

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 22, 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 November 15 and November 30, 1980, and Estimated Payroll for December 1, 1980 through January 31, 1981 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: Contract Rider: Associate Dean Business and Social Science Division Exhibit VIII-B
 - C. RECOMMENDATION: Leave of Absence: Business and Social Science Division Exhibit VIII-C
 - D. RECOMMENDATION: Audit of Financial Aid Programs Exhibit VIII-D
 - E. RECOMMENDATION: Change in Imprest Fund Exhibit VIII-E
 - F. RECOMMENDATION: Policy Manual Changes - Second Reading Exhibit VIII-F
 - G. BOARD INFORMATION: Policy Manual Changes - First Reading Exhibit VIII-G
 - H. BOARD INFORMATION: Grants Status Report Exhibit VIII-H
- 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 Rescheduled Regular Board Meeting of Monday, December 22, 1980.

CALL TO ORDER: The rescheduled regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Monday, December 22, 1980, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

Chairman Barch welcomed members of the community, faculty, staff and the press to the Board meeting.

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

Also present: James J. McGrath, John Gelch, Charles Harrington, William Howard, Jean E. Lytle, Liz McKay, Vivienne Manson, Don Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Donn Stansbury, Elaine Stoermer, George Voegel, Ray White, David Williams, and Carol A. Zack--Harper College; Charles Kern and Eileen A. DeMonte--Harper students; Janice Cox--Copley Record Newspapers; Cathy Schaeffer--Paddock Publications; Paula Barch, Christine DeMonte, Leslie DeMonte, Lester DeMonte, and Michele DeMonte.

MINUTES: Member Mills moved, Member Malkowski seconded, approval of the minutes of the rescheduled regular Board meeting of November 24, 1980. In a voice vote, the motion carried.

Member Tomchek entered the meeting at 8:02 p.m.

CITIZEN PARTICIPATION: President McGrath introduced the family of Lester DeMonte. Mr. McGrath related that while shopping in Venture during the previous weekend, Harper nursing student Mrs. Eileen DeMonte responded to a cry for help. A young boy about six years old was obviously unable to breathe and had turned blue. Mrs. DeMonte acted immediately with the Heimlich Maneuvre which dislodged a piece of candy that was choking the boy. President McGrath congratulated Eileen DeMonte and presented her with a commendation for service to the community from the Board of Trustees and the College. Mrs. DeMonte thanked the Board Chairman and President McGrath.

DISBURSEMENTS:
 Bills Payable,
 Restricted
 Purposes Fund,
 Payrolls,
 Estimated
 Insurance and
 Utility Bills,
 Purchase of
 Software,
 Computer Lease
 Agreement,
 Unemployment
 Compensation,
 Maintenance,
 Vehicle Purchase

Member Bone moved, Member Mills seconded, approval of the bills payable of December 22, 1980, as presented in Exhibit V-A, as follows:

Educational Fund	\$288,298.46
Building Fund	355,600.01
Site & Construction Fund #1	1,774.60
Site & Construction Fund #2	30,388.47
Auxiliary Fund	187,457.67
Restricted Purposes Fund	198,413.41

The payroll (Regular) of November 15, 1980 in the amount of \$617,459.64; the payroll (Regular) of November 26, 1980 in the amount of \$604,307.56; the estimated payroll of December 1, 1980 through January 31, 1981 in the amount of \$2,461,860.91; the estimated insurance bills for Blue Cross of Rockford for December 15, 1980 through January 15, 1981 in the amount of \$10,000.00; the estimated utility bills for January, 1981 in the amount of \$100,000.00; the purchase of software from Pansophic Systems, Inc. in the amount of \$7,980.00; payment of Unemployment Compensation (Third Quarter) to Director of Labor in the amount of \$10,795.23; payment for Computer Lease Agreement for January, 1981 to Mount Prospect State Bank in the amount of \$10,550.00; payment for window washing to Independent Building Maintenance Co. in the amount of \$3,600.00; and purchase of vehicle from Lattof Chevrolet in the amount of \$7,437.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial
 Statements

There were no comments or questions regarding the financial statements.

Budget
 Transfers

Member Bone moved, Member Malkowski seconded, approval of budget transfers in the Educational Fund in the amount of \$23,820.00; in the Building and Maintenance Fund in the amount of \$3,700.00; in the Auxiliary Fund in the amount of \$5,830.00; and in the Site and Construction Fund #2 in the amount of \$8,000.00 (as per Exhibits V-C (1-4) attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Klussmann questioned why some tuition remissions were coming out of the Building and Maintenance Fund.

DISBURSEMENTS:
Budget
Transfers
(cont.)

President McGrath responded that some of those receiving tuition remission were Building and Maintenance employees. Member Tomchek questioned why that was showing up as an expense. Dr. Perry responded that since this was a fringe benefit to the staff it must be recorded. Member Tomchek asked where the money went and whether this was allocated to cost centers. President McGrath stated that a record of expenses was being kept for Board information purposes. The \$8,000.00 tuition not being received would be offset by an additional \$9,000.00 in State apportionment. Because this employee benefit has to balance out with the tuition income, it is recorded as an expense.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Bid
Awards

Member Mills moved, Member Klussmann seconded, approval of the following bid awards (as per exhibits V-D1 through V-D3, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award bid for china and silverware for the cafeteria to the low bidder, Holleb & Co., in the amount of \$3,438.23.
- Ex. V-D2 Award the bid to refurbish two Centrifugal Machines to the low bidder, Johnson Control, in the amount of \$15,193.00.
- Ex. V-D3 Award the bid for bond paper to the lowest bidder whose paper is acceptable, Forest-Atwood, in the amount of \$3,325.50.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Purchase
Orders

Member Klussmann moved, Member Mills seconded, approval of the following purchase orders (as per Exhibits V-E1 through V-E6, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a change order to United Visual Aids in the amount of \$700.00.

DISBURSEMENTS:
Purchase
Orders
(cont.)

Ex. V-E2 Approve the issuance of a purchase order to Four Phase Systems, Inc., for maintenance of a minicomputer and peripheral equipment, in the amount of \$5,370.00.

Ex. V-E3 Approve the issuance of a change order to Harry Alter Co., in the amount of \$1,000.00.

Ex. V-E4 Approve the issuance of a purchase order to E.T. Paddock Enterprises, Inc., in the amount of \$7,976.00 for the repair of a damaged bleacher system.

Ex. V-E5 Approve the issuance of Food Service blanket orders as follows:

Central Convenience Foods	\$ 2,000.00
L. Karp & Sons	1,500.00
Amity Packing Co.	12,000.00
Monarch Foods	5,000.00
Emil Kahn Inc.	4,250.00
Bit-O-Gold	7,000.00
Redi-Froze Distr.	3,000.00
Vanderbilt	3,000.00
John Sexton	10,000.00

Ex. V-E6 Approve the issuance of a purchase order to Borg-Warner Corporation for a maintenance contract on two York chillers, in the amount of approximately \$2,460.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

Member Bone stated she had received a letter from the Director of Elections on the subject of Nominating Petitions, and requested that Dr. Perry explain this letter to the Board. Dr. Perry stated that the attorney for the Office of the County Clerk had indicated that this was a precautionary letter to secretaries and clerks stating that all petition forms should meet with the approval of the State Board of Elections so that secretaries and clerks who supply petitions can avoid having to sit in judgment on their own petitions.

UNFINISHED
BUSINESS:
Committee
Reports

Member Klussmann reported that the Friends of Harper steering committee would be meeting in January, 1981.

In response to an inquiry from Member Bone, President McGrath reported there was no change in the status of the Upper Salt Creek Watershed Project.

NEW BUSINESS:
Personnel
Actions

Member Tomchek moved, Member Mills seconded, approval of the Personnel Actions listed in Exhibits VIII-A, VIII-B, and VIII-C, as follows:

Non-Exempt Classified Staff and Union Service
Employee Appointments

- Diane Bloom-Kramer, P.T., Acctg. Clerk, 11/17/80, \$7,488
- Carole Christiansen, Secretary I, 11/17/80, \$9,714
- Michelle Van Loon, Clerk Typist II, 12/10/80, \$9,000
- Karen Lepore, Clerk, 12/12/80, \$7,904
- Linda Karlquist, P.T., Clerk Typist II, 1/5/81, \$4,831

Non-Exempt Classified Staff and Union Service
Employee Terminations

- Kathy Elizondo, Clerk Typist II, 12/19/80
- Mary Ann Ochs, Administrative Secretary, 1/6/81
- Joyce Hill, Clerk Typist II, 12/23/80

Professional/Technical Leave of Absence

- Linda Wegner, Exec. Secy. to President, 1/26/81
- Disability/Maternity

Non-Exempt Classified Staff and Union Service
Employee Leave of Absence

- Mike Grisius, Porter, 12/10/80, L/T Medical

Contract Rider -
Acting Associate
Dean

Approved contract rider for Professor Larry King, Acting Associate Dean, Business and Social Science Division, for four (4) weeks prorated pay, based on the 1980-81 faculty contract (Exhibit VIII-B).

Faculty Leave of
Absence

Approved a one-year leave of absence without pay for the period of December 20, 1980 to December 19, 1981 for Professor Barbara Fournier (Exhibit VIII-C).

Member Bone inquired if, in the case of Exhibit VIII-B (Contract Rider - Acting Associate Dean), a specific dollar figure was needed. Dr. Williams responded that exhibits have not included a specific amount in the past but that the rider itself is in the signature file.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

NEW BUSINESS:

Personnel
Actions
(cont.)

President McGrath noted that Linda Wegner's leave of absence is for one year and he hoped she would be returning as secretary to the President. He felt everyone would want to wish her well.

Audit of
Financial Aid
Programs

Member Tomchek moved, Member Bone seconded, acceptance of the Audit of Financial Aid Programs by Peat, Marwick, Mitchell and Company, as listed in Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes.

In a voice vote, the motion carried.

Change in
Imprest Fund

Member Malkowski moved, Member Bone seconded, acceptance of the recommendation for change in the Imprest Fund as shown in Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes.

In response to Member Bone's inquiry whether the months specified in Exhibit VIII-E were the right ones in which to have additional funds in the Imprest Fund, Dr. Perry stated that they were, and explained that during September 1980 \$32,500.00 refunds had to be postponed to October; \$34,500.00 had to be postponed from October to November; and approximately \$30,000.00 would be paid in December. By having \$100,000.00 available in the Imprest Fund in the two months following fall registration and the two months following spring registration, it was anticipated that almost all refunds could be made except for those that might be postponed for some other reason.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Policy Manual
Revisions

Member Tomchek moved, Member Mills seconded approval of Policy Manual changes as listed in Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes (second reading).

In a voice vote, the motion carried.

Chairman Barch stated that the next item on the agenda was the first reading of Policy Manual Changes as contained in Exhibit VIII-G. In response to her inquiry, Member Klussmann was informed that the change in item 5.0.6 was to reflect the change of the name of the program.

NEW BUSINESS:

Grants Status Report

Board Members received the Grants Status Report.

PRESIDENT'S REPORT:

President McGrath stated he was pleased to report that the Park Management department has been working with the Roads and Grounds staff to remove the remains of the barn that had burned down seven years ago. Although funds had been budgeted for this project several times in the past, the money had never been expended. Dr. Metcalf and Randy Illg of the Park Management program borrowed equipment from different park districts, and the students and Roads and Grounds staff had cleared the debris and improved the landscape.

President McGrath was also pleased to report that John Malkowski, Student Trustee, has been nominated to the Junior Chamber of Commerce as Palatine Young Man of the Year by the Palatine Kiwanis. President McGrath congratulated John Malkowski.

Kelly Barton of the Engineering department has been appointed to the Illinois Professional Engineers Examining Committee. President McGrath noted that it was very unusual for someone from a community college to be appointed to the Professional Engineers Board and he extended his congratulations to Kelly Barton.

Updating his November 24th report that Harper College and District 26 were exploring the possibility of a program for gifted junior high school students in science and mathematics, Mr. McGrath stated it had been decided to include District 214 in the proposed program so that there would be no conflicts regarding instruction that students would have in high school. George Dorner, Associate Dean of the Technology, Mathematics and Physical Science division, is working with his division on plans to have the students come to Harper on eight or nine Saturday mornings for specialized instruction. The curriculum is to be compiled by Harper and District 26.

President McGrath extended his congratulations to three members of the Harper community who have recently had works published: Jack Lucas provided a chapter in the book Improving Academic Management; Pauline Jenness had an article entitled "Teaching Mathematics" published in Community College Frontiers; and Dave Dolman had a chapter published in American Annals of the Deaf entitled "English Remediation and the Older Deaf Student: The Computer as a Tool".

The President also reported on the work to bring Northern Illinois University and Governor's State University into the area. Governor's State University is interested in establishing a site, possibly on the

PRESIDENT'S
REPORT:
(cont.)

Harper campus or by renting one of the local schools which is closing, in order to offer the last two years of the Baccalaureate program and the Master's degree courses in Business. This would mean that students would be able to go from Harper College through a Governor's State University master's program without having to travel great distances.

Also, Northern Illinois University is interested in working with Harper to offer the upper division of a Bachelor of General Studies program in the Harper area. President McGrath felt this would be particularly helpful to older men and women who would be able to continue baccalaureate study either on the Harper campus or at a Harper outreach location.

ADJOURNMENT:

Member Klussmann moved, Member Bone seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:23 p.m.

Chairman Brian M. Barch

Secretary Janet W. Bone