

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

July 25, 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 June 28, 1985 and July 15, 1985, and Estimated Payroll for July 16 through September 30, 1985 Exhibit V-A
 - B. Financial Statements
 - C. Budget Transfers
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Action Sheet Exhibit VIII-A
 - B. RECOMMENDATION: Resolution for 1985 Tax Levies Exhibit VIII-B
 - C. BOARD INFORMATION: 1985-86 Institutional Goals Exhibit VIII-C
 - D. BOARD INFORMATION: 1985 Nonpartisan Election Exhibit VIII-D
 - E. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-E
 - F. RECOMMENDATION: Second Site Exhibit VIII-F
- 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 25, 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, July 25, 1985 at 8:10 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Peter R. Bakas, 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; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Larry Bielawa, Director of Personnel; Daniel Blagg, Director of Development; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Anton Dolejs, Director of Finance, Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate. Classified Staff: Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual; Laurie Wren, Executive Secretary; Joan Young, College Relations Specialist. Other guests; Bob Kohn, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.; Joan Chojnacki, Paddock Publications; Joan Norsworthy, Barrington Press; Mike Gilfillan, Legat Architects; Tim Kelly, Vic Ritter and Pamela MacDonald, Kennedy Group; David Hill and Larry Mannesen, Kimball Hill, Inc.; Donald Eslick, Kane, McKenna and Associates; Jack Sorenson, U.S. Shelter, Inc.; Ralph Harwood, Northern Illinois Construction Co.; Arnis Putrenieks, Trinity Realty; Romeo Mura, Bennett & Kahnweiler; Al Neiberg, Meister Neiberg Co.; David Kostuck, citizen; C. Archbold, Student Senate; Cindy Bowers, Robert Kerans and Krista Lindberg, former students.

APPROVAL OF MINUTES: Member Torisky moved, Member Barton seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of June 27, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Bills Payable, Restricted Purposes Fund, Payroll, Estimated Payroll, Estimated Utility Bills

Member Bone moved, Member Norwood seconded, approval of the bills payable as presented in Exhibit V-A as follows:

Educational Fund (June 15-30)	\$252,345.21
Educational Fund (July 1-15)	26,011.74
Building Fund (June 15-30)	275,649.75
Site & Construction Fund #2 (June 15-30)	3,760.00
Operations, Building & Maintenance Fund (July 1-15)	9,455.40
Bond & Interest Fund (June 15-30)	176,669.78
Auxiliary Fund (June 15-30)	127,271.25
Audit & Liability, Protection & Settlement Fund (July 1-15)	260,799.17

The payroll of June 30, 1985 in the amount of \$682,021.93; the payroll of July 15, 1985 in the amount of \$697,991.21; the estimated payroll of July 16, 1985 through August 31, 1985 in the amount of \$1,973,659.39; and the estimated utility bills in the amount of \$120,000.00.

Chairman Howard stated that she had reviewed all imprest items exceeding \$1,000.00 and received satisfactory explanations for each item.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Bone, Coste, Howard, Norwood and Torisky

Nays: None

Motion carried.

Financial Statements

Mr. Bakas commented that financial statements customarily are not available in July because the fiscal year has just concluded and year-end closing entries are being prepared by the auditors.

Bid Awards

Member Norwood moved, Member Barton seconded, approval of the bid awards as shown in Exhibit V-D)1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q7611 for printing of the Harbinger (student newspaper) to Des Plaines Publishing Company, the only bidder meeting specifications, in the amount of \$19,572.00.

Ex. V-D2 Award bid Q7605 to ChemLawn Services Corp., the low bidder for fall fertilization and broadleaf weed control, in the amount of \$5,046.98.

DISBURSEMENTS: Chairman Howard commented that other firms bidding
Bid Awards for printing of the Harbinger could not meet specifications.
(cont.) Experience with the Des Plaines Publishing Company has
been favorable.

Upon roll call, the vote was as follows:

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

Motion carried.

Purchase Orders Member Torisky moved, Member Norwood seconded, approval
of the purchase orders as listed in Exhibit V-E (1-8)
(attached to the minutes in the Board of Trustees'
Official Book of Minutes).

- Ex. V-E1 Approve issuance of a purchase order to Lindley & Sons, Inc. to provide engineering services for an amount not to exceed \$5,000.00.
- Ex. V-E2 Approve issuance of a purchase order to Coca-Cola USA for various cola post-mix syrups for resale in the amount of \$7,752.50.
- Ex. V-E3 Approve issuance of a purchase order to Illinois State Library for OCLC charges in the amount of \$15,000.00.
- Ex. V-E4 Approve issuance of a purchase order to The Meridian Group for the lease of the main computer and peripheral equipment in the amount of \$106,020.00.
- Ex. V-E5 Approve issuance of a purchase order to Joseph Legat Architects, P.C., for architectural and engineering services for the repair and replacement of walkways, retaining walls and exterior concrete stairs in the amount of \$71,400.00.
- Ex. V-E6 Approve issuance of a purchase order to Joseph Legat Architects, P.C., for architectural and engineering services for the alteration of the exterior entrance doors, frames and hardware for Buildings A, C, D, E, F, G, H, I, J, and P in the amount of \$22,400.00.
- Ex. V-E7 Approve issuance of a purchase order to Joseph Legat Architects, P.C., for architectural and engineering services for campus exterior lighting alterations in the amount of \$25,900.00.

DISBURSEMENTS: Ex. V-E8 Approve issuance of a purchase order to Kane, McKenna and Associates, Inc. to serve as financial advisor to the College for the issuance of \$1,500,000 of Protection, Health and Safety Bonds in the amount of \$6,250.00.
Purchase Orders (cont.)

Member Bone inquired about Ex. V-E2 for the purchase of various cola post-mix syrups. She asked if the preference of students for particular flavors had been determined. Mr. Bakas replied that the Director of Food Service had stated a popular variety will be ordered.

Chairman Howard referred to Ex. V-E8 concerning approval of a financial advisor for the issuance of \$1,500,000.00 of Protection, Health and Safety bonds. Approval has been received by the Illinois Community College Board for the projects considered by the Board to be urgent. The firm of Kane, McKenna and Associates, Inc. will advise the College concerning sale of the bonds.

Member Bone stated she was pleased that the repair and remodeling of the doors will provide accessibility for the handicapped.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS: Member Bone reported that an individual expressed compliments to the College regarding floral plantings. In addition, she received letters regarding the second site and a personnel matter.

Mr. Bakas stated that he was informed the College will receive a grant of \$162,076.00 under the Build Illinois Program approved by the Governor on July 25, 1985 for funding of repairs and renovations.

Member Barton inquired if the minutes will indicate how proceeds from the sale of the second site will be used. Mr. Bakas replied that when the sale has been completed, the Board must adopt a resolution specifying disposition of the proceeds. Member Barton asked if the public would be informed. Chairman Howard replied that a press release would be issued regarding the resolution.

UNFINISHED

BUSINESS:

Committee

Reports

--Finance

Committee

Member Torisky reported that the Finance Committee met on July 18, 1985 to discuss employment of a financial advisor for the sale of bonds and to review the legal budget.

--Educational

Foundation

Member Torisky reported that recent contributions to the Educational Foundation include continuing support from Northrop Defense Systems Division for the "Two-plus one" scholarship and a fifth annual contribution from McGraw-Edison. In addition, the United Airlines Foundation will endow a Presidential Fellows fund. Union Oil Company will provide a \$2,500 challenge grant to the Cultural Arts Committee for the presentation of Mozart's opera The Magic Flute.

NEW BUSINESS:

Personnel

Actions

Member Torisky moved, Member Norwood seconded, approval of the personnel actions as shown in Exhibit VIII-A-1 and VIII-A-2 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Classified Staff Appointments

Kathryn Lindvig, Clerk Typist II, p/t, 6/17/85, \$7,975
Diane Kinn, Clerk Typist II, 6/26/85, \$12,400
Joan Kosmoski, Clerk, p/t, 6/26/85, \$6,352
Lee Lehner, Secretary II, p/t, 7/01/85, \$10,717
Mary Susan DiMaggio, Secretary I, 7/22/85, \$13,000

Classified Staff Reclassifications

Dorothy Fagan, Lead Word Processing Operator, 7/01/85
\$21,256
Barbara Levine, Word Processing Operator, 7/01/85, \$16,677
Elizabeth Marscin, Word Processing Operator, 7/01/85,
\$19,572
Geraldine Sexton, Word Processing Operator, 7/01/85,
\$16,677
Elizabeth Fink, Library Asst. III, 7/01/85, \$17,157
Joan Young, Publications Coordinator, 7/01/85, \$28,391

Classified Staff Terminations

Maureen Koscielak, Clerk Typist I, 6/13/85
Christopher Catton, AV Technician I, 6/20/85
Paul Twarog, Lab Assistant, 6/20/85
Ellen Levine, Secretary I, 6/27/85
Barbara Tracy, Secretary II, 7/01/85
Lora Redmond, Information Specialist, 7/08/85
Jay Bollyn, Food Service Helper III, 7/15/85
Lori Firak, Payroll Clerk II, 7/25/85
Marta Boyer, Program Supervisor, 7/31/85
Sandra Bell, Cashier, 8/30/85

NEW BUSINESS:

Personnel

Actions
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Tax Levy
Resolution

Member Bone moved, Member Coste seconded, approval of the Resolution for 1985 Tax Levies (as shown in Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard asked Mr. Bakas to review the 1985 tax levy. Mr. Bakas replied that the Truth in Taxation Act requires adoption of a resolution, public notice and a public hearing if taxes to be levied exceed by five percent those extended the previous year.

He added that the Act requires that the 1984 tax extension be used for the ~~purpose~~ of comparison and the diminishing bond and interest fund is excluded. The published notice will indicate a misleading increase of 82 percent. If the bond and interest fund were included, a 65 percent increase would be shown. Tax rates have been declining in recent years and in 1982, 1983 and 1984, the College received an average of only \$103,000 in new tax dollars. The increased levy will cost a taxpayer with a house assessed at \$19,000 \$16.38 more in 1985. Only 45 percent of the amount levied will be received by the College in the 1985-86 fiscal year. Declining revenues from tuition and fees have adversely affected the budget, and without this increase in the levy, the deficit in the Educational Fund would rise to \$2 million and \$1 million in the Building Fund in 1985/86. Low fund balances could create cash flow problems, and in addition, an ample fund balance generates additional interest income.

In 1986 when the full levy is received, the Board may study tax rates and determine whether it is necessary to levy the full 10-cent increase authorized by the referendum last February. Because the tax rates were extremely low, the percentage increase in the levy this year appears significant.

Member Barton inquired whether this levy will prevent a deficit. Mr. Bakas replied that a deficit will still exist in 1985/86, Member Torisky inquired whether cash flow problems will arise this year because of the continuing deficit. Mr. Bakas replied that there might be a cash flow problem in the Building Fund but any short-range problems could be handled internally without issuance of tax anticipation warrants.

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

Tax Levy
Resolution
(cont.)

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

Motion carried.

1985-86
Institutional
Goals

President McGrath commented that many of the goals were initiated by the Institutional Planning Committee, a 20-member committee chaired by Dean Bonnie Henry. He added that the most significant goals are to begin preparations for the North Central Association accreditation site visitation, to plan implementation of an instructional development program for part-time faculty, and to implement a long-range capital improvement program.

1985 Non-
partisan
Election

There were no questions regarding the 1985 nonpartisan election information.

Gifts and
Grants
Status
Report

There were no questions regarding the grants and gifts status report.

Second Site

Member Coste moved, Member Norwood seconded, that the offer to purchase the College-owned property, consisting of approximately 118 acres, located at Palatine and Schoenbeck Roads in Arlington Heights, from Lake Arlington Development Partnership be accepted by the Board of Trustees and that the Chairman and Secretary of the Board be authorized to execute a Real Estate Sale Contract, as approved by the College attorney.

Member Coste asked Mr. David Hill, representing the Lake Arlington Development Partnership, if, in the event the proposal is accepted, the firm would agree to inclusion of a clause prohibiting the use of the name of the College in marketing materials. Mr. Hill replied the firm would agree to inclusion of such a clause.

Member Barton asked if the realty firm could delay payment beyond the date of zoning approval until expiration of the time allowed by the contract. Chairman Howard introduced Mr. Bob Kohn, attorney with the firm of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. Mr. Kohn responded that the contract would be worded to ensure timely payment.

NEW BUSINESS:
Second Site
(cont.)

Member Barton inquired what would be the financial effect on the College if the property is retained for a year. Mr. Bakas replied that market conditions might change, and that the College would be deriving no income from the sale proceeds. Member Torisky commented that insurance costs would continue. Chairman Howard added that payment on the bonds would still be necessary. Member Torisky stated that the subject must be carefully explained to the public because of existing confusion about use of the proceeds.

Upon roll call, the vote was as follows:

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

Motion carried.

PRESIDENT'S
REPORT:

President McGrath announced that the Illinois District Export Council has donated \$4,000 to the College to be used for the International Forum Program.

Student Activities Advisor Mike Nejman was again appointed Mainstage Manager at the Wheeling Familyfest held July 3-7.

President McGrath concluded his report by reporting the death of Mr. Frank Lavelle, husband of Professor Irene Lavelle. Burial will be at Arlington Cemetery in Washington, D.C. Mrs. Jaycee Kaufman, a part-time math instructor at Harper College for 14 years, was killed in an automobile accident the past weekend.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Bone 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, Bone, Coste, Howard, Norwood
and Torisky
Nays: None

Motion carried and the Board adjourned to Executive Session at 8:55 p.m.

ADJOURNMENT:

Member Norwood moved, Member Bone seconded, that the regular meeting be reconvened.

In a voice vote, the motion carried.

ADJOURNMENT: Member Norwood moved, Member Torisky seconded, that
(cont.) the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:45 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary