

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 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 October 15 and October 30, 1982, and Estimated Payroll for November 1 through December 31, 1982 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - 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: First Reading: Board Policy Manual Exhibit VIII-B
 - C. RECOMMENDATION: Addition to Contract on Road Repairs Exhibit VIII-C
 - D. RECOMMENDATION: Energy Management System Exhibit VIII-D
 - E. BOARD INFORMATION: Grants Status and Gifts Report Exhibit VIII-E
- 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 Monday, November 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 Monday, November 22, 1982 at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Barch welcomed guests and members of the administration, faculty and staff to the meeting.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Molly Norwood, David Tomchek, Donald Torisky and Student Member Mary Ellen Beagle

Absent: Member Albert Vajda

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; Ruth Williams, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; John Gelch, Associate Dean of Physical Education, Athletics and Recreation; Bill Howard, Associate Dean of Continuing Education and Program Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Donald De Biase, Director of Physical Plant; Donald Mistic, Director of Business Services; Elaine Stoermer, Director of College Relations, Fred Vaisvil, Director of Career Center. Faculty: Larry Knight. Classified staff: Graham Johnson, Public Safety; Thea Keshavarzi, Purchasing Agent; Ned Steinke, Audiovisual; and Rena Trevor, Employee Council chairperson. Students; John Weirich, Student Senate and Beverly Wegryzn, Harper Fellow; Other guests: Tim Bannon, Paddock Publications; Michael Best, Michael Best & Associates; Al H. Kaepfel and Darren C. Hammond, Honeywell, Incorporated; Paul Spies, Paul A. Spies & Associates; and Lin Rosenthal, League of Women Voters.

MINUTES: Member Bone stated that she was not present at the regular Board meeting of October 28; however, she asked if in his comments about Governors State University, President McGrath mentioned the displeasure expressed by the President of Roosevelt University in a recent news-letter about the entrance of Governors State into the area. President McGrath responded that he had expressed his opinion that the offering of courses to area students by Governors State University and Northern Illinois University is beneficial to Harper College students, despite objections expressed by the President of Roosevelt University who perceives these course offerings as a competitive threat.

Member Torisky moved, Member Howard seconded, that the minutes of the Executive Sessions of October 28, November 9 and November 10, 1982 be approved as presented, and the minutes of the Regular Board Meeting of Thursday, October 28, 1982 be approved as amended.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Howard moved, Member Bone seconded, approval of Bills Payable, the bills payable as presented in Exhibit V-A as Restricted follows:

Purposes	Educational Fund (November)	\$280,657.54
Fund,	Educational Fund (December)	62,951.36
Payrolls,	Building Fund (November)	257,639.83
Estimated	Building Fund (December)	40,235.59
Payrolls	Site and Construction Fund	8,300.00
and Estimated	Bond and Interest Fund	8,788.38
Utility Bills	Auxiliary Fund (November)	160,218.77
	Auxiliary Fund (December)	104,336.34
	Restricted Purposes Fund	131,852.98

The payroll of October 15, 1982 in the amount of \$822,723.21; the payroll of October 31, 1982 in the amount of \$773,573.27; the estimated payroll of November 1, 1982 through December 31, 1982 in the amount of \$3,216,537.41, and the estimated utility bills in the amount of \$120,000.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood, Tomchek and Torisky.

Nays: None

Motion carried. Member Beagle voted aye.

DISBURSEMENTS: There were no questions regarding the monthly financial (cont.) statements for the period ending October 31, 1982.

Financial Statements

Budget Transfers There were no budget transfers presented for approval.

Bid Awards Member Bone moved, Member Howard seconded, approval of the bid awards as listed in Exhibit V-D (1-2), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-6915 to provide a computerized appraisal service for insurance, property control and other services to American Appraisal Company, the lowest bidder, in the amount of \$12,000.

Ex. V-D2 Award bid Q-6969 for a telemetry transmitter and receiver as requested by the Continuing Education Division for the Human Performance Laboratory to Hewlett Packard in the amount of \$2,580.00.

Member Bone remarked that she is delighted the College will have a computerized appraisal service for insurance, property control and other purposes. Member Howard expressed her approval not only of the computerized appraisal service, but also of the energy control system and the newly developed annual review of insurance. She stated that all of these systems are evidence of good management, and she expressed pleasure at the foresight shown by the administration in proposing and developing these systems.

Member Torisky asked why Abbott Laboratories, International Medican Corporation and Honeywell Electronics did not bid for a telemetry transmitter and receiver as described in Exhibit V-D2. Mr. Bakas replied that the companies mentioned had been contacted and could not quote a competitive price to meet the specifications of compatibility with the Hewlett Packard radiotelemetry instrument the College is using in the Human Performance Laboratory. Member Torisky stated that these companies are technically capable of supplying the equipment. Mr. Bakas agreed the companies could do so but replied their prices would not have been competitive.

Member Howard remarked that requiring new equipment that is compatible with equipment previously purchased results in limiting the number of companies that are able to submit competitive bids. Mr. Bakas replied that standardization of equipment does have a limiting effect but it

DISBURSEMENTS: is easy to ascertain whether the price being charged
Bid Awards is a fair one.
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

Purchase
Orders

Member Torisky moved, Member Norwood seconded, approval of the purchase orders (as presented in Exhibit V-E (1-2), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a change order to purchase order D19887 to DuPage Enterprises for van and wagon rental for the Physical Education, Athletics and Recreation Division in the amount of \$2,800.00, resulting in a new total of \$5,200.00.

Ex. V-E2 Approve issuance of a purchase order to Motorola Communications for two portable radios for the Public Safety Department in the amount of \$3,556.00.

Member Howard inquired about the reason for the increase in rental charges by DuPage Enterprises for van and wagon rental for the Physical Education, Athletics and Recreation Division as shown in Exhibit V-E1. Mr. Bakas replied that more games were scheduled than were anticipated. Member Howard asked whether the increase resulted from transporting students to football games played at Fremd High School. President McGrath replied that the increase in charges was not related to student travel to play football games at Fremd High School, as on these occasions the students provided their own transportation. Mr. Stansbury stated that the College has been using rental vans rather than buses to reduce expenses. Also, included in the \$5,200 payment are advance charges for some of the winter and spring sports. Mr. Stansbury concluded by stating that at the end of the year, the transportation costs will be in line with the budgeted amount.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Committee
Reports
--Foundation

Member Torisky reported that the annual Foundation banquet has been postponed until spring, 1983 in order to obtain a suitable speaker. At the upcoming meeting of the Foundation Board on December 7 the Board will recommend the appointment of William Mitchell, partner in charge of the Schaumburg office of Peat, Marwick, Mitchell & Co. Member Torisky invited members of the Board of Trustees and Administration to attend the long range planning committee meeting of the Foundation in early January, and will inform the Board of Trustees of the exact time as soon as possible.

--Friends
of Harper

Member Howard stated that the Board of Directors of the Friends of Harper will plan spring activities at the January meeting.

--I.C.C.T.A.

Member Howard asked whether the Board had sent a representative to the recent meeting of the Illinois Community College Trustees Association. Chairman Barch responded that an appointment has not been made for a liaison member to the I.C.C.T.A. because he felt that since elections for Board officers are scheduled for December, it would be more appropriate if liaison assignments were not made until after the election.

NEW BUSINESS:
Personnel
Actions

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

Classified, Professional/Technical Staff and SEIU
Appointments

Diane Drey, Career Resource Asst., 10-25-82, \$12,300
Jess Hollingsworth, Utility Operator, 11-01-82, \$15,360
Frances Gehm, Clerk Typist II, p/t, 11-01-82, \$4,360
Ann Naples, Clerk Typist II, p/t, 11-02-82, \$4,961
Beverly Hoffman, Student Outreach Coord., 11-08-82,
\$18,000
Patricia Moughamian, Lab Asst., 11-08-82, \$10,992
Mary Maier, LRC Clerk II, p/t, 11-08-82, \$4,940
Margaret Rhoades, Credentials Analyst, temporary, 11-08-82,
\$15,000
Michael Lapicola, Custodian, 11-09-82, \$14,144
Eileen Anderson, Editor/Writer, 11-11-82, \$15,000

Classified, Professional/Technical Staff and SEIU
Terminations

Andrea Kiene, Career Resource Asst., 10-19-82
Sharon Theriault, Food Service Helper III, 10-20-82
Elizabeth Smith, Clerk Typist, 10-21-82
Eugene DeGeorge, Maintenance Mechanic, 10-22-82
Catherine Appel, Accounting Clerk, 10-27-82
Mariellen Hanrahan, Editor/Writer, 11-05-82
Susan VanMeter, Clerk, 11-05-82
Marilyn Wrich, LRC Clerk II, 11-15-82

NEW BUSINESS:

Personnel
Actions
 (cont.)

Professional/Technical Staff Leave of Absence
 Donna L. Dahlgren, Credentials Analyst, 12-01-82

President McGrath introduced to the Board Mr. Donald De Biase, director of the Physical Plant.

Member Torisky added to his committee report on the Foundation by stating that he has invited Foundation Director Donald Wilson, vice president of Square D Company, to attend the December 22 Board meeting.

Board Policy
Manual
First Reading

Member Bone moved, Member Beagle seconded, that the first reading of the Board Policy Manual be tabled until the December Board meeting.

Member Bone commended the committee who prepared the Board Policy Manual. She stated that because of the volume of material in the manual, she would like additional time for study.

In a voice vote, the motion carried.

Addition to
Contract on
Road Repairs

Member Tomchek moved, Member Torisky seconded, approval of the addition to the Contract on Road Repair (as presented in Exhibit VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone asked why it was discovered that the base was broken into slabs approximately two feet square when tests had determined the sub base to be sufficiently hard. Mr. Paul Spies, Paul A. Spies Associates, responded that although dynamic evaluation tests had been performed, the broken condition of the sub base was not indicated by the results of the tests. Poor sub grade conditions were found in five areas on the perimeter road. The wetness did not show up on tests. The sub grade was uncompacted and the unit weight of the material was less than it should have been.

With regard to the old pieces of pavement that were broken up into slabs, the old pavement was made of a material composed of aggregate, lime and fly ash. This combination produces a serviceable type of low grade concrete and has served for many years. However, as concrete does, this material cracks into approximately 15-foot squares. These cracks allow moisture and soil to penetrate the sub base and cause deterioration. In sections where the conditions were worst, it was determined that the best course of action was to undercut and bring up all the old pavement, carry the residue to one side, and break up and recompact the sub grade. The east perimeter road, the Euclid entrance and about one third of the west perimeter road were treated in this fashion. Approximately two thirds of the extra charges resulted from these measures.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek and Torisky

Nays: None

Motion carried. Member Beagle voted aye.

NEW BUSINESS: Mr. Spies concluded his remarks by saying that because of the extra measures taken the road system is now of excellent quality and should remain in good condition for many years.
Addition to Contract on Road Repairs (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood, Tomchek and Torisky

Nays: None

Motion carried. Member Beagle voted aye.

Approval of Energy Management System

Member Howard moved, Member Torisky seconded, approval of the bid request for the campus energy management and control system, as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky commented that the contract included service for the second year.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood, Tomchek and Torisky

Nays: None

Motion carried. Member Beagle voted aye.

Grants Status Report

Dr. Voegel commented that a communique has been received regarding the refusal to grant the proposal entitled "Learning Your Way Through College" (Section D of the Grants Status Report). The proposal had been commended, but funds are unavailable.

PRESIDENT'S REPORT

President McGrath stated that a report has been received from the University of Illinois indicating that the grade point average of transfer students from Harper College compares very favorably with that of students who have attended all four years at the University. Also, the grade point average of transfer students from Harper College exceeds the grade point average of transfer students from other community colleges.

Duane Sell recently delivered a paper in Saskatoon, Saskatchewan, Canada.

The College hosted a conference of the National Institute on Parks and Grounds Management, and the group commented upon the work being done by Harper College students in beautification of the grounds. Two hundred of 230 trees have already been planted. Approximately 10 percent of the trees may be lost over the winter, but any lost trees will be replaced by Klehm Nurseries in the spring.

PRESIDENT'S
REPORT
(cont.)

Students of the English as a Second Language Program are celebrating Thanksgiving on Tuesday, November 23, and all Board members are invited to attend the festivities.

President McGrath asked Elaine Stoermer to report on the status of legislation requiring six-year terms for College trustees. Elaine Stoermer reported that on November 13 the House of Representatives voted to support the Governor's amendatory veto to House Bill 2234, thus requiring community college trustees to serve six-year terms if also passed by the Senate. It is expected that this legislation will also be passed by the Senate the first week in December. Trustees elected in 1979 will serve until 1983. Mr. Mills' term would have expired at this time. Trustees elected in 1980 will serve until 1985. Trustees elected in 1980 were Members Barch, Bone and Tomchek. Trustees elected in 1981 will serve until 1987. Members in this category are Members Howard and Torisky. Appointments to fill unexpired terms will expire at the time of the next election in November, 1983. The purpose of the legislation is to make the term of office consistent throughout the state.

President McGrath asked Elaine Stoermer to report on the status of legislation regarding the tax multiplier. Elaine Stoermer stated that the House sustained the Governor's amendatory veto to House Bill 2485. To pass in the Senate, the Bill requires only a simple majority (36 votes). If passed, the law will affect 1983 taxes collected in 1984. Surrounding school districts and park and library districts will also be affected. The College has been asked to contact Senators and ask them to vote no on the bill. Although the property tax structure needs reform, this legislation does not solve any problems. Passage would cripple the state's educational system without providing any alternative to the multiplier system.

Mr. Bakas stated that the tax multiplier is used to equalize property assessments throughout the state which is necessary because some of the taxing agencies cross county lines. The legislation would apply to the tax rate levies which affect the operating funds of the College. The Bond and Interest Fund would not be affected. Using 1981 assessed evaluation figures as a guide, it is anticipated that the College would lose 46 percent of tax revenue or approximately \$3 million. With regard to total revenues available to the College for operating funds, the figure represents a little over 15 percent. This assumption is based upon the multiplier remaining the same for 1982 and 1983. In fact, the multiplier increased six percent in 1981. Anticipated increases in the multiplier would result in a projected loss of

PRESIDENT'S
REPORT:

greater than \$3 million.

Member Bone asked if it is correct that if the legislature abolishes the multiplier, the College will receive \$3 million less in revenues in 1984 than in 1981. Mr. Bakas replied that unless other changes are made, this estimate would be correct. It is possible that local assessors might increase assessments up to the 33 1/3 percent figure as they should, in which case revenues would be unaffected by the legislation. He continued by stating there is a question regarding the constitutionality of the Governor's action in adding this proposed legislation to an unrelated proposal. The school districts may challenge the legality of the procedure used. Also, the school districts may take legal action to force Cook County tax assessors to increase the assessments to 33 1/3 percent.

Member Torisky asked whether contingency plans should be developed to chart a course of action if the legislation passes or whether Board members should wait for developments. Member Tomchek commented that the budget surplus should be used in the event of declining revenues. Member Torisky added that income on invested funds will decrease rapidly because of the decline in interest rates. Member Howard asked whether the Illinois Community College Trustees Association is taking an active part in the campaign against the legislation. Mr. Bakas replied that the I.C.C.T.A. is playing an active role. Member Howard commented that some legislators from the College district favor the legislation.

Member Torisky asked whether the Board should contact the legislators. Member Bone requested that the administration convey by a letter the sentiments of the Board to the legislators, and requested the letter be read to Board members before it is sent. Member Howard expressed concern that the tone of the letter be positive and constructive.

Member Barch commented that two different governmental bodies are involved; the state legislature may approve abolition of the multiplier, but Cook County must take action to raise the assessed valuation.

President McGrath suggested a letter be drafted stating the effect the legislation would have on the College provided other action is not taken. Members of the Board approved the drafting of a letter.

Member Howard suggested a story be written for the newspapers mentioning the fine record Harper transfer students have made at the University of Illinois. Member Bone suggested a press release on this subject be sent to high school guidance counselors.

EXECUTIVE
SESSION:

Member Howard moved, Member Tomchek seconded, that the Board adjourn to executive session for the purpose of discussing possible litigation involving the Metropolitan Sanitary District (MSD) Water Retention Project and a student disciplinary case.

In a voice vote, the motion carried at 8:43 p.m.

Following the executive session, Member Bone moved, Member Howard seconded, to reconvene the regular Board meeting at 9:40 p.m.

Member Howard inquired about the procedure for submitting questions to the administration regarding the Board Policy Manual. President McGrath requested that questions be submitted within the next two weeks. A written response to all the questions will be returned to Board members when the packets for the December Board meeting are delivered.

ADJOURNMENT:

Member Howard moved, Member Torisky seconded, that the meeting be adjourned.

In a voice vote, the motion carried, and the meeting was adjourned at 9:42 p.m.

Brian M. Barch
Chairman

Janet W. Bone
Secretary