

WILLIAM RAINY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

September 26, 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 August 30, 1985 and September 15, 1985, and Estimated Payroll for September 16 through October 31, 1985 Exhibit V-A
  - B. Financial Statements Exhibit V-B
  - C. Budget Transfers
  - D. Bid Awards Exhibit V-D
  - E. Purchase Orders
- VI. Communications
- VII. Unfinished Business
  - A. Committee Reports
  - B. Student Trustee Report
- VIII. New Business
  - A. RECOMMENDATION: Personnel Action Sheets Exhibit VIII-A
  - B. RECOMMENDATION: Renewal of Special Building Fund Bond Exhibit VIII-B
  - C. RECOMMENDATION: Sale of Protection, Health and Safety Bonds Exhibit VIII-C
  - D. RECOMMENDATION: Sale of Unimproved Property and Approval of Real Estate Sale Contract (Second Site) Exhibit VIII-D
  - E. RECOMMENDATION: Settlement Agreement and Release for the Litigation on Phase II Construction Defects Exhibit VIII-E
  - F. RECOMMENDATION: First Reading and Adoption--Policy on Education Service Agreement 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, September 26, 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, September 26, 1985 at 8:05 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Member Bone, Member Norwood moved, Member Torisky seconded, that Member Barton be appointed Secretary pro tem.

In a voice vote, the motion carried.

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

Also present: James J. McGrath, President; Vernon Manke, 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 and Registrar; John Gelch, Dean of Physical Education, Athletics and Recreation; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Dan Blagg, Director of Development; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; Will Hoffman, Director of Human Performance Lab; John Lucas, Director of Planning and Research; Don Mistic, Director of Business Services; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services.  
Faculty: Larry Knight, President, Faculty Senate.  
Classified Staff: Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Christopher Kunge, Audiovisual Technician; Laurie Wren, Executive Secretary.  
Other guests: Joan Carreon, Paddock Publications; Cameron Archbold, student; Don Eslick and Steve Wermert, Kane, McKenna and Associates; Mike Gilfillan, Legat Associates; Stanley Eisenhammer, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.

APPROVAL OF MINUTES:

Member Norwood moved, Member Barton seconded, approval of the minutes of the Executive Sessions of Thursday, August 15, 1985 and Thursday, August 22, 1985 and the minutes of the Regular Board Meeting of August 22, 1985 as amended and the minutes of the Regular Board Meeting of August 26, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Member Norwood moved, Member Barton seconded, approval of the bills payable as listed in Exhibit V-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable,	Educational Fund (Aug. 9-31)	\$175,098.48
Payroll,	Educational Fund (Sept.1-9)	68,390.19
Estimated	Operations, Building &	
Payroll,	Maintenance Fund (Aug. 9-31)	191,341.04
Postmaster	Operations, Building &	
and Ill.	Maintenance Fund (Sept. 1-9)	12,231.30
Dept. of	Auxiliary Fund (Aug. 9-31)	200,040.01
Revenue	Auxiliary Fund (Sept. 1-9)	62,398.50
	Operations, Building &	
	Maintenance Fund (Restricted) (Aug. 9-31)	29,701.00
	Operations, Building &	
	Maintenance Fund (Restricted) Sept. 1-9)	71,579.25
	Restricted Purposes Fund (Aug. 9-31)	9,417.72
	Trust & Agency Fund (Aug. 9-31)	40,858.41
	Trust & Agency Fund (Sept. 1-9)	50.00
	Audit, Liability & Protection Fund	
	(Aug. 9-31)	35,811.55
	Audit, Liability & Protection Fund	
	(Sept. 1-9)	20,941.17
	Federal Funds (Aug. 9-31)	10,827.04

The payroll of August 31, 1985 in the amount of \$636,266.84; the payroll of September 15, 1985 in the amount of \$669,525.98; the estimated payroll of September 16, 1985 through October 31, 1985 in the amount of \$2,564,174.78; estimated utility bills in the amount of \$120,000.00; postmaster for postage meter in the amount of \$9,000.00; and Illinois Department of Revenue in the amount of \$49,807.39.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

DISBURSEMENTS: There were no questions regarding the financial  
(cont.) statements.

Financial  
Statements

Bid Awards Chairman Howard stated that action on Bid Award V-D4 to Althoff Industries for campus exterior lighting alterations would be postponed until a vote was taken on the sale of Protection, Health and Safety Bonds (Ex. VIII-C).

Member Barton moved, Member Hutchinson seconded, approval of the bid awards as listed in Exhibit V-D (1-3) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-7624 for janitorial equipment as requested by the Physical Plant Division for the Custodial Department to D & B Products, Inc. in the amount of \$128.50; Jon-Don Products, Inc. in the amount of \$221.26; L.M. Brownsey Supply Co. in the amount of \$2,362.50 and Diamond Chemical Co. in the amount of \$4,328.50, the low bidders, for a total award of \$7,040.76.

Ex. V-D2 Award bid Q-7622 for janitorial supplies as requested by the Physical Plant Division for the Custodial Department to Bolotin, Inc. in the amount of \$751.26; D & B Products, Inc. in the amount of \$1,661.90; DOV Sanitary Products in the amount of \$690.00; Diamond Chemical Co. in the amount of \$232.60; E-Z Does It in the amount of \$360.00; Kranz, Inc. in the amount of \$785.52; Inlander Brothers, Inc. in the amount of \$333.30; The Elton Corp. in the amount of \$681.25; Randolph Paper Co. in the amount of \$789.75; Jon-Don Products, Inc. in the amount of \$60.34; and Fuller Brush Co. in the amount of \$18.50, for a total award of \$6,364.42.

Ex. V-D3 Award Bid Q-7623 for a 1986 F-700 Ford dump truck as requested by the Physical Plant Division for the Roads and Grounds Department to Reed-Randle Motors, Inc., the low bidder, in the amount of \$32,021.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: Chairman Howard stated that dedication of the Florence Parkhurst Room at the Palatine Historical Society would take place October 6, 1985 from 2:00 - 4:00 p.m. Ms. Parkhurst was a close friend of former trustee Ray Mills and a Palatine civic leader.

UNFINISHED

BUSINESS:

Committee

Reports

--Educational  
Foundation

Member Torisky reported that the Educational Foundation appropriated funds to help pay for the site development for the bust of William Rainey Harper commissioned by the Student Senate. In addition, the bylaws were revised, and funds were loaned to the College to retire completely the referendum debt. The Foundation approved matching funds for a Nursing Student Scholarship, acknowledged a gift-in-kind of computer equipment from Motorola, and thanked Union Oil Foundation for a \$2,500 grant to help underwrite the cost of a performance of The Magic Flute by Mozart.

--Friends of  
Harper

Member Norwood reported that three candidates for the Board of Trustees were introduced at the meeting on September 4, 1985. Mt. Prospect-Prospect Heights Night will be held on October 29.

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

As liaison to the Illinois Community College Trustees Association (I.C.C.T.A.), Member Norwood attended a meeting on September 14 in Collinsville. The organization will host a reception for legislators on October 15 in Springfield.

--Student  
Trustee

Student Member Hutchinson reported on features of the Disabled Student Services Program.

NEW BUSINESS:

Personnel

Actions

President McGrath stated that it would be necessary to withdraw the names of two appointments for the Cardiac Rehabilitation Center. Notification has been received from the insurance carrier providing coverage for the Center that coverage will be cancelled on October 1, 1985. Consequently, the Center must be closed until new coverage can be arranged.

Member Coste suggested investigating the possibility of joining with other organizations in a self-insured pool. Chairman Howard added that many hospitals were joining together to share risks. President McGrath asked Vice President Manke to investigate this possibility.

Member Torisky moved, Member Hutchinson seconded, approval of the personnel actions as listed in Exhibit VIII-A-1 and VIII-A-2, excepting the two appointments for the Cardiac Rehabilitation Center (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Administrative Appointment

Personnel

Actions

(cont.)

Larry M. Bielawa, Director of Personnel, additional assignment as Acting Director of Finance, 9-01-85, \$350 mo.

Classified, SEIU Appointments

Denise Muehl, Graphic Designer, 7-16-85, \$14,360  
Vicki Atkinson, Assessment Spec., 8-12-85, \$16,974  
Deborah Platek, Career Information Spec., 8-12-85, \$13,000  
Kathleen Gilmer, Economic Development Research Spec., p/t, 8-15-85, \$16,670  
Carol Saccomando, Information Spec., p/t, 8-19-85, \$8,281  
Jack Darling, Maintenance Mechanic, 8-19-85, \$20,904  
Betty Sullivan, Food Service Helper II, 8-20-85, \$10,725  
Beth Madoch-Maling, Clerk Typist II, p/t, 8-26-85, \$7,722  
Mark West, Chem Lab Asst. I, p/t, 8-26-85, \$4,077  
Michael Smith, Equipment Room Attendant, p/t, 8-26-85, \$8,494  
Sahar Mikhail, Program Asst., 8-26-85, \$14,500  
Richard Cowan, Warehouse/Driver, 8-26-85, \$19,906  
Linda Hoppe, Word Processing Operator, 8-29-85, \$13,406  
Jill Wapotish, Clerk Typist II, p/t, 9-04-85, \$7,488  
Joan Glover, Clerk Typist, p/t, 9-16-85, \$4,830  
Ruth Kadota, Job Developer, 9-16-85, \$19,000  
Joan Gray, Secretary I, p/t, 9-19-85, \$9,440  
Sam Geati, Industry Services Spec., 9-23-85, \$26,500  
Charles Gura, Supervisor, Roads & Grounds, 9-30-85, \$29,000

Classified Terminations

Cynthia Sykes, Clerk/Dispatcher, 9-11-85  
Jacqueline Aponte, Secretary I, 9-12-85  
Betty McAlister, Clerk Typist, 9-30-85

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

Special Building Fund Bond

Member Torisky moved, Member Barton seconded, approval of renewal of the Special Building Fund Bond (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 Barton, Coste, Howard, Norwood and Torisky

Nays: None

Motion carried. Member Hutchinson voted aye.

NEW BUSINESS:  
(cont.)

Sale of  
Protection,  
Health and  
Safety Bonds

Chairman Howard introduced Mr. Don Eslick, representing the firm of Kane, McKenna and Associates, Inc. Mr. Eslick stated that six financial institutions submitted bids in the bond sale held on September 26, 1985 at the offices of Kane, McKenna and Associates, Inc. The bond issue will fund certain projects including installation of parking lot lighting, retention walls and replacement of doors and sidewalks. Mr. Eslick reported that the low bidder in the very competitive sale was Continental Illinois National Bank and Trust Co. of Chicago with a winning net interest cost bid of 6.2295 percent. Factors contributing to the success of the sale included the Aa rating assigned by Moody in the firm's Municipal Credit Report, passage of the tax referendum, and an anticipated tax base growth.

Member Norwood moved, Member Barton seconded, acceptance of the bid with the lowest net interest cost and adoption of the necessary bond resolution as well as approval of a Treasurer's fidelity bond in the Amount of \$1,500,000 from TransAmerica Insurance Company (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 Barton, Coste, Howard, Norwood and  
Torisky  
Nays: None

Motion carried. Member Hutchinson voted aye.

Bid Award

Chairman Howard stated that because of approval of the sale of Protection, Health and Safety Bonds, it was now possible for the Board to take action on the bid award Q-7636 for campus exterior lighting alterations as requested by the Physical Plant Division.

Ex. V-D4 Award bid Q-7636 to Althoff Industries, the low bidder for campus exterior lighting alterations, in the amount of \$356,000.00.

Member Norwood moved, Member Torisky seconded, approval of the bid award as described in Exhibit V-D4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste inquired how close the figure of \$356,000.00 was to the budgeted amount. Vice President Manke replied that the amount bid by Althoff Industries, Inc. was slightly less than the amount which had been anticipated. Chairman Howard inquired when the work would commence. Mr. Manke replied that the major portion of the work should be completed by December if the weather is favorable.

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

Bid Award  
Campus  
Exterior  
Lighting

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

Motion carried. Member Hutchinson voted aye.

Sale of  
Unimproved  
Property  
and Real  
Estate Sale  
Contract

Member Torisky moved, Member Barton seconded, adoption of the resolution which authorizes the sale of unimproved property (second site) and approves the Real Estate Sale Contract (as described in Exhibit VIII-D, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Settlement  
Agreement  
and Release  
for  
Litigation

Chairman Howard stated that discussion of the Settlement Agreement would take place later in the meeting when legal counsel was present.

Education  
Service  
Agreement

Chairman Howard stated that Board policy requires two readings of any proposal which would cause a change in the policy; however, it is possible for the Board to vote to waive the second reading. The Administration has recommended expediting action on the proposal in order to implement the agreement in time for spring semester 1986.

Member Torisky moved, Member Hutchinson seconded, to waive the second reading of the Education Service Agreement and to adopt as policy the Agreement which will allow employees of in-district organizations to attend Harper College at the in-district tuition rate (as described in Exhibit VIII-F, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton commented that employees of Union Oil Company are interested in the agreement, and approval would result in good public relations for the College. Mr. Stansbury added that the Administration supports this proposal which would provide services for citizens working in the College district.



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

Education Service Agreement (cont.)	Ayes: Members Barton, Coste, Howard, Norwood and Torisky
	Nays: None

Motion carried. Member Hutchinson voted aye.

Chairman Howard noted that a press release would be prepared and employees of in-district firms would be notified.

Grants and Gifts Status Report	There was no discussion regarding the Grants and Gifts Status Report.
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Meeting Dates	Chairman Howard asked Board members if the following meeting dates were satisfactory for other Board members: Thursday, November 14 for a Special Reorganization Meeting, Tuesday, November 26 for the Regular Board Meeting, and Thursday, December 19 for the Regular Board Meeting.
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Member Coste inquired if it would be possible to hold the Regular Board Meeting of November following the Special Board Meeting of November 14. Chairman Howard commented that the bills payable would not normally be prepared by November 14. Vice President Manke stated that it would be possible to prepare the bills payable by November 14 if the Board so wished. Chairman Howard tentatively scheduled the Regular Board Meeting for Tuesday, November 26, adding that the Board would take action at the October 24 meeting to determine the necessity of the November 26 meeting.

PRESIDENT'S REPORT:

President McGrath mentioned a letter he has received from Mr. Harold Herman, Manager of Engineering Division Operations at the Argonne National Laboratory commending the contributions of Mechanical Engineering Professor William Punkay. Professor Punkay served as summer faculty advisor at the Laboratory.

An article concerning Supernatural Fiction Writers by Professor Frank Smith was published by Scribner Publishing Company. Professor Smith has donated to the College a copy of the two-volume work containing the article.

A print by Professor John Knudsen entitled "A Working Day" is one of 14 works selected for inclusion in the State of Illinois Center art collection.

Continuing Education Coordinator Ralph Rohling participated in a video interview program at American Cable Company. The interview concerned continuing education programs.

PRESIDENT'S  
REPORT:

President McGrath concluded his report by noting that Coordinator of Disabled Student Services Tom Thompson gave a presentation on the "Psychosocial Aspects of Acquired Disability" at the 1985 Conference of the Association of Handicapped Student Service Providers in Postsecondary Education. In addition, Mr. Thompson was elected coordinator of the Disabled Student Services Consortium.

NEW BUSINESS:  
(cont.)  
Settlement  
Agreement and  
Release for  
the Litigation  
on Phase II  
Construction  
Defects

Chairman Howard asked Mr. Stanley Eisenhammer of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. to address the Board. Mr. Eisenhammer explained that several interim settlements are likely to precede the final settlement for the litigation on construction defects. Mr. Eisenhammer added that in the interests of consolidating the issues and reducing the complexities of the case, the attorneys have agreed that the Phase II portion of the complaint could be settled separately. He added that the proposed settlement amount of \$28,500.00 is close to the amount requested.

Member Norwood moved, Member Barton seconded, to approve the resolution authorizing the Board Chairman and Secretary to execute the Settlement Agreement and Release in the amount of \$28,500.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

ADJOURNMENT  
TO EXECUTIVE  
SESSION:

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

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye and the Board adjourned to Executive Session at 9:12 p.m.

ADJOURNMENT: Member Norwood moved, Member Barton seconded, that the regular meeting be re'convened.

In a voice vote, the motion carried.

Member Barton moved, Member Norwood seconded, that the Regular Meeting be adjourned.

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

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Kris Howard  
Chairman

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Barbara Barton  
Secretary pro tem