

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

June 24, 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 May 15 and May 27, and Estimated Payroll for June 1, 1982 through July 30, 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: Salary Programs
 - 1. Administrative Exhibit VIII-B-1
 - 2. Classified Exhibit VIII-B-2
 - C. RECOMMENDATION: CAD/CAM Lease Agreement and Equipment Purchase Exhibit VIII-C
 - D. RECOMMENDATION: Change of Insurance Broker Exhibit VIII-D
 - E. RECOMMENDATION: 1982-83 Preliminary Budget Exhibit VIII-E
 - F. RECOMMENDATION: Student Service Grants Exhibit VIII-F
 - G. RECOMMENDATION: Appointment of New Member to the Foundation Board of Directors Exhibit VIII-G

BOARD MEETING AGENDA
June 24, 1982
Page Two

- | | |
|---|----------------|
| H. RECOMMENDATION: Roof Replacement Project | Exhibit VIII-H |
| I. BOARD INFORMATION: 1981-82 Goals Accomplishment Report | Exhibit VIII-I |
| J. BOARD INFORMATION: Grants Status Report | Exhibit VIII-J |
- 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, June 24, 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, June 24, 1982 at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Ray Mills, Albert Vajda, and Student Member Mary Ellen Beagle

Absent: Members David Tomchek, Donald Torisky

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Mary Anderson, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; John Gelch, Associate Dean of Physical Education, Athletics and Recreation; Larry King, Associate Dean of Business and Social Sciences; Roger Mussell, Acting Associate Dean of Technology, Math and Physical Sciences; Martin Ryan, Associate Dean of Liberal Arts; Larry Bielawa, Director of Personnel; Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Anton Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; William Howard, Director of Continuing Education; John Lucas, Director of Planning and Research; Elizabeth McKay, Director of Environmental Health; Donald Misic, Director of Physical Plant; William Norvell, Director of Food Service; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Student Outreach. Faculty: Larry Knight, Faculty Senate President; Karen Keres. Classified Staff: Gregg Atamian, Audiovisual; Ron Kuchvalek, Purchasing Agent; Rena Trevor, Coordinator of Women's Program (Employee Council Chairperson); Audree Walsh, Facilities Coordinator. Harper Student Wendy S. Levine. Other Guests: Les Beagle; Darlene Clark, A. B. Dick; Dave King, Royal Business Machines; Fred Lifton, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.; Mr. and Mrs. K. Lindberg; Ms. Leslie Lindberg; Paul Marcotte, Paddock Publications; Tom McCurley, Royal Business Machines; Joan Norsworthy, Barrington Press; Paul Spies, Paul A. Spies & Associates.

MINUTES:

Member Bone moved, Member Howard seconded, approval of the minutes of the Regular Board meeting on Thursday, May 27, the Executive Session on Thursday, May 27, and the Special Board meeting on Thursday, June 10, 1982.

In a voice vote, the motion carried.

CITIZEN

PARTICIPATION:

Tom McCurley, a representative of Royal Business Machines, stated that he would like to address the approval of the word processing system as shown in Exhibit V-D17. He said that several vendors participated in a bid situation that he felt was most unprofessional. Mr. McCurley stated that the bid was written point by point from an IBM brochure. His company had a very difficult time trying to get representatives from Harper to see his equipment. He produced a letter dated April 29 inviting Ron Kuchvalek to look at Royal's equipment and allow them to bid. From that date until the present no one from Harper had made the time to see the equipment.

Mr. McCurley pointed out that Royal came out as the low bidder but did fall short in some areas. He mentioned to Larry Bielawa that these areas would be addressed in the next few days.

Mr. McCurley asked the Board not to approve the word processing system, to reevaluate it, reevaluate the bidding process, reevaluate how it was looked at, and give every vendor an opportunity to demonstrate their equipment.

Member Barch asked if there were any other vendors who would like to address the subject.

Darlene Clark, a representative of A. B. Dick, said she also spoke with Mr. Bielawa. She said that Mr. Bielawa mentioned that he would go and look at their equipment and would decide from there which vendor he would choose. She stated she realized that he had a deadline to meet, but it had been three weeks and no one had come out to view their equipment. She said the specifications were written the same as IBM's and she felt they met the requirements stated by Harper College. Ms. Clark stated that the College rewrote the specifications after the bid had been received.

Tom Kasburger, a representative of American Office Equipment Company, stated that his product is Compu-Corp and it met all the requirements and all the specifications. He did point out, however, that their bid was \$100 over IBM. That additional amount was based upon a card conversion cost. The cost of conversion was included in the cost of operation, but the maintenance and trade-in costs were not included in the specifications and he did not understand that.

CITIZEN

PARTICIPATION:
(cont.)

Mr. Kasburger stated that he would like to see all costs included in the specifications. He pointed out that Harper is going to have to pay all of these costs.

Member Tomchek entered the meeting at 8:08 p.m.

Member Barch announced that this subject would come up for open Board discussion under the bid award section of the meeting. He invited all of the vendors to stay and listen to that discussion.

EXECUTIVE
SESSION:

Member Vajda moved, Member Bone seconded, that the Board adjourn to Executive Session to discuss the appointment, salary, or dismissal of personnel, and collective bargaining.

Upon roll call, the vote was as follows:

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

Motion carried at 8:10 p.m. Member Beagle voted aye.

Member Bone moved, Member Mills seconded, that the Board of Trustees return to open session at 10:25 p.m.

In a voice vote, the motion carried.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes Fund,
Payrolls,
Estimated
Payrolls and
Utility Bills,
Long-Term
Disability-
June, Medical
Insurance, and
Machinery-
Rockwell Tester

Member Mills moved, Member Howard seconded, approval of the bills payable of June 24, 1982 as presented in Exhibit V-A as follows:

Educational Fund	\$241,320.81
Building Fund	335,167.00
Site & Construction Fund #2	331.98
Auxiliary Fund	192,515.22
Restricted Purposes Fund	158,894.62

The payroll of May 15, 1982 in the amount of \$691,787.94; the payroll of May 31, 1982 in the amount of \$685,206.29; the estimated payroll of June 1, 1982 through July 31, 1982 in the amount of \$2,774,643.37; the estimated utility bills in the amount of \$120,000.00; long-term disability insurance for June to Sun Life of Canada in the amount of \$5,000.00; medical insurance to H.M.O. Illinois in the amount of \$3,000.00; and Machinery-Rockwell tester to Buehler, Ltd. in the amount of \$3,350.00.

DISBURSEMENTS: Member Bone asked the administration to explain Item IX,
Bills Payable Machinery-Rockwell Tester.
(cont.)

Mr. Bakas explained that this was a piece of test equipment which was purchased through a state grant. The College had to take the payment before June 30 and did not receive the invoice until June 22, and therefore the bill was not on the bills payable list. Dr. Mussell indicated that this equipment is being used in the metallurgy lab.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Tomchek, 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 Tomchek moved, Member Mills 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 \$16,300.00

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

Bid Awards

Member Bone moved, Member Mills seconded, approval of the bid awards (as presented in Exhibit V-D (1-27), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q6846 for student insurance and intercollegiate athletic insurance to Student Plans in the amount of \$7,900.00.

Ex. V-D2 Award bid Q6868 for cooking equipment for the Food Services Department to Marlinn Restaurant and Supply Company, the lowest responsible bidder, in the amount of \$20,494.00.

DISBURSEMENTS:
(cont.)
Bid Awards

- Ex. V-D3 Award bid Q6855 for milk and dairy products for the Food Services Department to Hedlin's Dairy, the lowest responsible bidder, in the amount of \$16,138.60.
- Ex. V-D4 Award bid Q6872 for paper for the Media Services Department to Chicago Paper Company in the amount of \$24,320.50.
- Ex. V-D5 Award bid Q6842 for typography for the 1983/84 Bulletin (catalog) to Neylon Copy, the lowest responsible bidder, in the amount of \$3,111.00.
- Ex. V-D6 Award bid Q6834 for printing of the Fall 1982 Second Eight Weeks Course Schedule to Castle Communications, the lowest responsible bidder, in the amount of \$3,812.80.
- Ex. V-D7 Award bid Q6843 for printing of the 1983/84 Bulletin (catalog) to Phillips Brothers Printers, the lowest responsible bidder, in the amount of \$24,017.00.
- Ex. V-D8 Award bid Q6845 for computer paper for the Computer Services Department and the Business and Social Science Division to Uarco, the lowest responsible bidder, in the amount of \$35,434.30.
- Ex. V-D9 Award bid Q6838 for AV Equipment for Media Services for use at the Northeast Center located at the Stevenson School to Audio Graphic Systems, the lowest responsible bidder for items 1, 2, 14, 15, 16, 17, 22, 23, 28 and 32, in the amount of \$5,784.75; to Beckly-Cardy, the lowest responsible bidder for item 3, in the amount of \$58.45; to Midwest Visual, the lowest responsible bidder for items 4, 5, 6, 7, 10, 11, 26, 27, and 31, in the amount of \$4,262.96; to United Visual Aids, the lowest responsible bidder for items 8, 9, 18 and 19, in the amount of \$2,026.10; to Allen Visual, the lowest responsible bidder for items 12, 13, and 25, in the amount of \$1,643.00; to Advanced Video, the lowest responsible bidder for items 20, 21, 24, 29, and 30, in the amount of \$3,159.56; and to TR Visual, the lowest responsible bidder for items 33 and 34, in the amount of \$517.00, for a total of \$17,451.07.

DISBURSEMENTS:
(cont.)
Bid Awards

- Ex. V-D10 Award bid Q6837 for AV Equipment for Media Services to Beckly-Cardy, the lowest responsible bidder for items 1, 2, and 32, in the amount of \$768.52; to Midwest Visual, the lowest responsible bidder for item 3 and 4 in the amount of \$7,424.00; to Audio Graphic Systems, the lowest responsible bidder for items 5, 6 and 27, in the amount of \$2,040.10; to Allen Visual, the lowest responsible bidder for items 11, 12, 13, 14, 24 and 25 in the amount of \$5,607.97; to Teletime Systems, the lowest responsible bidder for items 15 and 16, in the amount of \$1,813.00; to Advanced Video, the lowest responsible bidder for item 17, in the amount of \$1,246.00; to Ancha Electronics, the lowest responsible bidder for items 20 and 26, in the amount of \$760.00; to Burke Audio Visual, the lowest responsible bidder for item 21, in the amount of \$765.00; and to United Visual Aids, the lowest responsible bidder for item 22, in the amount of \$808.00 for a total award of \$21,232.59.
- Ex. V-D11 Award bid Q6831 for hand tools and electronic assembly accessories for the Continuing Education Division to Joseph Electronics, the lowest responsible bidder, in the amount of \$5,291.21.
- Ex. V-D12 Award bid Q6873 for a ceiling-mounted color TV projector for use in Building E, Room 106, lecture demonstration hall, to Ancha Electronics, the lowest responsible bidder, in the amount of \$8,235.00.
- Ex. V-D13 Award bid Q6848 for a microfilm reader printer for the Registrar's Office to Sim-Tam Microfilm, Inc., the lowest responsible bidder, in the amount of \$4,380.00.
- Ex. V-D14 Award bid Q6858 for an IBM Personal Computer and associated equipment for the Continuing Education Division to Computerland of Downers Grove, the lowest responsible bidder, in the amount of \$7,436.90.
- Ex. V-D15 Award bid Q6856 for a microcomputer and software for the Finance Department of the Business Office to Computerland of Downers Grove, the lowest responsible bidder, in the amount of \$8,488.24.

DISBURSEMENTS:
(cont.)
Bid Awards

- Ex. V-D16 Award bid Q6862 for computer hardware for the Computer Services Department and the Data Processing Program to Oakton Community College, the lowest responsible bidder for items 1 and 2, in the amount of \$32,500.00; to Meridian Leasing, the lowest responsible bidder for item 3, in the amount of \$19,475.00; to IBM Corporation, the lowest responsible bidder for item 5, in the amount of \$18,374.90; to Neu-Comp, the lowest responsible bidder for item 6, in the amount of \$18,310.00; and to Reliable Computer, the lowest responsible bidder for item 7, in the amount of \$32,784.00, for a total award of \$121,443.90.
- Ex. V-D17 Award bid Q6857 for word processing equipment and software for the Business Services Word Processing Department to IBM Corporation, the lowest responsible bidder, in the amount of \$26,826.00.
- Ex. V-D18 Award bid Q6850 for a documentation filing system for use in the Computer Services Department to Wright Line, the lowest responsible bidder, in the amount of \$8,348.00.
- Ex. V-D19 Award bid Q6869 for the reupholstering of student furniture for Library Services and Student Activities to Meecher's Custom Upholstery, the lowest responsible bidder, in the amount of \$12,810.00.
- Ex. V-D20 Award bid Q6841 for air filters and filter pads as requested by the Physical Plant Department to American Air Filter, the lowest responsible bidder, in the amount of \$2,595.72.
- Ex. V-D21 Award bid Q6874 for a cooler for flower storage for the Floral Design course offered through the Park Management Program to Buchbinder Brothers, the lowest responsible bidder, in the amount of \$3,820.00.
- Ex. V-D22 Award bid Q6854 for a reception-information station for the College to Slezak Construction, the lowest responsible bidder, in the amount of \$9,100.00.
- Ex. V-D23 Award bid Q6840 for mop service as requested by the Physical Plant Department to Roscoe Company, the lowest responsible bidder, in an amount not to exceed \$3,000.00.

DISBURSEMENTS:
(cont.)
Bid Awards

- Ex. V-D24 Award bid Q6844 for pellet salt as requested by the Physical Plant Department to Northwestern Salt Supply, the lowest responsible bidder, in the amount of \$1,844.00.
- Ex. V-D25 Award bid Q6839 for cooling tower water treatment as requested by the Physical Plant Department to IWM Corporation, the lowest responsible bidder, in the amount of \$2,640.00.
- Ex. V-D26 Award bid Q6835 for lighting maintenance as requested by the Physical Plant Department to Lighting Products Group, in the amount of \$3,900.00.
- Ex. V-D27 Award bid Q6851 for a truck mounted aerial lift for the Park Management Department to L.A.O. Machine Shop, Inc., the lowest responsible bidder, in the amount of \$53,442.00.

Mr. Bakas stated in reference to Exhibit V-D17 that the College wanted to purchase word processing equipment with the best performance possible which serviced all required needs. A decision was made regarding the specifications on the basis of what the College wanted to accomplish. Speed of the equipment and the storage capacity were taken into consideration. This matter was dealt with in an objective way and the recommendation was made on the basis of what was in the best interest of the College. Quality, performance, service, and cost were all taken into consideration and in the administration's opinion, IBM was the lowest responsible bidder.

Tom Kasburger, of American Office Equipment Company, stated he had a little problem with this conclusion. He pointed out that Harper had not looked at equipment of other companies including his own. He, therefore, asked how the IBM brand could be considered the fastest. As far as the lowest cost was concerned, he said the specifications were not clear. Costs that weren't originally in the specifications suddenly appeared after bidding. He stated that all he is asking for is an opportunity to have his product looked at and that there are other alternatives.

Member Howard asked what kind of time pressure the College is under in terms of purchasing the word processing equipment.

Mr. Bakas explained that this is to be purchased out of the excess revenue of 1981-82. If there were a delay, it would have to be rebudgeted and that would be a problem.

DISBURSEMENTS:
(cont.)

Bid Awards

Mr. Bakas stated that maintenance and trade-in were used for informational purposes only and weren't necessarily going to be factors in determining the low bidder. However, when the College did take into consideration all of these things including the mag cards, IBM was still the low bidder with the exception of Royal, and Royal did not meet specifications.

Member Vajda asked what specifications Royal did not meet. Mr. Bielawa reported that the printer speed for Royal was 45 and the College required a printer speed of 60. The option was to get two printers and he felt that was not appropriate. He also stated that Royal indicated that they had various forms of software currently available, which in reality were not available. There were various other factors that were not clearly specified regarding alternative pieces of equipment.

Member Vajda asked what the quoted cost was of the additional printer. Mr. Bielawa stated he had never gotten that information from Royal.

Tom McCurley, of Royal Business Machines, stated that one specification they did not meet was the storage. He mentioned to Mr. Bielawa that the required disc would be released shortly. He said that they now have the disc and he has all of the necessary information. The other required feature was bisynchronous communication which will be released in the third quarter and will be here in time for the fall semester. The cost of the additional printer would be \$3,800.00.

Member Vajda asked how the three work stations would be tied up to the two printers. Would they be interchangeable between the two printers or would they have to be dedicated to the specific printers. Tom McCurley explained that his software department notified him that they can interchange every work station with the printers.

Member Vajda asked why the College specified bisynchronous communication. Mr. Bielawa explained that before he prepared the bid specifications he spoke with five vendors who brought in various proposals for meeting College needs. They identified functions that their equipment could perform and from all that information he drew up the specifications that he felt were necessary for the College. One of the things that the College was looking for was communications ability with the IBM mainframe. The idea is to get the entire College working on the word processing system through the centralized office.

DISBURSEMENTS:
(cont.)
Bid Awards

Mr. Bakas stated that he felt that an adequate review of the bidding process was done even though the College was working on a deadline. He said that a lot of work was done in terms of researching and trying to come up with something that would meet the current needs of the College and take care of future requirements. He said he felt that the Board should award the bid.

Member Tomchek recalled that the College had a similar problem about three or four years ago, and at that time the Board was assured that the purchase was a wise one. Then about a year and a half later there was a change in personnel and there was an admission that the College did not have what was really needed. A considerable amount of money was spent getting an alternative piece of equipment.

President McGrath pointed out that this was not the same equipment.

Member Howard expressed her concern about rushing to make major purchases in order to meet a budget deadline.

Mr. Bakas explained that it was about February or March when the College got approval for the equipment purchases from excess revenue. Since that time, Mr. Bielawa has been researching this matter. He said the key to the whole purchase was to be sure that the equipment purchased would serve College needs. He felt the College did an adequate job in reviewing the matter and pointed out that there is no possible way that the College can please five different vendors.

Tom Kasburger pointed out that his bid was a bit higher because at the time there was an unknown quantity of mag cards in the specifications, and the maintenance and trade-in were not included in the specifications for the bid. Mr. Kasburger suggested that the College allow several vendors to bring their equipment in for a period of time and test it.

Mr. Bielawa pointed out that in Mr. Kasburger's bid there was approximately \$8,300.00 not included in the final price of the software that was included in the IBM price. He said he did look at their bid as leniently as possible, but there was not a difference of a couple hundred dollars, it was several thousand dollars.

Tom McCurley stated that there is enough doubt in the situation that it merits taking a closer look at the matter rather than approving it at this time.

Member Vajda motioned to table the discussion on Exhibit V-D17 until the next Board meeting. Member Tomchek suggested that the motion be amended by removing Exhibit V-D17 from consideration.

DISBURSEMENTS: Member Vajda moved, Member Tomchek seconded, that the
(cont.) original motion be amended to exclude Exhibit V-D17
Bid Awards from the bid awards.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Tomchek, and Vajda
Nays: Members Barch, Howard, and Mills

Motion failed. Member Beagle voted aye.

Upon roll call on the motion for approval of the bid awards, as presented in Exhibit V-D (1-27), the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
and Tomchek
Nays: Member Vajda

Motion carried. Member Beagle voted aye.

Purchase
Orders

Member Tomchek moved, Member Howard seconded, approval of the purchase orders (as presented in Exhibit V-E (1-13), attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-E1 Approve issuance of a purchase order to Zenith Data Systems for four Zenith 90 microcomputers and associated hardware and software for the Business and Social Science Division, in the amount of \$18,186.00.
- Ex. V-E2 Approve issuance of a purchase order to the IBM Corporation for the purchase of four IBM Personal Computers with attendant hardware and software for the Business and Social Science Division, in the amount of \$15,626.00.
- Ex. V-E3 Approve issuance of a purchase order to the Braegen Corporation for the purchase of six terminals, six keyboards, a reader and associated equipment, for the Computer Services Department, in the amount of \$26,327.00.
- Ex. V-E4 Approve issuance of a purchase order to the Braegen Corporation for the purchase of eight terminals, eight keyboards and associated equipment for the Computer Services Department, in the amount of \$31,299.00.
- Ex. V-E5 Approve issuance of a purchase order to Jade Computer Products for twelve Z-80 Starter Kits for the Continuing Education Division, in the amount of \$5,580.00.

DISBURSEMENTS:
(cont.)
Purchase
Orders

- Ex. V-E6 Approve issuance of a purchase order to IBM Corporation for aid in the installation and support of VM and dual DOS/VS operating systems in an amount not to exceed \$10,000.00.
- Ex. V-E7 Approve issuance of change orders to purchase order D17206 to Burke Audio Visual Services, an increase of \$700.00 from not to exceed \$2,400.00 to a new total of \$3,100.00 and purchase order D17209 to United Visual Aids, Inc., an increase of \$1,282.47, from not to exceed \$2,400.00 to a new total of \$3,682.47 for repair parts and materials for use by the Media Services Department.
- Ex. V-E8 Approve issuance of a purchase order to Dictaphone Corporation for maintenance of Thought Transcribers, in the amount of \$2,700.00.
- Ex. V-E9 Ratify issuance of a change order to purchase order D17102 to Toshiba America to cover the rental of three additional key operated copiers from July 1, 1982 to June 30, 1983, bringing the total amount of purchase order D17102 to \$37,000.00.
- Ex. V-E10 Approve issuance of a purchase order to Browning-Ferris to provide trash removal service, in the amount of \$12,000.00.
- Ex. V-E11 Award the bid to Higgins Asphalt for road and parking lot repairs, in the amount of \$566,340.00.
- Ex. V-E12 Award the contract to Zemon Concrete Corporation for roof beam repairs on the connecting bridge between Buildings A and C, in the amount of \$17,760.00.
- Ex. V-E13 Approve issuance of a purchase order to Simplex Time Recorder Company for maintenance of the fire detection and protection system, in the amount of \$3,465.00.

Member Bone moved, Member Vajda seconded, to amend Member Tomchek's motion and remove Exhibit V-E2 from consideration.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

DISBURSEMENTS: Upon roll call on the motion for approval of the purchase
(cont.) orders, as presented in Exhibits V-E1 and V-E3 through
Purchase V-E13, the vote was as follows:
Orders

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

Nays: None

Motion carried. Member Beagle voted aye.

COMMUNICATIONS: Member Bone read a letter sent to the Board of Trustees
and administration from Mrs. Mary A. Koblas, a student
at Harper, thanking Professor Henry Roepken, who is
a journalism teacher. Mrs. Koblas stated that Professor
Roepken's dedication to teaching and his support and
encouragement to those with whom he comes in contact in
the classroom cannot be surpassed.

UNFINISHED
BUSINESS:
Committee
Reports

Member Howard reported for Member Torisky on the
Educational Foundation meeting on Tuesday, June 1, 1982.
She stated that the Foundation accepted with gratitude
the \$1,000 donation from the Rotary Club of Wheeling to
be used for the 1982-83 Award for Excellence scholarship
program. The appointment of Mr. Keith E. Jensen as
auditor for the Foundation books and records was approved.
Certificates of academic excellence were presented to
Joanne Hansen, finalist, and John Weirich, recipient of
the 1982-83 Award for Excellence scholarship. John
Castello presented a plaque to Diane Ribbentrop, Amersham
scholar for 1982-83. John Corsten, Idilia Jurco, Eugene
Marzelli, Herbert Muehl, William Simpson, and John
Sternberg were reappointed to three-year terms on the
Board. The Foundation elected Norval Stephens President,
James Lancaster Vice President, and Virginia Hayter
Treasurer of the Board for 1982-83. Richard P. McGahan
was appointed as a new member of the Board effective
June 1, 1982. Mr. McGahan is an executive at McGraw-
Edison Company.

Member Howard announced that she and Member Beagle
represented the Board at the annual convention of the
Illinois Community College Trustees Association (ICCTA).
The Governor addressed the convention and stressed the
importance of community colleges and working with industry
in training or retraining people for high technology.
The Democratic candidate for Lieutenant Governor also
spoke and gave the audience the same message. Doug
Whitley from the Taxpayers Federation of Illinois spoke
on taxation, and the convention also received a very good
report on legislative relations. Member Howard stated
that if anyone was interested in any more details on any
of the subjects, she would be glad to share her notes.

UNFINISHED
BUSINESS:
(cont.)
Committee
Reports

Member Beagle added that while she was in the elevator at the convention, a man who noticed her name and College said, "I just want you to know Harper has the most outstanding president in the state."

DISBURSEMENTS:
Purchase
Order

Chairman Barch noted that there was an additional purchase order to approve.

Member Bone moved, Member Howard seconded, approval of purchase order V-E14 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. V-E14 Approve issuance of a purchase order to The Discover Foundation for computer software, in the amount of \$18,000.00.

Member Tomchek stated that he felt uncomfortable about the purchase order. He felt that it was a lot of money.

Mr. Stansbury explained that the College leased the student career development system about five or six years ago and at that time it required too much of the computer resources and reduced the speed of processing for other administrative functions. Registration practically stopped. The College, therefore, discontinued the lease. Since that time, the software has been rewritten to solve this problem. This is the career development program that the state community college board is recommending. The College would like to start the career center this fall.

Member Tomchek asked about the competition. Mr. Stansbury stated that The Discover Foundation gave the College \$6,000.00 credit toward the purchase of the system, \$4,125.00 credit for the previous leasing cost plus an additional \$1,875.00. He said there is no competition at that price and that if the College put out a bid for the software, it would not receive other bids in this price range.

Member Tomchek asked if there was some urgency in the purchase of the computer. President McGrath stated that it is an excess revenue purchase.

Member Tomchek moved, Member Bone seconded, to table discussion on Exhibit V-E14 until the next Board meeting.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Tomchek, and Vajda
Nays: Members Barch, Howard, and Mills

Motion failed. Member Beagle voted aye.

Member Vajda asked how many years the College has leased this equipment. He asked if the \$4,125.00 is the annual lease cost.

DISBURSEMENTS: Fred Vaisvil explained that the College leased the equipment for approximately six months. He said the total package costs \$24,000.00. The \$6,000.00 credit brings the cost to \$18,000.00. Mr. Vaisvil stated that the College could not buy the same equipment from IBM at the same price.

(cont.)
Purchase
Order

Member Vajda asked if the College anticipated that the \$4,125.00 would be an annual expenditure on the equipment or would it be much greater. Mr. Vaisvil stated that there will be update requirements, but the cost would be considerably less.

President McGrath stated that the College has been getting pressure from the state because the College doesn't have a placement center with this kind of information.

Member Howard stated that the exhibit could have been better written to give the Board more background information.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
and Vajda
Nays: Member Tomchek

Motion carried. Member Beagle voted aye.

NEW BUSINESS: Member Tomchek moved, Member Bone seconded, approval of the Personnel Actions listed in Exhibit VIII-A, VIII-B-1, and VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

VIII-A

Classified, Professional/Technical Staff and SEIU Employee Appointments

Jess Hollingsworth, Custodian, 6/1/82, \$13,112
Bridget Calendo, Messenger, 6/2/82, \$7,500
Ellen Lundquist, Clerk Typist I, p/t, 6/7/82, \$5,009
Richard Willis, Custodian, 6/9/82, \$13,112
Kenneth Wille, Custodian, 6/9/82, \$13,112
Rosemary Nissley, Receptionist, 6/9/82, \$10,920
Joanne Vitullo, Ass't Hd. Cashier, 6/14/82, \$11,400
Lesly Stambaugh, Secretary II, 6/16/82, \$12,504
Betty McAlister, Clerk Typist, p/t, 6/21/82, \$3,408

NEW BUSINESS:

VIII-A (cont.)

Personnel
Actions

Faculty Appointments

Michael J. Beluzzi, Assistant Professor, 8/17/82,
\$19,959
Glenda Kaufman Kantor, Assistant Professor, 8/17/82,
\$19,959

Classified, Professional/Technical Staff and SEIU
Employee Terminations

Karen Morgan, Secretary II, 6/15/82
Kristen Sanberg, Secretary I, 6/10/82
Barbara Ignatowicz, Weekend Supervisor, 5/22/82
Albert Tao, Junior Programmer, 6/30/82
William Gonzales, Custodian, 5/14/82
Robin Wilson, Clerk Typist, 6/10/82
Bruce Richardson, Custodian, 6/8/82
June Ududak, Mail Clerk, 7/6/82
Rosanne Police, LRC Clerk II, 5/21/82

VIII-B-1

Approve employment contracts for the administrative staff for the period of July 1, 1982 through June 30, 1983.

VIII-B-2

Approve the sum of \$296,715 to implement increases for the Classified and Professional/Technical staff for 1982-83 effective July 1, 1982.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

CAD/CAM
Training Center
Lease and
Equipment
Purchase

Member Tomchek moved, Member Mills seconded, approval of a three (3) year lease for space at the Plum Grove Executive Center for an amount not to exceed \$76,000 per year, and approval of a purchase order in the amount of \$351,696 for the purchase of the Applicon CAD/CAM system.

Member Howard stated that it is an exciting program and a pleasure to vote aye.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

NEW BUSINESS:

Insurance Coverage
for Property,
General Liability,
Automotive
Liability, Workers'
Compensation, and
Miscellaneous Risks

Member Howard moved, Member Bone seconded, approval of the proposal of R. J. Galla Company, Inc., representing the Hartford Insurance Company, for the 1982-83 insurance program at a cost of \$145,043.

Member Howard complimented Mr. Bakas and the administration for being alert to this subject. She said she was amazed that there hadn't been this type of review done annually. Mr. Bakas stated that it is going to be done annually from now on.

Member Tomchek expressed his compliments also and stated that it was an excellent report.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

1982-83 Preliminary
Budgets

Member Bone moved, Member Howard seconded, approval of the 1982-83 preliminary budgets.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

Student Service
Grants - Spring
1982

Member Howard moved, Member Beagle seconded, approval of the Spring 1982 student service grants in the amount of \$1,903.00 from Account No. 679-198-590 and \$1,870.00 from Account No. 135-000-592.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
and Vajda

Nays: None

Abstained: Member Tomchek

Motion carried. Member Beagle voted aye.

Appointment of
New Member to the
Foundation

Member Howard moved, Member Bone seconded, approval of the appointment of Mr. Richard P. McGahan as a member of the Board of Directors of the Harper College Educational Foundation.

In a voice vote, the motion carried.

NEW BUSINESS: Member Mills moved, Member Bone seconded, approval for Roof Replacement Project the administration to select a course of action to complete the roof replacement project in the most expeditious manner and in the best interest of Harper College.

At the request of Member Howard, Mr. Bakas explained the engineering work for the roof project began over a year ago. The first bids, opened last summer, were not awarded due to the fact that a ten-year guarantee required by the Capital Development Board was not offered by any bidders or suppliers. It was too late in the year to obtain the necessary guarantee agreements and to rebid the project in time to commence any roof work. It was agreed that the project would be scheduled for spring, 1982. The bid specifications were reviewed and it was determined that the necessary changes could be completed in time for a bid opening on June 2. Due to a misunderstanding between the engineer (S. P. Asrow Associates) and the CDB, the bid opening was postponed one week. At the June 9 bid opening, no bids were received and an additional bid opening was scheduled for June 22. A favorable low bid was received and Mr. Bakas stated that the administration would not make any change. He recommended that the project proceed with the architect and the Capital Development Board. Work will commence in approximately two weeks. Because the Board packet was delivered prior to the bid opening, Mr. Bakas explained that no Board action would be necessary.

1981-82 Goals Accomplishment Report Member Mills stated that it was a very good report.

Grants Status Report There was no discussion.

PRESIDENT'S REPORT: President McGrath announced that enrollment figures for the summer session are in. Based on a 9,000 figure, the College is .3 percent over enrollment projection. The College planned for 2,293 FTE and 2,200 were enrolled. He expressed his pleasure on this because it shows that the College is forecasting and budgeting much better.

President McGrath announced that the Palatine Fire Department will hold its training exercise on July 8, from 6 p.m. to 9 p.m. They will be using the Harper College lake for diving training exercises.

All of the community colleges met with the Governor at the last meeting of the Council of Presidents. The Governor began by talking about high technology of which CAD/CAM is a portion and was kind enough to mention about six or seven community colleges that he thought were heavily involved in high technology. Harper was one of the colleges that he mentioned and that was even

PRESIDENT'S
REPORT:
(cont.)

before knowing anything about CAD/CAM. The Governor stated he was interested in high technology and the whole idea of community colleges really bringing industry into the state and that he hoped that he could fund them at an appropriate level. He did not, however, state that he would sign any new rate bill if it should reach his desk.

President McGrath also announced that the Harper amateur radio station called the Harper Air Hawks is joining in a wide-world radio contest field day which will be held on June 26 and 27. The participants have been doing this for the past several years and have placed first in the ninth district which is the midwestern states and is ranked nineteenth in the nation. It is a 24-hour alert process which is coordinated by Richard Bernstein, Roger Mussell, and Bob Reynolds.

The College has received the Management Letter for 1982. Mr. Bakas and his staff are reviewing the letter and it will be mailed to all Board members. The mailing will include the College's responses to the critique and what has been done in the past year to improve the College. If there is any comment or need for discussion, the letter will be placed on the July Board agenda.

President McGrath announced that Will Hoffman, Director of the Human Performance Lab, gave a presentation at the 1982 American College of Sports Medicine Annual Meeting held in May. Will's presentation dealt with "The Effect of Propranolol on Change in High Density Lipoproteins (HDL) Level in Cardiac Patients Involved in Exercise Training." President McGrath stated that he felt that the College will be making more news with that particular program.

Dr. Elizabeth Hull, associate professor of English, has written a science fiction story which has been adapted as a radio play and will be broadcast in Germany. The story is entitled "The Midler" and later this year it may come to the United States.

The College was honored recently to host Mr. Rico Tombolini, who is an official of the American Embassy in Rome. Mr. Tombolini came to the College to view the International Trade Program with Tom De Seve and Bill Howard with the hope of replicating that model in Italy.

President McGrath concluded his report with a slide show. Elaine Stoermer explained that it is a spot that Channel 7 did on the College's 92-year old student who came to Harper to improve his reading skills.

ADJOURNMENT: Member Bone moved, Member Vajda seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 11:20 p.m.

Brian M. Barch
Chairman

Janet W. Bone
Secretary