

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

August 28, 1980

8:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable, Payroll for July 15 and July 31, 1980 and Estimated Payroll for August 1 through September 30, 1980 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers Exhibit V-C
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Ratification of Agreement with SEIU, Local 11 Exhibit VIII-B
 - C. RECOMMENDATION: Acceptance of Job Evaluation and Reclassification Committee Report Exhibit VIII-C
 - D. RECOMMENDATION: Salary Program, 1980-81 - Teacher Associate and Student Development Associates Exhibit VIII-D
 - E. RECOMMENDATION: Acceptance of Racquetball Courts Exhibit VIII-E
 - F. RECOMMENDATION: Acceptance of RAMP Document Exhibit VIII-F
 - G. RECOMMENDATION: Cooperative Agreement with Barrington High School Exhibit VIII-G

Board Agenda
August 28, 1980
Page 2

H. BOARD INFORMATION: North Central Association
Accreditation Visit Self Study
Report and Calendar

Exhibit VIII-H

I. BOARD INFORMATION: Grants Status Report

Exhibit VIII-I

IX. President's Report

Report on the Futuristics Conference - Professor Richard Lockwood

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, August 28, 1980

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Thursday, August 28, 1980, at 8:07 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the community, faculty, staff and the press. A special welcome was extended to those attending a Board meeting for the first time.

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

Also present: James J. McGrath, Felice Avila, Lea Bartow, Pat Bourke, Steve Catlin, A. A. Dolejs, Al Dunikoski, Pat Furtak, Charles Harrington, Carol Hoffman, Karen Keres, Richard Lockwood, John Lucas, Liz McKay, Regina Miller, Donald Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Anne Rodgers, Kenneth Sandford, Donn Stansbury, Elaine Stoermer, George Voegel, Cliff Wener, David Williams, Laurie Wren, Joan Young and Muriel Zobott--Harper College; Michael LaVanway and Wendy Winkelhake--Harper students; Maureen Cahill--Copley Record Newspapers; Margaret Holt--Paddock Publications; John Slania--Palatine Countryside; T. Godows--Triton College; and Leo Hoffman.

MINUTES: Member Munson moved, Member Malkowski seconded, approval of the minutes of the regular Board meeting of July 24, 1980. Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Bone moved, Member Mills seconded, approval of the bills payable of August 28, 1980, as presented in Exhibit V-A, as follows:

Bills Payable,	Educational Fund	\$363,818.22
Restricted	Building Fund	293,627.79
Purposes Fund,	Site & Construction Fund #1	313.25-
Payrolls,	Site & Construction Fund #2	34,271.30
Estimated	Auxiliary Fund	370,222.08
Insurance and	Restricted Purposes Fund	67,253.86
Utility Bills,		
Director of		
Labor		

DISBURSEMENTS:
 Bills Payable,
 Restricted
 Purposes Fund,
 Payrolls,
 Estimated
 Insurance and
 Utility Bills,
 Director of
 Labor
 (cont.)

The payroll (Regular) of July 15, 1980 in the amount of \$379,938.46; the payroll (Summer Faculty) of July 18, 1980 in the amount of \$259,743.35; the payroll (Regular) of July 31, 1980 in the amount of \$387,878.98; the estimated payroll of August 1 through September 30, 1980 in the amount of \$2,209,255.69; the estimated insurance bills for Blue Cross of Rockford for August 15 through September 15, 1980 in the amount of \$9,000.00; the estimated utility bills for September, 1980 in the amount of \$70,000.00; and Director of Labor second quarter unemployment compensation in the amount of \$5,437.70.

Member Munson requested clarification on check #58402, Mt. Prospect State Bank. Dr. Perry explained that the amount covered the computer leasing charges for three months.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial
 Statements

In reference to Exhibit V-B, Chairman Barch stated that the Financial Statements were the adjusted statements as of June 30, 1980. There were no additional comments.

Bid Awards

Member Mills moved, Member Munson seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D9, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6419 for data cards to Globe Ticket Company, the low bidder, in the amount of \$3,187.50.
- Ex. V-D2 Award Bid Q-6409 for computer paper to UARCO, the low bidder, in the amount of \$11,424.25.
- Ex. V-D3 Award Bid Q-6412 for white bond paper to Nationwide Paper, the low bidder, in the amount of \$15,292.00.
- Ex. V-D4 Award Bid Q-6422 for replacement of flat roof area of Building D to Mansfield Roofers, the low bidder, in the amount of \$41,515.00.
- Ex. V-D5 Award Bid Q-6397 for one high-volume copier machine to 3M Business Products, the low bidder, in the amount of \$9,013.48.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D6 Award Bid Q-6407 for a film inspection/cleaning machine to Research Technology, Inc., in the amount of \$8,900.00.
- Ex. V-D7 Award Bid Q-6424 for a chlorine and pH analyzer for the swimming pool and whirlpool to Halogen Supply, the low bidder, in the amount of \$4,773.00.
- Ex. V-D8 Award Bid Q-6420 for computer paper to Shade, Inc., the low bidder, in the amount of \$10,243.84.
- Ex. V-D9 Award Bid Q-6411 for photo supplies to Lion Photo in the amount of \$4,198.37.

Member Munson requested further explanation of the reasons for not accepting the low bid on Exhibit V-D9. Mrs. Miller stated that VWR Scientific would not guarantee prices beyond the day on which the bids were opened. Orders cannot be issued under these circumstances. In addition, Chairman Barch pointed out that VWR Scientific did not bid on eleven items.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Purchase Orders

Member Munson moved, Member Mills seconded, approval of the following purchase orders, (as per Exhibits V-E (1-2) attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a purchase order to Huron Leasing, for the renewal of the rental (with maintenance) of peripheral equipment for the instructional time-sharing system, in the amount of \$8,943.00.
- Ex. V-E2 Approve the issuance of a purchase order to Township High School District #211, for rental of classrooms, in the amount of \$4,000.00.

In reference to Exhibit V-E2, Member Munson asked the rationale for issuance of a purchase order rather than a contract for rental. Mrs. Miller explained that a blanket purchase order was issued because the exact number of classrooms was not known.

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

Purchase

Orders
(cont.)

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

Nays: None

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS: Member Bone stated that she had received a personal letter from Mr. David Viar, ICCTA, expressing appreciation for her past service as co-chairman of the Research Committee. Mr. Viar also extended good wishes to Harper College and hoped to have the opportunity to work with the College again in the near future.

As Board secretary, Member Bone said she had received notification of a workshop to be held in connection with the Cook County Consolidation of Election law. A College staff member attended the workshop to obtain information regarding future elections. Member Bone said she had also received the latest directory listing public officials for Kane County.

UNFINISHED

BUSINESS:

Committee

Reports

--Salt Creek

In reference to Salt Creek, Member Munson stated that the project was at a standstill because the Salt Creek Watershed Committee has not been able to secure the necessary funding. Committee members have been seeking additional commitments for this project so that work may proceed and bids can be initiated. Member Munson felt that prospects did not appear encouraging at the present time. Member Malkowski commented on the recently-built berm. Member Munson pointed out that the berm was associated with Structure #5. She explained that the project in which the College is involved is called Structure #2.

NEW BUSINESS:

Personnel

Actions

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

Administrative Appointments

Steven Catlin, Director of Admissions & Registrar,
/1/80, \$30,000

Anne Rodgers, Director of Student Development,
9/1/80, \$31,000

Faculty Appointments

Raymond Hooks, Asst. Professor, 8/19/80, \$17,365

Ruth Kingdon, Instructor, 8/19/80, \$15,800

Susumu Kasai, Instructor, 8/19/80, \$16,850

Teacher Associate Appointments

Valorie Krieman, T.A.-Sec. AVT Lab, 8/19/80, \$10,650

Patricia Carney, T.A.-Comp. Oper., 8/19/80, \$8,400

NEW BUSINESS:Personnel

Actions

(cont.)

Exempt Classified Staff Appointments

Charlene Christin, Bursar, 8/11/80, \$17,000

Charles May, Electrical Technician, 8/11/80, \$12,578

Non-Exempt Classified Staff and Union Service
Employee Appointments

Steven Teolis, Pub. Saf. Officer, 8/4/80, \$10,859

Graham Johnson, Pub. Saf. Officer, 8/11/80, \$10,859

Mary Brady, P.T. Cashier, 8/4/80, \$4,503

Kimberly Burkette, P.T. Cashier, 8/5/80, \$5,304

Hersene Goodwin, Custodian, 8/1/80, \$13,208

Cheryl Rossberg, LRC Clerk II, 8/25/80, \$8,204

Richard Trevino, Custodian, 8/11/80, \$11,274

Enrique Romero, Custodian, 8/11/80, \$11,274

Hector Chavez, Custodian, 8/11/80, \$11,274

Robert Olson, Custodian, 8/11/80, \$11,274

Debra Doner, P.T. Child Care Attendant, 8/15/80, \$2,984

Deanne Baker, Clerk II, 8/11/80, \$8,328

Martin Traywick, Custodian, 8/11/80, \$11,274

Hilda Tomaszewski, P.T. Acc. Clerk I, 8/18/80, \$7,020

Janice Hicks, P.T. Clerk Typist I, 8/18/80, \$4,368

Robert Herman, Maintenance Mechanic, 8/18/80, \$14,248

Annie Hart, Clerk I, 8/19/80, \$7,970

Judy Nossem, P.T. Clerk Typist I, 8/18/80, \$4,586

Pamela Toomey, P. T. Clerk Typist II, 9/2/80, \$4,503

Teacher Associate Resignations

Candida Katz, T.A. SP SERV, 8/16/80

Karen Lueth, T.A. BUS/S S, 8/15/80

Non-Exempt Classified Staff and Union Service
Employee Terminations

Mary Sierakowski, Accounting Clerk I, 7/23/80

Alan Bokowski, Public Safety Officer, 7/31/80

Joseph Jacob, Custodian, 7/25/80

Charlene Tomlinson, Clerk Typist II, 7/30/80

Mary Mendyk, Receptionist, 8/8/80

Marsha Kralka, Secretary I, 8/15/80

Carolina Jackson, Bookkeeper, 8/22/80

Dianne Jett, Secretary I, 8/8/80

Diane Lolli, Secretary I, 8/15/80

Kathy Maund, Clerk Typist III, 8/29/80

Gordon Cormack, Custodian, 8/13/80

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

NEW BUSINESS:
Local 11
Agreement
(1980-82)

Member Munson moved, Member Mills seconded, that the Board of Trustees ratify the two-year agreement (1980-82) with Local 11, Service Employees International Union, which will require \$94,402.00 in salary adjustments for 1980-81 (as per Exhibit VIII-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone stated that she would like to reiterate her concern on the subject. It was Member Tomchek's feeling that Board members should be in executive session in the event of any debate in the matter.

With the consensus of the Board, Chairman Barch recessed the meeting for executive session.

Following executive session, Chairman Barch called the meeting to order.

Upon roll call on the motion, the vote was as follows:

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

Motion carried. Member Malkowski voted nay.

Revised Job
Classification
System for
Classified
Staff

Member Munson moved, Member Bone seconded, approval of the revised classification system for Classified Staff and the necessary salary adjustments in the amount of \$30,000 effective January 1, 1980 (as per Exhibit VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

On behalf of the Board, Chairman Barch expressed appreciation to Dr. Neuhaus and the members of the Job Evaluation Committee for their efforts on this project. He noted that the positions of approximately 240 employees had been reviewed and evaluated. In addition, procedures were established to insure that salaries will remain fair and equitable, both internally and with the outside job market.

Member Tomchek asked if the Classified Employee Council felt that they had adequate opportunity to participate in the development of the system. Mrs. Miller responded affirmatively and concurred that the committee members had done a tremendous job.

Dr. Neuhaus expressed gratitude for the compliments and stated that the committee members deserve all the credit. In reply to Member Munson, Dr. Neuhaus stated that he felt the College was now competitive with the outside market.

President McGrath pointed out that the project was begun last year. It was a large task which took six months longer than anticipated to complete. He explained

NEW BUSINESS:
Revised Job
Classification
System for
Classified
Staff (cont.)

that there would be a review process for any employee who feels that his/her job was not properly classified. He added that the materials and salary surveys used by the Job Evaluation Committee would be kept current so that the College would not fall behind in the job market.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

Teacher
Associate
Salary
Adjustments
for 1980-81

Member Mills moved, Member Bone seconded, approval of a maximum of \$10,500 for salary adjustments to Teacher Associate staff for the 1980-81 contract year, (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

Acceptance of
Racquetball
Courts -
Building M

Member Bone moved, Member Mills seconded, approval of the documents necessary for occupancy of the racquetball courts in Building M effective August 29, 1980 (as per Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

On behalf of the Board, Chairman Barch expressed appreciation to Mr. Mistic for his efforts over the past few months to get the courts in order and make them available for this semester.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

RAMP
Document

Member Munson moved, Member Mills seconded, adoption of the Resources Allocation and Management Plan (RAMP) document as proposed for submission to the Illinois Board of Higher Education (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
RAMP
 Document
 (cont.)

President McGrath explained that the RAMP document is required each year by the Illinois Board of Higher Education and is the basis for requests to the legislature for funding. He thanked Dr. Lucas for compiling the document and requested that he summarize what is included in the three separate sections.

Dr. Lucas stated that the RAMP document is composed of three parts. The first part is the Planning Statement for the College and includes the summary portion of the reflection and projection document prepared for the long-range planning process. The second part is the Operating Resources section which contains projections regarding enrollments, personnel, finances, program plans and outcome measures. The third part is the Capital Resources section which contains the official request for capital funding. Dr. Lucas noted that the College is requesting reimbursement for projects which have been completed and total approximately \$2 million dollars. Over the next five years, reimbursements totaling nearly \$7 million dollars will be requested.

In response to Chairman Barch, Dr. Lucas advised that reimbursement requests are resubmitted in following years if they are not approved by the State.

Member Munson stated that she felt secure in the approval of the RAMP document because Board members had seen the various portions which comprised it. In addition, the reflection projection summary was appreciated.

In a voice vote, the motion carried.

Cooperative
 Agreement -
 Barrington
 Unit School
 District #220

Member Malkowski moved, Member Mills seconded, approval of the Adult and Continuing Education Cooperative Agreement between Barrington Unit School District #220 and Harper College.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

North Central
 Association
 Accreditation
 Visitation

In reference to the next agenda item, Chairman Barch stated that the informational exhibit was a self-study report and calendar for the North Central Association Accreditation Visitation.

In addition to the information presented, Dr. Williams

NEW BUSINESS:
North Central
Association
Accreditation
Visitation
(cont.)

informed the Board that the chairman of the evaluation team, selected by the North Central Association, would be Dr. Daniel B. Crowder, President, West Virginia Northern Community College. Confirmation has not been received on the remaining members of the team. Prior to the visitation in October, Dr. Crowder will visit Harper College on September 24 to become acquainted with the campus and the self-study report and to determine the logistics for the team visit the following month.

Dr. Williams noted that the majority of the work had been completed in the preparation of the self-study document written by Dr. Muchmore, Dr. Bartos, Dr. Mulvihill and Ms. Scott for the master planning process. Dr. Williams stated that the College is on target with reference to the evaluation timetable.

Member Bone congratulated the members of the College who assisted in the preparation of the self-study report. She felt that it was very thought provoking and represented a great deal of time and effort.

Grants Status
Report

In reference to this report, Mr. McGrath commented that there have been no changes from last month.

PRESIDENT'S
REPORT:

President McGrath announced that Harper College will host a meeting of the Organization of Community College Students on September 13-14.

Congratulations were extended to Ms. Jeanne Pankanin, Director of Student Activities, who was recently elected to a two-year term as president of the Illinois Community College Student Activities Association.

Mr. Paul Sipiara, Physical Science faculty member, will present a paper at the Meteorological Society in LaJolla, California. The paper is entitled, Search for Meteorites - the Press Release Strategy.

President McGrath offered best wishes to Mr. William E. Miller, Assistant Professor in the History Department, and Ms. Regina Witort, Purchasing Agent for the College, who were married last week.

President McGrath reported on faculty and staff members who are hospitalized at Northwest Community Hospital. Mr. Roy Rank, instructor for the Refrigeration and Air Conditioning program, suffered a heart attack earlier in the week. Mrs. Edith Ross, Print Shop, is hospitalized with a lung condition. Mr. John Borcovan, Food Service staff, is awaiting an operation. Mr. McGrath noted that cards would be appreciated.

PRESIDENT'S
REPORT:
(Cont.)

Mr. McGrath asked Dr. Williams to report on the rental of classroom space. Dr. Williams stated that Mr. Howard was attending a District 21 Board meeting this evening to help resolve any problems which might arise regarding the College's request to lease school space. He explained that the additional space was needed due to the closing of the Willow Park Center. Initial plans proposed the rental of space in Irving School; however, objections were raised regarding the presence of adults and children for daytime classes. In further discussions with the administration of District 21, it was learned that space could be rented at Hawthorne School which was closed due to declining enrollment. Harper College officials advised that this school would be adequate for the adult classes. Dr. Williams pointed out that fall enrollment in Continuing Education has increased 21% over last spring.

In response to Member Munson, Dr. Williams stated that a rental agreement would be on an annual basis. Member Munson felt that the cost of the rental should be covered by Continuing Education fees. Dr. Williams said that degree credit courses, Adult Basic Education and Continuing Education would all be utilized to cover facilities costs.

Chairman Barch asked about the rental cost for the District 21 facility as compared to the Willow Park Center. He also asked if there would be substantially more students using the District 21 facility. Dr. Williams stated that there were twelve classrooms at the Willow Park Center and the College was responsible for them seven days per week, including utility and custodial costs. In District 21, only seven classrooms will be used and the utility and custodial costs will be borne by the District. Dr. Williams observed that the new costs would be approximately 80% less than those incurred at the Willow Park Center. A substantial increase in enrollment was not anticipated due to the lesser number of classrooms.

President McGrath remarked that he was pleased with this further cooperation between elementary and high school districts and Harper College. In addition, this agreement affords Harper the opportunity to be present in the eastern section of the district.

Member Munson felt that this was important. She added that the annual rental contract gives the College flexibility.

Enrollment
Report

At the President's request, Mr. Stansbury reported on the fall enrollment. Referring to a report distributed earlier in the meeting, he stated that enrollment is currently up 8.3%, or 585 FTE over last fall. In addition, enrollment totals for second-eight week courses are still outstanding in Business and general

PRESIDENT'S
REPORT:
Enrollment
Report (cont.)

studies in Continuing Education which could add another 200 FTE to this amount. Mr. Stansbury pointed out that there would possibly be an 8-10% loss by mid-term for the state apportionment report. This would affect the operating dollars received in the period two years hence.

Mr. Stansbury stated that open registration was extremely busy this fall. With the cooperation of the entire staff, more registrations were processed on the first day than had ever been done before. In conclusion, he noted that this was the largest enrollment that Harper College has had the pleasure to serve.

To prove that the swimming pool is indeed a reality, Mr. McGrath circulated pictures of people enjoying the new facility. In response to an inquiry about the pool party, Dr. Neuhaus stated that plans had been finalized but had to be cancelled due to an insurance problem. Follow-up plans are in progress and notification will be given when the date and time have been settled.

Presentation -
Futuristics
Conference

Chairman Barch invited Dr. Richard Lockwood to address the Board.

Dr. Lockwood reported on the first international conference of the World Future Society which he and Mr. Howard attended this summer. He then announced plans for a three-seminar futures conference to be held at Harper on the first three Thursday evenings in November. The title of the conference is "Challenges, Lifestyles, and Careers for the '80s".

Dr. Lockwood defined the futurist movement as a concerted effort by people around the world to deal with the next great age of human life, the post-industrial revolution era. He explained that futurists are concerned with human relationships with other people, with power, with technology and ecology, and the balance between these elements in the future.

Each session of the Harper conference will feature an address by a principal speaker, a film (if appropriate to the evening's topic) and discussion by a panel of Harper faculty members and invited experts. The first seminar will explore the futurist movement. The second will examine alternative lifestyles, appropriate technology, and the concepts of world family and the global village. The final conference session will address futurist careers which may evolve as part of the solution to the world's problems rather than contributing to them. Dr. Lockwood indicated that special effort will be made to attract college and high school students, educators involved in future studies, and families.

PRESIDENT'S Speaking as an individual Board member, Member Munson
REPORT: informed Dr. Lockwood that she was very supportive of
Futuristics his work in this exciting venture.
Conference (cont.)

ADJOURNMENT: Member Munson moved, Member Malkowski seconded, that the
meeting be adjourned. Motion carried and the meeting
was adjourned at 9:25 p.m.

Chairman Brian M. Barch

Secretary Janet W. Bone