

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

August 27, 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 July 31, 1987 and August 15, 1987, and Estimated Payroll for August 16 through September 30, 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 Order Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Budget Hearing and Adoption of Budget Resolution Exhibit VIII-B
  - C. RECOMMENDATION: Traffic Signal Agreements
    - 1. Joint Agreement with Palatine Park District and Fluke Manufacturing Company, Inc. Exhibit VIII-C-1
    - 2. Agreement with Cook County Department of Highways Exhibit VIII-C-2
  - D. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-D
  - E. RECOMMENDATION: Career Advisory Committee Appointments Exhibit VIII-E
- IX. Other Business
- X. President's Report
  - Engineering Program--George Dorner and Robert Campbell
- 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, August 27, 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 8:15 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Howard, Lissner  
Miller, Norwood, Torisky and Student  
Member Miller  
Absent: None

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; Vic Berner, Dean of Business Services and Finance; Steve Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Math and Physical Science; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Special Programs and Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don Biase, Director of Physical Plant; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart; President, Faculty Senate; Bob Campbell, Art Snyder. Classified/Professional Technical Staff: Julie Guiney, Personnel Associate; Thea Keshavarzi, Purchasing Agent; Laurie Wren, Executive Secretary.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED  
Business;  
Student  
Trustee  
Report

Student Member Miller reported that candidacy applications for the Student Senate are available. The hours of the legal assistance program for students have been expanded. Students will initiate fundraising efforts to assist in paying expenses for Harper student Peter Soby who was critically injured in a diving accident.

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, Norwood and Torisky  
Nays: None

Motion carried. Student Member Miller abstained.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, July 23, 1987.

Bills Payable,	Educational Fund	\$447,499.43
Payroll,	Operations, Building & Maintenance Fund	357,060.33
Estimated	Operations, Building & Maintenance Fund	
Payroll,	(Restricted)	10,237.36
Estimated	Auxiliary Fund	418,298.58
Utility	Restricted Purposes Fund	29,069.05
Bills	Trust & Agency Fund	60,161.68
	Liability, Protection & Settlement Fund	348,259.42
	Federal Funds	2,426.82

The payroll of July 23, 1987 in the amount of \$332,194.16; the payroll of July 31, 1987 in the amount of \$824,239.65; the payroll of August 15, 1987 in the amount of \$713,056.58; the estimated payroll of August 16, through September 30, 1987 in the amount of \$3,767,023.13; and estimated utility bills in the amount of \$120,000.00.

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.

BID AWARDS:

Member Norwood moved, Member Torisky seconded, approval of the bid awards as shown in Exhibit VII-A (1-6) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q7934 to Chem World, Inc., the low bidder meeting specifications for plastic bags, in the amount of \$5,579.50.
- Ex. VII-A2 Award bid Q7924 for paper to Chicago Paper Co. in the amount of \$45,275.30 and Hobart MacIntosh in the amount of \$2,983.98, the low bidders meeting specifications, for a total award of \$48,259.28.
- Ex. VII-A3 Award bid Q7936 to Roscor Corporation for \$5,871.00 and to Video Images for \$1,723.00, the low bidders for audiovisual equipment, for a total award of \$7,594.00.
- Ex. VII-A4 Award bid Q7937 to Roscor Corporation for \$28,628.00 and to Columbia Audio/Visual for \$3,004.80, the low bidders meeting specifications for audiovisual equipment and carts, for a total award of \$31,632.80.
- Ex. VII-A5 Award bid Q7935 to Permalawn, Inc. for the Otterbine aerators in the amount of \$13,511.20.
- Ex. VII-A6 Award bid Q7938 to IBM corporation, the low bidder for the IBM color displays and display adapters, in the amount of \$18,552.00.

Concerning Exhibit VII-A3 and VII-A4, Member Miller inquired how the audiovisual equipment would be used and whether the purchase is for new or replacement equipment. Vice President Williams explained that film and film projectors are being replaced by video-cassette recorders and videotapes. The tapes are less expensive than film. The College will own 15 more video-cassette recorders this year. Five hundred students enrolled in telecourses may view tapes at home or in the Learning Resources Center. The equipment is used in 130 College classrooms. The videocassette recorders are permanently attached to carts which are used to move the equipment around the campus.

BID AWARDS:  
(cont.)

Member Miller inquired about the use of a camera recorder for the Physical Education, Athletics and Recreation Division. Dr. Williams replied that tapes rather than film would be used to record athletic events.

Member Norwood inquired about Exhibit VII-A2 for the award of the bid for paper to different vendors. Vice President Manke replied that different vendors specialize in different types of paper, and splitting the bid between different vendors is not unusual.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

PURCHASE  
ORDER:

Member Miller moved, Member Norwood seconded, approval of the purchase order as shown in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 Approve issuance of a purchase order to Georgia State University for the computerized degree audit system in the amount of \$10,000.

Member Coste inquired about the uses of the computerized degree audit system. Vice President Henry replied that checking student records to determine eligibility for graduation is now done manually, and the software will make it possible to accomplish the task by computer. Currently, two staff members spend more than 50 percent of their time checking records manually. The system will also be more accurate. Member Miller asked how soon the new system will be in operation. Dr. Henry replied installation of the system would require four to six months. Member Barton asked how the software system was selected. Dr. Henry replied that a team of employees studied many systems and concluded that the one chosen was the most appropriate.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:  
Personnel  
Actions

Member Torisky moved, Member Norwood 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 Beth Bussert, Instructor, 8/24/87, \$30,012

Classified Staff Appointments

Howard Schumann, Clerk/Dispatcher, 8/01/87, \$11,996  
Norma Deusler, Clerk Typist I, p/t, 8/03/87 \$5,996  
Rita Mack, Clerk Typist I, p/t, 8/05/87 \$7,506  
Clifford J. Casey, Vocational Specialist, 8/05/87,  
\$20,750  
Paul Risoya, Bindery Operator I, 8/10/87, \$11,505  
Timothy McGowan, Equipment Room Attendant, p/t, 8/12/87,  
\$9,495  
Marge Dodson, Clerk Typist II, p/t, 8/17/87, \$11,968  
Susan Nowakowski, Programming Lab Asst., 8/17/87,  
\$17,680  
Kathleen Hanahan, Placement Specialist, 8/17/87,  
\$21,011  
Sheila Williams, Secretary I, 8/17/87, \$13,880  
Mark Engstrom, Messenger, p/t, 8/17/87, \$8,221  
Patricia Hendryx, Instructional Disability Specialist,  
8/18/87, \$14,616  
Dawn Spannraft, Receptionist, 8/24/87, \$14,156

Classified Staff Reclassifications

Kathleen Gilmer, Economic Development Specialist,  
7/01/87, \$30,899  
Carol Schweitzer, Records Clerk, 7/01/87, \$13,354  
JoAnn Becker, Records Clerk, 7/01/87, \$13,341  
Suzanne Sons, Student Records Suprv., 7/01/87, \$23,490  
Yvonne Thomson, Senior Records Clerk, 7/01/87, \$16,803

NEW BUSINESS:

Classified/SEIU Terminations

Personnel

Actions  
(cont.)

Marcia Nordlund, Instructional Specialist, 7/14/87  
Stephen Malkus, Equipment Room Attendant, 7/17/87  
Susan Cochrane, Lab Assistant, 8/01/87  
Arlene Wiebusch, Clerk Typist, 8/11/87  
Azad Mazboudi, Clerk Typist, 8/13/87  
Betty Doles, Cook I, 8/15/87  
Martha Mulligan, Secretary I, 8/17/87  
Marie Griffin, AED Specialist, 8/31/87  
Edwin Kurowski, Custodian, 9/01/87

Classified Leave of Absence

Frederick Johnson, III, AV Technician III,  
9/7/87 to 12/10/87

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

President McGrath mentioned that Ms. Betty Doles will retire after 16 years of employment and extended best wishes to her in retirement.

President's  
Contract

Member Torisky moved, Member Norwood seconded, approval of the amendments to the employment contract of James McGrath extending the present contract through August 1, 1988 at an annual salary of \$88,400.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Budget  
Hearing

Chairman Howard declared the Regular Meeting recessed and opened the Public Hearing on the Budget.

NEW BUSINESS:  
Budget Hearing

Chairman Howard asked Vice President Manke to review the budget. Mr. Manke explained that the 1987-88 budget contains eight operating funds. The funds of primary importance are the Educational Fund and the Operations, Building and Maintenance Fund. The use of funds is directed by state law. Board members have reviewed the budget at meetings of the Finance Committee. Member Coste inquired what is the percentage of funds provided by the state. Mr. Manke replied that the state's portion is approximately 22 percent. As a result of the Governor's budget cuts, the portion allocated to Harper College has been reduced by approximately \$600,000.

Chairman Howard noted that she and President McGrath will write letters to legislators concerning the impact of budget cuts on the College.

Chairman Howard declared the public hearing on the budget closed and reconvened the regular meeting.

Budget  
Resolution

Member Norwood moved, Member Barton seconded, to adopt the budget resolution as shown 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, Lissner,  
Miller, Norwood and Torisky  
Nays: None

Motion carried. Student Member Miller voted aye.

Traffic  
Signal  
Agreements

Member Norwood moved, Member Barton seconded, approval of the Euclid Avenue entrance traffic signal agreements as shown in Exhibits VIII-C-1 and VIII-C-2 (attached to the minutes in the Board of Trustees' Official Book of minutes).

Member Barton inquired when the signal will be installed. Mr. Manke replied that the Department of Highways has indicated the signal should be installed within a year. He added that the agreements specify that the cost for the three participants, the Palatine Park District, Harper College and John Fluke Manufacturing Company may not exceed \$110,000. Should the cost increase, the matter will again be brought before the Board. Member Barton asked about maintenance responsibility. Mr. Manke replied the College would pay approximately \$5,000 annually for maintenance.



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

Traffic

Signal

Agreements

(cont.)

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

Nays: None

Motion carried. Student Member Miller voted aye.

Treasurer's  
Surety Bond

Member Torisky moved, Member Barton seconded, to renew the Treasurer's Surety Bond as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller inquired whether bids had been solicited for the bond. Mr. Manke replied bids were not solicited because a competitive market does not exist at this time and it is difficult to locate companies willing to issue bonds for this amount. Market conditions will be studied next year at renewal time.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

1987-88

Career

Advisory

Appointments

Member Torisky moved, Member Norwood seconded, approval of the Career Advisory appointments for the 1987/88 academic year as shown in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Chairman Howard commended the 296 advisory committee members for their contributions to the College.

Chairman Howard noted that dates must be set for the Regular Board Meetings of November and December. She suggested that the Regular Board Meetings be held on November 19 and December 17 and that the canvass of votes be done on November 5.

Member Barton moved, Member Norwood seconded, that the Regular Board Meetings be held on November 19 and December 17 and the canvass of votes be conducted on November 5.

In a voice vote, the motion carried.

PRESIDENT'S  
REPORT:

President McGrath began his report by announcing that the medical condition of student Peter Soby is extremely serious. Mr. Soby was injured in a diving accident. Members of the Student Development faculty have visited him in the hospital. Harper students will initiate a plan to assist in paying expenses..

Registrar Steve Catlin reported that enrollment has increased by 1.5 percent, the first positive figure in three years.

President McGrath noted that the College withstood the torrential rains very well. Fortunately, the College was closed on Friday during the heavy rain. Although the weather delayed some construction projects, sidewalks in the main plaza area between Buildings D and F have been completed. All sidewalks should be finished by early October. Work on the doors will begin in late October. Roofing repairs will commence as soon as the weather permits. Work on the tennis courts has been delayed, but work on the dimmer systems is nearly completed. Pressure tests will be performed on the steam line between Buildings D and E. The gymnasium floor will be ready to use within two weeks. A study is being conducted to determine the cost of rebuilding the track. President McGrath expressed thanks to Supervisor Chuck Gura and the Roads and Grounds personnel for their hard work in repairing construction and water damage.

A letter has been received from Harold Herman, Manager of Engineering Operations at Argonne Laboratory commending Professor William Punkay for the development of a software program for Computer Aided Design (CAD) operators. Professor Punkay developed the program while working at the Argonne Laboratory this summer.

Professor Sharon Alter has published an article entitled "A Woman for Mayor?" in the Fall 1987 issue of Chicago History.

An institutional calendar has been developed to alleviate schedule conflicts, particularly during the months of April and May. The calendar will reflect activities which trustees, the president and vice presidents will attend.

Dean of Technology, Math and Physical Science George Dorner, Professor Bob Campbell and part-time faculty member Art Snyder presented information concerning the Engineering Program.

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

In a voice vote, the motion carried and the meeting was adjourned at 10:00 p.m.

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Kris Howard  
Chairman

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Molly Norwood  
Secretary