

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

March 26, 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 February 15 and February 27, 1981, and Estimated Payroll for March 1, 1981 through April 30, 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
  - 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: Faculty Leave of Absence, Life Science and Human Services Exhibit VIII-B
  - C. RECOMMENDATION: Supplemental Education Grant Request Exhibit VIII-C
  - D. RECOMMENDATION: Appointment of College Auditor Exhibit VIII-D
  - E. RECOMMENDATION: Laboratory Fees Increase Exhibit VIII-E
  - F. RECOMMENDATION: One- and Five Year Career Plan Exhibit VIII-F

VIII. New Business (cont.)

- G. RECOMMENDATION: Approval of an Architectural Contract  
for Building J Exhibit VIII-G
- H. RECOMMENDATION: Approval of Contract with  
Asrow Associates Exhibit VIII-H
- I. BOARD INFORMATION: Grants Status Report Exhibit VIII-I

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, March 26, 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, March 26, 1981 at 8:01 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the Harper community to the Board meeting. He stated that several students from Mr. Robert Zilkowski's class were in attendance in order to take and transcribe notes of the Board meeting.

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

Also present: James J. McGrath, Felice Avila, Gregg Atamian, Pat Bourke, Steve Catlin, Charlene Christin, A. A. Dolejs, Frank Firak, John Gelch, Peg Gorman, Charles Harrington, William Howard, Larry King, John Lucas, Regina Miller, Don Misic, Jeanne Pankanin, James D. Perry, Jay Singelmann, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, George Voegel, David Williams, Laurie Wren and Robert Zilkowski--Harper College; Donna Binotti, Sharon Griffith, Jeanne Gruner, Terry Johnson, Holly Kutler, Lynda Pemberton, Tracy Rodabaugh, Carol Schneider, Michael Sosin, Michele A. Szary--Harper students; Janice Cox--Copley Record Newspapers; and Kathy Schaeffer--Paddock Publications.

MINUTES: Member Malkowski moved, Member Dasher seconded, approval of the minutes of the regular Board meeting of February 26, 1981. In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Bone moved, Member Mills seconded, approval of Bills Payable, Restricted Purposes Fund the bills payable of March 26, 1981, as presented in Exhibit V-A, as follows:

Educational Fund	\$285,906.67
Building Fund	304,302.00
Site & Construction Fund #1	247.00
Site & Construction Fund #2	9,923.30
Auxiliary Fund	220,242.45
Restricted Purposes Fund	130,509.69

DISBURSEMENTS: The payroll of February 15, 1981 in the amount of \$594,280.57; the payroll of February 28, 1981 in the amount of \$584,517.57; the estimated payroll of March 1 through April 30, 1981 in the amount of \$2,375,278.25; the estimated insurance bills for Blue Cross of Rockford for March 15 through April 15, 1981 in the amount of \$10,000.00; the estimated utility bills for April 1981 in the amount of \$100,000.00; payment for legal services of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. for the month of February in the amount of \$6,510.00; payment of a Food Service order to H. & P. Food Sales in the amount of \$2,442.40; and Park Management equipment in the amount of \$7,770.00.

Member Klussmann requested additional information on the color television sets purchased under check #00297 from Site & Construction Fund #2. Dr. Perry stated the sets were purchased for use in Buildings I and J. Dr. Voegel added that the sets are for general classroom instruction.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial  
Statements

In reference to the financial statements, Member Dasher observed that the College appears to be in good shape. However, he added that he still could not read the report and accurately determine the position of the College, in spite of all his experience with financial statements. He wondered whether other Board members may be experiencing difficulty in this regard.

In reference to preparation of the 1981-82 budget, Member Tomchek asked if Board members would be solicited for input and recommendations. President McGrath stated that Round I is currently being prepared and will be presented to the Board on April 21. Member Tomchek voiced concern that Board members do not have the opportunity to offer input prior to being confronted with Round I and then making changes. He pointed out the drastic cuts in travel which had been made during the last few years. He felt that some of the money should be restored so that the College would not become grossly parochial. Mr. McGrath stated that the travel budget had been increased for the present year and was being expended.

Member Bone raised the question of membership in the Illinois Community College Trustees Association.

DISBURSEMENTS:  
Financial  
Statements  
 (cont.)

She felt that a decision in this matter might be necessary, possibly during Round I or Round II of the budget process. She reiterated the fact that Mr. David Viar, Executive Director, had expressed a desire to attend the Board meeting when membership would be discussed. President McGrath stated that membership in the ICCTA is a decision of the Board. Member Tomchek expressed regret that the decision to terminate membership had been made during his absence.

Budget  
 Transfers

Member Mills moved, Member Klussmann seconded, approval of the budget transfers in the Educational Fund in the amount of \$31,460 (as per Exhibit V-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Dasher, Mr. McGrath stated that the cost for rental of classrooms at Hawthorne School for Spring 1981 had increased from \$7,000 to \$11,000 because more space was needed. Dr. Williams added that 11 classrooms are being utilized and the majority of classes are part of the Adult Basic Education program. Member Dasher questioned the cost effectiveness of the facility. Dr. Williams stated that he did not have an analysis of the figures but felt that one would indicate a break-even point. Member Dasher suggested that an exact breakdown of costs be obtained to ascertain if the College is losing money on this facility. Member Mills observed that Adult Basic Education might be necessary in spite of losing money.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Bid Awards

Member Klussmann moved, Member Bone seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D6, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6529 for lamps for campus-wide usage to Efengee Electric, the low bidder according to specifications, in the amount of \$4,857.44.
- Ex. V-D2 Award Bid Q-6525 for interior signage to Lynn Sign Company, the low bidder meeting specifications, in the amount of \$5,316.00.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- Ex. V-D3 Award Bid Q-6537 for the printing of diplomas and diploma covers to Josten's, the low bidder, in the amount of \$3,565.00.
- Ex. V-D4 Award Bid Q-6534 for bus transportation for spring sports events to Ritzenthaler, the low bidder according to specifications, in the amount of \$3,250.30.
- Ex. V-D5 Award Bid Q-6531 for the printing of the 1981-82 Student Handbook to Printech, the low bidder, in the amount of \$2,569.00.
- Ex. V-D6 Award Bid Q-6532 for the printing of 30 career brochures to Rush Graphics, the low bidder according to specifications, in the amount of \$5,538.90.

Member Dasher commented on Ex. V-D2, the bid for interior signage. He was concerned that the low bidder was deemed unacceptable due to the manufacturing process and requested the reasons for spending approximately \$2,000 more of the taxpayers' money and why the low bid was not accepted. Mrs. Miller noted that previous bids had been received on this exhibit but the item had been withdrawn from the agenda of the February Board meeting due to a change in specifications. President McGrath advised that the low bid was not satisfactory due to the quality of material and the compatibility with existing signs. Member Dasher pointed out that aesthetics was the reason inasmuch as quality had not been mentioned. Member Tomchek observed that the issue concerned \$2,000 in the mainstream of one of the richest suburban areas. Member Dasher agreed that this was correct. Member Tomchek stated that the Board approves the appointments of staff members who are hired to make judgments and, as a result, even handpainted signs could be a possibility. Member Dasher felt that this might be a good idea depending upon the artist. Member Tomchek remarked that this would be absurd and requested that the minutes reflect that Member Dasher had rendered himself ridiculous. Member Dasher informed Member Tomchek that this was only in his judgment.

In response to Members Bone and Klussmann, President McGrath summarized that the first bid had been withdrawn due to quality; the signs would not last as long, could not be seen well, and would fall off quicker. The item was re-bid with proper specifications.

DISBURSEMENTS:  
Bid Awards  
 (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, 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-E7, attached to the minutes in the Board of Trustees' Official Book of Minutes):

Ex. V-E1 Approve the issuance of a change order to IBM Corporation in the amount of \$2,500.00, for a new total of \$4,500.00.

Ex. V-E2 Approve the issuance of a purchase order to Wheeling Community Consolidated School District #21 in the amount of \$11,000.00.

Ex. V-E3 Approve the issuance of a purchase order to Honeywell Incorporated in the amount of \$3,376.00.

Ex. V-E4 Approve the issuance of a change order to IBM Corporation in the amount of \$4,256.82, for a new total of \$31,519.62.

Ex. V-E5 Approve, after the fact, the issuance of a purchase order to Apple Computer Incorporated in the amount of \$2,500.00.

Ex. V-E6 Approve the issuance of Food Service blanket orders for April 1 through June 30, 1981 as follows:

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

Ex. V-E7 Approve the issuance of a change order to Southern Comfort Heating & Air Conditioning in the amount of \$2,854.00, for a new total of \$5,054.00.

DISBURSEMENTS:

Purchase  
Orders  
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Construction  
Change Order

Member Mills moved, Member Bone seconded, that the Board approve the 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 to the Capital Development Board. The increase in the contract will be \$2,520.00 and will be paid from the project's contingency fund.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

Member Bone reported on a recent telephone call from David Murphy, a trustee from McHenry Community College. He was aware that Harper College is not a member of the ICCTA, but extended an invitation to a dinner given by the regional ICCTA in honor of the incoming executive of the Illinois Community College Board. It was Member Bone's understanding that a member of the College staff attended this dinner. Mr. Murphy also requested copies of the minutes of Board meetings during which the ICCTA had been discussed and decisions made. In addition, he would appreciate being notified of upcoming Board and budget meetings if and when the ICCTA will be discussed so that he could make arrangements to be in attendance. Member Mills felt that the decision to renew membership with the ICCTA should rest with the Board and be free from outside influence. Member Klussmann agreed. It was Member Mills' opinion that the College should rejoin the organization. Member Dasher commented on the ineffective lobbying of the ICCTA. If the lobbying staff were cut in half, he felt that the College might have a renewed interest in the association.

Member Bone advised that she had told Mr. Murphy that he could have copies of public meeting records and would be notified of future meetings. She added, however, that she had made no other commitment for the Board on this matter.



UNFINISHED  
BUSINESS:  
 Committee  
 Reports  
 --Friends  
 of Harper

Member Klussmann reported on the recent Open House held for the Friends of Harper. Although attendance was not as high as expected, she felt it was a success. Following the February Board meeting, Faculty Senate President Karen Keres offered the services of faculty members to assist with the Open House. Ms. Keres welcomed the guests on behalf of the faculty. Mr. McGrath spoke on behalf of the administration; Member Klussman said that she welcomed Friends of Harper on behalf of the Board. Plans are being made to continue with other group meetings and the annual meeting.

--Salt Creek

Member Bone voiced concern about a recent article in The Daily Herald regarding Salt Creek. The article noted that the proposed budget of the Palatine Park District was scheduled to be approved on April 14. It was Member Bone's belief that the Park District is planning an expenditure of \$170,000 for improvements to the Harper site. She added that it was her understanding that the Board had approved an agreement in principle up to this point and that negotiations ceased at Park District request. Member Bone called attention to the fact that access to the land has not yet been granted. The administration was asked to monitor this situation and report back to the Board. President McGrath stated that Member Bone was correct in her assumptions. Prior to being contacted by Member Bone, the President explained that Dr. Perry had written to Fred Hall, Director of the Palatine Park District, regarding the article. Responses by phone and letter confirm that the funds are available. Mr. Smith, Park District lawyer, will contact College legal counsel to work out details regarding the agreement, insurance, police service and so forth.

NEW BUSINESS:  
 Personnel  
 Actions

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

Non-Exempt Classified Staff and Union Service  
 Employee Appointments

Gregg Atamian, P.T. AV Tech. Trainee, 2/23/81, \$5,314  
 Peter Haas, AV Tech. II, 2/23/81, \$13,596  
 Nancy Tatarek, Clerk Typist I, 3/16/81, \$8,832  
 Dorothy Frischmann, Secretary II, 3/25/81, \$11,964

Non-Exempt Classified Staff and Union Service  
 Employee Terminations

Joyce Pemberton, Food Service Helper I, 3/13/81

Administrative Resignation

James D. Perry, V.P. Administrative Services, 5/17/81

NEW BUSINESS:

Personnel

Actions  
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

Member Mills wished Dr. Perry the very best of luck for the future. He added that he had thoroughly enjoyed working with Dr. Perry over the years and would miss the many fine contacts. Other Board members agreed. On behalf of the faculty and administration, President McGrath thanked Dr. Perry for his service to the College and wished him well as he assumes the responsibilities as Vice President at Kankakee Community College.

Faculty Leave  
of Absence

Member Bone moved, Member Mills seconded, that Dr. Marlene Eisen be given an academic year leave of absence without pay for the period of August 18, 1981 through May 23, 1982, as per Exhibit VIII-B.

Member Malkowski commented on the large increase in students for the present semester which necessitated the hiring of additional part-time faculty members. He added that he has received numerous comments from students who have expressed concern about the number of part-time faculty and the selection process to determine competency.

Member Tomchek commented that he too was concerned and felt that the position of the students was well taken. He asked if the College has a clear-cut policy regarding the ratio of full-time to part-time faculty members. He pointed out that part-time faculty have no obligations other than to provide specified course time. Member Tomchek felt that the Board should review this matter if inclined to address policy issues.

Member Mills was in agreement and felt that the issue should be addressed fairly soon. He referred to the business and computer fields, which have grown so rapidly and will continue to grow, and commented on the faculty ratio in these areas.

President McGrath replied that the College attempts to maintain a ratio of 60% full-time to 40% part-time faculty. The enrollment increases of fall and spring were higher than anticipated. He added that future needs are being reviewed, particularly in the Business Division.

In a voice vote, the motion carried.

NEW BUSINESS:  
Supplemental  
Educational  
Grant Request

Member Bone moved, Member Klussmann seconded, that the Board authorize the administration to approve supplemental educational grants to Mr. Gregory Naples, as per Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Tomchek questioned the need to vote on a matter which was approved as part of the faculty contract. President McGrath suggested that this might possibly be a policy matter. Members Bone and Tomchek stated that this was not a policy matter. The President stated that he would be happy to accept a Board recommendation that these matters not be brought to the Board. Member Tomchek stated that this would be his recommendation and that matters included in the contract are already approved.

Member Dasher expressed regret that the contract procedure did not include negotiations to guarantee that faculty members remain at the College for three years following completion of supplemental educational grant opportunities.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Appointment  
of College  
Auditor

Member Dasher moved, Member Bone seconded, that Peat, Marwick, Mitchell and Company be retained to conduct the audits of the 1980-81 fiscal year records, the 1980-81 Disadvantaged Student Grant, and the 1979-80 and 1980-81 records of the Basic Educational Opportunity Grant Program at a cost not to exceed \$32,000 (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Tomchek's comment regarding the amount of money involved, Member Bone explained that the regular annual audit, in addition to others required, is included in the figure.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

NEW BUSINESS:  
Fee Schedule  
for 1981-82  
Academic Year

Member Mills moved, Member Bone seconded, approval of the fee schedule for the 1981-82 academic year, effective with the 1981 summer session (as per Exhibit VIII-E, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Dasher questioned the philosophy used in the determination of fees. Dr. Williams stated that the fees do not cover the full costs of materials, supplies and lab costs. Member Dasher suggested that the Board adopt a policy regarding fees and whether the College should recover full costs. He recommended that this matter be on record for study next year. Dr. Williams stated that a comparison of student enrollments and expenditures for supplies and materials could be done. This study would indicate whether fees are representative of actual costs. Member Dasher felt it was important that the fees recover out-of-pocket costs for courses and that the College not lose money in this regard. Member Bone suggested that the Board review the type of documentation outlined by Dr. Williams.

Member Dasher reiterated his belief that this is a policy matter; Member Tomchek agreed, but felt that the review should be made. Chairman Barch suggested that the subject be pursued inasmuch as there is a year to act upon the matter. Member Dasher expressed regret at the delay. Citing the plan to discuss merit pay for classified staff, he noted that projects are not completed if action is not taken.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Annual and  
Five-Year Plan  
for Career  
Education

Member Klussmann moved, Member Mills seconded, that the Annual and Five-Year Plan for Career Education be approved as a guideline document subject to annual review, (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone commended the staff involved in the preparation of the plan. She felt that the document was very interesting and well organized. She added that the plan presents the opportunity to review what Harper College presently offers and plans for the future. Chairman Barch noted that Dr. Harrington's office is responsible for preparation of the plan.

In a voice vote, the motion carried.

NEW BUSINESS:  
Building J  
Lecture Hall -  
Lighting  
System

Member Mills moved, Member Malkowski seconded, that the Board authorize the administration to enter into a contract with Realmuto & Schmiedl Architects for the preparation of specifications for the lighting system in the Building J lecture hall at an estimated cost of \$10,500.00 (per Exhibit VIII-G 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, Dasher, Klussmann,  
Mills and Tomchek

Nays: None

Motion carried. Member Malkowski voted aye.

Although additional money for this project cannot be obtained from the Capital Development Board, Member Mills stated that it would be desirable to have more room backstage and hoped that consideration could be given to this possibility. Member Dasher observed that it would not be reasonable to put an extension on Building J in the near future.

Architectural  
Contract -  
S. P. Asrow  
Associates

Member Dasher moved, Member Bone seconded, that the Board authorize the administration to enter into an architectural contract with S. P. Asrow Associates at an estimated cost of \$19,500.00 (as per Exhibit VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes).

Having taken a tour and noted a number of areas to be repaired, Member Bone stated that she was pleased that the College was moving ahead with this project.

Upon roll call, the vote was as follows:

Ayes: Member Barch, Bone, Dasher, Klussmann,  
Mills and Tomchek

Nays: None

Motion carried. Member Malkowski voted aye.

Grants Status  
Report

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

PRESIDENT'S  
REPORT:

The President commented on the success of the Shakespeare Festival which is currently being held on campus. Attendance at most of the events has doubled over last year.

PRESIDENT'S  
REPORT:

The annual Health Fair will be held at Harper College on Wednesday, April 8. With the assistance of faculty and staff, numerous agencies and physicians will offer their services and information to the Harper community.

Associate Professor Lee Kolzow is the co-author of a recently published book entitled College Reading Strategies for Success.

The President commented on the high school articulation program. In addition to campus tours conducted for students, various high schools are visited by members of the Student Development staff.

In reference to upcoming College events, President McGrath noted that a lecture would be given by Mr. John Houseman on March 31. In addition, the student awards dinner has been scheduled for May 1.

The President asked Mr. Stansbury to report on financial aid for students.

Mr. Stansbury stated that the College has begun to experience cutbacks as a result of changes made by the current national administration. A grant received from HEW reflects a 38% decrease from last year. He added that the continuation of educational benefits under social security is also questionable and pointed out that 340 Harper students currently receive this type of benefit. There are also indications that support money for veterans' affairs will not be available and that guaranteed student loans will become either obsolete or very difficult to obtain. Mr. Stansbury felt that the impact of these changes would have a greater effect on students attending private and four-year colleges which would, in turn, increase enrollment at Harper College. In response to Member Bone, Mr. Stansbury stated that short-term loans will remain available for students.

ADJOURNMENT:

Member Dasher moved, Member Malkowski seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:50 p.m.

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Chairman Brian M. Barch

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Secretary Janet W. Bone