

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 Committee Meeting of the Whole of Thursday,  
September 24, 1987.

The committee meeting of the whole convened at 7:00 p.m.

Present: Board Members Barbara Barton, John Coste, Kris Howard,  
Sam Lissner, Michael Miller, Molly Norwood, and student  
trustee Greg Miller.

Absent: Donald Torisky.

Also present: Vern Manke, Vice President of Administrative Services,  
and Felice Avila, Executive Assistant to the President.

It was moved and seconded that the meeting be adjourned to executive  
session.

The committee meeting was reconvened at 7:56 p.m. and was immediately  
adjourned.

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KRIS HOWARD  
Chairman

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MOLLY NORWOOD  
Secretary

WILLIAM RAINY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

September 24, 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 August 31, 1987 and September 15, 1987, and Estimated Payroll for September 16 through October 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 Exhibit VIII-A
  - B. RECOMMENDATION: Renewal of Special Building Fund Bond Exhibit VIII-B
  - C. RECOMMENDATION: Renewal of Treasurer's Fidelity Bond Exhibit VIII-C
  - D. RECOMMENDATION: Approval of Life Safety Projects Exhibit VIII-D
  - E. RECOMMENDATION: Associate Degree Requirement Change Exhibit VIII-E
  - F. RECOMMENDATION: Graduation Requirement Change Exhibit VIII-F
  - G. RECOMMENDATION: Board Policy Amendments Exhibit VIII-G
  - H. RECOMMENDATION: Northwest Suburban Career Cooperative Position Statement Exhibit VIII-H
  - I. BOARD INFORMATION: North Central Association Evaluation Visit Exhibit VIII-I
- 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 24, 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 8:05 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; Victor Berner, Dean of Business Services and Finance; Steve Catlin, Dean of Admissions and Registrar; 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; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; John Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate; Roger Mussell, Joann Powell. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual Technician; Laurie Wren, Executive Secretary. Other guests: John Carpenter, Daily Herald; Susan White, Pioneer Press; Susanna Orzech, Board Candidate; John Rowe, Atlas Lift Truck Co.

CITIZEN PARTICIPATION: Mr. John Rowe, Atlas Lift Truck Co., stated that he wished the Board to reconsider awarding the bid for a forklift truck to The Mothball Fleet, Inc. Mr. Rowe stated that the Atlas Lift Truck Co. had submitted a lower bid which basically met the specifications. However, there were a few deviations which his company considered insignificant.

CITIZEN PARTICIPATION:  
(cont.)

Vice President Manke replied that College employees tested the equipment before the selection was made. The truck which was chosen performed better in the tests and was judged to be easier to repair. In addition the lift truck being recommended met the College's specifications in total.

COMMUNICATIONS:

There were no communications.

UNFINISHED BUSINESS - Student Trustee Report

Student Member Miller explained the structure and responsibilities of the Program Board and Student Senate.

CONSENT AGENDA:

Member Norwood moved, Member Barton 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).

Minutes

There were no corrections to the minutes of the Board Meeting of Thursday, August 24, 1987.

Bills Payable,	Educational Fund	\$509,068.19
Payroll,	Operations, Building & Maintenance Fund	202,589.64
Estimated	Bond and Interest Fund	7,738.00
Payroll,	Auxiliary Fund	412,260.52
Estimated	Restricted Purposes Fund	52,311.37
Utility Bills,	Trust & Agency Fund	160,408.77
Trio Office	Audit Fund	10,000.00
Supplies,	Liability, Protection & Settlement Fund	79,192.75
Harper College-	Federal Funds	358.22
Fall Cash		
Refunds		

The payroll of August 31, 1987 in the amount of \$713,684.11; the payroll of September 1, 1987 in the amount of \$51,114.17; the payroll of September 15, 1987 in the amount of \$770,729.58; the estimated payroll of September 16, 1987 through October 31, 1987 in the amount of \$2,991,093.59; estimated utility bills in the amount of \$120,000.00; Trio Office Supplies in the amount of \$225.00 and Harper College for fall cash refunds in the amount of \$20,000.00.

Financial Statements

Member Miller noted that negative interest income in the Educational Fund is indicated in the Financial Statements. Mr. Manke explained that when an audit is done, interest income is accrued back to the previous year, and the Accounting Manager prefers that the figures be stated to reflect that system.

Member Coste asked whether the trend toward higher interest rates has been beneficial to the College. Mr. Manke replied that rates are trending upward; consequently, it is prudent to choose short-term investments to be able to respond to advantageous interest rates.

CONSENT AGENDA: There were no questions concerning the committee  
Committee reports.  
Reports

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

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.

BID AWARDS/ Member Miller moved, Member Lissner seconded, approval  
PURCHASE ORDERS: of the Bid Awards and Purchase Orders as shown in  
Exhibit VII-A and VII-B (attached to the minutes in  
the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q7942 to D. Hill Nursery for  
\$522.00, Red's Garden Center for \$647.50,  
Klehm Nursery for \$741.50, Eugene A. de  
St. Aubins and Brother, Inc. Nurseries  
for \$1,737.50, Shemin Nurseries for \$3,715.  
and Beeson Nurseries for \$4,770.00, the  
low bidders meeting specifications for  
trees and shrubs, for a total award of  
\$12,133.50

Ex. VII-A2 Award bid Q7941 to Merchants Cash Register  
Co., the low bidder for cash registers  
and peripheral equipment, in the amount  
of \$5,566.00.

Ex. VII-A3 Award bid Q7925 to Flashtrac, Inc., the  
low bidder for an Information Board, in  
the amount of \$5,655.00.

Ex. VII-A4 Award bid Q7940 to The Larson Equipment  
and Furniture Co., the low bidder for  
carpeting in the Student Development Office  
in Building A and the Women's Program  
in Building P, in the amount of \$6,137.25.

Ex. VII-A5 Award bid Q7933 to Runge Paper Co., Inc.,  
the low bidder meeting specifications  
for paper towels and toilet tissue in  
the amount of \$14,625.00.

Ex. VII-A6 Award bid Q7943 to Phillips Brothers  
Printers, the low bidder meeting speci-  
fications for printing of the 1988/89 College  
Bulletin (catalog) in the amount of  
\$30,869.10.

BID AWARDS /  
PURCHASE ORDERS  
(cont.)

- Ex. VII-A7 Award bid Q7946 to Climax Press, Inc., the low bidder for printing of the Spring 1988 Women's Program Brochure, in the amount of \$6,225.00.
- Ex. VII-A8 Award bid Q7932 for janitorial supplies to Bolotin, Inc. in the amount of \$3,014.65; Chem World, Inc. in the amount of \$1,943.19; D & B Products, Inc. in the amount of \$1,419.60; Diamond Chemical Co. in the amount of \$779.65; Hesco, Inc. in the amount of \$656.30; Jon Don Products in the amount of \$168.00; Kranz, Inc. in the amount of \$1,461.75; Runge Paper Co. in the amount of \$737.60; Bade Paper Products in the amount of \$395.75; and Barrett Hardware Co. in the amount of \$153.30, for a total award of \$10,729.79.
- Ex. VII-A9 Award bid Q7931 for a forklift truck to The Mothball Fleet, Inc., the low bidder meeting specifications, in the amount of \$14,870.00.
- Ex. VII-B1 Approve issuance of a change order to purchase order D34821 issued to Althoff Industries, Inc. for the replacement of chillers and associated work in Buildings A and H in the amount of \$19,423.81 for a new total of \$714,495.81.

Student Member Miller commented that the Information Board described in Exhibit VII-A3 is the class gift from the class of 1987. It was his understanding that the Information Board would be located on Building J. Mr. Manke commented that, on the suggestion of Mary Jo Willis, it would be advisable to place the Information Board outside Building J between parking lots 8 and 9.

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.

NEW BUSINESS: Personnel Actions      Member Norwood moved, Member Barton seconded, approval of the personnel actions as described in Exhibit VIII-A (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.

Administrative Appointment

Frank J. Solano, Director, Financial Aid/Veterans' Affairs, 10/01/87, \$37,000

Classified, SEIU Appointments

Tammi Beth Jungdahl, Clerk Typist II, p/t, 8/20/87  
\$6,906  
Miyako C. Stuff, Food Service Helper I, p/t, 8/24/87,  
\$5,712  
Manuel Cuellar, Food Service Helper I/, p/t, 8/24/87,  
\$5,712  
Janet Beals, Area Tutor Coord., p/t, 8/25/87, \$14,167  
Shefali Bhatt, Library Asst. I, p/t, 8/29/87, \$3,445  
Jenney Swilley, Area Tutor Coord., p/t, 8/31/87,  
\$13,200  
James Thom, Systems Programming Spec. 9/01/87, \$42,000  
Katherine Norum, Clerk Typist II, p/t, 9/01/87, \$6,129  
Steffen Pfaff, Custodian, 9/08/87, \$19,032  
Terrance Mullins, JTPA Job Developer, 9/08/87, \$21,000  
Nancy Pierson, Job Developer, 9/09/87, \$21,000  
Linda Brendel, Receptionist, p/t, 9/11/87/ \$7,596  
Deborah Billick, Weekend Superv., p/t, 9/12/87, \$2,637  
Peter Aceves, HVAC Equipment Mechanic, 9/14/87, \$23,192  
Arlen Fowler, Equipment Mechanic, 9/14/87, \$23,192  
Elizabeth Minicz, AED Suprv., Literacy, 9/14/87,  
\$24,000

Reclassifications

Dee Morning, Circulation Suprv., 7/01/87, \$24,693  
June Steffen, Library Assistant I, 7/01/87, \$18,660  
Bonnie Peebles, Library Asst. II, 7/01/87, \$14,151  
Ann Sophie, Library Asst. II, 7/01/87, \$21,887  
Rita Brunett, Library Assistant I, 7/01/87, \$14,401  
Mary Ellen Leon, Library Asst. II, 7/01/87, \$18,916  
Gwen Brown, Library Asst. II, 7/01/87, \$16,311  
Catheline Lomatch, Library Asst. I, 7/01/87, \$13,280

NEW BUSINESS:

Personnel  
Actions  
(cont.)

Reclassifications (cont.)

Cheryl Rossberg, Library Assistant II, 7/01/87, \$18,799  
Lorel Kelson, Print Shop Clerk, 7/01/87, \$17,044  
Germaine Hesiak, Library Assistant I, p/t, 7/01/87, \$9,800  
Alice Galvin, Library Assistant I, p/t, 7/01/87, \$7,082  
Tom Metz, Library Assistant I, p/t, 7/01/87, \$6,925  
Joseph Ward III, Library Assistant I, p/t, 7/01/87, \$7,090

Classified, SEIU Terminations

Dennis McInerney, Painter, 8/27/87  
Denise Keeley, Graphic Designer, 8/31/87  
Joyce Fields, Receptionist, 9/11/87  
DeWayne Gajeske, Security Guard, 9/11/87  
Karen Shaner, Weekend Supervisor, 9/12/87  
Ellen Lundquist, Clerk Typist I, 9/19/87  
John Tubergen, Tutor, 1/15/88

President McGrath commented that Mr. Frank J. Solano had joined the administrative staff as the new director of Financial Aid and Veterans' Affairs.

Concerning the reclassifications for staff in the Learning Resources Center, President McGrath explained that the Personnel Department has worked on this project for some time to bring salaries in line with those paid in other libraries.

Special  
Building  
Fund Bond

Member Miller moved, Member Norwood seconded, to renew 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, Lissner,  
Miller and Norwood

Nays: None

Motion carried. Student Member Miller voted aye.

Treasurer's  
Fidelity  
Bond

Member Barton moved, Member Lissner seconded, to renew the Treasurer's fidelity bond issued for Protection, Health and Safety bond sale.

NEW BUSINESS: Upon roll call, the vote was as follows:  
Treasurer's Ayes: Members Barton, Coste, Howard, Lissner,  
Fidelity Miller and Norwood  
Bond (cont.) Nays: None

Motion carried. Student Member Miller voted aye.

Life Member Norwood moved, Member Lissner seconded,  
Safety approval of Option A and the Resolution providing  
Projects of the Building Automation System and to fund the  
repair and alteration of the Fire Alarm System from  
an allocation in the FY 1987/88 Operations, Building  
and Maintenance Fund budget as described in Exhibit  
VIII-D (attached to the minutes in the Board of  
Trustees' Official Book of Minutes).

Member Miller stated that he continues to oppose using the mechanism of life safety legislation to fund either the Building Automation System project or the repair and alteration of the Fire Alarm System.

Member Miller said that he opposes the Building Automation System regardless of the method used in funding the system. He believes the savings in maintenance costs would be small. The system is very complex and would require maintenance. He has estimated a six-year payback period. He expressed his concern about the amount of the 1987 tax levy. He concluded that a \$1,000,000 project is inappropriate.

Member Coste asked about the amount of the tax levy. Mr. Manke replied that the levy is estimated to be .015¢ per house which would result in a monthly levy of approximately 42¢ for a \$100,000 house. Mr. Manke considers this estimate to be conservative; however, if assessed values do not increase as much as projected, the levy could be slightly more.

Mr. Manke expressed the opinion that the Building Automation System is a feasible and appropriate project. The system would reduce energy costs and provide a better controlled atmosphere for students. Thermostats now must be manually controlled. His estimate of the payback period is 4.7 years, excluding the architect's fee. Additionally, the system would provide for preventive maintenance which the College has not had in the past. The system will furnish information concerning repairs of building equipment such as belts and engines etc., and it will be possible to correct problems before they become critical.

NEW BUSINESS:  
Life Safety  
Projects  
(cont.)

Mr. Manke continued by stating the automation system is included in the three-year plan. Although the system will require maintenance, long term savings will be realized. The additional cost of 42¢ per month for a \$100,000 house is very reasonable.

Member Miller stated that he does not object to funding the repair and alterations to the campus fire alarm system, but he continues to oppose the automation system. Member Coste noted that he shares Member Miller's concerns, but State aid is diminishing and some action needs to be taken. Chairman Howard added that the State now mandates Medicare payments for all new employees. The College frequently must pay for State mandated programs.

Member Lissner inquired about the life of the building automation system. Mr. Manke replied that the life of the system depends upon how fast technology changes. Three systems have been studied. Some of the systems are possible to upgrade. He estimated that the life of the system should be 10 or 12 years or more.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Associate  
Degree  
Requirements  
and  
Graduation  
Requirement

Member Barton moved, Member Norwood seconded, approval of the Associate Degree Requirements and Graduation Requirement described in Exhibits VIII-E and VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

President McGrath thanked members of the Academic Standards Committee for their hard work in establishing the requirements.

Education  
Service  
Agreement  
Amendments

Chairman Howard noted that Education Service Agreement Amendments to the Board of Trustees Policy Manual are submitted for the first reading.

Vice President Williams explained that the Education Service Agreement adopted in September 1985 has been very successful and it is now possible to expand the program.

NEW BUSINESS:  
Dean of Admissions and Registrar Steve Catlin added that over 2,000 individuals have enrolled in classes since the program began.

Education Service Agreement Amendments  
Northwest Suburban Career Cooperative Position Statement  
President McGrath explained that the Northwest Suburban Career Cooperative Position Statement has been submitted to the Board at the request of High School Districts 211, 214 and 220. The high schools will make a financial contribution to the Career Cooperative, but the only contribution from the College will be staff time and the use of some equipment.

Member Norwood moved, Member Barton seconded, approval of the Northwest Suburban Career Cooperative Position Statement.

In a voice vote, the motion carried.

North Central Association - Evaluation Visit  
President McGrath asked Dr. Joann Powell to comment on the North Central Association Evaluation Visit, adding that Dr. Powell, Dr. John Muchmore and Dr. Roger Mussell served as members of the Steering Committee which developed the self-study document.

Dr. Powell explained that the self-study document has been submitted to the evaluation team. She added that the team will meet with different groups at the College. The meeting with members of the Board of Trustees is very important. The team will give a verbal report at the end of the visit, and will submit a written report. The report will cite strengths and weaknesses at the College.

Chairman Howard thanked Dr. Powell and committee members for their hard work in preparing for the visit.

PRESIDENT'S REPORT:

President McGrath thanked Professors John Muchmore, Joann Powell and Roger Mussell for their diligent service as Steering Committee members who prepared the self-study document and arranged the schedule for the North Central Evaluation Visit.

The First Annual Tailgate Party will be held Saturday, October 3 preceding the football game between Harper College and Illinois Valley College.

PRESIDENT'S  
REPORT:  
(cont.)

Three concerts will be held in the next few weeks featuring jazz and classical performers: The Waller and Maxwell Guitar Duo, September 24; Marian McPartland, jazz pianist, October 4; and Leigh Kaplan, pianist on October 22.

Professor Dennis Brennen has been invited to the U.S. meeting of the Mont Pelerin Society, an international association of free market economists founded in Switzerland.

The book Mantle Zenoliths contains an article by Paul Sipierya and his advisor in New Zealand. An article in the journal Meteoritics acknowledges the support of the Harper College Foundation.

Coordinator of Disabled Student Services Tom Thompson made presentations at the national convention of the Association of Handicapped Student Service Providers in Postsecondary Education.

Three poems by Professor Ray DePalma have been published in three different publications: Lonely Icicle, CSC Publications, Des Moines; My Brother Used to Say, Appleseeds Publication, Brooklyn; and Whistle Stop, Spoon River Quarterly, Bloomington, Illinois.

EXECUTIVE  
SESSION:

Member Barton moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing litigation and 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.  
The Board adjourned to Executive Session at 9:20 p.m.

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

In a voice vote, the motion carried.

ADJOURNMENT: Member Lissner moved, Member Norwood seconded, that the Board employ Heidrick and Struggles, Inc. for the presidential search.

Upon roll call, the vote was as follows:

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

Nays: Student Member Miller

Motion carried.

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

In a voice vote, the motion carried and the meeting was adjourned at 9:55 p.m.

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Kris Howard  
Chairman

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Molly Norwood  
Secretary