

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

October 23, 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 September 15 and September 30, 1980 and Estimated Payroll for October 1 through November 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
  - F. Construction Change Order Exhibit V-F
- VI. Communications
- VII. Unfinished Business
  - Committee Reports
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Change of Dates for November and December Regular Board Meetings Exhibit VIII-B
  - C. RECOMMENDATION: Cooperative Agreement with Chicago-Read Mental Health Center Exhibit VIII-C
  - D. BOARD INFORMATION: Grants Status Report Exhibit VIII-D
- IX. President's Report
  - Curriculum Status Report: Dr. Charles Harrington
- X. Adjournment

WILLIAM RAINY 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, October 23, 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, October 23, 1980, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the faculty, staff, students and the press. He announced that students from Mr. Robert Zilkowski's dictation and transcription class were in attendance. As part of their learning experience, the students would take and transcribe notes of this Board meeting. Chairman Barch stated that Member Bone was not in attendance due to the hospitalization of her husband. He requested that Member Munson act as secretary.

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

Also present: James J. McGrath, Felice Avila, Art Bowers, Charlene Christin, A. A. Dolejs, Frank Firak, John Gelch, Charles Harrington, Carol Hoffman, William Howard, Karen Keres, Larry King, Jean Longhurst, Liz McKay, Gerald Mellenthin, Regina Miller, Don Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Kenneth Sandford, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, George Voegel, David Williams, Laurie Wren, Robert Zilkowski and Muriel Zobott--Harper College; Lora Anderson, Jeanne M. Balik, Patti Barango, Juli Bohm, Amy Book, Donna Buckley, Kristine Candell, Cory Cudzik, Tracee Gillen, Lou Ann Green, Sophie Hatz, Joyce Knable, Denny Melroy, Eileen Mullin and Kristin Sanberg--Harper students; Patricia Denton--Barrington Press; Shawn Lenaghan--Copley Record Newspapers; Kathy Schaeffer--Paddock Publications; D. D. Bregger, Ressa Margulius and J. Pearlman--Regional Transportation Authority.

MINUTES: Member Klussmann moved, Member Mills seconded, approval of the minutes of the regular Board meeting of September 25, 1980.

Member Tomchek entered the meeting.

In a voice vote, the motion carried.

CITIZENPARTICIPATION: There was no citizen participation.DISBURSEMENTS:Bills Payable,  
Restricted  
Purposes Fund,  
Payrolls,  
Estimated  
Insurance and  
Utility Bills,  
Bond Payment

Member Munson moved, Member Dasher seconded, approval of the bills payable of October 23, 1980, as presented in Exhibit V-A, as follows:

Educational Fund	\$305,893.64
Building Fund	247,439.40
Site & Construction Fund #1	1,871.35
Site & Construction Fund #2	10,300.63
Bond & Interest Fund	1,111,622.38
Auxiliary Fund	368,479.05
Restricted Purposes Fund	188,822.40

The payroll (Retroactive) of September 10, 1980 in the amount of \$53,869.83; the payroll (Regular) of September 15, 1980 in the amount of \$400,871.01; the payroll (Regular) of September 30, 1980 in the amount of \$562,001.76; the estimated payroll of October 1 through November 30, 1980 in the amount of \$2,048,736.34; the estimated insurance bills for Blue Cross of Rockford for October 15 through November 15, 1980 in the amount of \$9,000.00; the estimated utility bills for November, 1980 in the amount of \$70,000.00; and a bond payment to First Commercial Bank in the amount of \$455,985.00.

In reference to the Imprest Fund, Member Klussmann questioned checks #79826 through #79833 to various insurance companies. Dr. Perry stated that these checks covered payments for tax shelters for faculty and staff members. Member Tomchek commented that he did not understand the reason for paying annuities out of the Imprest Fund.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Financial  
Statements

In reference to Educational Fund Expenditures--Accrual Basis, page 6, Member Klussmann requested further explanation of footnotes #1 and #2. Dr. Perry stated that the later closing refers to the closing of the financial books.

DISBURSEMENTS:  
Budget  
Transfers

Member Tomchek moved, Member Dasher seconded, approval of budget transfers in the Educational Fund in the amount of \$41,879 and in the Building and Maintenance Fund in the amount of \$35,670 (as per Exhibits V-C (1-2) attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Bid Awards

Member Mills moved, Member Klussmann seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D16, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6447 for Library card catalog files to Gaylord Brothers in the amount of \$2,746.50.
- Ex. V-D2 Award Bid Q-6452 for Stereozoom microscopes for the Geology and Biology Departments to Fisher Scientific, the low bidder, in the amount of \$3,608.00.
- Ex. V-D3 Award Bid Q-6453 for Monocular Scopes for the Biology Department to VWR Scientific, the low bidder according to specifications, in the amount of \$2,724.00.
- Ex. V-D4 Award Bid Q-6454 for Apple computer firmware and disk drives to Computerland of Niles, the low bidder, in the amount of \$8,820.00.
- Ex. V-D5 Award Bid Q-6451 for an electric car and truck hoist to Northwest Automotive Equipment, the low bidder, in the amount of \$5,439.50.
- Ex. V-D6 Award Bid Q-6446 for audio tape cassettes and audio tape as follows: Items 1 and 2 to International Audio, the low bidder meeting specifications, in the amount of \$3,400.00 and Item 4 to United Visual Aids, the low bidder, in the amount of \$2,169.00 for a total award of \$5,569.00. (Item 3 was not awarded.)
- Ex. V-D7 Award Bid Q-6457 for a laboratory fume hood for the Biology Department to Slezak Construction Company in the amount of \$8,350.00.

DISBURSEMENTS:  
Bid Awards  
 (cont.)

- Ex. V-D8 Award Bid Q-6462 for a non-ammonia blue-print machine to AM International in the amount of \$2,695.00.
- Ex. V-D9 Award Bid Q-6466 for a collator for the Print Shop to Pitney Bowes, the low bidder meeting specifications, in the amount of \$3,715.00.
- Ex. V-D10 Award Bid Q-6464 for lamps for the Audio-Visual Department to G. M. Audio Visual Service, the low bidder, in the amount of \$3,599.30.
- Ex. V-D11 Award Bid Q-6463 for videocassettes, open reels of videotape and empty reels to Advanced Video, the low bidder, in the amount of \$4,207.40.
- Ex. V-D12 Award Bid Q-6458 for printing of the 1981 Point of View to Robert's Press, the low bidder, in the amount of \$4,125.00.
- Ex. V-D13 Award Bid Q-6465 for printing of the Spring 1981 Institute for Management Development folders and inserts, including collating the inserts and placing them in the folders to Printech, the low bidder meeting specifications, in the amount of \$5,475.00.
- Ex. V-D14 Award Bid Q-6449 for a carpet water extractor for the Custodial Department to Jon Don, the low bidder according to specifications, in the amount of \$4,295.00.
- Ex. V-D15 Award Bid Q-6450 for custodial supplies as follows:

Elton Corp.	\$9,136.37
Brownsey	945.90
Mursan	51.00
Brulin	88.00
Jon Don Products	2,030.05
Cynamic Chemical	620.40
CSC Industries	2,726.28
CMI, Inc.	247.10
Universal	242.53
Diamond Chemical	<u>1,210.40</u>

Total Award \$17,298.03

- Ex. V-D16 Award Bid Q-6448 for a station wagon to Lattoff Chevrolet, the low bidder, in the amount of \$7,357.00.

DISBURSEMENTS:  
Bid Awards  
(cont.)

Member Munson requested clarification of Exhibit V-D15, the bid award for custodial supplies. Mrs. Miller explained that the bid consisted of 52 items. Following evaluation, the bid was split and awarded to the low bidder meeting specifications for each item. In reference to Exhibit V-D16, Member Klussmann inquired about the use of the station wagon. Mrs. Miller said that the automobile would be used campuswide. Mr. McGrath added that this was a replacement car which will be used for faculty trips and other purposes on and around the campus. The nine-passenger wagon is also used for trips to Springfield, eliminating the use of separate cars or air transportation.

Upon roll call, the vote was as follows:

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

Motion carried.

Purchase  
Orders

Member Tomchek moved, Member Klussmann seconded, approval of the following purchase orders, (as per Exhibits V-E1 through V-E4, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a purchase order to IBM Corporation for computer components and equipment in the amount of \$48,019.00.
- Ex. V-E2 Approve the issuance of a purchase order to IBM Corporation for a maintenance contract covering computer components and equipment in the amount of \$7,460.00.
- Ex. V-E3 Approve the issuance of a purchase order to Pansophic Systems for a computer software system in the amount of \$7,980.00.
- Ex. V-E4 Approve the issuance of a purchase order to Computer Concepts for a computer software system in the amount of \$2,750.00.

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS:  
Construction  
Change Order

Member Munson moved, Member Mills seconded, that the Board ratify the signing and submittal of the Proposed Change Order in Exhibit V-F to the Capital Development Board as follows:

Ex. V-F Proposed Change Order G-19 for Building M for a total increase to the contract of \$692.45.

In response to Member Dasher, Dr. Perry indicated that this should be the final change order.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS:

Chairman Barch stated that he had received a note from Member Bone requesting that a matter concerning the Regional Transportation Authority be brought to the attention of the Board. There have been reports that the RTA is considering a change in bus schedules. Member Bone expressed concern about the impact to the students if the service to the College was diminished. Chairman Barch stated that RTA representatives were present at the meeting in order to discuss this matter.

Ms. Stoermer welcomed Ms. Ressa Margulius, Regional Affairs officer, Mr. Dale Bregger, Planning officer and Ms. Joan Pearlman, Public Relations officer. She pointed out that members of the College staff work closely with the RTA so that maximum bus service is provided for students, faculty and staff. Enrollment figures and other pertinent data have been furnished by Dr. Lucas. Ms. Stoermer recalled that both she and Dr. Lucas had testified at separate public hearings, expressing appreciation to the RTA and requesting additional service, especially in the evenings. Because of recent reports that RTA routes to Harper would be discontinued, students have been contacting various offices of the College and Board members. Ms. Margulius and Mr. Bregger will explain the changes and answer questions.

Ms. Margulius stated that a revised timetable and map indicating the restructured service would be left with College officials following the meeting. Member Tomchek asked if service is being curtailed. Mr. Bregger replied negatively. He explained that

COMMUNICATIONS:  
(cont.)

the RTA is restructuring some existing services. Improvements are being made which were recommended in the Northwest Transit Development Program which was adopted in January, 1980. Mr. Bregger added that the number of changes to be made is dependent upon the present financial situation of the Regional Transportation Authority.

Mr. Bregger stressed that the RTA has never intended, at any time, to discontinue any service. The present carrier, CBS, was recently underbid for the new contract and service will be provided by another company. Mr. Bregger noted that copies of the revised service schedules were available. Member Munson suggested that the Harbinger may want to publish this information for the students.

The Board members and administration thanked the RTA representatives for attending the meeting.

UNFINISHED BUSINESS:  
Committee Reports  
--Friends of Harper

Member Klussmann announced that the meeting for the Friends of Harper has been scheduled for October 30. The agenda for the meeting has been sent to those who have confirmed attendance. Follow-up letters have been forwarded to other persons in the Harper community who may be interested in this new venture.

NEW BUSINESS:  
Personnel Actions

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

Administrative Appointment  
Arthur L. Bowers, Director of Computer Services,  
11/1/80, \$33,000

Non-Exempt Classified Staff and Union Service Employee Appointments  
Paula Blacker, Switchboard Operator, 10/1/80, \$8,994  
Ronald Rommie, Custodian, 9/23/80, \$12,397  
Tom Taylor, Custodian, 9/30/80, \$12,397  
Dana Vierck, Messenger, 9/29/80, \$7,568  
Gayle Hatlak, Secretary II, 9/29/80, \$10,491  
Karen Collins, P.T. Switchboard Operator, 10/2/80, \$5,514  
Linda Alberts, Clerk, 10/8/80, \$7,908  
Ramona Simon, Chief Switchboard Oper., 10/16/80, \$10,500  
Lorel Kelson, Clerk II, 10/20/80, \$5,096

Exempt Professional/Technical Staff Appointment  
Tom L. Thompson, Coor., Disabled Student Services,  
11/3/80, \$17,000

Administration Resignation  
Cliff Wener, Director of Food Service, 10/31/80



NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Non-Exempt Classified Staff and Union Service  
Employee Terminations  
Eugene Sorensen, Custodian, 9/16/80  
Enrique Romero, Custodian, 9/19/80  
Beatric Hoover, Baker, 9/26/80  
JoAnn Buchholtz, Cashier, 10/15/80  
Viola Hahn, Accounting Clerk I, 10/17/80  
Joan Quandee, Public Safety Officer, 10/31/80

Upon roll call, the vote was as follows:

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

Motion carried.

President McGrath introduced Mr. Art Bowers, newly appointed Director of Computer Services. A warm welcome was extended by the Board members. Mr. McGrath called attention to the resignation of Mr. Cliff Wener, Director of Food Service. He has been hired as the Regional Food and Vending Coordinator for Canteen Corporation. His responsibilities will include operations auditing, training and marketing development. The President expressed appreciation to Mr. Wener for his service and wished him well in this new endeavor.

Change in  
Board Meeting  
Dates -  
November and  
December

Chairman Barch advised that the dates for the November and December Board meetings conflict with the holidays and need to be rescheduled. In an effort to determine alternate dates, Board members were recently polled. Although Members Bone and Dasher cannot attend in December, quorums will be available on the Mondays preceding the regularly scheduled November and December meetings.

Member Tomchek moved, Member Munson seconded, that the Board of Trustees move the regular Board meeting dates from Thursday, November 27, to Monday, November 24, 1980 and from Thursday, December 25, to Monday, December 22, 1980 and that the change be published in area newspapers no later than November 10, 1980 as required by law.

In a voice vote, the motion carried.

Cooperative  
Agreement  
with Chicago-  
Read Mental  
Health Center

Member Klussmann moved, Member Munson seconded, approval of the cooperative agreement between William Rainey Harper College and Chicago-Read Mental Health Center, an affiliating health care agency (as outlined in Exhibit VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:  
Cooperative  
 Agreement -  
 Chicago-Read  
 Mental Health  
 Center (cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Grants Status  
 Report

Chairman Barch stated that the Grants Status Report is an informational item covering grant activity which has taken place since the last Board meeting. Dr. Voegel commented that there were no major changes to be reported. In regard to the PATH Program, he noted that financing is complete and the faculty are presently involved in the implementation of the program.

Member Munson inquired about CETA grants. Dr. Voegel replied that there are still monies for CETA grants available. However, there has been a reduction in the funding of training programs which had a definite impact on Harper and other institutions.

PRESIDENT'S  
REPORT:

President McGrath noted that Board Member Ray Mills is the author of a booklet entitled, Walking Tours of Historic Homes, for the Palatine Historical Association. A copy of the booklet will be given to each of the Board members.

Ms. Elaine Stoermer has been asked to serve on a newly-formed Public Relations Committee which will work with the Illinois Community College Board. The President congratulated Ms. Stoermer, who was one of three Directors of College Relations in the State selected for the Committee.

A royalty check in the amount of \$3,500 has been received from IBM Corporation for the on-line registration system.

A portable projector has been donated to the College by Coats & Clark Sales Company. Mr. McGrath stated that donations to Harper are sincerely appreciated.

Information has been received from Continental Bank that the satellite word processing center will be moving from Harper College to the Woodfield area. This change is necessary due to additional space requirements. Harper students will continue to be used in the Continental Bank Word Processing Center although the travel to Woodfield may be less convenient. Mr. McGrath acknowledged that this association has been fruitful and hoped that similar arrangements could be made with other banks or commercial agencies.

PRESIDENT'S  
REPORT:  
(cont.)

On a sad note, the President stated that Dr. Joann Powell's father had passed away last week. The sympathy of the Harper College community and the Board of Trustees was extended to Dr. Powell.

Mr. McGrath reported that this week has been very busy for the faculty, administration and the Board of Trustees. The College has been host to the following three teams of campus visitors: National League for Nursing, Illinois Community College Board, and the North Central Association.

Representatives of the National League for Nursing conducted a comprehensive and thorough review of the College nursing program. Their report was very favorable and will be filed with the National League for Nursing. It is hoped that accreditation of the program will be the final result of this evaluation visit.

Five members of the Illinois Community Board participated in the recognition visit to Harper College. Numerous documents were reviewed and evaluated, including curricula, standards of operation and adherence to State apportionment procedures. President McGrath stated that the exit interview, held earlier in the day, had been a pleasurable experience. Members of the ICCB team reported that they were very impressed with Harper College. Mr. McGrath expressed appreciation to those involved in this visit.

Members of the North Central Association evaluation team were also on the College campus. The purpose of the visit is to insure that the mission of the College is being fulfilled and that the necessary resources are available for accomplishment of the mission. President McGrath announced that the team will recommend the accreditation for Harper be extended for an additional seven years. He expressed gratitude to the faculty and administration, particularly Dr. John Muchmore and the members of the writing team, for an excellent job.

President McGrath requested a status report on curricula from Dr. Charles Harrington.

Presentation -  
Curricula  
Status Report

Due to the positive report received from the North Central Association, Dr. Harrington felt that this was an appropriate time to discuss the courses and programs offered by Harper College. He stated that the NCA had advised that the College should not become complacent because of the favorable review, but should continue to move forward.

PRESIDENT'S  
REPORT:  
Presentation -  
Curricula  
Status Report  
(cont.)

Although optimistic about the future of the College, Dr. Harrington stated that a systematic review of all courses and programs would be initiated. He hoped that faculty, administration and advisory committees would be involved in this study. Attention will be given to the viability of the courses offered and to the possible need to change the prerequisites.

Members of the ICCB were pleased with the fact that Harper does in-plant work, often referred to as outreaches. The College will attempt to continue in this direction.

Dr. Harrington explained that the Marketing and Fashion Design faculties have been working together, in an interdisciplinary type of approach, to integrate more marketing content into the fashion merchandising curriculum.

Another campus project involves Physical Plant personnel working with the Park Management faculty. Long and short-term landscaping projects have been developed through the combined efforts of Mr. Misic, Mr. Kurowski, Mrs. Bourke, Dr. Metcalf and the Park Management advisory committee. Certain areas of the campus will be given particular attention, namely the center sections near Buildings G, H, I and J. Dr. Harrington felt that the involvement of students was important in order to increase their abilities in the field of study. Improvement plans could be drawn up by the students and, following approval, be implemented through further cooperation of departments.

In reference to the Cardiac Exercise Technician/Leader program, considerable research was done on this project and additional support was received from the medical community. The program has been completed and received approval from Springfield. Dr. Harrington summarized that he looks forward to the successful addition of this program to the Harper College curricula.

Chairman Barch thanked Dr. Harrington for the report.

ADJOURNMENT:

Member Dasher moved, Member Munson seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:27 p.m.

Chairman Brian M. Barch

Secretary Pro Tem Shirley Munson