

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

May 22, 1986

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Appointment to the Board of Trustees Exhibit III
- IV. Citizen Participation
- V. Communications
- VI. Unfinished Business
Student Trustee Report
- VII. Approval of Consent Agenda (Roll Call Vote)
 - A. Approval of Minutes Exhibit VII-A
 - B. Bills Payable, Payroll for April 30, 1986 and
May 15, 1986, and Estimated Payroll for May 16
through June 30, 1986 Exhibit VII-B
 - C. Financial Statements Exhibit VII-C
 - D. Bid Awards Exhibit VII-D
 - E. Purchase Orders Exhibit VII-E
 - F. Committee Reports Exhibit VII-F
 - G. Grants and Gifts Status Report Exhibit VII-G
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement--Classified Staff Exhibit VIII-A-2
 - B. RECOMMENDATION: Contract Riders
 - 1. Career Program Coordinators Exhibit VIII-B-1
 - 2. Student Affairs Staff Exhibit VIII-B-2
 - C. RECOMMENDATION: Plum Grove Executive Center
Lease--CAD/CAM Exhibit VIII-C
 - D. RECOMMENDATION: Stevenson School Lease--Northeast Center Exhibit VIII-D
 - E. RECOMMENDATION: Authorization of Fund Deposit to
Building, Operations and Maintenance
Fund (Restricted)--Second Site Sale Exhibit VIII-E

- F. BOARD INFORMATION: Illinois Consortium for
International Studies Exhibit VIII-F
- IX. Other Business
 Filling a Vacancy on the Board of Trustees Exhibit IX
- 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, May 22, 1986

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, May 22, 1986 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Bonnie Henry, V.P. Student Affairs; Vernon Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Victor Berner, Dean of Business Services and Finance; Steven Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Classified/Professional Technical Staff: Stephan Dudek, Accounting Manager; Fred Inden, Facilities Manager (retired); Thea Keshavarzi, Purchasing Agent; Kevin O'Rourke, Audiovisual Technician; Linda Pones, Chairman, Classified Employee Council; Nawanna Rodgers, Graphics Supervisor, and Ray White, Photographer. Other guests: Sam Lissner, appointee to the Board of Trustees; Joan Carreon, Paddock Publications; Cindy Bowers, district resident.

APPOINTMENT TO THE BOARD OF TRUSTEES: Member Barton moved, Member Norwood seconded, that Mr. Sam Lissner be appointed to the Board of Trustees to fill the unexpired term until November 1987.

In a voice vote, the motion carried and Mr. Lissner was seated with Members of the Board.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Norwood stated that letters have been received from State Senator Macdonald and State Representatives Kirkland and Harris regarding assistance in response to the Board's request regarding release of state money to correct construction deficiencies.

Member Norwood reported that a letter has been received from bakery students containing suggestions for program improvements.

Member Norwood read a letter from Mrs. Barbara Mueller complimenting the College for providing excellent educational opportunities for students of all ages. Five members of the Mueller family have attended Harper College.

Member Norwood stated that a letter has been received from Ms. Marie Therese Bruzzino.

UNFINISHED BUSINESS: Student Member Suberlak reported that she will encourage students to become involved in College activities. She will serve as a student orientation leader.
Student Trustee Report

CONSENT AGENDA: Member Coste moved, Member Barton seconded, that the purchase orders (Exhibit VII-E) be removed from the Consent Agenda.

In a voice vote, the motion carried.

Member Albrecht moved, Member Norwood seconded, approval of the Consent Agenda, as shown in Exhibit VII-A through Exhibit VII-D and Exhibits VII-F and VII-G (attached to minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Approval of Minutes There were no corrections to the minutes of the Regular Board Meeting of Thursday, April 24, 1986.

<u>CONSENT</u>	Educational Fund	\$412,856.28
<u>AGENDA:</u>	Operations, Building & Maintenance Fund	210,399.61
Bills Payable,	Operations, Building & Maintenance	
Payroll,	Fund (Restricted)	10,034.75
Estimated	Auxiliary Fund	77,712.84
Payroll,	Restricted Purposes Fund	18,184.63
Estimated	Trust & Agency Fund	69,473.24
Utility Bills,	Protection, Health & Safety Fund	31,150.00
S.U.R.S.,	Federal Funds	4,657.40
Northwestern		
National Life	The payroll of April 30, 1986 in the amount of \$868,679.27;	
Ins. Co.,	the payroll of May 15, 1986 in the amount of \$869,327.94;	
Mitchell	the estimated payroll of May 16, 1986 through June 30, 1986	
Assoc.,	in the amount of \$2,633,080.91; estimated utility bills	
American	in the amount of \$120,000.00; State University Retirement	
National Bank,	System for early retirement payment in the amount of	
First	\$17,157.00; Northwestern National Life Insurance Co. for	
National	group life insurance in the amount of \$21,567.93;	
Bank of	Mitchell Associates, Inc. for maintenance agreement in the	
Chicago	amount of \$1,186.98; American National Bank for bond	
	service charge and interest in the amount of \$63,666.92;	
	and First National Bank of Chicago for bond service charge	
	and interest in the amount of \$26,780.00.	

Financial Statements There were no questions concerning the financial statements.

- Bid Awards
- Ex. VII-D1 Award bid Q7748 for a tractor with a front end loader to West Side Tractor Sales Company, the low bidder, in the amount of \$19,474.90.
 - Ex. VII-D2 Award bid Q7749 for replacement of swimming pool valves to DeFranco Plumbing, Inc., the only bidder, in the amount of \$12,478.00.
 - Ex. VII-D3 Award bid Q7755 for IBM personal computers to IBM Corporation, the low bidder, in the amount of \$7,260.00.

Committee Reports There were no questions concerning the committee reports.

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

CONSENT
AGENDA:
Purchase
Orders

- Ex. VII-E1 Approve issuance of a change order to purchase order D-29394 to Joseph Legat Architects, P.C. for architectural services for campus exterior lighting in the amount of \$ 3,423.98 for a new total of \$29,323.98.
- Ex. VII-E2 Approve issuance of a change order to purchase order D-28942 to Storage Technology Corporation for a maintenance agreement covering two disk subsystems in the amount of \$2,376.00 for a new total of \$21,192.00.
- Ex. VII-E3 Approve issuance of a purchase order to the Online Computer Library Center for retrospective conversion services in an amount not to exceed \$170,000.00.
- Ex. VII-E4 Approve issuance of a purchase order to Apple Computer, Inc. for a computerized desktop publishing unit in the amount of \$9,368.11.
- Ex. VII-E5 Approve issuance of a purchase order to Illinois Bell Communications for a yearly maintenance agreement covering the College telephone system for 1986-87 in the amount of \$18,090.00.
- Ex. VII-E6 Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in an amount of approximately \$40,203.56.
- Ex. VII-E7 Approve issuance of a purchase order to the Mount Prospect Park District for rental of classroom space at the Dempster Development Center in an amount not to exceed \$6,400.00.
- Ex. VII-E8 Approve issuance of a purchase order to Joseph Legat Architects, P.C. for a Life Safety Mechanical Systems Survey in an amount not to exceed \$9,600.00.

Concerning the purchase orders, which Member Coste had requested be removed from the Consent Agenda, Member Coste inquired what goal would be accomplished by ordering retrospective conversion services from Online Computer Library Center (Ex. VII-E3). Dean of Educational Services George Voegel replied that all of the existing records and information about the library collection must be converted into machine readable tape and this order would accomplish the major part of this task. Member Coste asked if any computerization has already been done in the library. Dr. Voegel replied that none has been done except a reference tool for computer search. Member Coste asked if the proposed conversion services would index all library materials by categories. Dr. Voegel replied that the

CONSENT
AGENDA:
Purchase
Orders
(cont.)

materials would be indexed and student users could call up information on the computer.

Member Coste inquired why this system was chosen. Dr. Voegel replied that several systems were examined. New materials acquired by the College are already entered in this system.

Member Coste stated he wished cost comparisons to be made whenever possible and asked if subscription services had been compared (Ex. VII-E6). Dr. Voegel replied that the College periodically reviewed subscription services; a bid for subscription services was submitted two or three years ago.

Member Barton inquired about the rental of classroom space at the Dempster Development Center (Ex. VII-E7). President McGrath stated that this purchase order is for continuation of arrangements for classroom rental. Dean of Continuing Education and Program Services Bill Howard explained that the Dempster Development Center serves a special clientele located in Elk Grove Village, primarily consisting of students of English as a Second Language.

Member Barton asked if the College had a rental agreement in Barrington. Dean Howard stated that the College has an ongoing arrangement at Barrington High School.

Member Coste asked how many off-campus sites the College uses. Dean Howard replied the College uses Schaumburg High School, Barrington High School, the Dempster Development Center and the Northeast Center.

Member Barton asked if the College liability insurance covers the various locations. Dean Howard replied that the coverage is effective for the other locations.

Member Coste asked what agreements exist with District 211 and District 214. Chairman Howard replied those agreements are part of the area vocational system. Dean Voegel added that the law mandates cooperation with high school districts in adult education and English as a Second Language.

Member Barton moved, Member Albrecht seconded, approval of the purchase orders as described in Exhibit VII-E1 through VII-E8 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard, Lissner and Norwood.

Nays: None

Motion carried. Member Suberlak voted aye.

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

Personnel
Actions

Faculty Appointment

Dale Ford, Instructor, Nursing, 8-19-86, \$25,610

Classified Staff Appointments

Joseph Ward, III, LRC Clerk II, p/t, 5-05-86, \$5,203
DeWayne Gajeske, Security Guard, 5-16-86, \$11,440
Carrie Gore, Career Information Spec., 5-19-86, \$13,085
Susan Witt, Security Guard, 5-27-86, \$11,440

Faculty Termination

Carolyn Moats, Instructor, Nursing, 5-17-86
Paul Chamberlain, Instructor, Student Development, 5-01-86

Classified Staff Terminations

Beverly Elder, Clerk, p/t, 3-31-86
Philip Locascio, LRC Clerk II, 4-16-86
Beth Madock-Maling, Clerk Typist II, 5-09-86
Marlene Baron-Gerstein, Suprv. Interpreters, 5-15-86
Carole Johnson, LRC Clerk II, 5-17-86
Deborah Platek, Career Information Spec., 5-19-86
Elizabeth Fink, Library Asst. III, 5-30-86
Shirley Acks, Secretary II, 7-30-86

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

President McGrath introduced to the Board recent retiree Fred Inden and Nawanna Rodgers, who will retire at the end of June. President McGrath commented that both individuals have been loyal members of the staff for many years. Chairman Howard presented framed photographs of the College to Mr. Inden and Ms. Rodgers.

Member Norwood moved, Member Albrecht seconded, approval of the early retirement request for Elizabeth Fink as described in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Member Barton asked Vice President Manke to explain the
Personnel formula used in determining lump sum payments by the
Actions College and the employee to the State Universities
(cont.) Retirement System.

Vice President Manke replied that the formula used conforms to state law and is based on the employee's highest annual full-time salary rate and age at retirement.

Member Coste inquired whether employees contribute to the State Universities Retirement System. President McGrath replied that employees contribute eight percent of their salaries.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Contract
Riders

Dr. Voegel explained that compensation for faculty members serving as career program coordinators and athletic coaches is determined by the Faculty Collective Bargaining Agreement. The contract riders provide compensation in addition to regular salaries. Chairman Howard added that the figures may change following negotiations for a new agreement.

Member Coste moved, Member Barton seconded, approval of the contract riders for career program coordinators and Student Affairs faculty as shown in Exhibits VIII-B-1 and VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Plum Grove
Executive
Center
Lease

Member Norwood moved, Member Coste seconded, to authorize the administration to inform the agent of the lessor that the College will not renew the lease for the Plum Grove Executive Center because the CAD/CAM Center will be relocated to the main campus, as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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

Plum Grove
Executive
Center
Lease
(cont.)

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

Motion carried. Member Suberlak voted aye.

Wheeling
School
District 21
Lease--
Northeast
Center

Member Norwood moved, Member Lissner seconded, to authorize the administration (1) to notify Wheeling School District 21 that the College does not intend to exercise the option to purchase the property used by the Northeast Center and (2) to negotiate a three-year extension of the lease of the property.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

Authoriza-
tion of
Deposit to
Building,
Operations
and Main-
tenance Fund
(Restricted)--
Second Site
Sale

Member Barton inquired about the amount required to pay off outstanding bonds. President McGrath replied an amount of approximately \$200,000 is required. Vice President Manke stated that the College is legally required to pay off the bonds with proceeds of the sale of the second site. A motion to abate the 1986 tax levy will be submitted for Board approval.

Member Coste asked if all bond funds would be closed at that time. Mr. Manke replied that other bond funds may not be closed because Life, Health and Safety Bonds and construction bonds will still be outstanding. A resolution concerning the bonds will be presented to the Board.

Concerning remaining proceeds from the property sale, Member Coste asked whether the resolution will specify how interest income may be used. President McGrath stated that the interest may be used to replace obsolete equipment or for other instructional purposes but the principal will be preserved. Mr. Manke noted that the Board would have to authorize any use of the principal amount. The principal may not be used for day-to-day expenses.

Member Coste emphasized the importance of retaining the principal. Chairman Howard added that any use of the interest income must also be submitted to the Board.

NEW BUSINESS: Member Albrecht moved, Member Norwood seconded,
Authorization to authorize the deposit of the net sale proceeds in the
of amount of \$5,904,508.10 from the sale of the second site
Deposit to into the Operations, Building and Maintenance Fund
Building, (Restricted) as shown in Exhibit VIII-E (attached to the
Operations minutes in the Board of Trustees' Official Book of Minutes).
and Main-
tenance Fund Upon roll call, the vote was as follows:
(Restricted)--
Second Site
Sale Ayes: Members Albrecht, Barton, Coste, Howard,
Lissner and Norwood
Nays: None

Motion carried. Member Suberlak voted aye.

Illinois President McGrath explained that Harper College is parti-
Consortium cipating in a Consortium for International Studies
for Inter- Program which will include study abroad in London, England.
national The program is primarily a humanities program and will
Studies enable Harper College students to study for a semester
in London and receive college credit. Vice President of
Academic Affairs David Williams is currently developing
Harper's participation in the program which includes the
possibility of members of the faculty teaching abroad.

Resolution for Member Albrecht moved, Member Norwood seconded, approval
Filling a of the Resolution for filling a vacancy on the Board of
Vacancy on the Trustees as described in Exhibit VIII-E (attached to the
Board of minutes in the Board of Trustees' Official Book of Minutes).
Trustees

Chairman Howard stated the Resolution was suggested by
members of the Board who believe the 30-day requirement for
appointing a member to fill a vacancy does not allow
sufficient time. The resolution will be forwarded to
the Illinois Community College Trustees Association and
the Illinois Community College Board for discussion with
legislators. A 60-day time limit will be requested.

Member Coste added that he does not believe the super-
intendent of schools is the proper individual to appoint
a Board member in the event that a member is not appointed
in the required length of time.

Member Norwood moved, Member Coste seconded, to amend the
Resolution to include a recommendation that if a member
is not appointed in the required length of time, a new
member shall be appointed by the Illinois Community College
Board rather than by the Superintendent of Schools.

In a voice vote, the Resolution as amended was approved.

NEW BUSINESS: Chairman Howard noted that the Board will concur with the suggested increase in dues for the Illinois Community College Trustees Association. She stated that Member Norwood's role in the association has become increasingly influential.

PRESIDENT'S REPORT: President McGrath began his report by asking Dean of Admissions and Registrar Steven Catlin to inform the Board about summer school enrollment. Dean Catlin reported that telephone registration results have been good and the number of applications has increased.

President McGrath announced that dental hygiene students taking the National Board Examination achieved a class average of 90.69, the highest score ever recorded by Harper students.

The Village of Palatine has recognized Harper College for continued participation in the Palatine Blood Drive Program.

Professor Robert Zilkowski directed the high school typing contest held recently at the College.

Sisters Peggy Brennan and Julie Flynn of the Catholic Campus Ministry have been reassigned to the south side of Chicago after nine years of service at the College.

Professor Bill Punkay recently received recertification from the Society of Manufacturing Engineers.

Former trustee Jan Bone has published another book. The new work is entitled Opportunities in Computer Aided Design and Computer Aided Manufacturing. Mrs. Bone acknowledges assistance from Dean Bill Howard and the Harper College CAD/CAM Center in furnishing material for the book.

The American Dietetic Association recently reviewed and approved the 1986 Progress Report for the Dietetic Technician Program. President McGrath thanked Program Coordinator Jane Allendorph for her work on the program.

Legal Technology Program Coordinator Sharrie Hildebrandt was selected by the American Bar Association as a legal assistant program evaluator of the Mercy College program in Detroit.

Professor Elizabeth Hull was appointed regional judge for the 1986 National Council of Teachers of English (NCTE) Awards in Writing.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Coordinator of the Child Development Program Jane Thomas was elected to the Governing Board of the National Coalition for Campus Child Care at the annual conference in Boston.

Director of Media Services Al Dunikoski was featured in an interview in the April 30, 1986 Itek Graphix publication.

Harper student Wendy Haverland of Elk Grove Village has been chosen to receive the Illinois Association of Legal Secretaries scholarship award.

President McGrath concluded his report by commenting that Commencement exercises were very successful. The speaker was Dr. John McCall, President of Knox College in Galesburg. President McGrath thanked the 1985 graduates for their gift of the bust of William Rainey Harper. Dr. Harper's granddaughter, Dr. Jane Overton, was present for the unveiling. The 1986 class gift is a desktop publishing unit for the Harbinger.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Barton moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing collective bargaining matters.

Upon roll call, the vote was as follows:

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

Motion carried at 9:10 p.m. Member Suberlak voted aye.

ADJOURNMENT:

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

In a voice vote, the motion carried.

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

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

Kris Howard
Chairman

Molly Norwood
Secretary