

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING
AGENDA
March 22, 1984
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 February 29, 1984 and March 15, 1984, and Estimated Payroll for March 16 through April 30, 1984 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers/Interfund Loan Exhibit V-C
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Faculty Promotions Exhibit VIII-A-2
 - 3. Summer Workweek Exhibit VIII-A-3
 - B. RECOMMENDATION: Associate in Arts and Associate in Science Degree Programs Exhibit VIII-B
 - C. RECOMMENDATION: Tuition Increase
 - 1. Credit Courses Exhibit VIII-C-1
 - 2. Continuing Education Non-reimbursable Courses Exhibit VIII-C-2
 - D. RECOMMENDATION: One- and Five-Year Career Plan Exhibit VIII-D
 - E. RECOMMENDATION: Treasurer's Bond Exhibit VIII-E

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| F. RECOMMENDATION: Appointment of College Auditor | Exhibit VIII-F |
| G. BOARD INFORMATION: Grants and Gifts Status Report | Exhibit VIII-G |
| IX. Other Business | |
| X. President's Report | |
| XI. 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, March 22, 1984

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, March 22, 1984 at 8:03 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

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; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Anton Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; John Lucas, Director of Planning and Research; Elizabeth McKay, Director of Special Services; Don Misic, Director of Business Services; Bill Norvell, Director of Food Service; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Bill Hack and David Macaulay. Classified Staff: Frank Firak, Accounting Manager; Peter Gart, Chairman, Classified Employee Council; Lori Guminski, Payroll; Thea Keshavarzi, Purchasing Agent; Helen Pokot, Programmer Analyst; Janet Trede, Secretary, Computer Services. Students: Deborah Davis, Robert D. Kerans and Matt Scallon, Student Senate; Irene Kiekisz, Journalism Student. Other guests: Debra Black-Hayward, Palatine League of Women Voters; Joseph Ferreri, Wight and Company; Joan Norsworthy, Barrington Press; and Dave Urbanek, Paddock Publications.

APPROVAL OF MINUTES: Member Norwood moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of February 23, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

<u>DISBURSEMENTS:</u>	Member Norwood moved, Member Bone seconded, approval	
Bills Payable,	of the bills payable as presented in Exhibit V-A as	
Restricted	follows:	
Purposes Fund,		
Payroll,	Educational Fund (Feb. 13-29)	\$319,480.80
Estimated	Educational Fund (March 1-9)	78,240.33
Payroll,	Building Fund (Feb. 13-29)	205,748.48
Estimated	Building Fund (March 1-9)	6,480.78
Utility Bills,	Site & Construction Fund (Feb. 13-29)	4,437.00
Legal	Auxiliary Fund (Feb. 13-29)	187,042.84
Services	Auxiliary Fund (March 1-9)	35,052.47
	Restricted Purposes Fund	159,195.07

The payroll of February 29, 1984 in the amount of \$809,885.03; the payroll of March 15, 1984 in the amount of \$838,683.94; the estimated payroll of March 16, 1984 to April 30, 1984 in the amount of \$2,497,581.99; the estimated utility bills in the amount of \$120,000.00 and Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. for legal services in the amount of \$7,140.20.

Chairman Howard noted that there are two large items listed in the Imprest Fund, one on page 45 to Stephen Winternitz, Inc. in the amount of \$4,750.00 and one on page 71 to John Schauble in the amount of \$2,759.00. President McGrath stated that the second item reflects a cash advance to the Swim Team for travel expenses, adding that he would comment more fully on the trip during the President's Report. Chairman Howard asked Dr. Williams to comment on the payment to Stephen Winternitz, Inc. Dr. Williams replied that after funds are approved for a particular piece of equipment, particularly tools for the engineering department, the College frequently is able to obtain that equipment at an auction at a much lower cost than by the regular purchasing process. However, purchase at an auction requires an immediate cash payment, and an imprest check is necessary.

Upon roll call, the vote was as follows:

- Ayes: Members Bone, Coste, Howard, Norwood and Torisky
- Nays: None

Motion carried. Member Bowers voted aye.

Financial Statements

There were no questions regarding the financial statements.

Budget Transfer/ Interfund Loan

Member Norwood moved, Member Bone seconded, to authorize the Treasurer to effect a \$400,000 loan from the Educational Fund to the Auxiliary Fund.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Budget Transfer/
Interfund Loan

Ayes: Members Bone, Coste, Howard, Norwood
and Torisky

Nays: None

Motion carried. Member Bowers voted aye.

Bid Awards

Member Bone moved, Member Norwood seconded, approval of the bid awards as described 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-7242 for two portable VHS recorders, cameras, editing VHS recorders and peripheral equipment as requested by the Continuing Education and Program Services Division for use by the Media Services Department to Teletime Systems, the low bidder, in the amount of \$9,139.00.

Ex. V-D2 Award bid Q-7222 for a Computer Numerically Controlled milling machine as requested by the Technology, Mathematics and Physical Science Division for the Mechanical Engineering Department to Atherton Machinery and Equipment Co., the low bidder, through First National Leasing Corporation in the amount of \$46,140.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Coste, Howard, Norwood and
Torisky

Nays: None

Motion carried. Member Bowers voted aye.

Purchase
Orders

Member Torisky moved, Member Bone seconded, approval of the purchase orders as described in Exhibit V-E (1-5) (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 D-23154 issued to Macro 4, Inc. for rental of two additional software packages for use by the Computer Services Department in the amount of \$775.00 for a new total of \$5,925.00.

Ex. V-E2 Approve issuance of a change order to purchase order D-24972 issued to United Visual Aids, Inc. for four Franklin Ace 1200 Office Management Systems in the amount of \$5,884.00 for a new total of \$11,763.

DISBURSEMENTS:
Purchase
Orders
(cont.)

- Ex. V-E3 Approve issuance of a purchase order to Alpha Omega Consulting Group, Ltd. for consulting services and system software support as requested by Student Affairs for the Computer Services Department in an amount not to exceed \$16,000.00.
- Ex. V-E4 Approve issuance of a change order to purchase order D-21749 to Larson Equipment Company for changes to the casework contract of the chemistry laboratory project in the amount of \$10,712.00 for a new total of \$95,697.00.
- Ex. V-E5 Approve a change order to purchase order D-21747 to CLM Construction Corporation for changes to the general contract of the chemistry laboratory project in the amount of \$14,470.04 for a new total of \$250,306.04.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Coste, Howard, Norwood
and Torisky
Nays: None

Motion carried. Member Bowers voted aye.

COMMUNICATIONS:

Member Bone reported that she received a letter from the Northwest Service Coordination for the Health Impaired Elderly of Cook County thanking the College for assistance from math students and faculty in analyzing data for the organization. A letter was received from Dr. Gary Petty, Executive Director of the Illinois Community College Trustees Association, expressing thanks for the role played by the College in cosponsoring the Humanities and Technology Conference.

APPROVAL OF
MINUTES OF
EXECUTIVE
SESSION

Member Norwood moved, Member Coste seconded, approval of the minutes of the Executive Session and the Special Board Meeting of February 13, 1984 as corrected.

In a voice vote, the motion carried.

Member Tomchek entered the meeting at 8:15 p.m.

UNFINISHED
BUSINESS:
Committee
Reports
--Educational
Foundation

Member Torisky reported that the quarterly meeting of the Educational Foundation was held on March 13, 1984. The \$1200 raised from the Vermeer Quartet performance will fund the first Fine Arts scholarship in fall 1984. The Award for Excellence recipient will be selected before the end of the current semester. A new Executive Director is being sought to replace Mr. Rembrandt Hiller. A joint Board and Foundation planning session will be held May 19.

UNFINISHED
BUSINESS:
 Committee
 Reports
 --Finance
 Committee

The Finance Committee of the Board met on March 9, 1984 and discussed the budget planning process, a tuition increase for 1984-85, and other financial matters.

--Friends
 of Harper

Member Norwood reported that the Friends of Harper will hold a book sale on April 14 and 15. Barrington Night will take place on April 10.

Member Bone reported that a news release from the Journalism Program stated that "Harper College on the Air" may be heard on Sundays on Radio Station WIVS.

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

Chairman Howard reported that the Legislation and Public Affairs Committee would review legislation approved by the Illinois Community College Trustees Association.

--Student
 Trustee

Student Member Bowers reported that a new survey is being conducted which includes questions regarding Regional Transportation Authority bus service and the library. She also reported that elections for a new student trustee will be held April 10 and 11.

NEW BUSINESS:
 Personnel
 Actions

Member Bone moved, Member Torisky seconded, approval of the Personnel Actions as described in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified and SEIU Appointments

Mary Polniaszek, Secretary I, 2-17-84, \$12,796
 Angela Stephenson, Messenger, p/t, 2-20-84, \$6,178
 Pat Schneider, Accounting Clerk, 2-27-84, \$10,615
 Janet Callahan, Secretary I, 3-05-84, \$10,000
 Robert Reynolds, Utility Operator, 3-12-84, \$17,014
 Betty Cords, Cashier, 3-12-84, \$7,898

Classified and SEIU Terminations

Dennis Vernon, Graphic Artist, 2-24-84
 Andrea Knudsen, Child Care Specialist, 2-24-84
 Frances Gehm, Clerk Typist II, 3-23-84
 Frank Pepich, Groundsman, 4-30-84

Faculty Termination

Patricia Price, Asst. Professor, Dental Hygiene, 3-01-84

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified Leave of Absence

Bernice Rice, Food Service Helper II, 3-15-84 to 5-15-84

President McGrath thanked Patricia Price for her service as a member of the Dental Hygiene Program faculty. He remarked that Frank Pepich has performed enthusiastic and dedicated service to the College and wished Mr. Pepich well in his retirement.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Member Bone moved, Member Norwood seconded, approval of the faculty promotions as listed in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor

Patricia O'Leary
Renee Zellner

To Associate Professor

Barbara Radebaugh
Duane Sell
Jane Thomas

To Professor

Charles Norris
William Punkay
Frank Smith
Willard Williamson

Dr. Williams explained the procedure for awarding faculty promotions. The promotion process is initiated by the faculty member himself. His file is reviewed by a faculty committee and promotion is awarded on the recommendation of the committee and the faculty member's supervisor. President McGrath congratulated the faculty members on their promotions and praised the work of the committee.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

NEW BUSINESS: Member Norwood moved, Member Torisky seconded, approval of the summer workweek as described in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Personnel
Actions
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

Associate in
Arts and
Associate in
Science
Degree
Programs

Chairman Howard stated that approval of the recommendation to submit the proposed Associate in Arts and Associate in Science Degree Programs is required to fulfill technical requirements of the Illinois Community College Board.

Member Torisky moved, Member Norwood seconded, approval of the submission of the Associate in Arts and Associate in Science Degree Programs to the Illinois Community College Board.

In a voice vote, the motion carried.

Tuition
Increase

Member Torisky moved, Member Coste seconded for discussion, approval of the tuition increase as described in Exhibits VIII-C-1 and VIII-C-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Coste stated he will support an increase in tuition only if the Board pursues other methods of obtaining increased revenue. More funds must be obtained from the State. Mr. Coste suggested bringing in legislators from the district for consultation. He recommended consideration of a tax increase. Pending legislation may provide long term assistance if passed and then taxes could be abated. Long term measures must be taken. Member Bowers stated that the Student Senate supports the increase. Member Tomchek added that legislators in the College district have not supported public education in the past and would reduce funding if they could. He added that tuition was not raised in one year since 1979 and he had not supported tuition increases in prior years because the College had a large fund balance. Member Tomchek said that he doubted there were other avenues to explore at this time. Member Coste repeated that state aid should be obtained and taxes might be raised. Member Bone stated that the Board has tried repeatedly to gain legislative support and has invited legislators to the campus on many occasions. Member Torisky stated that a suggestion of the Finance Committee

NEW BUSINESS:
Tuition
Increase
(cont.)

was to create a forum of community college presidents and invite legislators to participate. Member Tomchek stated that despite the projections given yearly by school districts that they will soon be bankrupt, this bankruptcy has never taken place. Member Coste stated that the Board has an obligation to try all methods for obtaining additional revenue. Chairman Howard replied that legislators have been invited to the College this year and invited Member Coste to attend the next meeting with legislators. Member Torisky added that prospects for legislative cooperation are better in an election year. Chairman Howard described an informational packet which is being prepared for legislators. The packet will contain convenient reference material. She added the Board will follow up on all methods of obtaining funding. Member Coste requested that a referendum be considered. Student Member Bowers asked if student support has been requested in the past. Member Tomchek commented that students are not a significant voting segment and have little influence with legislators and that students have a poor record of registering and voting. Member Bone asked if sufficient funds are available for students to obtain short-term loans if they have difficulty paying higher tuition. Mr. Stansbury replied the matter has been discussed and funds will be available.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Member Coste stated that a band-aid solution has been approved one more time.

One- and
Five-Year
Plan for
Career
Education

Chairman Howard commented that approval of the document as described in Exhibit VIII-D is required to obtain appropriations. Member Bone stated that it is required that notification be given if any program is to be terminated. Students enrolled in any such program must have an opportunity to complete the program before it can be terminated.

Member Norwood moved, Member Bone seconded, approval of the One- and Five-Year Plan for Career Education.

In a voice vote, the motion carried.

NEW BUSINESS: Member Torisky moved, Member Norwood seconded, Treasurer's Bond approval of the renewal of the Treasurer's Bond in the amount of \$9,000,000.00 for two years effective April 21, 1984 at a cost of \$3,255.00 (as described in Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked how the amount of the bond is determined. Mr. Bakas replied the bond must be as high as the amount of cash which is available.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Appointment of Auditor Member Torisky moved, Member Norwood seconded, retaining Peat, Marwick, Mitchell and Company to perform financial audits for the 1983-84 fiscal year at a cost not to exceed \$24,500 as described in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Tomchek said he had heard that it is advisable to change auditors from time to time. Member Torisky said that usually companies change auditors every five or six years, but if an auditing firm is doing a good job at a reasonable cost there is no need to change. Member Coste agreed with Member Torisky. Member Bone asked if the College is required to accept the lowest bidder. Mr. Bakas replied that the College is not required to accept the lowest proposal because the purchasing law excludes professional services.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Grants and Gifts Status Report Dr. Voegel reported that the computer grant was not funded; two new grants have been submitted.

OTHER BUSINESS: Chairman Howard stated that the Board has periodically discussed the question of the sale of the second site. Last year the real estate market was not very good, and the Administration recommended that the site not be sold

OTHER BUSINESS:
Second Site

at that time. However, the market has now improved and the Board should consider whether steps should now be taken preparatory to a sale. Member Tomchek asked how proceeds from the sale might be used. President McGrath stated recent legislation provides that Board members may designate that proceeds be placed in the Building Fund or any other fund after obligations to bondholders are met. Member Tomchek asked how much is outstanding. President McGrath replied \$700,000.00 remains to be paid. At the end of the year the balance owed will be \$500,000.00. Member Tomchek stated that many good satellite facilities are available and are now being used. Member Bone commented that the facilities at Stevenson School are excellent. Member Tomchek commented that he could not foresee voters ever agreeing to construct another campus on the Second Site. Member Torisky suggested considering another appraisal or a study of the current market situation. He commented that the property represents an illiquid asset and the College might need more liquid funds. Chairman Howard commented that a real estate estimate considering the value of nearby property would be less costly than an appraisal. Member Bone stated she would feel uneasy suggesting a referendum while the College owns the property. She would like a report from the Administration at the April Board meeting explaining procedures for selling the property and retiring the bonds. Member Coste commented on the problem of the current zoning classification. In order to change the zoning from the current educational classification, a builder must submit a plan to the zoning authorities for approval. Member Coste suggested that College officials attempt to sell the property without using the services of a broker. Member Norwood asked if the whole parcel should be sold. Member Coste suggested it would be less expensive to buy an existing structure than to construct a new building on the site. Chairman Howard stated the arrangement with Stevenson School is working well despite disadvantages of limited parking space and lack of an elevator. Member Torisky stressed the fact that monies realized from the sale of the property cannot be used for tuition purposes. Member Coste commented that monies from a sale would come in to the College over a period of time as the site is developed. Chairman Howard stated that the consensus of the Board appears to be to direct the Administration to explore the process involved in selling the land and to obtain a real estate estimate.

PRESIDENT'S
REPORT:

President McGrath began his report by commenting upon the retirement of Rembrandt Hiller as Executive Director of the Educational Foundation. Mr. Hiller has done an outstanding job. A replacement is being sought.

This year's "Women's History Week" was extremely successful. The dinner was very well attended and the presentations enjoyable. The I.C.C.T.A. cosponsored a conference on the importance of the humanities and technology. The conference featured outstanding speakers from the University of Chicago and other institutions.

A Career Day for students in the Office and Administrative Services area will be held on March 28.

Arlington High School Night on March 21 was attended by faculty and students from Arlington High School and Harper College.

Five Harper College student athletes received All American recognition at the national swimming championship held at Melbourne, Florida.

The Harper Speech team travelled to Ithaca College in New York on February 17-19 to compete in the Pi Kappa Delta Eastern Regional Forensic Tournament.

Sharrie Hildebrandt, coordinator of the Legal Technology Program, will speak at a conference of the National Federation of Paralegal Associations.

Jean Chapman, coordinator of the English as a Second Language Program, gave a presentation at the International Conference of Teachers of English to Speakers of Other Languages.

Joann Powell, Student Development faculty member, and John Lucas, Director of the Office of Planning and Research participated in North Central Association Accreditation teams.

Eileen Dubin, director of Library Services, has been appointed a member of the ALA-ACRL/Community and Junior Colleges Libraries Conference Program Planning Committee for Chicago.

Tom Johnson, coordinator of the Banking, Finance and Credit Program, recently served on a committee for the American Council on Education to develop a money and banking course for the military.

Carol Lissy of the Business and Social Science Division has been selected as Outstanding Young Woman of

PRESIDENT'S
REPORT:
(cont.)

America 1983 in recognition of outstanding ability, accomplishments and service to the community by the Outstanding Young Women of America.

Elaine Stoermer, director of College Relations, gave a presentation recently for the Publicity Club of Chicago on the uses of cable television for public relations purposes. Students from the Fashion Design and Merchandising classes served as hostesses for the all-day public relations seminar.

Faculty member Cecilia Cooper has donated to the College a letter signed by William Rainey Harper.

ADJOURNMENT:

Member Norwood moved, Member Bone seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:30 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary