

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 8, 1979

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
 - B. Payroll - October 15 and October 31, 1979
 - C. Estimated Payroll November 1 through December 31
 - D. Financial Statements
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Ratification of Collective Bargaining Agreement with Faculty Senate Exhibit VIII-B
 - C. RECOMMENDATION: Faculty Leave of Absence Exhibit VIII-C
 - D. RECOMMENDATION: Cooperative Agreement, Elgin Community College Exhibit VIII-D
 - E. RECOMMENDATION: Acceptance of Audit Report from Peat, Marwick, Mitchell & Company Exhibit VIII-E
 - F. BOARD INFORMATION: Grants Status Report Exhibit VIII-F
 - G. BOARD INFORMATION: Organization Charts Exhibit VIII-G
(To be handcarried)
- IX. President's Report
- X. 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, November 8, 1979

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice-Chairman Munson on Thursday, November 8, 1979, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members Brian M. Barch, Janet W. Bone, George F. Dasher, Ray Mills, Shirley A. Munson and David Tomchek
Absent: Member Joan M. Klussmann and Student Member Bruce Zanca

Also present: James J. McGrath, Lea Bartow, Pat Bourke, Steve Catlin, Robert Cormack, A.A. Dolejs, George Dorner, Al Dunikoski, Ambrose Easterly, Frank Firak, John Gelch, Barbara Gooch, William Hack, Charles Harrington, William Howard, Donald Hruby, Henry Kurowski, Jean Lytle, Liz McKay, Donald Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Elaine Stoermer, Rena Trevor, Fred Vaisvil, George Voegel, Cliff Wener, David Williams, Regina Witort, Laurie Wren, Joan Young, Robert Zilkowski, Muriel Zobott--Harper College; Marjorie Connelly, Elizabeth Enzenbacher, Joan Evans, Sue Geary, Cindy Kich, Michael LaVanway, Don McHugh, Catharine Mizutowicz, Therese Nezeliskis, Debbie Niebuhr, Rose Northon, Amy Stuehler, Normajean Summers--Harper Students; Diane Norman--Countryside Barrington Press; Jerry Hansen--Paddock Publications; Jan Schrader--Palatine League of Women Voters.

In the absence of Chairman Klussmann, Vice-Chairman Munson welcomed members of the community, staff, students and the press. She stated that students from Mr. Robert Zilkowski's dictation and transcription class were in attendance and, as part of their learning experience, would be taking notes of the Board meeting.

MINUTES: Member Mills moved, Member Bone seconded, approval of the minutes of the regular Board meeting of October 11, 1979.

Motion carried.

CITIZEN

PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Bone moved, Member Dasher seconded, approval
Bills Payable of the bills payable of November 8, 1979, as follows:
and Restricted
Purposes Fund

Educational Fund	\$335,433.60
Building Fund	248,563.50
Site & Construction Fund #1	25,110.06
Site & Construction Fund #2	18,953.40
Bond & Interest Fund	1,497,802.35
Auxiliary Fund	171,511.30
Restricted Purposes Fund	135,916.31

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Mills,
 Munson and Tomchek

Nays: None

Motion carried.

Payrolls, Member Bone moved, Member Barch seconded, approval
 Estimated of the payroll of October 12, 1979 (Roads & Grounds)
 Insurance and in the amount of \$29,044.85; the payroll of
 Utility Bills October 15, 1979 (Regular) in the amount of \$457,280.76;
the payroll of October 26, 1979 (Faculty Riders) in the
amount of \$9,234.00; the payroll of October 31, 1979
(Regular) in the amount of \$476,573.66; the estimated
payroll of November 1 through December 31, 1979, in
the amount of \$1,958,848.54; the estimated insurance
bills for Blue Cross of Rockford for October 15
through November 15, 1979, in the amount of \$8,500.00;
and the estimated utility bills for December, 1979,
in the amount of \$70,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Mills,
 Munson and Tomchek

Nays: None

Motion carried.

Financial
Statements

There were no comments on the financial statements.

Budget
Transfers

Member Tomchek moved, Member Barch seconded, approval
of budget transfers in the Educational Fund in the
amount of \$10,350.00 and budget transfer in the
Operations, Building and Maintenance Fund in the
amount of \$12,287.00 (as per Exhibits V-E(1-2) attached
to the minutes in the Board of Trustees' Official
Book of Minutes).

DISBURSEMENTS: Upon roll call, the vote was as follows:

Budget Transfers
(cont.)

Ayes: Members Barch, Bone, Dasher, Mills,
Munson and Tomchek

Nays: None

Motion carried.

Bid Awards

Member Tomchek moved, Member Dasher seconded, approval of the following bid awards, as per Exhibits V-F1 through V-F15, attached to the minutes in the Board of Trustees' Official Book of Minutes:

- Ex. V-F1 Approve the rental of data recorders with IBM Corporation in the amount of \$3,256.20.
- Ex. V-F2 Approve the renewal of periodical subscriptions for Library Services to the Rayner Agency, in the amount of \$15,900.00.
- Ex. V-F3 Award Bid Q-6240 for cameras and accessories as follows: Items 9 and 12 to the low bidder, Helix Ltd., in the amount of \$204.50; and the remaining ten items to the low bidder, Lion Photo, in the amount of \$3,124.02; for a total award of \$3,328.52.
- Ex. V-F4 Award Bid Q-6244 for a turret milling machine to the low bidder, Bridgeport Textron, in the amount of \$7,188.00.
- Ex. V-F5 Ratify the change in commission rate from 65.2% to 55% for Custom Amusement Company.
- Ex. V-F6 Award Bid Q-6229 for the resurfacing of parking lot #1 to the low bidder, Duro-Pave, in the amount of \$52,266.00.
- Ex. V-F7 Award Bid Q-6231 for furnishing the counseling suite in Buildings I, J and M to the low bidder, Prairie State School Equipment, in the amount of \$5,542.75.
- Ex. V-F8 Award Bid Q-6230 for electronic cash registers to the only qualified bidder, Merchants Cash Register, in the amount of \$5,937.50.
- Ex. V-F9 Award the bid for repair of all suspect spandrels on Buildings A, C and D to Slezak Construction Company, in the amount of \$39,310.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-F10 Award Bid Q-6232 for the reroofing of two bays and penthouses of Building D to the low bidder, Mansfield Roofers, in the amount of \$77,700.00.
- Ex. V-F11 Award Bid Q-6247 for television monitor/receivers and classroom televisions to the low bidder meeting complete specifications, United Visual Aids, in the amount of \$5,679.00.
- Ex. V-F12 Award Bid Q-6248 for chairs and equipment for the Dental Hygiene clinic to the low bidder, S. S. White Company, in the amount of \$10,605.00.
- Ex. V-F13 Award Bid Q-6246 for miscellaneous audio-visual equipment as follows: Items 1 and 4 to the low bidder, Midwest Visual, in the amount of \$3,669.25; and Item 2 to the low bidder, Selected Educational Aids, in the amount of \$958.80; for a total award of \$4,628.05.
- Ex. V-F14 Award Bid Q-6245 for audio cassette decks and projectors as follows: Item 1 to the low bidder, Midwest Visual, in the amount of \$5,394.90; and Items 2 and 3 to the low bidder, United Visual, in the amount of \$5,519.55; for a total award of \$10,914.45.
- Ex. V-F15 Award Bid Q-6249 for a one-ton truck with snow plow to the low bidder, Sondag Chevy, in the amount of \$9,896.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Mills,
Munson and Tomchek
Nays: None

Motion carried.

Change
Orders

Member Tomchek moved, Member Bone seconded, that the Board ratify the signing and submittal of the Proposed Change Orders in Exhibits V-G1 and V-G2 to the Capital Development Board as follows:

- Ex. V-G1 Proposed change orders I-E5 at a no-charge change; J-E16 in the amount of \$13,419.40, and J-G18 in the amount of \$11,518.89.

DISBURSEMENTS:
Change Orders
(cont.)

Ex. V-G2 Proposed change orders G-16 in the amount of (\$2,482.00) and H-18 in the amount of \$1,347.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Mills,
Munson and Tomchek

Nays: None

Motion carried.

COMMUNICATIONS:

President McGrath reported that he had received a letter from the park superintendent of the Village of Libertyville. The College had lent them a Toro mowing unit and he expressed appreciation for the use of this equipment. Superintendent Schiller hoped that with the data he could now supply to the Village Board due to the use of the mower, a similar unit could be purchased to cut their 400 acres of park land. He added that their equipment would be available to the College if the need should arise. President McGrath thanked Dr. Cormack, Dr. Metcalf, Mr. Illg and Mr. Mistic for their helpfulness in this matter.

UNFINISHED
BUSINESS:
Committee
Reports:
--Finance

Member Dasher reported that the Finance Committee had met on November 5. The new financial reporting forms were reviewed and suggestions made for minor modifications. He added that both the Finance Committee and the administration are pleased with the forms.

--Building

Member Dasher reported that a portion of Building M was opened to the public. He added that repair work is still progressing on the leak in the swimming pool and, hopefully by next month, more definitive information will be available. Member Dasher stated that Buildings I and J will be ready for use for the second semester.

--Policy
Review

Member Bone reported that the Policy Review Committee would meet prior to the December Board meeting. At that time, necessary changes in the policy manual, as a result of the approved faculty contract, will be reviewed in order to be presented to the Board for final adoption at the December meeting. The first reading would be waived inasmuch as the contract will presumably have already been approved by the Board. Member Bone stated that this would be an after-the-fact updating of the policy manual due to the changes. The Policy Review Committee meeting notice will be posted as soon as the date has been set. Additionally, Member Bone mentioned a tenure bill which has become law in Springfield and goes into effect in January.

UNFINISHED

BUSINESS:

Committee

Reports

--Policy

Review

(cont.)

Once the ramifications of the law are understood, the committee will consider changes necessary in the policy manual to conform with the new law. Member Bone pointed out that once a law is enacted, it takes precedence over policy. Member Tomchek suggested that the policy simply state that we intend to comply with the law. Member Bone replied that this could be a consideration for the December meeting.

--ICCTA

As Board representative to the ICCTA, Member Bone stated she would be attending an ICCTA meeting on November 10. As directed by the Board at the October meeting, she will cast a negative vote on the employment of a full-time lobbyist. Member Bone added that she is chairman of the ICCTA research committee. In conjunction with the November 10 meeting, the research committee will get together to determine its purpose and if there is a need for the committee. In response to Member Munson's question, Member Bone explained that the committee has asked all colleges a "question-of-the-month." This information from community colleges in Illinois has proven to be helpful. Member Bone commented that the September question concerned the four-day work week and the energy savings involved. The question for this month's discussion concerns the number of faculty members who might not have received tenure but will under the new tenure legislation.

--Public

Relations

Member Munson reported that the Public Relations Committee has been working with Ms. Elaine Stoermer to develop a campaign for recruitment of students. Member Bone extended congratulations to the committee and all personnel involved in the open house for Building M. She felt that it was well organized and well attended. Member Dasher agreed that the event was handled very well.

NEW BUSINESS:

Personnel

Actions

Member Bone moved, Member Barch seconded, approval of the Personnel Actions in Exhibit VIII-A, as follows:

Exempt Classified Staff Appointments

Biruta Peterson-Fairchild, Programmer Analyst I,
11/2/79, \$13,399

Ellen Plate, P.T. Nurse, 10/17/79, \$8,736

Charles Watson, Lead Computer Programmer, 10/22/79,
\$14,000

NEW BUSINESS:

Personnel
Actions
(cont.)

Non-Exempt Classified Staff and Union Service
Employee Appointments

- Judy Nossem, Clerk Typist I, 10/8/79, \$8,196
- Rhonda Baker, P.T. Clerk Typist II, 10/8/79, \$6,630
- Vicki Plotz, P.T. LRC Clerk II, 10/8/79, \$3,828
- Scott Becker, Utility Operator, 10/8/79, \$12,709
- Edward Glessner, Groundsman, 10/9/79, \$11,898
- Heidi Pearson, P.T. Cashier, 10/9/79, \$5,066
- Geri Hills, Switchboard Operator, 10/9/79, \$9,384
- Fred Lawrence, Custodian, 10/8/79, \$11,274
- Salvador Valadez, Custodian, 10/15/79, \$11,274
- Frank Waterman, Equipment Mechanic, 10/16/79, \$15,683
- Burdette Katzen, Secretary II, 10/24/79, \$11,244
- Sherry Langford, Secretary I, 10/8/79, \$9,132
- Geraldine Furlong, LRC Clerk II, 10/22/79, \$7,478
- Shirley Byrne, Cook II, 10/22/79, \$8,522
- Joel Williams, Custodian, 10/24/79, \$11,274
- Carolyn Larimore, P.T. Child Care Attendant, 10/2/79, \$2,477

Exempt Classified Staff Resignation

Doris Brady, Programmer Analyst II, 10/19/79

Non-Exempt Classified Staff and Union Service
Employee Resignations

- Sharon Bufton, Secretary II, 10/5/79
- Bernice McMahan, Secretary II, 10/31/79
- Marie Angeloff, Custodian, 10/19/79
- Nadine Flint, Receptionist, 11/9/79
- Barbara Breitbeil, Clerk I, 11/9/79

Teacher Associate Leave of Absence

Candida Katz, SPE SER, 11/12/79

Upon roll call, the vote was as follows:

- Ayes: Members Barch, Bone, Dasher, Mills
Munson and Tomchek
- Nays: None

Motion carried.

Collective
Bargaining
Agreement
with Faculty
Senate

Member Mills moved, Member Bone seconded, ratification of the Collective Bargaining Agreement with the Faculty Senate in Exhibit VIII-B, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Dasher felt that considerably more funds had been expended than were warranted. Having given more than was necessary and still operating in deficit, Member Dasher stated that he could not approve the agreement.

NEW BUSINESS:

Collective Bargaining Agreement with Faculty Senate (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Mills, Munson
and Tomchek
Nays: Member Dasher

Motion carried.

Faculty Leave of Absence

Member Tomchek moved, Member Bone seconded, that Dr. Clete Hinton be given a long-term leave of absence without pay for the period of November 15, 1979 to August 19, 1980.

In a voice vote, the motion carried.

Cooperative Agreement with Elgin Community College

Member Mills moved, Member Bone seconded, approval of the Cooperative Agreement with Elgin Community College (as per Exhibit VIII-D, attached to the minutes in the Board of Trustees' Official Book of Minutes).

President McGrath explained that Elgin Community College had requested limited access to Harper's regional program in Dental Hygiene. The agreement specifies that Elgin will be limited to two Dental Hygiene students who must meet the same requirements as Harper district students. In turn, Elgin Community College will reserve space for Harper residents interested in training as dental assistants. No limit was placed on the number of students that Elgin will accept.

In a voice vote, the motion carried.

Peat, Marwick, Mitchell & Company Audit Reports

Member Dasher moved, Member Barch seconded, that the Board accept the Audited Financial Statements, the Management Letter, and the State Aid Reimbursement Special Report presented by Peat, Marwick, Mitchell & Company, as per Exhibit VIII-E.

Member Dasher called attention to the fact that Peat, Marwick, Mitchell & Company completed the audit two months earlier than last year. Upon completion, they informed Harper College that the state of affairs is much better than it has been and offered a few suggestions for improvement. Member Dasher stated that the Finance Committee was pleased with the progress and proud of the work of the Finance Department. He extended a vote of confidence to the department and a hope that they would keep up the good work.

Student Member Bruce Zanca entered the meeting at 8:20 p .

In a voice vote, the motion carried.

NEW BUSINESS:
Grants Status
Report

President McGrath reported on the Displaced Homemakers project within the women's program. Notification was received this afternoon that Harper College was one of six chosen for this grant award by the state. Approximately \$21,000 was received for this grant. President McGrath pointed out that this was not a CETA grant and there would be no matching requirement by the College. He thanked Mrs. Rena Trevor and Dr. George Voegel for getting this grant in under extreme pressure.

President McGrath called attention to a project under consideration which concerned energy. He reported that the College was recently notified that energy grants would be allowable for schools, libraries, hospitals and other public institutions. Within the next few days, a workshop will be held to explain the provisions of the grant. The President stated that money previously spent to refurbish, repair and bring the College up to par in terms of energy savings and loss of heat, power and other items would be used as our in-kind under this grant. In addition, \$180,000 has been budgeted this year for some control units in the College which will be eligible for the in-kind. The President felt that the in-kind requirements have been met. As additional information becomes available, it will be sent to Board members during the month due to the possibility that the grant may have to be filed prior to the next Board meeting. If, after filing, it is felt that the grant will cost additional money, the College could withdraw the grant or not accept it. Member Dasher commented on the number of forms which had to be filled out for this grant and the fact that most of them could not be read without benefit of a magnifying glass.

Organization
Chart

President McGrath commented on the Organization Chart as shown in Exhibit VIII-G. As previously reported to the Board, he stated that the position of Vice President of Student Affairs would remain vacant for the balance of the year. An acting Dean of Student Affairs will be appointed and will be responsible for the following areas: Environmental Health, Student Development (Counseling), Director of Admissions & Registrar (acting), Director of Student Activities and Director of Recruitment. President McGrath stated that there were two significant items in this new organization chart. First, the area of Food Services is moved from Student Affairs to the Vice President of Administrative Services. Secondly, the acting director of Student Development will be a directorship rather than a deanship at this point. At a later date, recommendations will be made for permanent, rather than acting, positions for next year. Member Munson observed that the chart would

NEW BUSINESS:
Organization
Chart (cont.)

be an excellent tool to work with until such time as the positions are filled. Inasmuch as the policy manual states that organization charts will be available, Member Bone asked if they would be distributed. President McGrath said they would be.

PRESIDENT'S REPORT:

Prior to the President's report, Member Munson informed the Board that Chairman Klussmann was unable to attend the meeting because she is sick and also has a daughter who is quite ill.

President McGrath announced that the Harper College on-line registration system, which was developed in house, was chosen by the collegiate registrars' group as one of the five outstanding systems in the country. It is marketed by IBM and the College receives royalties on the system.

The President reported that the visit by the Division of Adult and Vocational Technical Education was very successful. The suggestions for change were described as fine tuning. The three major comments concerned the areas of counseling, advisory boards, and some additional technical programs at a lower level than now available. The President thanked all personnel for their hard work in this regard, particularly Dr. Cormack and the associate deans. He added that the College would receive a written report and would also respond to DAVTE on all of the suggestions and recommendations. Both of these items will be coming to the Board. Dr. Cormack indicated that the report was expected within three weeks and response must be made by March, 1980.

The Board was informed that Dr. Muchmore, Dr. Williams and President McGrath met with the staff of the North Central Association in the first phase of the evaluation for accreditation. The visitation will take place next fall. President McGrath requested that Dr. Muchmore and Dr. Williams coordinate the committees who will use the the master plan reports as the basis for the self study.

This fall, Professor Louis Marder of Chicago Circle campus was a guest speaker for classes in the English department here at Harper. Last month, a group of Harper students and faculty went to Stratford, Ontario for a Shakespeare festival. From this has grown an idea to have a Shakespeare festival at Harper, tentatively set for April 15-16, 1980. The President felt that this is something long overdue at Harper. More news will be forthcoming to students, staff and the press.

PRESIDENT'S
REPORT:
(cont.)

In reference to the second site, President McGrath reported that a tax bill had been received some time ago in the amount of approximately \$42,900. At the suggestion of Member Dasher, the bill was not paid and the administration was requested to appeal the bill. Dr. Perry met with the assessors on two occasions which resulted in the tax bill being adjusted to \$6,700. The President thanked Member Dasher and Dr. Perry for their efforts in this regard.

The Student Senate has allocated \$4,050 from their budget for the Point of View literary magazine of the College. The President stated this is a worthwhile literary document and expressed appreciation to Mark Comeaux and the Student Senate.

As reported earlier, the partial opening of Building M was very successful. Attendance was estimated to be between 1200 and 1500 people. President McGrath said he viewed all of those as potential students or Harper Health Club members.

The campaign for the Crusade of Mercy has begun, with Dr. Liz McKay as chairman. Following a meeting held earlier today, it appears that the College will be over target this year due to the combined help of faculty, staff, students and administrators. The President felt that Harper had not pulled its full weight in past Crusades. With everyone behind this worthy event this year, President McGrath said he would be very proud to go over the target set for Harper College.

ADJOURNMENT:

Member Dasher moved, Member Barch seconded, that the meeting be adjourned. Motion carried. Meeting was adjourned at 8:35 p.m.

Vice-Chairman
Shirley A. Munson

Secretary Janet W. Bone

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

EXECUTIVE SESSION

TO: Members of the Board of Trustees of Community College
District No. 512, Counties of Cook, Kane, Lake, and
McHenry, and State of Illinois

NOTICE IS HEREBY GIVEN that there will be an executive session of the Board of Trustees of William Rainey Harper College on Thursday, November 8, 1979, at the hour of 7:30 pm, in the Board Room of the administration building. The purpose of this session is to discuss a pending court case to which the College is a party.

DATED this 5th day of November, 1979, at Palatine, Illinois.



JOAN M. KLUSMANN
Chairman, Board of Trustees