

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, April 27, 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, April 27, 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, Coste, Howard (7:15 p.m.), Kolze, Moats and Norwood; Student Trustee Solarte
Absent: Member Born

Also present: Paul Thompson, President; Ed Dolan, V.P. Academic Affairs; Bonnie Henry, V.P. Student Activities; Vern Manke, V.P. Administrative Services, David McShane, V.P. Information Systems; Gordon Aukerman; Ted Agresta; Felice Avila; Roger Bechtold; Vic Berner; Martha Lynn Bolt; Linda Campbell; Harley Chapman; Jerry Gotham; Tim Hatfield; Bill Howard; Tom Johnson; Joan Kindle; Jack Lucas; Liz McKay; Rosemary Murray; Charles Norris; Elena Pokot; Patty Roberts; Tom Thompson; Joan Young - Harper College. Steve Bakey; Ian Benedict; Byron Chandler; Susan Day; Eileen Eiden; Belinda Flynn; Grace Garcia; Tom Gilson; Matt Llanes; Rodney McCollum; Wilbur McDonald; Marlana Naegle; Matt Polovin; Justin Selby; Chills Sugihara - Harper Students. Guests: Chad Porter - Picker & Associates.

PRESENTATION

Outcomes Assessment Linda Campbell and Tom Thompson presented information concerning the Outcomes Assessment initiatives on campus.

CITIZEN PARTICIPATION

There was no citizen participation.

Presentation of Athletes (cont'd)

Vice President Bonnie Henry introduced Jerry Gotham, Dean of the Wellness and Human Performance Division, who recognized Harper's coaches and outstanding athletes in swimming (Coach Gordon Aukerman), wrestling (Coaches Norm Lovelace and Dan Loprieno) football

(Assistant Coach Tim Hatfield), and soccer (Coach Steve Hauter). Football Academic All-American Wilbur McDonald was named as the recipient of the Roy Kearns Scholarship. There were a number of other athletes who qualified as All-American and Academic All-Americans.

President Thompson noted that the wrestling team members performed community service, organized by Sue McGinty, in Keithsburg, Illinois by helping with renovation projects after severe flooding in the area. He commended all those involved for their participation and presented the team with a plaque.

On behalf of the Board, Chairman Moats expressed pride in all of the athletes for their athletic and academic accomplishments, as well as their community service. He also thanked the coaches for their contributions.

President Thompson recognized Martha Lynn Bolt for her contribution to the Harper College women's athletic programs.

President Thompson welcomed Mari Solarte as the newly-elected Student Trustee. Student Member Solarte stated that she looked forward to her tenure as Student Trustee.

The Board recognized former Student Trustee Laura Lakowski for her service on the College Board of Trustees. Student Member Mari Solarte accepted a plaque for Ms. Lakowski in her absence.

COMMUNICATIONS

Member Kolze distributed an ACCT survey for Board members to complete.

A card of appreciation was received from the family of Mark Gottschalk, Information Systems, whose wife died recently.

UNFINISHED BUSINESS Approval of Agenda

Chairman Moats noted that there would be an executive session at the end of the Regular meeting for the purpose of reviewing executive session minutes, and discussing collective bargaining, and the appointment, employment and dismissal of personnel.

Approval of Agenda (cont'd) Member Kolze moved, Member Barton seconded, that the agenda be approved as modified. Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

CONSENT AGENDA

Member Howard, Member Kolze seconded, approval of the minutes of the March 30, 1995 Regular Board meeting; bills payable; payrolls for March 31 and April 13, 1995; estimated payrolls for April 14 through June 23, 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	\$ 2,936,076.97
Restricted Purposes and Trust & Agency Fund	357,321.25
Federal Funds	17,388.19
Imprest Fund	119,501.70

The payroll of March 31, 1995 in the amount of \$1,431,427.90; and April 13, 1995 in the amount of \$1,420,257.56; estimated payroll of April 14, 1995 through June 8, 1995 in the amount of \$5,740,561.03; estimated Medicare payment in the amount of \$25,000.00; estimated utility bills in the amount of \$125,000.00; payment to MacMillan Publishing for supplies in the amount of \$575.04; payment to Lexis & Nexis for rental of equipment in the amount of \$430.00; payment to Sysco Food Service for purchases for resale in the amount of \$548.00; payment to Best for materials in the amount of \$1,454.26; and payment to Midwest Energy Management for other services in the amount of \$7,537.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte abstained.

BID AWARDS

Member Norwood moved, Member Barton seconded, that the Board approve the Bid Awards as outlined in Exhibits VII-A1 through VII-A8 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

- Ex. VII-A1 Award Bid Q8679 to Boller Construction Co., the low bidder for Handicapped Accessibility Renovations, in the amount of \$51,900.00.

- Ex. VII-A2 Award Bid Q8685 to NU-TREND Cabinet Co., the low bidder for the Library Circulation Desk, in the amount of \$43,500.00.

- Ex. VII-A3 Award Bid Q8666 to Picker & Associates, the lowest responsible bidder for the annual financial audits for the three fiscal years ending June 30, 1995, 1996 and 1997, in the amount of \$58,500.

- Ex. VII-A4 Award Bid Q8687 to Ellis Systems Corp., the low bidder for Library Shelving, in the amount of \$74,655.38.

- Ex. VII-A5 Award Bid Q8688 to Educational & Institutional Cooperative Service, Inc., the low bidder for Circulation Desk Cabinets, in the amount of \$10,225.16.

- Ex. VII-A6 Bid Q8683: Award the bid for cut-size paper to Zellerbach Paper Co., the low bidder meeting specifications for items #1 and 2 in the amount of \$110,610.00, and to Leslie Paper Co., the low bidder meeting specifications for items #3 through 39 in the amount of \$17,121.00, for a total bid award of \$127,731.00.

- Ex. VII-A7 Award Bid Q8682 to Warner Offset, Inc., the low bidder for printing of the Fall 1995

Bid Awards (cont'd)

Second Eight Weeks Course Schedule, in the amount of \$29,293.38.

Ex. VII-A8 Award Bid 8680 to American Forms, Inc., the low bidder for printing of the Fall 1995 Extension booklet, in the amount of \$17,715.00.

Member Kolze asked for an explanation of the major differences in bids for the audits. Vice President Manke explained that they differed in the amount of time estimated to complete the job, as well as the level of technology used for auditing. He noted that Picker & Associates had recently lost a significant client through another bid process and was eager to fill that void.

There was discussion regarding the bidding process for Exhibit VII-A6, the paper purchases. For recommendation purposes, the bids were reviewed individually as well as grouped together in a package.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Kolze, Moats and Norwood
Nays: None
Present: Member Coste
Motion carried. Student Member Solarte abstained.

NEW BUSINESS
Personnel Actions

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

Faculty Appointment

Helmut Publ, Assistant Professor,
Anthropology/Sociology, Business &
Social Science, 8/15/95, \$35,039

Classified Staff Appointments

Linda Brown, Registration Clerk p/t,
Admissions, 5/01/95, \$9,308
Alexander Edejer, Food Service Worker III,
Food Service, 5/01/95, \$16,283
Jerry Seitzinger, Registration Clerk p/t,
Admissions, 5/01/95, \$8,190

Personnel Actions JoAnn Donovan, Operations/Catering Asst.,
(cont'd) Food Service, 6/12/95, \$26,750

Professional/Technical Appointments

Manoucher Azad, Area Tutor Coordinator, Math/
Science p/t, Academic Enrichment &
Language Studies, LAC, 5/01/95,
\$23,942

Corinne Anderson, AED Assessment & Regist.
Spec./Outreach, Academic Enrichment
& Language Studies, AED, 5/01/95,
\$28,880

Classified Staff Resignations

James Kaeseberg, Technical Support Technician
p/t, Information Systems - User
Services, 2/18/95, 2 years

Michele Szymankowski, Clerk Typist I, p/t,
Technology, Math & Physical
Science, 5/13/95, 1 year

Harper #512-IEA Retirements

Kurt Karas, Custodian, Physical Plant,
4/28/95, 23 years

Daniel Conrad, HVAC Mechanic Operator,
Physical Plant, 5/31/95, 12 years

Donald Wille, Maintenance Mechanic, Physical
Plant, 5/31/95, 13 years

Samuel Feliciano, Warehouse/Driver, Business
Office, 6/30/95, 21 years

M.J. Miller, Custodian, Physical Plant,
7/28/95, 23 years

Larry Olson, Maintenance Mechanic, Physical
Plant, 7/31/95, 19 years

Arthur Roggenbuck, Maintenance Mechanic,
Physical Plant, 8/31/95, 21 years

Hillard Kerstein, Maintenance Mechanic,
Physical Plant, 9/30/95, 18 years

President Thompson noted that the retiring
Physical Plant personnel are taking advantage
of retirement options that have been made
available to them in the recent contract. He
stated that they are valuable employees and
represent a significant number of years of
service to the College.

Member Coste asked when the Table of
Organization would be available. President
Thompson stated that the recommendation for
approval of the Table of Organization should
be ready for the May or June Regular Board
meeting.

Personnel Actions
(cont'd)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Solarte
abstained.

President Thompson invited the Board members
to the Retirement Reception on May 12 at
2:00 p.m.

Dr. Dolan introduced Helmut Publ, the new
Assistant Professor of Anthropology and
Sociology.

Review of Executive
Session Minutes

Chairman Moats requested that this item be
deferred until after the executive session at
the end of the meeting. There were no
objections.

1995 Life Safety
Projects

Member Coste noted that this is one of the
projects that he had tried to send to
committee at the Special Board meeting on
April 12.

Member Norwood moved, Member Howard seconded,
that the Board adopt the resolution for
approval of the 1995 Life Safety projects as
outlined in Exhibit VIII-C (attached to the
minutes in the Board of Trustees' Official
Book of Minutes).

Mr. Manke briefly explained the Board
procedure for approval of these projects.
The architects have now established the
approximate costs both for the Life Safety
portion of this project and for the local
funding portion. The Life Safety portion is
\$298,603 which includes some contingencies
for design, construction and inflation in
case of delay. The local funding portion is
\$377,665, for a project total of \$676,268.

Member Coste reiterated his recommendation
made at the April 12 Special Board meeting
that these six projects be referred to a
committee. It was agreed that the review
process for construction projects was
followed in this case. Member Coste noted

that at the last Board meeting, this project amount was \$566,000 and is now \$676,000. Mr. Manke stated that the first amount was arrived at before an architect had been employed to develop firm prices. Chairman Moats stated that it would be helpful if the information indicated that the dollar amount had been changed. Mr. Manke agreed that this would be done.

Member Barton asked where the \$377,000 is coming from. Mr. Manke stated that this will be taken from the Operations & Maintenance (Restricted) Fund. Approximately \$122,000 will come from the Technology Plan because it involves the wiring of the computer labs. Member Coste noted that the \$676,000 is in addition to the Technology Plan, with the exception of the \$122,000 referred to by Mr. Manke. He noted that the \$1.1 million for Life Safety projects will come off the tax levy and will be within the cap. Mr. Manke stated that this amount was in the levy last year as the base. He recommended that the Board keep all the levies at the present level because the institution will always need to have Life Safety funding available. Member Coste felt that some of the \$4.2 million fund balance should be used instead. Mr. Manke noted that \$2.6 million of that is restricted for future construction, leaving \$1.6 million. Approximately \$600,000 of that has been authorized for Technology Plan expenditures, leaving approximately \$1 million, which Mr. Manke did not feel was an excessive amount of fund balance.

Member Coste stated that because a deficit budget is being proposed, the Budget Committee should be looking at all of these factors. He noted that the committee has not met since the \$1.9 million for the Technology Plan was added at the last Board meeting. Chairman Moats noted that a substantial part of that is coming out of the anticipated budget surplus in the current fiscal year.

President Thompson agreed that the budget is being increased by approximately \$5.2 million to help pay for the Technology Plan, but noted that this is the first time that the

Life Safety
Projects (cont'd)

administration has asked the Board to increase the budget specifically for technology. It was noted that the full Board will discuss the final budget at the May 10 Special Board meeting at 7:30 p.m..

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

Major Gifts
Campaign

Director of Development Felice Avila reported that the employee contributions now total over \$97,000. It was noted that Chairman Moats will be contacting Board members regarding the campaign.

PRESIDENT'S REPORT

President Thompson stated that he was a participant in the recent Jail and Bail fundraiser for the American Cancer Society and raised \$1,000.

The Brunswick Bowling Championship was held in the transformed Harper College gym. President Thompson thanked Jerry Gotham, Bob Getz and Ron Greenberg and their staffs for working on this event.

President Thompson was visited recently by the children from the Harper College Child Care Center.

The President attended the annual meeting of the American Association of Community Colleges. He was elected to the Board of the association and will serve a three-year term beginning July 1. The Board met with President Clinton, Secretary of Labor Robert Reich and Secretary of Education Richard Riley. President Clinton spoke very favorably about the role of community colleges. He also spoke about the Oklahoma City bombing tragedy, and President Thompson agreed with him that we all need to stand up and speak out against that which we believe is wrong.

President's Report
(cont'd)

Member Norwood has been selected by the Girl Scouts -- Illinois Crossroads Council as one of 10 Women of Achievement. She will be honored at the Silver Trefoil breakfast on June 9.

Terri Ellis, Student Senate President, and others participated in an event called The Clothesline. This was a recognition of sexual assault awareness.

Harper participated in the Bring Our Children To Work Day. Approximately 47 children were on campus with their parents. President Thompson thanked Rebecca Smith for organizing the event.

Mike Nejman, Student Activities Coordinator, has published a book on Program Diversity that will be released in June. The introduction will be written by Senator Carol Mosely-Braun.

EXECUTIVE SESSION

Member Barton moved, Member Howard seconded, that the Board adjourn into executive session for the purpose of discussing the executive session meeting minutes, collective bargaining and the appointment, employment and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye. The Regular Board meeting adjourned into executive session at 8:50 p.m.

The Board reconvened the Regular Meeting at 10:10 p.m.

Approval of Executive Session
Minutes

Member Kolze moved, Member Barton seconded, that the Board approve for public record the executive session minutes of October 12, 1994, January 26, 1995, and March 15, 1995, and that the executive session minutes of February 8, 1995 and February 23, 1995 remain confidential.

Executive Session
Minutes (cont'd)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Solarte voted aye.

ADJOURNMENT

Member Barton moved, Member Kolze seconded,
that the meeting be adjourned.

In a voice vote, the motion carried. Student Member Solarte voted aye.

The meeting was adjourned at 10:12 p.m.

Chairman

Secretary

BOARD REQUESTS

APRIL 27, 1995 REGULAR MEETING

- 1) In response to Member Coste's request for the Table of Organization, President Thompson stated that the recommendation should be ready for approval by the Board at the May or June Regular Board meeting.