

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

January 22, 1981

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 December 15 and December 31, 1980, and Estimated Payroll for January 1, 1981 through February 28, 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: Student Tuition Rebates Exhibit VIII-B
  - C. RECOMMENDATION: Policy Manual Changes - Second Reading Exhibit VIII-C
  - D. BOARD INFORMATION: Grants Status Report Exhibit VIII-D
- 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, January 22, 1981

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, January 22, 1981 at 8:02 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

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

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

Also present: James J. McGrath, Felice Avila, Pat Bourke, Art Bowers, Charlene Christin, A. A. Dolejs, Frank Firak, Charles Harrington, Karen Keres, Charles Kern, John Lucas, Regina Miller, Don Misic, John Neuhaus, William Norvell, Jeanne Pankanin, James D. Perry, Donn Stansbury, Fred Vaisvil, George Voegel, David Williams and Laurie Wren--Harper College; Wendy Winkelhake--Harper student; Janice Cox--Copley Record Newspapers; and Betsy Schmitt--Paddock Publications.

MINUTES: Member Mills moved, Member Malkowski seconded, approval of the minutes of the rescheduled regular Board meeting of December 22, 1980. In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

Member Tomchek entered the meeting at 8:05 p.m.

DISBURSEMENTS: Member Munson moved, Member Bone seconded, approval of the bills payable of January 22, 1981, as presented in Exhibit V-A, as follows:

Bills Payable,	Educational Fund	\$276,505.45
Restricted	Building Fund	308,329.54
Purposes Fund,	Site & Construction Fund #1	1,302.45
Payrolls,	Site & Construction Fund #2	21,344.81
Estimated	Auxiliary Fund	346,002.88
Insurance and	Restricted Purposes Fund	113,626.53
Utility Bills,		
Legal Services-		
December		

The payroll of December 15, 1980 in the amount of \$609,522.17; the payroll of December 31, 1980 in the amount of \$433,387.73; the estimated payroll

DISBURSEMENTS: of January 1 through February 28, 1981 in the amount of \$2,101,463.45; the estimated insurance bills for Blue Cross of Rockford for January 15 through February 15, 1981 in the amount of \$10,000.00; the estimated utility bills for February 1981 in the amount of \$100,000.00; and legal services of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. for the month of December in the amount of \$2,855.70.

Bills Payable,  
Restricted  
Purposes Fund,  
Payrolls,  
Estimated  
Insurance and  
Utility Bills,  
Legal Services-  
December  
(cont.)

Member Klussman requested information regarding check #59326 issued to the Coat of Arms Restaurant. Dr. Perry stated that this expenditure covered a screening committee luncheon to review candidates for the Associate Dean of Business position.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial  
Statements

In reference to the financial statements, Member Dasher noted that the expenditures in the Educational Fund exceeded the estimate for the first time. He said that there was no reason for lessening the control on expenditures. In order to avoid future problems, he felt he should bring this matter to the attention of the administration.

Budget  
Transfers

Member Munson moved, Member Mills seconded, approval of budget transfers in the Auxiliary Fund (2) in the amount of \$38,100; in the Educational Fund in the amount of \$985,595; and in the Operations, Building & Maintenance Fund in the amount of \$113,980 (as per Exhibits V-C (1-4) attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Klussmann, Dr. Perry stated that the three budget transfers for salary increments cover the period to the end of the fiscal year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

DISBURSEMENTS:  
Bid Awards

In reference to the bid awards, President McGrath informed the Board of Trustees that a decision had been made to withdraw Exhibit V-D2, interior campus-wide signage, at the present time.

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

Ex. V-D1 Award Bid Q-6509 for projector players and playback modules to Burke Audio Visual, the low bidder, in the amount of \$4,125.

Ex. V-D3 Award Bid Q-6508 for hygienist chairs and lights for the Dental Clinic to S. S. White in the amount of \$7,230.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

Member Bone reported that all Board members had received a copy of a communication from the Illinois Community College Trustees Association. The letter requested input from college trustees regarding ICCTA legal policies. The ICCTA requested that the surveys be returned prior to a January 31 meeting. Member Klussmann stated that she had not responded as yet but felt that it was up to each Board member whether to express his opinion. Member Tomchek called attention to the fact that the College was not a member of the ICCTA at present. Member Dasher replied that only an opinion had been requested and he was always ready to give his view.

Member Bone stated that she had recently been contacted by a Harper student (senior citizen) regarding parking fees. Although the student had paid for a parking sticker in the fall, she was not charged student activity or parking fees this semester. She asked Member Bone to bring the matter to the attention of the Board in the event that the College was losing revenue. She also expressed concern over the number of cars on campus without current parking stickers. Member Bone stated that the matter had been referred to the administration. President McGrath added that the student has been contacted by College officials.

## UNFINISHED

BUSINESS:Committee

## Reports

## --Salt Creek

Member Munson commented on the Salt Creek situation. She referred to a recent newspaper article stating the desire of the Palatine Park District to have a referendum. Upon checking to see if any portion of this referendum would affect Harper College, Member Munson was informed that the specifics have not yet been determined, and the published list was really a "wish list". Since the last Board meeting, the Palatine Park District has ceased negotiations with College legal counsel. Because the Federal government has reduced considerably the estimate of land development costs, it is anticipated that it will be possible to obtain the remainder of funds needed. Member Munson summarized that the College need not take further action until initiated by the Palatine Park District.

--Friends of  
Harper

Member Klussmann reported that a meeting of the Friends of Harper was in progress to finalize the budget, policies and bylaws. Immediately following the Board meeting, President McGrath and Member Klussmann would join this group and a follow-up report will be presented at the February meeting.

NEW BUSINESS:Executive

## Session

Member Bone moved, Member Munson seconded, that the Board of Trustees adjourn to executive session for a discussion of personnel. Motion carried and the Board recessed to executive session at 8:17 p.m.

Chairman Barch called the meeting back to order at 8:21 p.m. with the following present: Members Barch, Bone, Dasher, Klussmann, Mills, Munson, Tomchek and Student Member John Malkowski.

Personnel  
Actions

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

Administrative Appointment

William Norvell, Director of Food Service, 1/26/81,  
\$29,000

Instructor Appointment

Michael Vijuk, Instructor, BUS/SS, 2/1/81, \$6,118

Teacher Associate Appointment

Glenda Nuccio, T.A., Interpreter III, 2/1/81, \$4,095

Professional/Technical Appointment

James Foody, Project Leader, 1/15/81, \$26,191

Non-Exempt Classified Staff and Union Service  
Employee Appointments

Susan Kalin, P.T. Child Care Att., 1/8/81, \$4,050

Kathy Buttstadt, P.T. Child Care Att., 1/8/81, \$3,645

Pat Carney, Cl. Typist II (10 mos.), 1/5/81, \$8,990

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Non-Exempt Classified Staff and Union Service  
Employee Terminations  
Sally Sienza, Child Care Attendant, 12/23/80  
Debra Doner, Child Care Attendant, 12/23/80

Non-Exempt Classified Staff and Union Service  
Employee Leaves of Absence  
Barbara Majkrzak, Secretary I, Disability/Maternity  
Lora Redmond, Receptionist, Long-Term Leave

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Mr. McGrath introduced Mr. William Norvell, newly-appointed Director of Food Service. A hearty welcome was extended to Mr. Norvell.

Student Service  
Awards -  
Tuition Rebates,  
Fall, 1980

Member Malkowski moved, Member Bone seconded, approval of the fall 1980 student service grants in the amount of \$3,082.75 (\$1,567.50 from Account #679-198-590 and \$1,515.25 from Account #135-111-592) as presented in Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes.

In response to Member Munson's inquiry, President McGrath stated that approximately one-half of the allocation is budgeted in the Educational Fund.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Policy  
Manual  
Revisions

Member Bone moved, Member Munson seconded, approval of the Policy Manual revisions as presented in Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Bone stated that this was the second reading of the revisions which were presented originally at the December meeting.

It was Member Tomchek's opinion that voting on certain policy issues was a waste of time. He felt that the existing Policy Manual should be abandoned and a meeting held to determine what constitutes policy.

NEW BUSINESS:  
Policy  
Manual  
Revisions  
(cont.)

Member Munson stated that it is the function of the Board to address such issues. Member Tomchek felt that there were very few policies in the manual.

Chairman Barch stated that the purpose of the Policy Committee was to update the manual. If this was now completed, he suggested that the Policy Committee be disbanded and a committee established to discuss what is or is not policy. Member Bone called attention to the fact that the Board sets policies and the Administration defines procedures; the two are distinctly separate. Chairman Barch suggested that this issue be specifically addressed within the next few months and members of the Board agreed.

In a voice vote, the motion carried.

Grants Status  
Report

Chairman Barch stated that the Grants Status Report is for informational purposes. President McGrath added that there were no changes to be reported.

PRESIDENT'S  
REPORT:

In reference to a recent ICCB study, President McGrath reported that the 1979-80 unit cost for Harper College was \$65.00 as compared to \$65.24 for the previous year. This figure is below the state average of \$65.89 and less than the unit costs for both DuPage and Triton Colleges.

The ICCB also released a study on the mobility patterns of community college students in Illinois. In the fall of 1979, a total of 711 Harper students transferred to four-year colleges and universities. Of this number, 33 percent of the students went to Northern Illinois University, 20 percent to the University of Illinois and 13 percent to Illinois State University.

President McGrath announced that the Fulbright Fellowship for Professor Kenneth Jauch, who is in Korea, has been extended to August 6, 1981.

Fifteen Harper College students were nominated and accepted for Who's Who Among Students in American Junior Colleges. The selection is based on combined achievements in academic standing, co-curricular activities and community service.

The President reported that Women's History Week will be observed at Harper College beginning March 2.

The Shakespeare Festival will be held at Harper on March 25-27.

PRESIDENT'S  
REPORT:  
(cont.)

Board Member Janet Bone is the author of another book, Understanding the Film, which was recently published.

Dr. Diane Callin, faculty member, has been appointed president of the Moms' Association of the University of Illinois. The club members undertake different projects annually and raised \$55,000 last year.

The President was pleased to report that Dr. Elizabeth McKay is now home from the hospital and will require no further treatment. Following a short recuperation period, she will return to the College.

Mr. McGrath invited those present to attend the Harper vs. Triton basketball game immediately following the Board meeting.

ADJOURNMENT:

Member Klussmann moved, Member Dasher seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:34 p.m.

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Chairman Brian M. Barch

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Secretary Janet W. Bone