

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

July 28, 1983

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 June 30, 1983 and July 15, 1983, and Estimated Payroll for July 16 through August 31, 1983 Exhibit V-A
  - B. Financial Statements
  - 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
    - 1. Personnel Action Sheet Exhibit VIII-A-1
    - 2. Faculty Leave of Absence, Dental Hygiene Exhibit VIII-A-2
  - B. RECOMMENDATION: Tax Levy Hearing and Approval of Certificate of Tax Levy Exhibit VIII-B
  - C. RECOMMENDATION: Resource Allocation Management Plan Exhibit VIII-C
  - D. RECOMMENDATION: Cancellation of CADgineering Agreement Exhibit VIII-D
  - E. RECOMMENDATION: Purchase of Computer Vision Equipment for CAD/CAM Training Program Exhibit VIII-E
  - F. RECOMMENDATION: *Information!* Implementation of the National Council for Governmental Accounting's Interpretation No. 3 Exhibit VIII-F

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| G. BOARD INFORMATION: Board Elections                | Exhibit VIII-G |
| H. BOARD INFORMATION: 1983-84 Institutional Goals    | Exhibit VIII-H |
| I. BOARD INFORMATION: Grants and Gifts Status Report | Exhibit VIII-I |
- 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, July 28, 1983

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, July 28 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Chairman Howard reported that President McGrath is recovering well at home following bypass surgery at St. Francis Hospital in Evanston. On behalf of the Board of Trustees and the Harper College Community, Chairman Howard expressed best wishes to President McGrath during his convalescence. Vice President of Academic Affairs, David L. Williams, represented President McGrath at the Board meeting.

Member Vajda moved, Member Barch seconded, that Member Torisky be appointed secretary pro tem.

In a voice vote, the motion carried.

ROLL CALL: Present: Members Barch, Howard, Norwood, Torisky,  
Vajda and Student Member Cynthia Bowers  
Absent: Members Bone and Tomchek

Member Tomchek entered the meeting at 8:07 p.m.

Also present: 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; Pat Bourke, Dean of Life Science and Human Services; Steven Catlin, Dean of Admissions; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Services; Don Mistic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Jim Wertz, Director of CAD/CAM Center. Faculty: Larry Knight, President of Faculty Senate. Classified staff: Frank Firak, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Fred Johnson, Audiovisual; Rena Trevor, Classified Employee Council; Laurie Wren, Executive Secretary. Students: Robert Kerans and Chuck Riggle. Other guests: Dave Urbanek, Paddock Publications; C. Bauza and Len Christie, Circle Computer Services; Walter Bransen and John McCready, Peat, Marwick, Mitchell & Co.; Mark Misteale, Wight & Co.; Mark Leininger, local resident.

APPROVAL OF MINUTES: Member Vajda moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of June 23, 1983 and the minutes of the two Executive Sessions of June 23, 1983.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:  
Bills Payable, Restricted Purposes Fund, Payroll, Estimated Payroll, and Estimated Utility Bills

Member Vajda moved, Member Torisky seconded, approval of the bills payable as presented in Exhibit V-A as follows:

Educational Fund (June 10-30)	\$395,205.34
Educational Fund (July 1-11)	216,932.49
Building Fund (June 10-30)	319,201.62
Building Fund (July 1-11)	337,209.39
Site and Construction Fund #2 (June 10-30)	88,902.00
Site and Construction Fund #2 (July 1-11)	64,888.50
Auxiliary Fund (June 10-30)	242,388.71
Auxiliary Fund (July 1-11)	29,911.27
Restricted Purposes Fund	269,656.79

The payroll of June 30, 1983 in the amount of \$674,316.74; the payroll of July 15, 1983 in the amount of \$687,600.69; the estimated payroll of July 16, 1983 through August 31, 1983 in the amount of \$2,063,304.91 and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Financial Statements

Chairman Howard stated that financial statements are not prepared for the July Board meeting to allow the Accounting Department to work on the closing entries and prepare required adjustments for the auditors.

Schedule of Investments

Member Barch referred to the Schedule of Investments Summary for the twelve months ended June 30, 1983 (attached to the minutes in the Board of Trustees' Official Book of Minutes). With regard to an entry on page 5 in the Bond and Interest Fund, he asked why the item listed as Walter E. Heller & Co. listed principal invested in an unusual amount of \$139,215.17 when the other amounts of principal invested were round numbers. Mr. Bakas replied that in order to obtain a higher yield than was available in April, 1983 from other securities, the College purchased commercial paper from the firm of Walter E. Heller. The paper was purchased at a discount from face value; the discount represented the amount of the interest which was paid in advance. An amount equal to the face value of the security was paid at maturity.



DISBURSEMENTS: Ex. V-E5 Approve issuance of a change order to Wehde and  
Purchase Southwick for the storage building contract  
Orders in the amount of \$9,602.88 for a new total  
(cont.) of \$355,642.88.

Member Vajda asked if paying rent for classroom space to other school districts is a normal procedure. Chairman Howard replied that this authorization is approved annually for a fixed amount so that space can be rented as needed. She added that District 59 charges \$11.50 for each room for each night. District 211 charges \$12.00 per room per night if others are also using the facilities and \$16.00 if no others are using the facilities at the same time.

Member Torisky inquired whether the change order to Wehde and Southwick represents an addition to the original contract. Mr. Bakas replied that the change order (Ex. V-E5) is an addition to the contract. The largest item in the change order, an amount of \$4,100.00, would normally have been included in the original contract. However, at the time of the bid, the Park Management Program intended to prepare galvanized gabions (wire baskets containing rocks for use as a retaining wall). It was later determined that interns in the program could not accomplish a task of this magnitude and the task was assumed by the construction company.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED  
BUSINESS:  
Committee  
Reports

Member Torisky reported that the Finance Committee met on July 14.

Educational  
Foundation

Member Torisky reported that candidates are being recruited to fill three vacancies on the Board of Directors of the Educational Foundation. Northrop Corporation and the Square D Foundation will each fund a "Two Plus One" scholarship. Announcement of the recipients is expected in August. Borg Warner Foundation has given two textile wall hangings to add to the art collection at the College. The Foundation will pay the cost of construction of a steel base for the steel sculpture loaned to the College by Santa Fe artist David Anderson.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
Cable  
Commission

Member Torisky stated that the Schaumburg Cable Commission has voted to join the Cablenet Council of adjoining communities, but the original committee has not been disbanded. The Council has addressed the issue of the unincorporated areas, but there are no definite developments at this time.

Member Vajda stated that he had discussed the question of cable service to unincorporated areas with administrators of Cook County but has received no helpful information or promises. About 40,000 to 50,000 citizens in the Harper district live in unincorporated areas. A major problem to be solved is the overlapping areas of different cable companies.

I.C.C.T.A.

Chairman Howard reported that she attended a planning meeting on July 22 called by the President of the Illinois Community College Trustees Association. Board members from other community colleges also attended and discussed issues and projects.

Student  
Survey

Student Member Bowers said that she has completed the first survey which will be submitted to Harper students. She requested suggestions from the Board regarding questions to be asked in future surveys.

NEW BUSINESS:  
Personnel  
Actions

Member Barch moved, Member Vajda seconded, approval of the first two sections of Exhibit VIII-A-1 (A and B) concerning ratification of classified staff and faculty appointments and ratification of classified and SEIU terminations as follows:

Classified and Faculty Appointments

Marie Hendryck, Cashier, p/t, 6-28-83, \$6,365  
Rosemary Murray, Act. Supv. Health Services, 7-01-83,  
\$27,286  
Dorothy Haraburda, Baker, 7-01-83, \$12,792  
John Gerritsen, AV Tech I, 7-05-83, \$12,382  
Ruth Tresselt, Clerk Typist II, p/t/, 7-18-83, \$9,032  
Kay Phillips, Child Care Spec., 8-15-83, \$10,558  
Andrea Knudsen, Child Care Spec., 8-15-83, \$11,912  
Geetha Murthy, Lab. Asst., Computer Operator, p/t,  
8-22-83, \$9,631

Faculty Appointments

Jane F. Allendorph, Asst. Prof., 8-16-83, \$23,555  
Marianne Holt, Instructor, 8-16-83, \$18,328

NEW BUSINESS:      Classified and SEIU Terminations

Personnel

Actions

(cont.)

Margaret Markus, Clerk Typist I, 6-07-83  
 Anthony Kurowski, Power Plant Operator, 6-29-83  
 Debbie Cannon-Edwards, Clerk, 7-13-83  
 Virginia Kuykendall, Secretary I, 6-14-83  
 Faith Marasco, Clerk Typist II, 7-21-83  
 Betty Cwik, Library Asst. II, 7-21-83  
 Walter Warner, Equipment Manager, 7-21-83  
 Mary Anderson, Secretary I, 8-11-83  
 Halina Richardson, Admin. Secretary, 8-19-83

Dr. Williams expressed regret at the death of Mr. Anthony Kurowski who was employed at the College for 13 years. Dr. Williams mentioned the retirements of two long-term employees, Ms. Virginia Kuykendall, secretary in the Business & Social Science Division, and Ms. Betty Cwik, Library Assistant. He stated that Ms. Mary Anderson, secretary in the President's office and a graduate of the secretarial science program, will leave to complete her studies at Northern Illinois University.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Personnel

Action

--Public

Safety

Officers -

Salary

Adjustments

Member Barch moved, Member Torisky seconded, approval of Section C, Exhibit VIII-A-1 concerning the ratification of salary adjustments for public safety officers (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Vajda stated he did not feel an across-the-board adjustment was appropriate at this time. Although inequities may exist in the current structure, a bad precedent would be set by taking action on salary matters at this time of year; the salaries should be examined individually when salaries for other employees are determined. Member Barch said that the proposal does not address the problem of an inequity in pay for public safety officers because length of service is not considered in the proposed adjustment; the salary range problem was not addressed. A survey provided to the Board concerning salaries paid for comparable positions at other community colleges and businesses did not provide information concerning length of service. Member Tomchek stated that the relatively low salaries paid to the officers may have resulted from hiring at the bottom of the salary range for those positions and the memorandum which was provided to the Board contains an adequate rationale for the increase.



NEW BUSINESS:  
Personnel  
Action  
--Public  
Safety  
Officers -  
Salary  
Adjustments  
(cont.)

Mr. Bakas stated that the Administration has been concerned about the salary question for the past year; because additional data were needed the Administration announced previously that the question would be submitted at this meeting rather than with other salary matters. Comparisons with public safety officers at other community colleges and local businesses are difficult to evaluate. However, a comparison of salaries paid to public safety officers and custodians indicates that the custodial staff receives higher salaries than public safety officers. Member Barch commented that length of service of the custodial staff was not taken into consideration. Mr. Bakas replied that the union contract for custodians provides for a schedule of increases: an increase after six months and the maximum salary after two years of employment. Member Barch stated that he feels the salary range for public safety officers may require adjustment, but he is opposed to creating a situation in which a newly hired officer would receive the same salary adjustment as an officer with longer tenure in the position. Mr. Bakas inquired whether Member Barch advocates increasing the salary range and subsequently raising the salaries of only those officers whose salaries are below the new minimum. Member Barch replied that the first step should be to ensure that all officers are paid at least the minimum of the range; it should then be determined which officers have two years of relevant experience and award a salary increase based on that criteria. Mr. Bakas stated that a policy followed by the College over a period of time of hiring new officers at the bottom of the range without consideration of experience or education has created the current low pay structure. Member Vajda commented that it would be advisable to go back and examine the educational and occupational qualifications the officers possessed at the time of employment. He added that although the memorandum given to the Board states that a policy has been followed whereby the salary of a new employee does not exceed the salaries of incumbents, apparently this policy was not followed in January, 1983 when the salary of a new officer exceeded the salary of an officer hired in July 1982. Mr. Bakas stated that after a review of individual qualifications, some officers could receive an increase of less than \$1,000 and some could receive an increase of more than \$1,000. Member Barch added that the minimum of the range should be set at \$16,000 if this amount is equitable. Member Torisky inquired whether officers are reviewed annually and whether the review date has passed. Dr. Williams replied that new salaries were effective July 1. Mr. Bakas added the subject was deferred in order to obtain additional information. Member Torisky stated that he felt the comparisons drawn between the salaries paid to public safety officers at the College and security guards at local businesses were not pertinent because of the difference in assigned duties.

NEW BUSINESS:Personnel  
Action

--Public

Safety

Officers -

Salary

Adjustments

(cont.)

Mr. Bakas replied that a comparison with local police officers is not a fair comparison, nor is a comparison with salaries of security personnel in local businesses because of the difference in duties, but administrators had considered many different factors including a review of salaries within the College which indicated that custodial workers are paid at a higher level than are public safety officers for less demanding work. An alternative to the proposal presented to the Board might be a salary study for each officer. Member Tomchek stated that he accepted the proposed recommendation for the uniform adjustment.

Member Barch moved, Member Vajda seconded, to table the motion until the August Board meeting and requested that the Administration provide additional information regarding comparable ranges and plans for future hiring requirements.

In a voice vote, the motion carried.

Personnel  
Action

--Faculty

Leave of

Absence

Member Vajda moved, Member Torisky seconded, approval of a leave of absence without pay for Assistant Professor Elizabeth Pawlak as described in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Resolution  
1983 Tax Levies  
and Public  
Hearing  
Notice

Member Torisky moved, Member Norwood seconded, approval of the Resolution Regarding the Estimated Amounts Necessary to be Levied for the Year 1983 as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

RAMP/CC  
Document

Chairman Howard asked Dr. John Lucas, director of the Office of Planning and Research, to inform the Board of the purpose of the Resources Allocation and Management Plan for Community Colleges (RAMP/CC) document. Dr. Lucas stated that the Illinois Board of Higher Education requires every public institution in Illinois to prepare annually a planning document in three parts: a planning statement, operational tables and projections, and a capital section listing capital facilities. The document is the official request by the College for reimbursement for capital projects.

Member Norwood moved, Member Torisky seconded, adoption of the Resources Allocation and Management Plan for Community Colleges (RAMP/CC) document for submission to the Illinois Board of Higher Education.

In a voice vote, the motion carried.

NEW BUSINESS:  
RAMP/CC  
document  
(cont.)

Chairman Howard commended Dr. Lucas for the hard work necessary for completion of the RAMP/CC document.

Cancellation  
of Agreements  
CADgineering  
Services

Chairman Howard stated that the agenda item regarding cancellation of the CADgineering agreement was withdrawn because documents from the parties involved were not ready.

Approval of  
Purchase  
Order to  
Computervision

Member Vajda moved, Member Torisky seconded, approval of issuance of a purchase order to Computervision for equipment for the CAD/CAM Training Program as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barch inquired if the College has agreements with companies in addition to the agreement with Motorola. Dr. Williams replied that there are many users of Computervision equipment in this area and finding additional clients will not be a problem. Motorola has agreed to provide funds to the College at the beginning of the training program. Dr. Williams added that Motorola will use the equipment six hours a day for five days a week; consequently, additional time will be available for other clients.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Chairman Howard added that this equipment donation from Computervision is very generous and will enhance the value of the program.

National  
Council of  
Governmental  
Accounting's  
Interpreta-  
tion No. 3

Mr. Bakas stated that the implementation of the National Council of Governmental Accounting's Interpretation No. 3 has been recommended by the accounting firm of Peat, Marwick, Mitchell & Co. and by the Illinois Community College Board. The change was first mentioned to the Board in May and was discussed in the Finance Committee meeting in June. The exhibit (Exhibit VII-F, attached to the minutes in the Board of Trustees' Official Book of Minutes) has been submitted for the information of the Board. Member Tomchek commented that he disapproves of the change because the new interpretation makes the fund balance appear smaller than it was before the accounting change.

NEW BUSINESS:  
Board of  
Trustees'  
Election  
Information

Chairman Howard asked Mr. Bakas to comment on the nonpartisan election to be held on November 8, 1983 as described in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Bakas stated that the election is held every two years. There will be two vacancies on the Board of Trustees for six-year terms. The College is required to provide forms for filing nominating petitions and statements of candidacy. The documents must be filed by the candidates between the dates of August 22 and August 29, 1983 in the office of the Vice President for Administrative Services.

Member Tomchek referred to the previous discussion regarding the change in accounting procedures; he inquired whether the auditors present at the meeting from the firm of Peat, Marwick, Mitchell & Co. were paid for attendance at the meeting. Mr. Bakas replied the auditors were not paid for attendance.

1983-84 Insti-  
tutional Goals

There was no discussion regarding Institutional Goals for the 1983-84 year.

Grants and  
Gifts  
Status  
Report

Dr. Voegel reported that there are a few changes in the figures for operational grants for this year. He added that the outlook is favorable for the Voc/Tech Staff Development Grant.

PRESIDENT'S  
REPORT:

In the absence of President McGrath, Dr. Williams began the President's report by requesting Mr. Steve Catlin to report on fall semester registration. Mr. Catlin reported that total headcount for fall semester has increased 11 percent and FTE has increased 8 percent, but more accurate figures will not be available until after telephone registration next week.

Sister Julie and Sister Peggy, campus ministers at Harper College, were featured recently in a newsletter of the Young Adult Ministry Office of the Catholic Archdiocese concerning their work at Harper College.

Fifteen Student Development faculty members have completed the certification process for the National Board of Certified Counselors and are entitled to use the designation NCC (National Certified Counselors).

Eileen Dubin and members of the Library Services staff have prepared a brochure outlining services available through the Learning Resources Center.

PRESIDENT'S  
REPORT:  
(cont.)

Architectural Technology Professor Joe Yohanan was quoted in a feature article on solariums which appeared in the Chicago Tribune.

Faculty members Vera Davis and Nancy Duffy are convalescing following surgery and will return for the fall semester.

Harper television producer/director Pat Pinianski is one of six recipients of the 1983 Golden Heart Awards presented by the Romance Writers of America.

Former student Ken Eglaston recently participated in an event at the Chicago Museum of Science and Industry demonstrating how personal computers may be adapted for use by the handicapped.

The "Two Plus One" Scholarships described by Member Torisky in the Foundation liaison report will be very beneficial to the engineering program.

Thanks have been received from the Village of Streamwood for the development of planning seminars by College personnel.

The Faculty Senate will select one faculty member to serve a three-year term on the Faculty Advisory Committee to the Illinois Board of Higher Education.

ADJOURNMENT:

Member Vajda moved, Member Norwood seconded, that the regular meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:20 p.m.

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Kris Howard  
Chairman

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Donald Torisky  
Secretary pro tem