

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

September 27, 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 August 31, 1984 and September 15, 1984, and Estimated Payroll for September 16 through October 31, 1984 Exhibit V-A
 - B. Financial Statement Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - A. Committee Report
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Action Sheets Exhibit VIII-A
 - B. RECOMMENDATION: Budget Hearing and Adoption of Budget Resolution Exhibit VIII-B
 - C. RECOMMENDATION: Tax Levy Hearing and Adoption of Levy Resolution Exhibit VIII-C
 - D. RECOMMENDATION: Renewal of the Special Building Fund Bond Exhibit VIII-D
 - E. RECOMMENDATION: Policy on Alcoholic Beverages Exhibit VIII-E
 - F. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-F
- 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, September 27, 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, September 27, 1984 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Chairman Howard welcomed Ms. Joan Chojnacki, Paddock Publications and members of Mr. Robert Zilkowski's Dictation and Transcription class to the meeting.

In the absence of Secretary Bone, a motion was made and seconded that Member Norwood be appointed secretary pro tem.

In a voice vote, the motion carried.

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

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Ruth Williams, Recording Secretary; Pat Bourke, Dean of Life Science and Human Services; Steven Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; 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; Anton Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; Will Hoffman, Director of Human Performance Lab; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Programs and Services; Don Misic, Director of Business Services and Elaine Stoermer, Director of College Relations. Faculty: Larry Knight, President, Faculty Senate; Jay Singelmann and Robert Zilkowski. Classified Staff: Frank Firak, Accounting Manager; Charles Hearn, Physical Plant; Thea Keshavarzi, Purchasing Agent and Frederick Johnson, Audiovisual. Students; Bill Koch, Harbinger; Cynthia Bowers; and Transcription class students Cynthia Burchell, Monica Hauser, Amy Johnson, K. Kane, Tracy Kulisch, Diane Meska, Gail Naset, Kris Panke and Joan Swietek. Other guests: Joan Chojnacki, Paddock Publications and Bob Sudd, Brown's Uniforms.

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

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Norwood moved, Member Vargas seconded, approval of Bills Payable, Restricted Purposes

Fund,	Educational Fund (Aug. 14-31)	\$233,245.12
Payroll,	Educational Fund (Sept. 1-17)	124,174.31
Estimated	Building Fund (Aug. 14-31)	331,840.70
Payroll, and	Building Fund (Sept. 1-17)	21,347.60
Estimated	Site & Construction Fund (Aug. 14-31)	1,217.00
Utility	Auxiliary Fund (Aug. 14-31)	176,340.78
Bills	Auxiliary Fund (Sept. 1-17)	130,899.25
	Restricted Purposes Fund	234,060.74

The payroll of August 31, 1984 in the amount of \$649,870.25; the payroll of September 15, 1984 in the amount of \$642,865.82; the estimated payroll of September 16 through October 31, 1984 in the amount of \$2,122,497.68; and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Financial Statements There were no questions regarding the financial statements.

Budget Transfers There were no budget transfers.

Bid Awards Member Torisky moved, Member Coste seconded, approval of the bid awards as described in Exhibit V-D (1-11) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-7342 for desks, chairs, storage cabinets and files as requested by various departments to Educational & Institutional Co-op, the low bidder, in the amount of \$6,227.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D2 Award bid Q-7357 for IBM computers and peripheral equipment as requested by the Physical Education, Athletics and Recreation Division for the Physical Education Department and the Business and Social Science Division for the Secretarial Science and Data Processing Departments to IBM Corporation for \$23,179.80 and to Arlington Computer Products for \$2,895.80, the low bidders, for a total amount of \$26,075.60.
- Ex. V-D3 Award bid Q-7352 for photo supplies as requested by the Learning Resource Center for the Media Services Department to Lion Photo (Orland Park) in the amount of \$2,913.00; Arthur R. Baker, Inc. in the amount of \$1,301.58; Arlington Heights Camera in the amount of \$688.94; Lion Photo (Schaumburg) in the amount of \$312.92; Standard Photo in the amount of \$67.20; Happy, Inc. in the amount of \$752.00, for a total of \$6,784.07.
- Ex. V-D4 Award bid Q-7344 for printing of the Harper College Transfer Brochure to Reilly Graphic Services, the low bidder, in the amount of \$9,100.00.
- Ex. V-D5 Award bid Q-7366 for TV Studio equipment as requested by the Learning Resource Center for the Media Services department to Roscor, the low bidder meeting specifications, in the amount of \$8,179.50.
- Ex. V-D6 Award bid Q-7364 for TV Studio equipment as requested by the Learning Resource Center for the Media Services Department to Columbia Video Systems, the low bidder, in the amount of \$8,244.90.
- Ex. V-D7 Award bid Q-7356 for a three-channel electrocardiograph as requested by the Continuing Education and Program Services Division for the Human Performance Lab to Quinton Instruments, the sole bidder, in the amount of \$12,500.00.
- Ex. V-D8 Award bid Q-7335 for uniforms for the Physical Plant Division to Brown's Uniform Center, the lowest bidder meeting specifications, in the amount of \$9,371.57.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D9 Award bid Q-7347 for a 1985 Dodge Caravan SE as requested by the Physical Plant for the Roads and Grounds Department to Arlington Dodge, Inc., the low bidder, in the amount of \$10,691.00.
- Ex. V-D10 Award bid Q-7364 for cleaning and relining of a deaerator as requested by the Physical Plant Division to Plibrico Sales and Service Co., the low bidder, in the amount of \$6,170.00.
- Ex. V-D11 Award bid Q-7349 for carpeting for the J-133 lobby as requested by the Physical Plant to Carpet Laying Service, Inc., the low bidder in the amount of \$6,588.79.

Member Coste inquired whether the office furniture described in Ex. V-D1 is a replacement for old furniture. President McGrath replied that the order is a replacement. The TV Studio equipment described in Ex. V-D5 is for new equipment. Member Torisky asked if the Dodge vehicle described in Ex. V-D9 is for replacement purposes. Mr. Bakas replied that the new vehicle will replace an old one that could not be taken off campus. The new Dodge Caravan will be used by the staff for off-campus travel.

Chairman Howard called attention to Ex. V-D4 for printing of the Harper College Transfer Brochure and asked Director of College Relations Elaine Stoermer to comment on the purpose of the brochure. Ms. Stoermer stated that the Transfer Brochure is for use primarily at College Nights to present an overview of the College. The brochure gives general information about the College and explains the transferability of credits. It represents a combined effort on the part of the College Relations, Registrar, Student Development, and Graphics areas.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

APPROVAL OF
MINUTES OF
EXECUTIVE
SESSION:

Member Torisky noted that approval of the minutes of the Executive Session of August 23, 1984 was not included in the earlier motion to approve the minutes.

Member Torisky moved, Member Coste seconded, that the minutes of the Executive Session of August 23, 1984 be approved.

In a voice vote, the motion carried.

DISBURSEMENTS: Member Torisky moved, Member Coste seconded, approval of the purchase orders as described in Exhibit V-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Purchase
Orders

Ex. V-E1 Approve issuance of a purchase order to Storage Technology for a maintenance agreement covering two disk sub-systems, as requested by the Computer Services Department, in the amount of \$12,952.50.

Ex. V-E2 Approve issuance of a purchase order to James J. Curtis & Associates, Inc. for the appraisal of the second site located at the northwest corner of the intersection of Palatine and Schoenbeck Roads in Arlington Heights in the amount of \$1,600.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED

BUSINESS:

Committee
Reports

-- Finance
Committee

Member Torisky reported that the Finance Committee met in Executive Session on September 18, 1984 and discussed the employment of a real estate broker for the sale of the second site.

--Educational
Foundation

Member Torisky reported that a planning session on September 8 conducted by Dean William Howard was very effective. The Arts Committee of the Foundation will sponsor a reception on October 7. Guests may view the works of sculpture on the campus.

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

Member Norwood reported that she attended a meeting of the Illinois Community College Trustees Association on September 8 in Carbondale. A statewide community college day will be held in late spring.

--Friends of
Harper

Member Norwood reported that the Board of Directors of the Friends of Harper met on September 5. A financial policy was adopted specifying that 50 percent of the funds of the organization be donated for the Friendship Grove.

UNFINISHED
BUSINESS:
Committee
Reports

--Building
and Grounds

Member Coste stated that a meeting of the Building and Grounds Committee will be scheduled for October in order to discuss HB 1587, the Life, Health and Safety legislation.

Member Coste asked Mr. Bakas to comment on discussions with the Regional Transportation Authority with regard to a bus shelter on campus. Mr. Bakas stated that the College may enter into an agreement whereby the R.T.A. will provide and install a shelter on campus at no cost to the College. The shelter will be located near the main entrance. It is anticipated that the shelter will be available soon.

--Student
Trustee

Student Member Vargas reported that the Student Senate met on September 27. Thirteen students attended, including Ms. Vargas, three elected trustees and eight other students interested in filling six vacancies. Six students will be chosen the first week in October to fill the vacancies.

NEW BUSINESS:
Personnel
Actions

Member Norwood moved, Member Torisky seconded, approval of the personnel actions as listed in Exhibit VIII-A-1 and VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrative Appointment

G. Daniel Blagg, Director of Development, 11-01-84, \$40,000

Classified, SEIU Appointments

- David Schmidt, Interpreter III, p/t, 8-16-84, \$9,172
- Jay Bollyn, Food Service Helper III, 8-16-84, \$11,193
- Beth Calendo, Offset Press Operator I, 8-16-84, \$12,600
- Geetha Murthy, Lab Asst., 8-16-84, \$15,020
- Denise Smoluch, Secretary II, 8-20-84, \$12,877
- Christa Kraft, Information/Recept., p/t, 8-20-84, \$7,566
- Beverly Roeschel, Asst. Cashier, p/t, 8-22-84, \$5,916
- Rita Meinhardt, Secretary I, 8-24-84, \$11,924
- Deborah Kurowski, LRC Clerk II, 8-27-84, \$12,376
- Roy Ori, Lab Asst., p/t, 8-27-84, \$9,009
- Kathryn McDougald, Bookkeeper, 8-31-84, \$13,904
- Darrell Richie, Power Plant Foreman, 9-04-84, \$25,779
- Timothy Johnson, AV Tech I, 9-04-84, \$13,700
- Steven Swerbenski, Custodian, 9-04-84, \$15,954
- Paul Twarog, Lab. Asst., p/t, 9-10-84, \$3,910
- Monica Lynn, Custodian, 9-12-84, \$15,954
- Mark Bogdan, Utility Operator, 9-17-84, \$17,867
- Linda Alberts, Testing Specialist, 9-17-84, \$16,166
- Olga Melchert, Lab Asst., 9-17-84, \$10,408
- Douglas Kangail, Bindery Operator II, 9-17-84, \$11,094
- Sue Baker, Secretary II, 9-20-84, \$13,996

NEW BUSINESS: Faculty Appointment

Personnel

Actions Ailene Novack, Instructor, Dental Hygiene, 10-01-84
(cont.)

Classified, SEIU Terminations

Virgene Kilbourn, Lab Asst., 8-02-84
Hilda Tomaszewski, Buyer, Bookstore, 8-24-84
Sarah Willbank, Library Asst. I, 9-04-84
Connie Vanni, Secretary I, 9-14-84
Barbara Deer, Testing Specialist, 9-14-84
George Trayway, Custodian, 9-14-84
Lisa Baratta, Accounts Payable Clerk I, 9-12-84
Anthony Zungrone, LRC Clerk II, 9-27-84
Carmela Sacchitello, Resident Mgr. NEC, 9-28-84

Faculty Termination

Lisa Pawlak-Hartle, Assoc. Prof., Dental Hygiene, 8-17-84

With regard to the position of Director of Development, Member Coste inquired whether funds to pay his salary can be transferred from funds of the Educational Foundation. President McGrath replied that if the Director of Development is able to raise money, those funds will be available for use by the College. Member Tomchek inquired whether the position has been budgeted. President McGrath replied that the position was not budgeted. Chairman Howard added that some funds budgeted to pay the salary of former Executive Director of the Educational Foundation Rembrandt Hiller were available to pay a portion of the salary of the Director of Development. Member Tomchek expressed his objections to being asked to approve a salary when a candidate for that position has already been hired.

President McGrath stated that the candidate was chosen by a search committee headed by Dean Voegel. The committee interviewed three candidates out of a group of 30 applicants. Major responsibilities of the position include fundraising, grant preparation, and development activities with the Friends of Harper organization.

President McGrath commented on the departure of custodian George Trayway, remarking that he had done a fine job during his 10 years of service. Ms. Barbara Deer, Ms. Carmela Sacchitello and Professor Lisa Pawlak-Hartle have all been fine employees and will be missed.

NEW BUSINESS: Upon roll call, the vote was as follows:

Personnel

Actions
(cont.)

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

Motion carried. Member Vargas voted aye.

Budget
Hearing

Chairman Howard declared the regular meeting recessed and opened the public hearing on the budget.

Mr. Bakas stated that the budget has been available for public inspection since July 30, 1984. He summarized the budget statistics, commenting that the Program Budget differs from the Legal Budget only in a contingency provision which is contained in the Legal Budget and is not included in the Program Budget. The budgets have been discussed at meetings of the Finance Committee.

Member Tomchek commented that some years ago a distinction was made between the budget for the President's office and the budget for the Board of Trustees. Although there are now two separate cost centers, he would like separate mission statements and separate staffing data. He requested that the separation between the two cost centers be clarified in future budgets.

Member Torisky inquired whether Board Members would like to make suggestions for improving the budget process in coming years. Member Coste commented that with improved computer capability, it should be possible to have comparative data from previous years. Chairman Howard commented that receiving budget data in sections facilitates study.

Tax Levy
Hearing

Chairman Howard closed the public hearing on the budget and opened the public hearing on the tax levy.

Mr. Bakas stated that on August 23, 1984, the Board of Trustees established September 27, 1984 as the Tax Levy Resolution hearing date. He reviewed the statistics contained in the Levy Resolution, adding the levies are needed to provide for increases in salaries and expenses. Large increases in medical insurance costs as well as higher utility expenses and other increases due to inflation are responsible for the need for increased revenues. Also, additional dollars which will be received this year from the state are insufficient.

Member Coste commented that the assessed valuation decreased this year. Mr. Bakas added that assessed valuations have usually increased, but this year a decrease in the tax multiplier and a change in the homestead exemption caused a decrease in the assessed valuation.

NEW BUSINESS: Chairman Howard closed the public hearing on the tax
Tax Levy
Hearing
(cont.)

Member Coste moved, Member Norwood seconded, approval of the Budget Resolution as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Member Torisky moved, Member Coste seconded, approval of the Tax Levy Resolution as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Special
Building
Fund Bond

Member Norwood moved, Member Vargas seconded, approval of the Special Building Fund Bond.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Alcoholic
Beverages
Policy

Member Torisky moved, Member Coste seconded, to remove from table the Policy on Alcoholic Beverages.

In a voice vote, the motion carried.

Member Torisky moved, Member Tomchek seconded, approval of the Policy on Alcoholic Beverages as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Member Coste stated that he believed the process of Alcoholic Beverages Policy (cont.) granting permission to serve alcoholic beverages should be the responsibility of the Board of Trustees alone rather than the responsibility of either the Board of Trustees or the Educational Foundation. Member Torisky said that he interpreted the policy to mean that the Board of Trustees could delegate this responsibility to the President. President McGrath stated that it is his intention to bring every request to the Board for approval. Member Norwood mentioned that the language of the resolution permits the Educational Foundation to serve alcohol without Board approval. Member Tomchek noted that champagne is often served at art receptions.

Member Coste moved that the wording of subparagraph one be altered to delete the word "authorized" and substitute "when approved by the Board of Trustees." The phrase "sponsored by the Educational Foundation" should be deleted.

Member Tomchek moved, Member Torisky seconded, to amend Member Coste's motion to read "Alcoholic beverages may be served at a cultural, political or educational activity as authorized by the Board of Trustees."

In a voice vote, the motion carried and the amendment was approved.

In a voice vote on the original motion as approved, the motion carried. Member Norwood voted "nay".

Grants and Gifts Status Report

Dr. Voegel reported that there are no changes in the Grants and Gifts Status Report.

PRESIDENT'S REPORT:

Members of the Harper Community were saddened by the death of Professor Henriette Gebert who retired last year after serving as the coordinator of the Dietetic Technician Program. Professor Gebert was an outstanding professional in her field and was loved by the community.

Professor Pat Mulcrone, Coordinator of the General Educational Development Program, will speak at a ceremony for new citizens at the Chicago Civic Center.

The General Educational Development Commencement will be held on October 5, 1984. President McGrath, Dr. David Williams, Cook County Superintendent Dr. Richard Martwick, Mr. William Reynolds from the Illinois State Board of Education, and Mr. Ken Smith, Director of Continuing Education of District 88 will participate in the program.

PRESIDENT'S
REPORT:
(cont.)

Professor Sharon Alter participated in a discussion panel at the Annual Meeting of the American Political Science Association in Washington D.C.

Professor Ed Ponczek will present a paper at the Association for the Improvement of Community College Teaching.

Mr. Greg Herriges, who teaches part time in the English Department, has written a novel entitled Some Place Safe. The novel has been published and is available in local book stores.

Economics Professor Gene Kimmet has written poems which will be published in the "Mississippi Valley Review" and "Pteranodon" as well as in an upcoming Chapbook of 19th and 20th Century Illinois poets.

The Illinois Arts Council has approved a grant of \$1,000.00 for the 1985 Shakespeare Festival.

The Personnel Department has compiled the 1983-84 fiscal year report on changes in the employment force at the College. Harper College had an 11.5 percent change in employees. The Bureau of National Affairs reports that 12 percent is the average annual turnover rate for 1983-84.

The American Dietetic Technician Association has awarded a scholarship to Ruth Nulle-Ritzert, a student in the program at Harper.

The Illinois Landscape Contractors Association has awarded a scholarship to Harper student Gary A. Hartwig.

The Northwest Film Festival will be held on campus September 27-30. Student Activities Advisor Mike Nejman is to be congratulated for arranging for the appearances of Director Robert Altman and film star Tab Hunter.

President McGrath expressed congratulations to Board Chairman Kris Howard who has been named to the 37-member statewide Citizens Advisory Board to the World's Fair Authority.

A study of enrollment statistics for the current semester indicates a decline in enrollment of seven percent below the budget projection. Enrollment in the Banking and Finance, Real Estate and Study Skills programs increased sharply.

ADJOURNMENT: Member Torisky moved, Member Coste seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 8:55 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary pro tem