

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

July 23, 1987

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. Approval of Minutes Exhibit VI-A
 - B. Bills Payable, Payroll for June 30, 1987 and July 15, 1987, and Estimated Payroll for July 16 through August 31, 1987 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Committee Reports Exhibit VI-D
 - E. Grants and Gifts Status Reports Exhibit VI-E
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Employee Group Insurance Exhibit VIII-A-2
 - B. RECOMMENDATION: Repayment of Loans
 - 1. Liability, Protection and Settlement Fund/Operations, Building and Maintenance Fund Exhibit VIII-B-1
 - 2. Educational Fund/Working Cash Fund Exhibit VIII-B-2
 - C. RECOMMENDATION: Interfund Loans
 - 1. Operations, Building and Maintenance Fund/Liability, Protection and Settlement Fund Exhibit VIII-C-1
 - 2. Working Cash Fund/Educational Fund Exhibit VIII-C-2
 - D. RECOMMENDATION: Adoption of 1987-88 Annual Goals Exhibit VIII-D

- E. RECOMMENDATION: Approval of the Resource Allocation and Management Plan for Community Colleges (RAMP/CC) Exhibit VIII-E
- F. RECOMMENDATION: Election Resolution--Filing of Nominating Petitions for the November 3, 1987 Trustee Election Exhibit VIII-F
- G. BOARD INFORMATION: Report on Use of Credit Cards for Tuition, Fees and Bookstore Purchases 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, July 23, 1987

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Howard, Lissner, Miller, Norwood and Student Member Miller
Absent: Member Torisky

Also present: James J. McGrath, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Al Dunikoski, Dean of Learning Resources Center; Liz McKay, Dean of Special Programs and Services; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Ray Devery, Director of Development; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Toni Flaherty, Research Analyst; Thea Keshavarzi, Purchasing Agent; Chris Kungie, Audiovisual Technician; Laurie Wren, Executive Secretary. Other guests: Jim Hale, SRI Gallup; John Carpenter, Daily Herald.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Norwood read a letter from Mr. Dave Davis and the Northwest Pioneers Running Club requesting expedition of repairs to the track.

Member Norwood read a letter from Member Torisky stating that he would not be a candidate in the November election to the Board of Trustees.

UNFINISHED BUSINESS: Student
Trustee Report Student Member Miller reported that efforts are being made to increase participation in student activities. He cited a summer issue of the Harbinger as an example.

CONSENT AGENDA: Member Barton moved, Member Norwood seconded, approval of the Consent Agenda as described in Exhibits VI-A through VI-E (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, Lissner, Miller and Norwood

Nays: None

Motion carried. Student Member Miller voted aye.

Minutes There were no corrections to the minutes of the Regular Board Meeting of Thursday, June 25, 1987.

Bills Payable,	Educational Fund	\$455,216.11
Payroll,	Operations, Building & Maintenance Fund	141,982.09
Estimated Payroll, Estimated	Operations, Building & Maintenance Fund (Restricted)	640.00
Utility Bills,	Bond & Interest Fund	566.35
Ill. Dept. of	Auxiliary Fund	56,517.24
Revenue, R.J.	Restricted Purposes Fund	153,107.02
Galla, AAA	Trust & Agency Fund	147,852.88
Services, Inc.	Protection, Health & Safety Fund	458.00
of Illinois	Federal Funds	12,476.76

The payroll of June 30, 1987 in the amount of \$817,828.10; the payroll of July 2, 1987 in the amount of \$347,416.18; the payroll of July 15, 1987 in the amount of \$817,429.27; the estimated payroll of July 16, 1987 through August 31, 1987 in the amount of \$3,003,750.42; estimated utility bills in the amount of \$120,000.00; Illinois Department of Revenue in the amount of \$10,786.09; R.J. Galla in the amount of \$457,888.00; and AAA Services, Inc. of Illinois in the amount of \$650.00.

Financial Statements There were no questions regarding the financial statements.

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:

Chairman Howard stated that information has just been received concerning 1987-88 funding. She asked Vice President Manke to summarize the new information.

Mr. Manke reported that funding amounts have been divided into four categories: credit hour grants, disadvantaged student grants, economic development grant and advanced technology grant. The total reduction from last year's receipts is \$629,972. The credit hours grants comprise the largest category and will be reduced by \$557,296. Disadvantaged student grants are only slightly reduced. The economic development grant is reduced by 20 percent and the advanced technology grant by 50 percent.

Mr. Manke added that the cuts in the budget were anticipated and he does not believe it is necessary to make changes in the budget at this time. Delaying purchase of some high technology equipment and reducing activity in the Economic Development Office will be required.

Member Coste inquired about the deadline for approving a supplementary budget. Mr. Manke replied that January or February would be an appropriate time for the budget to be reviewed for a possible amendment. However, he recommended monitoring expenditures carefully rather than modifying the budget. Other factors might alter projections such as an increase in interest rates which would produce more income. Also, it would be possible to increase class size and eliminate some class sections. A tuition increase might be considered in next year's budget.

Member Coste requested a summary of the status of the construction projects which were previously approved to be available at the next meeting of the Finance Committee. He added it might be necessary to use Life and Safety bonds to fund some current projects and to reconsider some of the current budget allocations.

Mr. Manke commented that financial difficulties may be delayed if remedial actions are taken promptly. Although it is possible to amend the budget, such an action would require another public hearing.

BID AWARDS/
PURCHASE
ORDERS:

Member Miller moved, Member Lissner seconded, approval of the bid awards and purchase orders as described in Exhibit VII-A and Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller inquired whether time constraints were placed on bidders for roof repairs. Mr. Manke replied that a reliable contractor has been selected who has assured the Administration the repairs will be done during the roofing season. The estimated cost is below budget.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

- Ex. VII-A1 Award bid Q7922 for roof repair and replacement to Olsson Roofing Company, Inc., the low bidder, in the amount of \$264,800.00.
- Ex. VII-A2 Award bid Q7917 for printing of the Harbinger (student newspaper) to Regional Publishing Corp., the low bidder, in the amount of \$11,408.00.
- Ex. VII-A3 Award bid Q7923 for football uniforms and supplies to All American for \$453.30; to Hayden's Sport Center for \$2,434.50; to Player Sports for \$2,840.18 and to McGovern's Athletic Equipment Co. for \$3,316.80, the low bidders meeting specifications, for a total award of \$9,044.78.
- Ex. VII-A4 Award bid Q7915 for replacement and a maintenance agreement covering Storage Technology computer equipment to Technical Services, Inc., the sole bidder, in the amount of \$8,280.00.
- Ex. VII-B1 Approve issuance of a purchase order to Apple Computer, Inc. for MacIntosh computers and peripheral equipment in the amount of \$9,399.60.
- Ex. VII-B2 Approve issuance of a purchase order to Dual Office Systems, Inc. for the renewal of the rental equipment for copiers, in the amount of \$50,360.28.

NEW BUSINESS:
Personnel
Actions

Member Lissner moved, Member Barton 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).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Classified Staff Appointments

Karen Lamb, Clerk Typist II, p/t, 6-17-87, \$7,332
Diana Lehman, Admin. Secretary, 6-22-87, \$17,200
Richard Will, AV Technician I, 6-22-76, \$15,500
Marco Arroyo, Training Specialist, 6-22-87, \$28,500
Stephen Malkus, Equip. Room Attendant, p/t, 6-24-87, \$8,923
Max Netzeband, Pub. Safety Officer, 7-01-87, \$17,343
Mary Beth Weiss, Clerk/Dispatcher, 7-06-87, \$11,264
Lynette Dickens, Bindery Operator II, 7-06-87, \$12,956
Laura Cole, Secretary I, 7-06-87, \$15,555
Gwen Hisey, Secretary I, 7-13-87, \$15,350
Risa Goch, Cashier, 7-20-87, \$13,280
Julia Guiney, Personnel Associate, 8-03-87, \$20,300

Classified and SEIU Terminations

Madonna O'Hearn, Clerk Typist II, 6-06-87
Roberta Kehoe, Clerk II, 7-01-87
Jerry Finken, Equipment Mechanic, 7-07-87
Ruth Kadota, Job Developer, 7-16-87
Michaelene Mikus, Tutor Coordinator, 7-23-87

Other Notice

Carol Zack, Coordinator, Financial Aid, Died 6-27-87

Member Coste inquired whether a different position was offered to Ms. Roberta Kehoe whose position was eliminated. Vice President Henry replied that Ms. Kehoe was encouraged to apply for another position.

President McGrath expressed sorrow over the death of Ms. Carol Zack and read a letter written by Ms. Zack's son.

NEW BUSINESS: Member Norwood moved, Member Lissner seconded, approval of the Employee Group Insurance Program as described in Exhibit VIII-A-2 (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, Lissner,
Miller and Norwood

Nays: None

Motion carried. Student Member Miller voted aye.

Interfund
Loans

Member Norwood moved, Member Barton seconded, approval of the repayment and retransference of the loan of \$275,000 made from the Operations, Building and Maintenance Fund to the Liability, Protection and Settlement Fund (Exhibit VIII-B-1).

Member Miller inquired whether funds are available for investment from the Operations, Building and Maintenance Fund (Restricted). Mr. Manke replied that the administration is still working with the Capital Development Board to determine the amount of funds received from litigation settlements for construction defects which must be returned to the State. This matter should soon be settled.

LOW

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Member Norwood moved, Member Lissner seconded, approval of the Interfund Loan repayment and retransference of the loan of \$9,680,000 made from the Working Cash Fund to the Educational Fund (Exhibit VIII-B-2).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

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NEW BUSINESS:
Interfund
Loans
(cont.)

Member Miller moved, Member Barton seconded, approval of a \$275,000 loan from the Operations, Building and Maintenance Fund to the Liability, Protection and Settlement Fund, as described in Exhibit VIII-C-1 (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, Lissner,
Miller and Norwood
Nays: None

Motion carried. Student Member Miller voted aye.

Member Norwood moved, Member Lissner seconded, approval of a \$9,680,000 loan from the Working Cash Fund to the Educational Fund, as described in Exhibit VIII-C-2 (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, Lissner,
Miller and Norwood
Nays: None

Motion carried. Student Member Miller voted aye.

Annual Goals

Member Barton moved, Member Norwood seconded, approval of the 1987-88 Annual Goals as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President McGrath explained that the Annual Goals combine planning efforts by the Board of Trustees, the administration and the Institutional Planning Committee. It is very important to continue sound financial planning and to increase efforts to help students succeed.

In a voice vote, the motion carried.

RAMP/CC
Document

Member Norwood moved, Member Lissner seconded, approval of the Resource Allocation and Management Plan for Community Colleges (RAMP/CC) document for submission to the Illinois Board of Higher Education.

In a voice vote, the motion carried.

NEW BUSINESS:

Election
Resolution

Member Norwood moved, Member Lissner seconded, approval of the Election Resolution regarding the notice related to the filing of nominating petitions for Board candidacy, as described in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Credit Card
Use

Member Norwood inquired whether other financial institutions were asked to bid on an agreement to accept Visa and MasterCard for tuition, fees and bookstore purchases. Mr. Manke replied that the Mt. Prospect State Bank was chosen because the College maintains an account in that bank. Consequently, using that bank is more convenient. The College is reimbursed promptly; the fees are reasonable, and the administration is negotiating with the bank for even lower fees. The use of credit cards has been satisfactory and the cards are easier to verify than are personal checks.

Legislative
Review

Director of College Relations Elaine Stoermer provided an update of current legislative actions. The Harper College Board of Trustees initiated the issue addressed in Senate Bill 472 which has passed both Houses and is awaiting the Governor's signature. SB 472 allows community colleges 60 days rather than 30 days to fill a board vacancy. If a vacancy is not filled by that time, the chairman of the ICCB rather than the regional superintendent will appoint a board member.

Ms. Stoermer stated that the nursing issue will be addressed in the fall session. Pension bills also will be considered at that time. Different versions of prepaid tuition legislation have passed both Houses, and the Governor may select the version he prefers.

Additionally, House Bill 813 clarifies the legal authority of a community college for transferring funds. House Bill 2364 requires persons under 30 years of age to provide proof of immunization against preventable communicable diseases before they may attend a post-secondary institution. The ICCTA has requested that the Governor veto HB 2364 because of the burden to the College of maintaining medical records.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that Professor Paul Sipierra is currently at an annual meeting of the Meteoritical Society in Newcastle, England where he will present a paper. He is also promoting a project for Harper students to participate in meteorite studies in New Mexico.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by stating that Director of Development Ray Devery will give a presentation at the National Meeting of the Council for the Advancement and Support of Education (CASE) in Washington, D.C. in October.

Professor of Political Science Sharon Alter chaired a session entitled "Race, Class, Culture and Birth Control" at the Seventh Berkshire Conference on the History of Women at Wellesley College in June.

Student Trustee Gregory Miller has been appointed to the ICCB Student Advisory Committee for 1987-88.

Economic Development Specialist Kathy Gilmer and Industry Services Specialist Sam Geati will present the topic "Northwest 2001--A Model for Regional Economic Development" at the annual conference of the National University Continuing Education Association to be held in January 1988.

Athletic Trainer Mike McClane recently lectured at Naperville North High School on sports injury, prevention and anemia.

An article entitled "Harper Helps Link Business, Education Needs" by Industry Services Specialist Sam Geati appeared in Northwest Business, a supplement of The Daily Herald.

Interpreter Specialist Ellen Kaufman passed the national evaluation and was awarded the Comprehensive Skills Certificate from the National Registry of Interpreters for the Deaf.

Three percent of Harper employees utilized the Employee Assistance Program in a fourteen-month period ending February 1987.

A recent evaluation by a team from College of Lake County, College of DuPage, Illinois Wesleyan University and John Hersey High School lauded the Student Activities Program at Harper College.

The Child Learning Center was recently accredited by the National Academy of Early Childhood Programs.

President McGrath concluded his report by introducing Mr. Jim Hale, SRI Gallup organization. Mr. Hale presented information concerning results of the marketing survey conducted recently by SRI Gallup.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Barton moved, Member Norwood 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, Lissner,
Miller and Norwood.

Nays: None

Motion carried. Student Member Miller voted aye and the Board adjourned to executive session at 10:05 p.m.

ADJOURNMENT:

Member Norwood moved, Member Lissner seconded, that the Board return to regular session.

In a voice vote, the motion carried.

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

In a voice vote the motion carried and the meeting was adjourned at 11:20 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary