was put out, and the action resulted in a savings of \$3,200.00.

NEW BUSINESS
Personnel Actions

Member Barton requested that this action be deferred until after the executive session. There were no objections.

Student Service
Awards, Fall 1994

Member Norwood moved, Member Barton seconded, approval of the Student Service Awards for Fall of 1994 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson commended the recipients for their investment of time in these activities.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Lakowski voted aye.

Affiliation
Agreement

Member Norwood moved, Member Born seconded, that the Board approve the Affiliation Agreement between William Rainey Harper College and Holy Family Medical Center of Des Plaines as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

President Thompson stated that the agreement has been reviewed by legal counsel.

In a voice vote, the motion carried.

INFORMATION
Major Gifts
Campaign

Felice Avila stated that the report in Exhibit VIII-D summarizes the accomplishments and activities that have taken place from September through December 1994. The committee is now heavily engaged in preparing for the Employee Campaign. Ms. Avila added that President Thompson has been involved in the executive awareness portion of the campaign and will be meeting with approximately 40 individuals who were identified during the feasibility study as good major prospects. The next phase will move toward the internal campaign, which will involve the Directors and the Trustees. Ms. Avila assured the Board members that they will define their own role, and will only participate in a way that they deem appropriate. She will be meeting individually with the Board members to explain in depth some of the upcoming activities.

PRESIDENT'S REPORT

Spring semester orientation began January 11. President Thompson and the Vice Presidents had an opportunity to welcome new full-time faculty and staff members who arrived on campus since last fall. Several faculty development sessions were held and were well attended. This included an excellent seminar by Dr. James Boyer from Kansas State University on multicultural transformation of the collegiate curriculum.

Enrollment reports show a reduced FTE from last spring semester to this spring of 3.5 percent. The head count difference is approximately 5 percent, and President Thompson stated that a significant portion of the decrease is due to a drop in part-time students. This is due in part to an upswing in the economy which has provided employment for some of our previous part-time students. These figures are relatively consistent across most of the state.

Members Kolze, with Bill Howard, Patty Roberts, and President Thompson attended the ICCB meeting in Springfield. Harper received an award for Excellence in Institutional Effectiveness and Strategic Planning, and now leads all community colleges in the state in awards received. President Thompson thanked all of the people who made these awards possible, including the Board for their support of the planning efforts and the staff for implementing them.

Harper has received notice from the Capital Development Board that the Governor has released funds for the multipurpose facility. This amounts to \$350,000 in architectural engineering money. Member Barton asked how architects and engineering services are chosen. President Thompson stated that the CDB has already advertised Harper's project through their network for architects and engineers to indicate whether they are interested in working with Harper. Approximately 40 firms have indicated their interest. The Board has a choice to go through the selection process or stay with the current architect (Legat). Chairman Moats congratulated President Thompson on his efforts. President Thompson noted that all of the Board members helped by contacting various legislators. The IBHE has included Harper in their request, and we are seventh on a list of 11. There are 37 total projects for higher education, and Harper is 21st on that list. President Thompson stated that our senators and representatives in the General Assembly can be very helpful, and he was hopeful that we will get our project on the Governor's budget and on through the legislative process.

President Thompson noted that he has received information from Geraldine Evans, ICCB Executive Director, which includes copies of the Governor's State of the State message, President Clinton's address at Carl Sandburg College, as well as other related information. This is available to Board members who would like copies.

Member Born represented the Board at the recent Harper Service Awards reception. She joined President Thompson in thanking the employees honored for their years of service and dedication to Harper.

The National League for Nursing has certified Harper's accreditation for another eight years. The written notification included recommendations made by the visiting team. President Thompson noted that the self-study that Harper presented to the NLN has been selected as a model study for others to follow. He thanked the nursing staff and all those who contributed to this effort.

President Thompson congratulated Dr. Betty Hull, Professor and Coordinator of the Honors Program, who has been selected to receive a 1995 Merit Award from the Northwestern University Alumni Association.

President Thompson commented on the recent Daily Herald article which featured Member Norwood and her husband.

The president of Machinery Systems, Inc., who serves on one of our advisory committees, shared an article with President Thompson from the 1994 issue of Machinery Systems. The article gives credit to the work Harper is doing with their company. It also reflects the importance of the Tech/Prep program in helping to provide educational opportunities for students from high school to college and on to employment in this type of program.

Harper hosted recent visitors from Siberia. Mike Carroll is working with this delegation to develop grain storage facilities. They are very interested in the concept of open enrollment educational programs such as Harper provides. In appreciation for their visit, they presented a book about their region to College officials.

Art work by the Harper College faculty will be on exhibit in Buildings C and P through January 29.

The first African-American History Month observance begins in February with a number of events on campus. These are outlined in the Spring 1995 activities calendar.

President Thompson noted that he is in the process of doing executive awareness meetings. He stated that he is receiving very positive feedback regarding Harper's contributions to the community.

EXECUTIVE SESSION

Member Born moved, Member Barton seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried and the Board adjourned into executive session at 8:15 p.m.

The Board reconvened the Regular meeting at 8:57 p.m.

PERSONNEL ACTIONS

Member Barton moved, Student Member Lakowski seconded, that the Board approve the following personnel actions as outlined in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Faculty Appointments

Patricia Ramsey, Instructor, Academic
Enrichment & Language Studies-ESL,
1/11/95, \$31,566
Paul Guymon, Assistant Professor, Business
and Social Science-LTE, 8/15/95,
\$39,743
Kenneth Hyde, Associate Professor, Life
Science & Human Services-
Biology, 8/15/95, \$44,513
Thomas McCabe, Professor, Technology, Math &
Physical Science, 1/11/95, Rescind
7/31/96 Retirement approved on
12/16/93

Classified Appointment

Joanne Gorecki, Receptionist, Registrar's
Office, 1/25/95, \$10,599

Harper #512-IEA Appointment

Kirk Rosenberg, Custodian, Physical Plant,
1/03/95, \$24,211

Professional/Technical Appointments

Laura Crane, Internal Research Specialist,
p/t, Planning & Research, 1/09/95,
\$26,000
Ranada Anderson, AED Student Advisor, p/t,
Academic Enrichment & Language
Studies-AED, 1/09/95, \$25,636

Professional/Technical Appointments (cont'd)

Linda Kleiss-Lane, Laboratory Assistant-Nursing, p/t, Life Science & Human Services, 1/11/95, \$6,880
Paul Shea, AED Bilingual Student Services Specialist, Academic Enrichment & Language Studies-AED, 1/17/95, \$27,788

Supervisory/Confidential Appointments

Lori Cronin, Workforce Development Manager, Corporate Services, 1/03/95, \$50,256
George Sipp, Food Service Supervisor, Food Service, 2/13/95, \$42,000
Susan Nowakowski, Local Area Network Manager, Information Systems, 1/21/95, \$50,451

Classified Reclassification

Sharon Szymoniak, Secretary to Administrative Secretary, President's Office, 12/01/94, \$23,500

Classified Resignations

S. Suzannah Howe, Theatre Center, 1/04/95, 9 months.
Donna VanderHorst, Wellness and Human Performance, 1/13/95, 3.5 years.
Elaine Kolasa, Registrar's Office, 1/31/95, 5.5 years.

Professional/Technical Resignations

Raymond J. Lesniewski, Technology, Math & Physical Science, 12/13/94, 4 months.
Michelle Ehrlich, Information Systems - User Services, 1/18/95, 1/7 years.

Classified Termination

Dianne J. Poyer, Theatre Center, 1/6/95, Failure to return from leave, 3.2 years.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Lakowski voted aye.

Liz McKay introduced Patricia Ramsey, the new ESL-Linguistics faculty member. She has had adjunct faculty experience at Harper as well as worked in Corporate Services, the Adult Education Department, and the Neighborhood Literacy Center. President Thompson and the Board welcomed her to Harper.

ADJOURNMENT

Member Barton moved, Student Trustee Lakowski seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:00 p.m.

Chairman

Secretary