

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

April 22, 1982

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable, Payroll for March 15 and March 31, 1982, and Estimated Payroll for April 1 through May 28, 1982 Exhibit V-A
  - B. Financial Statements Exhibit V-B
  - C. Budget Transfers Exhibit V-C
  - D. Bid Awards Exhibit V-D
  - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
  - Committee Reports
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Faculty Leave of Absence Exhibit VIII-B
  - C. RECOMMENDATION: Faculty Promotions Exhibit VIII-C
  - D. RECOMMENDATION: Joint Educational Agreements
    - 1. McHenry Community College Exhibit VIII-D-1
    - 2. Oakton Community College Exhibit VIII-D-2
  - E. RECOMMENDATION: Employment of Engineer for Repair of Roads and Parking Lots Exhibit VIII-E
  - F. RECOMMENDATION: Employment of Architect for Remodeling of Chemistry Laboratories Exhibit VIII-F
  - G. RECOMMENDATION: Lease Agreement with Wheeling School District #21 Exhibit VIII-G
  - H. BOARD INFORMATION: Grants Status Report Exhibit VIII-H
- IX. President's Report
- X. 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, April 22, 1982

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Thursday, April 22, 1982, at 8:04 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Barch welcomed the members of the audience. He stated that this evening is Student Member John Malkowski's last brief meeting with the Board. John has served as the Student Trustee for the past two years. Chairman Barch, on behalf of the entire Board, wished John the best of luck and stated that the Board appreciates the input that he had given over the past two years.

Member Malkowski thanked everyone for his opportunity over the past two years. He indicated that he enjoyed working with the administration, faculty and Board. He stated that a special gift was given to him by the students in being elected Student Trustee. John said that if he is still in the community after he graduates, he hopes to continue to support the excellence that Harper College has to offer.

Chairman Barch thanked John and then welcomed the new Student Trustee, Mary Ellen Beagle, to the Board. He extended the congratulations of the Board on her election to the position and indicated that the Board members looked forward to working with her during the coming year.

ROLL CALL:

Present: Members Brian Barch, Janet W. Bone, Ray Mills, David Tomchek, Don Torisky, Albert Vajda, and Student Member Mary Ellen Beagle  
Absent: Member Kris Howard

Also present: James J. McGrath, President; Peter R. Bakas, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Donn Stansbury, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Gayle Hatlak, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; Pat Bourke, Associate Dean of Life Science and Human Services; Roger Mussell, Associate Dean of Technology, Math and Physical Science; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Steve Catlin, Director of Admissions and Registrar; Bill Howard, Director of

ROLL CALL:  
(cont.)

Continuing Education; John Lucas, Director of Planning and Research; Elizabeth McKay, Director of Environmental Health; Don Misic, Director of Physical Plant; William Norvell, Director of Food Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Student Outreach. Faculty: Karen Keres, Faculty Senate President; Lawrence Knight, Dave Macaulay, and Duane Sell. Classified Staff: Gregg Atamian, Audiovisual; Frank Firak, Accounting Manager; Ron Kuchvalek, Purchasing Agent; Jan Langdon, Personnel; Rena Trevor, Coordinator of Women's Program (Employee Council Chairperson) and Audree Walsh, Facilities Coordinator. Harper students: Wendy S. Levine, John Malkowski, Pete Wicklund, Debra Wilkie, and Amy Wittman. Other guests: Paul Marcotte, Paddock Publications; Joan Norsworthy, Palatine Countryside; and Lin Rosenthal, League of Women Voters.

MINUTES:

Member Bone moved, Member Mills seconded, approval of the minutes of the regular Board meeting on Thursday, March 25, the Executive Session on Saturday, March 27, the Special Board meeting on Saturday, April 17 and the Executive Session on Saturday, April 17.

In a voice vote, the motion carried.

Member Bone stated that the minutes of the special Board meeting on Saturday, March 27 regarding chargebacks would be approved by the Board at the May 27 Board meeting.

CITIZEN PARTICIPATION:

Chairman Barch inquired if any members of the audience wished to make a statement. There was no citizen participation.

DISBURSEMENTS:

Bills Payable,  
Restricted  
Purposes Fund,  
Payrolls,  
Estimated  
Payrolls and  
Utility Bills,  
Printing,  
Legal Fees

Member Bone moved, Member Mills seconded, approval of the bills payable of April 22, 1982 as presented in Exhibit V-A as follows:

Educational Fund	\$421,132.73
Building Fund	449,368.01
Site & Construction Fund #2	6,901.58
Auxiliary Fund	219,721.55
Bond & Interest Fund	149,187.56
Restricted Purposes Fund	154,705.24

The payroll of March 15, 1982, in the amount of \$685,982.94; the payroll of March 31, 1982, in the amount of \$657,923.80; the estimated payroll of April 1, 1982 through May 31, 1982 in the amount of \$2,707,972.08; the estimated utility

DISBURSEMENTS: bills in the amount of \$120,000.00; printing costs  
 Bills Payable for the summer course schedule to Free Press News-  
 (cont.) paper Group in the amount of \$3,134.60; and legal  
 fees to Robbins, Schwartz, Nicholas & Lifton, in  
 the amount of \$2,127.50.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
 Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

Financial Statements There were no comments regarding the financial statements  
 (as presented in Exhibit V-B attached to the minutes in  
 the Board of Trustees' Official Book of Minutes).

Budget Transfers Member Mills moved, Member Torisky seconded, approval  
 of the budget transfers (as presented in Exhibit V-C  
 attached to the minutes in the Board of Trustees'  
 Official Book of Minutes).

Educational Fund	\$63,260
Auxiliary Fund	\$51,770

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
 Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

Bid Awards Member Torisky moved, Member Bone seconded, approval of  
 the bid awards (as presented in Exhibit V-D (1-4),  
 attached to the minutes in the Board of Trustees'  
 Official Book of Minutes).

Ex. V-D1 Award bid Q6781 for PH meters to  
 Sargent Welch, the lowest responsible  
 bidder, in the amount of \$7,250.00.

Ex. V-D2 Award bid Q6777 for room partitions  
 to Lowery McDonnell, the lowest res-  
 ponsible bidder, in the amount of  
 \$8,565.00.

Ex. V-D3 Award bid Q6779 for the construction  
 of a printed circuit board preparation  
 area to Peter Johnson & Sons, the lowest  
 responsible bidder, in the amount of  
 \$18,499.00.

DISBURSEMENTS:  
Bid Awards  
(cont.)

EX. V-D4 Approve the issuance of a change order to Economy Mechanical Industries (purchase order D17467) for the steam and condensate repair project in the service tunnel, in the amount of \$2,440.00, resulting in a new total of \$65,713.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
Torisky and Vajda  
Nays: None

Motion carried. Member Beagle voted aye.

Purchase  
Orders

Member Mills moved, Member Bone seconded, approval of the following purchase order (as per Exhibit V-E (1), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve the issuance of a purchase order to Meridian Leasing Corporation for the purchase of an IBM 3340-B2 Disc Drive, in the amount of \$5,000.00.

Member Torisky requested a clarification on the purchase order to Meridian Leasing and asked if it was one of several bids that had been requested for the disc drive.

President McGrath stated that he believed it was a purchase order that did not go out for bid and that it had been withdrawn from a previous Board meeting due to a question on the price. He stated that normally, it would have gone out for bid, but that time did not permit because of registration.

Member Bone questioned if the legal requirements had been met in that any items of \$5,000 and above have to go out for bid. President McGrath stated that the requirements had been met.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
Torisky and Vajda  
Nays: None

Motion carried. Member Beagle voted aye.

COMMUNICATIONS: Member Bone reported on her review of the RTA bus service to the College. She had discussions with both Elaine Stoermer, who is the liaison person with the RTA and Audree Walsh, who is the person at the College who informs the students of the RTA schedule. Member Bone contacted the RTA to find out if it was possible to get to the College on the bus and she was told that they were not sure about the schedule. Member Bone reported that she has taken the bus home from the College and that it does go where it is supposed to go. However, the driver of one of the buses told her that other drivers on that route bypass the whole section of Palatine coming down Rohlwing Road. She suggested that we continue discussions with the RTA. There was a discussion on this matter.

UNFINISHED  
BUSINESS:  
Committee  
Reports

Member Bone reported that the Distinguished Faculty Committee will be meeting on its scheduled time to make a recommendation to the Board before graduation.

NEW

BUSINESS:  
Personnel  
Actions

Member Tomchek moved, Member Bone seconded, approval of the Personnel Actions listed in Exhibit VIII-A through C (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

VIII-A

Administrative Appointments

Judith Dincher, Director of Nursing, 7/1/82 \$32,160  
S. Larry King, Assoc. Dean, Bus/SS, 7/1/82 \$38,900

Classified, Professional/Technical Staff and SEIU  
Appointments

John Kendall, Lab Assistant, P.T., 3/1/82 \$5,460  
Elizabeth Smith, Clerk Typist II, P.T., 3/29/82 \$5,034  
Hillard Kerstein, Maintenance Mechanic, 4/1/82 \$18,512  
Sam Feliciano, Warehouseman/Driver, 4/26/82 \$15,808  
Bruce Richardson, Custodian, 4/26/82 \$13,112  
Rosario Citta, Custodian, 4/6/82, \$13,112

Classified, Professional/Technical Staff and  
SEIU Employee Terminations

Jane Mason, Cashier, 3/29/82  
Lenny Schlangen, Custodian, 3/15/82  
Debra Baruch, Child Care Specialist, 5/2/82  
Willis Swichtenberg, Custodian, 3/30/82

NEW  
BUSINESS:  
(cont.)  
Personnel  
Actions

VIII-B  
Grant a semester leave of absence without pay to Professor Carol Neuhauser for the period of August 17, 1982 to January 11, 1983.

VIII-C  
Grant promotions in rank to be effective with the 1982-83 academic year as follows:

To Assistant Professor: Patricia Mulcrone  
To Associate Professor: Margaret Burbach  
Bill Jedlicka  
Greg Naples  
James Arnesen  
To Professor: Joseph Bauer  
Marguerite Ewald  
James Heisler  
William Schooley  
Robert Zilkowski

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
Torisky and Vajda  
Nays: None

Motion carried. Member Beagle voted aye.

President McGrath offered the congratulations of the faculty, Board and administration to those members of the faculty who received promotions with the action taken.

Joint  
Educational  
Agreements

Member Tomchek moved, Member Torisky seconded, approval of the joint educational agreements with McHenry County College and Oakton Community College listed in Exhibits VIII-D (1 and 2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone expressed her delight that the chance to open up some of these programs in neighboring schools is coming about.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
Torisky and Vajda  
Nays: None

Motion carried. Member Beagle voted aye.

NEW

BUSINESS:  
Employment of  
Engineer for  
Parking Lot  
and Road  
Repair

Member Torisky moved, Member Bone seconded, approval of the contract with Paul Spies & Associates to prepare specifications, bid analysis, recommendation for award and approval of completed work for the second phase of the road and parking lot repair program in the amount of \$6,100 plus \$3,000 for analysis and testing (as presented in 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 Barch, Bone, Mills, Tomchek,  
Torisky and Vajda  
Nays: None

Motion carried. Member Beagle voted aye.

Employment of  
Architect to  
Propose Re-  
modeling of  
Chemistry  
Laboratories

Member Tomchek moved, Member Bone seconded, approval of the contract with Wight & Company to prepare an economic feasibility study for the remodeling of the chemistry area in the amount of \$3,500 (as presented in Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
Torisky and Vajda  
Nays: None

Motion carried. Member Beagle voted aye.

Stevenson  
School  
Lease  
Agreement

Member Tomchek moved, Member Bone seconded, approval of the lease agreement with Wheeling School District #21 (Robert L. Stevenson School) pending approval by the District #21 Board of Education (as presented in Exhibit VIII-G attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Mills indicated that the lease agreement with Wheeling School District #21 was very good. Some of the members of the Board inspected the facility. There was further discussion of the agreement.

Member Bone requested that Dr. Williams explain some of the academic programs that will be held in the facility.



NEW

BUSINESS:

(cont.)

Stevenson  
School  
Lease  
Agreement

Dr. Williams stated that existing programs offered at the Hawthorne Center represent the range of courses offered at the campus, and include transfer, Adult Basic Education, English as a Second Language and Continuing Education programs. These will continue to be offered at the Northeast Center. Some additional space may be devoted to job skills training programs, specifically in the electronics field. There is also the possibility that cable television can be used in the former gymnasium/cafeteria. This can be a multi-purpose room, providing a community access facility, which is part of the overall plan for cable television. Stevenson School will also provide enough space so that the College can begin a program proactively rather than reactively as has been done in the past when enrollments exceeded available space at the campus. It will be possible to program and plan more realistically, and possibly attract even more enrollments.

Member Vajda inquired to what extent the College expects to use the space initially and then on an on-going basis.

Dr. Williams explained that there are 30 classrooms in the facility. The financial projections received by the Board were based on a realistic run rate, predicting that enrollments will fill 22 of the rooms during evening hours. There will be access to the facility seven days a week, day and evening, but revenues were projected only on evening class enrollments.

Member Vajda inquired if the College anticipates the need to sublease any space at Stevenson School.

Dr. Williams indicated that the College has already been working with Governors State University on an articulated 2+2 program in which a student can complete two years at Harper in Business Administration, and then with two more years in the program complete the baccalaureate degree and ultimately the Master's degree from Governors State University. Governors State University is seeking approval from the Illinois Board of Higher Education to allow students to complete the degree programs without residency at the University. As recently as this week, Governors State University officials have expressed interest in utilizing space at Stevenson after completing this next year at Dempster Jr. High School. It would be an advantage to all to offer the 2+2 program at Stevenson.

NEW  
BUSINESS:  
 (cont.)  
 Stevenson  
 School  
 Lease  
 Agreement

Following additional discussion regarding the lease, Member Torisky complimented the administration and any faculty who worked on the lease. He stated that the lease included some fine features such as the option to purchase, sublease and self-utilization, as well as the excellent price for five years.

Member Vajda indicated that this agreement benefited the tax community also as good utilization of money already invested. He commented on the provision for continued maintenance, snow removal and lawn care at a very reasonable rate.

President McGrath thanked the Board and indicated that the administration of Wheeling School District #21 was very helpful also. He also stated that Harper College and District #21 have been working together for the past two or three years and that helped set the tone for the agreement.

Member Torisky indicated that office space costs approximately \$22-24 per square foot in downtown Chicago and \$10-12 in the suburbs. He stated that the College has done well to lease Stevenson School for \$2.00 per square foot.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Tomchek,  
 Torisky and Vajda  
 Nays: None

Motion carried. Member Beagle voted aye.

Grants  
 Status  
 Report

Dr. Voegel was asked to discuss the Grants Status Report. The Plastic Molding HITS program is operational now. Harper can expect to receive \$80,739 next year from the Illinois Community College Board for the Disadvantaged Students Grant.

PRESIDENT'S  
 REPORT:

President McGrath asked Steve Catlin to report on the early summer session for high school students. At the March meeting, mention was made of the cut in Social Security benefits and the College's response in offering some summer session classes early. Although an extension of the May 1 deadline may be announced, the College will begin classes on Monday, April 26, 1982. Two classes are offered in English and History, with enrollments of 76 students and expectation of a few more.

PRESIDENT'S  
REPORT:  
(cont.)

The President reported that the Harper College annual Health Fair will be held on April 28, 1982 from 9:00 a.m. to 4:00 p.m., and is part of Harper's effort to join the Environmental Health program with the medical profession to help bring health services to the people in the area.

President McGrath read a portion of a letter received from the University of Illinois concerning the pharmacy technician program. "I believe that programs such as yours will continue to play an important role in the total picture of manpower development in pharmacy for the state of Illinois. If the College of Pharmacy at the University of Illinois might be of any assistance to you as you further develop your pharmacy technician program, please do not hesitate to call on me." The letter was received approximately one week ago.

Will Hoffman of the Health and Human Performance Department held a workshop for 23 faculty and staff members from Fremd High School who underwent tests for blood cholesterol, exercise stress and pulmonary function. It was the first time that these 23 people had visited the campus. This program will continue with other high schools and then will move out into business and industry as a significant program for the health and welfare of the people in the district.

President McGrath reported that the baseball team won its 21st game for a record of 21-1. Even with this fine record, Harper is in second place. He congratulated Coach Wally Reynolds and all of the outstanding young people on the team.

The Harper tennis team and Coach Roy Kearns have a record of 8-0 and won the Springfield Invitational Tournament.

President McGrath reported that Sharon Alter, professor of history, received an award from the Chicago Chapter of Women in Management. The award is for Outstanding Women in Achievement: Academia and was presented to her on April 16, 1982. President McGrath congratulated Sharon on behalf of the faculty, administration and Board.

ADJOURNMENT:

Member Mills moved, Member Vajda seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:36 p.m.

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Brian M. Barch  
Chairman

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Janet W. Bone  
Secretary