

WILLIAM RAINY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 19, 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 November 28, 1985 and December 15, 1985. Estimated Payroll for December 16 through January 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 Actions Exhibit VIII-A
 - B. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-B
- IX. Other Business
- X. President's Report
- IX. 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, December 19, 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, December 19, 1985 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard welcomed Student Senate President Paul Giancola to the meeting.

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

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; Steven Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; John Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Larry Knight, President, Faculty Senate; Mike Carroll. Classified Staff: Stephan Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual Technician. Students: Paul Giancola, President, Student Senate; Michael Held.

APPROVAL OF MINUTES: Member Norwood moved, Member Barton seconded, approval of the minutes of the Regular Board Meeting of November 26, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Barton moved, Member Coste 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,
Estimated Payroll,
Estimated Utility Bills,
Frederick Quinn Corp. and
Auxiliary Fund

<u>DISBURSEMENTS:</u> (cont.)	Educational Fund (Nov. 8-30)	\$ 101,823.53
	Educational Fund (Dec. 1-6)	137,977.74
	Operations, Building & Maintenance Fund (Nov. 8-30)	139,406.26
	Operations, Building & Maintenance Fund (Dec. 1-6)	60,094.89
	Operations, Building & Maintenance Fund (Restricted) (Dec. 1-6)	9,099.10
	Bond & Interest Fund (Nov. 8-30)	1,053,863.00
	Auxiliary Fund (Nov. 8-30)	55,303.21
	Auxiliary Fund (Dec. 1-6)	61,589.08
	Restricted Purposes Fund (Nov. 8-30)	41,854.95
	Restricted Purposes Fund (Dec. 1-6)	7,936.13
	Trust & Agency Fund (Nov. 8-30)	88,299.35
	Trust & Agency Fund (Dec. 1-6)	8,313.13
	Federal Funds (Nov. 8-30)	17,904.73
	Federal Funds (Dec. 1-6)	-653.75
	Protection, Health & Safety Fund (Dec.1-6)	49,140.00
	Audit, Liability, Protection and Settlement Fund (Nov. 8-30)	20,441.17

The payroll of November 30, 1985 in the amount of \$860,573.73; the payroll of December 15, 1985 in the amount of \$868,781.97; the estimated payroll of December 16, 1985 through January 31, 1986 in the amount of \$2,619,973.89; estimated utility bills in the amount of \$120,000.00; Frederick Quinn Corporation for expansion of D131 and D132 in the amount of \$9,099.10 and Harper College Auxiliary Fund for subsidy to Inter-Collegiate Athletics in the amount of \$34,750.00.

Upon roll call, the vote was as follows:

- Ayes: Members Albrecht, Barton, Coste, Howard, Norwood and Vajda
- Nays: None

Motion carried. Member Hutchinson voted aye.

- Financial Statements Vice President Manke commented that fund balances are adequate at this time.
- Bid Awards Member Vajda moved, Member Norwood seconded, approval of the bid awards as listed in Exhibit V-D (1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).
- Ex. V-D1 Award bid Q7684 for a Bridgeport vertical mill as requested by the Technology, Mathematics and Physical Science Division for the Mechanical Engineering Technology Department to Chicago Machine Tool Company, the low bidder, in the amount of \$5,772.00.

DISBURSEMENTS: Ex. V-D2 Award bid Q7688 for carpeting as requested
Bid Awards by the Continuing Education and Program
(cont.) Services Division to The Larson Equipment and
Furniture Company, the low bidder, in the
amount of \$5,190.00.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Vajda

Nays: None

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: Member Vajda stated that he had been contacted by the
Rowland's Equipment, Inc. of Barrington concerning
a complaint about bidding procedures. The matter will
be discussed at the Finance Committee meeting in
January.

UNFINISHED

There were no committee reports.

BUSINESS:

Committee
Reports

NEW BUSINESS:

Personnel
Actions

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

Faculty Appointment

Mary L. Severs, Instructor, Librarian, 1-08-86, \$19,602

Classified Staff Appointments

Joyce Droll, Clerk Typist II, p/t, 11-15-85, \$6,800
Mary Jeziorski, Secretary I, 11-18-85, \$12,412
Gail Riggs, Placement Advisor, p/t, 11-25-85 \$8,822
Mary Eileen Brown, Library Asst., p/t, 12-01-85, \$4,362
Douglas Kangail, Offset Press Operator, 12-02-85, \$13,406
Diane Damalas, Cashier, p/t, 12-02-85, \$5,429
Laura Adams, Asst. Suprv., p/t, 1-02-86, \$12,350

Classified Staff Terminations

Linda Davis, Clerk Typist II, 11/15/85
Bette Jane Boubal, LRC Clerk II, 12-07-85

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Vajda

Nays: None

Motion carried. Member Hutchinson voted aye.

NEW BUSINESS: There were no questions concerning the Grants and Gifts Status Report.
Grants and
Gifts Status
Report

OTHER BUSINESS: Chairman Howard stated that it is necessary to review the Board Policy Manual. A thorough revision was done three years ago, but some updating is necessary. A special meeting of the Legislation and Public Affairs Committee will be held in January to review the Manual. Chairman Howard added that former Board member Jan Bone will be invited to attend the meeting.
Board
Committees

Member Coste requested that the lease on the Stevenson School be included in the agenda for the next meeting of the Finance Committee.

PRESIDENT'S
REPORT:

President McGrath began his report by stating that the Educational Foundation has a current fund balance of \$90,318.46, with another \$84,957.72 in investment accounts. The Foundation underwrote the cost of a dinner for members of the Advisory Committees which was attended by 225 guests. In addition, the annual campaign for College employees has been successfully launched.

Harper College has received a grant to participate in a state-wide campaign to eliminate illiteracy.

A retrospective of the works of retiring Art Professor William Foust is on display in Building C. The works represent a 45-year career in the art teaching field.

Former Vice President of Administrative Services Peter Bakas will speak at a seminar conducted by Price Waterhouse on the subject of employee benefits. Mr. Bakas is working as a school business management consultant.

Dean George Dorner participated in the 1985 Invitational Education Conference of the American Chemical Society in Washington, D.C. The purpose of the conference was to improve the quality of education in chemistry and chemical technology in two-year colleges.

Professor Sharon Alter moderated a panel discussion concerning former mayors of Chicago. The discussion was funded by the Illinois Humanities Council.

Professor J. Harley Chapman presented a paper to the Society for the Philosophy of Creativity in Anaheim, California.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Director of Library Services Eileen Dubin and Purchasing Agent Thea Keshavarzi have been selected to participate in the National Administrative Leadership Program. Ms. Dubin will spend a week in the training program in Mays Landing, New Jersey, and Ms. Keshavarzi will attend the training program in San Diego, California.

Coach John Eliasik was honored by the Arlington Heights Village Board for his excellent work coaching the Harper College football team.

Mechanical Engineering Professor James Heisler died on November 27 following a long illness. Friends are establishing a scholarship fund for his four young children.

Word Processing Supervisor Dorothy Fagan has been hospitalized following major surgery. Friends may send cards to her home address.

The Cardiac Rehabilitation Center will be reopened January 6. Insurance problems related to liability coverage have been resolved.

Dean George Dorner and Professors Tom McCabe and Margaret Scott met with area high school math teachers to discuss cooperation and improvements in mathematics teaching at Harper College and the high schools.

President McGrath concluded his report by thanking everyone for a successful year and a successful referendum effort.

Member Norwood expressed appreciation to President McGrath for his visit to the Willow Bend School and for arranging a reception for fourth grade students from the school to visit Harper College.

ADJOURNMENT:

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

In a voice vote, the motion carried and the meeting was adjourned at 8:35 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary