

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

March 28, 1985

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 28, 1985 and March 15, 1985, and Estimated Payroll for March 16 through April 30, 1985 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
 - 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
 - B. RECOMMENDATION: One- and Five-Year Career Plan Exhibit VIII-B
 - C. RECOMMENDATION: Habilitation Aide and Alternate Living Resident Supervisor Certificate Programs Exhibit VIII-C
 - D. RECOMMENDATION: 1985-86 Fee Schedule Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of a College Auditor 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, March 28, 1985

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 28, 1985 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Pat Bourke, Dean of Life Science and Human Services; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Daniel Blagg, Director of Development; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; Larry Haffner, Director of Academic Computing; 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; Roger Mussell and Ron Sterrett. Classified staff: Peter Gart, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; and Tim Johnson, Audiovisual. Students: Todd Burger, President, Student Senate; Barb Gale and Tim Kane, Harper College on the Air; Edward Kensik, Harbinger; Cindy Bowers, Frank Cole, Jr., and Tony Gelch. Other guests: Joan Chojnacki, Paddock Publications and Arnis R. Putrenieks, President, Trinity Realty and Investment Corp.

APPROVAL OF MINUTES: Member Norwood moved, Member Bone seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of February 28, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Barch moved, Member Norwood seconded, approval of the bills payable as presented in Exhibit V-A as follows:

Purposes		
Fund, Payroll,	Educational Fund (Feb. 15-28)	\$696,708.77
Estimated	Educational Fund (Mar. 1-15)	96,152.43
Payroll, and	Building Fund (Feb. 15-28)	272,024.37
Estimated	Building Fund (Mar. 1-15)	3,519.55
Utility Bills	Auxiliary Fund (Feb. 15-28)	581,469.27
	Auxiliary Fund (Mar. 1-15)	34,161.55
	Restricted Purposes Fund	144,518.63

The payroll of February 28, 1985 in the amount of \$812,865.13; the payroll of March 15, 1985 in the amount of \$829,958.58; the estimated payroll of March 15, 1985 through April 30, 1985 in the amount of \$2,488,877.93 and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Johnson voted aye.

Financial Statements There were no questions regarding the financial statements.

Bid Award Member Barch moved, Member Norwood seconded, approval of the bid award as listed in Exhibit V-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q7432 for electronic relays and sockets as requested by the Technology, Math and Physical Science Division for the Electronics department to Newark Electronics, the low bidder, in the amount of \$7,940.84.

Dr. Williams commented that the components will be used in the development of a course in auto emissions and control. Dr. Roger Mussell, coordinator of the Electronics Technology Program, added that an attempt is being made to become established in the new area of robotics, and the parts will be used to make, rather than purchase, training units to be used in developing a pre-robotics training program.

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

Bid Award

(cont)

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

Motion carried. Member Johnson voted aye.

Purchase
Orders

Member Barch moved, Member Norwood seconded, approval of the purchase orders as listed 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 purchase order for a 300 megabyte disk drive as requested by the Continuing Education Division for the CAD/CAM Center to Applicon, Inc. in the amount of \$16,000.00.
- Ex. V-E2 Approve the writing of a letter of intent for the issuance of a purchase order on July 1, 1985 to Gallaher and Speck for renewal of the elevator maintenance agreement through June 30, 1986 in the amount of \$5,999.40.
- Ex. V-E3 Approve the writing of a letter of intent for the issuance of a purchase order on July 1, 1985 to Dual Office Suppliers for the rental of one high-speed copier for an addition year in an amount not to exceed \$7,653.00.
- Ex. V-E4 Approve the writing of a letter of intent for the issuance of a purchase order on July 1, 1985 to Hartford Technical Services, Inc. for renewal through June 30, 1986 of the maintenance agreement covering computer equipment in the amount of \$46,068.12.
- Ex. E-5 Approve issuance of a purchase order for the PRIME CAD System with MEDUSA 3-D Software and peripheral equipment as requested by Educational Services Division for the Academic Computing department to Prime Computer, Inc. in the amount of \$149,748.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Johnson voted aye.

COMMUNICATIONS: Member Bone reported that a letter from Member David Tomchek announcing his resignation from the Board of Trustees was received at the College on March 26, 1985. A letter to Chairman Howard from Mr. Wilbert Feinstein, a recent graduate, expressed his approval of the successful referendum. An invitation from the Board of Trustees of the Palatine Library to an Open House on April 14 was received. Two letters concerning the Dental Hygiene Program have been given to the Administration. A regional meeting of the Illinois Community College Trustees Association will be held at Oakton College on May 29. ARC Chicago, a local firm, has invited the Board of Trustees to attend an open house on March 29.

UNFINISHED
BUSINESS:
Committee
Reports
--Educational
Foundation

Executive Director of the Educational Foundation Daniel Blagg reported that the Board of Directors held a quarterly meeting on March 12. The Board approved long range fund-raising goals and objectives and established sub-committees. A special benefit performance of "Much Ado About Nothing" raised \$6,140 which will be used to fund the Fine Arts Scholarship and other activities of the Foundation Arts Committee.

Friends of
Harper

Member Norwood reported that the Annual Meeting of the Friends of Harper will be held on May 1. Rolling Meadows Night will take place on April 29.

Student
Trustee

Member Johnson reported that she has enjoyed serving as student representative. Elections for the new student member of the Board will be held on April 1 and 2. She reviewed events and student activities for the current period.

Academic
Affairs

The Academic Affairs Committee will meet on Wednesday, April 3 at 9:00 a.m. to discuss status reports.

NEW BUSINESS:
Personnel
Actions

Member Barch moved, Member Norwood seconded, approval of the personnel actions as listed in Exhibit VIII-A1 and VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified and SEIU Appointments

- Eric Ryan, AV Tech. II, 2-25-85, \$14,699
- Michael Barrett, Custodian, 3-01-85, \$15,954
- Chavela Rodriguez, Clerk Typist II, p/t, 3-04-85, \$5,886
- Marianne Ungaro, Program Asst., 3-07-85, \$12,877
- Dale Cook, Groundskeeper, 3-11-85, \$16,827
- Orville Northstrum, CAD/CAM Program Mgr., 3-11-85, \$30,000
- Christopher Catton, AV Tech. I, 3-12-85, \$12,877

NEW BUSINESS: Classified and SEIU Appointments (cont.)

Personnel

Actions

(cont.)

Warren Hill, Custodian, 3-18-85, \$15,594
Patricia Laskowski, Secretary I, 3-25-85, \$11,924
Sharon Kryczak, Secretary I, 3-25-85, \$12,222
Sandra Bell, Cashier, 4-08-85, \$11,040
Stephen Dudek, Accounting Manager, 4-22-85, \$30,000

Classified and SEIU Terminations

Mary Ann Bergau, Secretary I, 2-21-85
Dorothy Haraburda, Baker I, 3-15-85
Donald Kiehl, Groundskeeper, 3-29-85
Pablo Ramirez, Custodian, 3-29-85

Faculty Promotions

Michael Vijuk to Assistant Professor
John Gallagher, Paul Szipiera, Margaret Scott and
Jean Chapman to Associate Professor
Sharon Alter, Harley Chapman, Joyce Nolen, Jack Tippens,
and Carol Neuhauser to Professor

President McGrath commented that the Faculty Senate held a luncheon to honor retiring professors William Foust and Jordan Siedband. A retirement reception was held for Torsten Hansen and Pablo Ramirez. President McGrath wished them well in their retirement.

Upon roll call, the vote was as follows:

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

Motion carried. Member Johnson voted aye.

President McGrath stated that he is proud of the list of faculty promotions. The promotions are based on merit. The quality of work done by the committees on promotion and sabbatical leaves was outstanding.

One- and
Five-Year
Career Plan

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

Dr. Harrington commented that the document is updated annually and submitted to the Department of Adult Vocational and Technical Education in Springfield.

In a voice vote, the motion carried.

NEW BUSINESS: Member Bone moved, Member Barch seconded, that the Board of Trustees approve submission to the Illinois Community College Board of the proposed Habilitation Aide Certificate and the Alternate Living Resident Supervisor Certificate Programs (as described in Exhibit VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

Habilitation Aide and Alternate Living Resident Suprv. Certificate Programs

Member Bone commented that this interesting proposal addressed the needs of the community.

In a voice vote, the motion carried.

1985-86
Fee Schedule

With regard to the 1985-86 Fee Schedule (Exhibits VIII-D and VIII-D-Alternative), Chairman Howard reviewed concerns expressed by Member Coste at the Committee of the Whole meeting on March 27, 1985. At that time Member Coste had stated that statements were made during the referendum campaign to the effect that tuition increases would not be necessary at this time if the referendum were successful. Although fees are separate from tuition, Member Coste felt that increased fees for existing courses should not be approved. He had no objection to the initiation of fees for new courses. He asked that the Board be provided an alternative fee schedule (Ex. VIII-D-Alternative) for consideration.

Member Barch inquired about the size of the fee increases proposed in the original fee schedule proposal (Ex. VIII-D). President McGrath replied that the proposed increases are not large. Department chairmen and division deans review fees every year, and in cases where tuition does not provide 80 - 90 percent of the cost of equipment, fees are required. The fees are also reviewed by the dean of instruction. Dean Harrington added that a rationale for increased fees must be provided.

Chairman Howard stated that Member Coste felt the increased costs could be absorbed by the institution. Member Norwood added that the proposed increases are quite small. Member Bone inquired about the financial impact on the College of the two proposals. Dr. Williams replied that the original proposal would raise revenues of \$40,000; the alternative proposal, providing \$5,000 in fees for new courses but no increase in fees for existing courses, would provide \$35,000 less in revenue.

Member Barch stated that freezing the fee structure at this time would result in much larger increases later. He prefers the original resolution, adding students enrolled in courses with expensive equipment should participate in paying the costs.

NEW BUSINESS:
1985-86 Fee
Schedule
(cont.)

Member Barch moved, Member Bone seconded, approval of the original resolution as shown in exhibit VIII-D.

Member Bone asked if short term student loans are available which would include the increased fee costs. Vice President Stansbury responded that loans are available. There is a maximum amount which may be borrowed, but in most cases, the amount is ample.

Upon roll call, the vote was as follows:

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

Motion carried. Member Johnson voted aye.

Appointment
of College
Auditor

Member Bone moved, Member Norwood seconded, that the firm of Peat, Marwick, Mitchell and Company be retained to conduct financial audits for the 1984-85 fiscal year at a cost not to exceed \$26,000 (as shown in Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Johnson voted aye.

Grants and
Gifts
Status
Report

Dr. Voegel commented that there were not significant changes in the Grants and Gifts Status Report.

OTHER
BUSINESS:
Second
Site

Chairman Howard stated that three items would be considered: the appointment of a real estate broker for the sale of the second site; the resignation of Member David Tomchek and the process of selecting a new trustee; and a proposed strategic planning session for the Board of Trustees.

With regard to the sale of the second site, Member Bone stated that a chronology of matters related to the purchase of the site has been provided.

Member Bone moved, Member Norwood seconded, approval of the following resolution: Be it resolved that the administration is directed to employ Bennett & Kahnweiler Real Estate Brokers for the sale of the second site, contingent upon a satisfactory commission schedule as submitted to and agreed to by the Board of Trustees.

OTHER BUSINESS: Chairman Howard stated that last fall, brokers desiring to participate in the sale of the second site were invited to submit proposals. Six firms were interviewed by the Finance Committee. The committee recommended that negotiations with Bennett & Kahnweiler continue. An official resolution from the Board is now needed.

Second
Site
(cont.)

Chairman Howard asked Mr. Arnis Putrenieks, President, Trinity Realty and Investment Corp., to address the Board. Mr. Putrenieks referred to a letter of intent addressed to the Board requesting that the Board postpone the selection of a broker and consider the offer of the Arlington Heights Corporation to purchase the property.

Chairman Howard stated that there is a feeling among Board members of moral commitment to Bennett & Kahnweiler. Mr. Putrenieks said that in an agreement with a real estate broker, a specific potential buyer may be excluded from the contract at the same time that the offers of other potential buyers are being considered. Chairman Howard thanked Mr. Putrenieks for his remarks.

Member Barch asked if action is required at this time. Chairman Howard replied that the administration has asked for instruction. Member Barch asked why the administration could not continue to work with Bennett & Kahnweiler and agree to a specific fee schedule and then submit a proposal to the Board. Chairman Howard replied that Mr. Bakas has advised that if the Board passes the proposed resolution, it will still be possible to exclude a particular buyer. An actual contract must be submitted for Board approval.

Member Barch moved, Member Norwood seconded, to amend the original motion as follows: Be it resolved that the administration is directed to continue negotiations with Bennett & Kahnweiler real estate brokers for the sale of the second site, to develop a satisfactory commission schedule, and submit the schedule to the Board of Trustees.

Mr. Putrenieks asked if he could have an estimated time for the consideration of his offer. Mr. Bakas replied that a decision whether to consider his offer would probably be made by mid-April. It is necessary to meet first with Bennett & Kahnweiler.

Upon roll call, the vote was as follows:

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

Motion carried. Member Johnson voted aye, and the amended resolution was approved.

OTHER BUSINESS: Member Bone moved, Member Barch seconded, acceptance
(cont.) of Board Member David Tomchek's resignation with regret
Resignation and appreciation.
of Board
Member In a voice vote, the motion carried.

Chairman Howard commented that Member Tomchek's long service on the Board was appreciated. His perceptive questions and sense of humor have been a good contribution. President McGrath added that he appreciated Member Tomchek's assistance with collective bargaining and he enjoyed working with him.

Chairman Howard stated that the Board would proceed to announce the vacancy and invite applications.

Strategic
Planning
Meetings

Chairman Howard announced that strategic planning sessions to set priorities for the next five to eight years are extremely important. She asked Board members to reserve the dates of May 29 and June 5 for evening meetings.

PRESIDENT'S
REPORT:

President McGrath began his report by complimenting Mary Jo Willis and Mike Brown on their work in producing "Much Ado About Nothing". Members of the cast performed at a recent event sponsored by the Illinois Community College Trustees Association.

A World's Fair Planning Forum sponsored by the Chicago World's Fair Committee will be held at the College on April 13.

Palatine High School Night will be held on April 24. Presidential Fellow Bill Shoemaker is coordinating the event.

Rolling Meadows Night, sponsored by the Friends of Harper, will take place on April 29.

Harper College Wellness Week will be celebrated from April 22 through April 26. The Health Fair will be held in conjunction with Wellness Week programs and activities.

Statistics show a great improvement in the student loan default rate. Vice President Stansbury credited Bursar Charlene Christin for following up on the matter of outstanding loans.

Cash savings exceeding \$30,000 have been realized from participation in the National Association for the Exchange of Industrial Resources. A pool of equipment and supplies from business and industry is available to non-profit organizations for a minimal cost. Participation in the Association is \$350 annually.

PRESIDENT'S
REPORT:
(cont.)

Twenty students from Harper College have been accepted for the 1984-85 edition of Who's Who Among Students in American Junior Colleges. A committee of faculty and staff selected the following students: Shirley Bartelt, Patricia Bretzmann, Kathleen Couris, Susan Duel, Sheryl Garten, Gina Gattuso, Rick Howard, Lori Johnson, Jamil Khoury, Larry Lenza, Donna Maykut Humiston, Kimberly Payne, Kim Quanstrom, Amy Rasmussen, Beverly Razinno, David Sander, Matt Scallon, Jennie Schnell, Linda Steffensen and Andy Teng.

Ms. Kathleen Lee, a student of Professor John Gallagher, has been requested to present the results of an independent study project to the Field Museum.

Professor Duane Sell will speak at a symposium of two- and four-year colleges regarding enrollment trends in chemistry courses, addressing studies completed by Director of Planning and Research John Lucas.

A recent issue of The Explorers Journal contained an article by Professor Paul Sipiiera concerning his Antarctic experiences.

Learning Disability Specialists Marsha Bundt and Louise Kruse participated in workshops held by the Association on Handicapped Student Service Programs in Postsecondary Education.

Coordinator of Disabled Student Services Tom Thompson will speak to the Illinois Council of Administrators for Special Education on "After High School, What?"

Coordinator of the GED Program Pat Mulcrone has been invited to present "Alternative ABE/GED Program Options at the 23rd Annual Conference of the Commission on Adult Basic Education in Montreal. The presentation will be published by the Education Resources Information Center.

President McGrath concluded his report by reporting that Basketball Coach Roger Bechtold has been named "Coach of the Year" by the North Central Community College Conference. President McGrath congratulated Tony Gelch and other players on the team. Wrestling Coach Norm Lovelace was honored by the National Junior College Athletic Association.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Bone moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing the appointment, employment, salary or dismissal of personnel.

ADJOURNMENT
TO EXECUTIVE
SESSION:
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Johnson voted aye, and the Board adjourned to Executive Session at 9:25 p.m.

ADJOURNMENT:

Member Norwood moved, Member Bone seconded, that the Regular Meeting be reconvened.

In a voice vote, the motion carried.

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

In a voice vote, the motion carried and the meeting was adjourned at 10:14 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary