

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

April 23, 1981

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable, Payroll for March 15 and March 31, 1981, and Estimated Payroll for April 1, 1981 through May 29, 1981 Exhibit V-A
  - B. Financial Statements Exhibit V-B
  - C. Budget Transfers Exhibit V-C
  - D. Bid Awards Exhibit V-D
- VI. Communications
- VII. Unfinished Business
  - Committee Reports
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Faculty Leave of Absence, Architectural Technology Exhibit VIII-B
  - C. RECOMMENDATION: Faculty Promotions Exhibit VIII-C
  - D. RECOMMENDATION: 1981 Summer Hours Exhibit VIII-D
  - E. RECOMMENDATION: Appointment of College Treasurer Exhibit VIII-E
  - F. RECOMMENDATION: Appointment of Custodian of Imprest Fund Exhibit VIII-F
  - G. BOARD INFORMATION: Grants Status Report Exhibit VIII-G
- IX. President's Report
- X. Adjourn to Monday, April 27, 1981, at 7:00 p.m. to Discuss Tuition Rates for Summer Session 1981 and 1981-82 Academic Year.

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, April 23, 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, April 23, 1981 at 8:03 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.

ROLL CALL: Present: Members Brian M. Barch, Janet W. Bone, George Dasher, Joan Klussmann, Ray Mills, Shirley Munson, David Tomchek, and Student Member John Malkowski  
Absent: None

Also present: James J. McGrath, Felice Avila, Gregg Atamian, Pat Bourke, Charlene Christin, A. A. Dolejs, Frank Firak, Pat Furtak, Charles Harrington, Carol Hoffman, William Howard, John Lucas, Don Misic, Lil Morin, John Neuhaus, Jeanne Pankanin, Anne Rodgers, Vicki Rowe, Martin J. Ryan, Elaine Stoermer, Fred Vaisvil, George Voegel, David Williams, Laurie Wren and Muriel Zobott--Harper College; Janice Cox--Copley Record Newspapers; Margaret Holt--Paddock Publications; and Frank Furtak, Patricia Lavin and Richard Morin.

MINUTES: Member Klussmann moved, Member Mills seconded, approval of the minutes of the regular Board meeting of March 26, 1981.

Member Bone pointed out that Member Munson's name appeared in the roll call vote for bid awards on page 5. She added that Member Munson was not in attendance at the meeting and Member Tomchek's name had been omitted from the roll call vote. She asked that the minutes be corrected.

In a voice vote, the minutes were approved as corrected.

CITIZEN

PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Dasher moved, Member Munson seconded, approval of the bills payable of April 23, 1981, as presented in Exhibit V-A, as follows:

Bills Payable,	Educational Fund	\$ 298,466.71
Restricted	Building Fund	278,544.73
Purposes Fund,	Site & Construction Fund #1	(247.00)
Payrolls,	Site & Construction Fund #2	1,337.50
Estimated	Bond & Interest Fund	177,107.21
Insurance and	Auxiliary Fund	200,154.51
Utility Bills	Restricted Purposes Fund	102,421.01

DISBURSEMENTS: The payroll of March 15, 1981 in the amount of  
Bills Payable, \$606,113.79; the payroll of March 31, 1981 in the  
Restricted amount of \$579,638.89; the estimated payroll of  
Purposes Fund, April 1 through May 31, 1981 in the amount of  
Payrolls, \$2,389,291.65; the estimated insurance bills for  
Estimated Blue Cross of Rockford for April 15 through May 15,  
Insurance and 1981 in the amount of \$10,000.00; and the estimated  
Utility Bills utility bills for May 1981 in the amount of  
(cont.) \$100,000.00.

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

There were no comments or questions regarding the  
 financial statements.

Budget  
 Transfers

Member Munson moved, Member Mills seconded, approval  
of budget transfers in the Educational Fund in the  
 amount of \$255,900; in the Operations, Building and  
 Maintenance Fund in the amount of \$3,100; and in the  
 Auxiliary Fund in the amount of \$2,500 (as per  
 Exhibits V-C (1-3) attached to the minutes in the  
 Board of Trustees' Official Book of Minutes).

In response to Member Munson, President McGrath  
 expressed hope that there would be no need for  
 additional budget transfers for faculty salaries  
 during the remainder 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.

Bid Awards

Member Mills moved, Member Bone 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 Q-6551 for hollow metal doors  
 to M & F Builders, the low bidder, in the  
 amount of \$4,767.00.

Ex. V-D2 Award Bid Q-6543 for sealing of parking  
 lots 4 and 5 to R. A. Peterson, the low  
 bidder, in the amount of \$7,271.00.

DISBURSEMENTS:  
Bid Awards  
(cont.)

Ex. V-D3 Award Bid Q-6542 for printing of the Fall 1981 Institute for Management Development folder and inserts to Rush Graphics, the low bidder, in the amount of \$5,145.00.

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:

There were no communications.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Salt Creek

In reference to the Salt Creek project, Member Munson reported that the Palatine Park District is very close to obtaining the total funds needed. College legal counsel has been in contact with Park District attorneys. The steering committee of the Upper Salt Creek Watershed project is meeting this evening. Ms. Joan Young is in attendance and will prepare a summary report for President McGrath. Member Bone noted that the Palatine Park District budget, which included a substantial sum for improvements to the Harper site, had been approved. She asked the administration to secure a copy of this budget. President McGrath agreed to this request.

--Educational  
Foundation

Member Munson advised that the Educational Foundation will sponsor a campus luncheon for spouses of the Foundation members.

--Friends of  
Harper

Member Klussmann reported that the Friends of Harper steering committee had met to evaluate the recent open house. She added that the annual meeting will be held on Thursday, April 30, at which time officers will be elected and the bylaws will be approved by the general membership.

NEW BUSINESS:  
Personnel  
Actions

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

Non-Exempt Classified Staff and Union Service  
Employee Appointments  
Vicki Plotz, P.T. LRC Clerk II, 3/19/81, \$1,822  
Carol Czerniawski, P.T. Acct. Clerk, 3/31/81, \$7,862  
James Brinkman, Custodian, 4/6/81, \$12,397  
Sherry Langford, Secretary II, 10/8/80, \$10,944

Professional/Technical Appointment  
Nancy Crossthwaite, Programmer Analyst II, 4/1/81,  
\$17,163

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Faculty Appointment

Barbara Benson, Associate Professor, 8/18/81, \$23,091

Non-Exempt Classified Staff and Union Service  
Employee Terminations

Terry Johnson, Secretary II, 4/30/81

Stephen Klasa, Public Safety Officer, 4/24/81

Professional/Technical Termination

Raymond Barth, Programmer Analyst II, 4/3/81

Leaves of Absence

Karen Collins, Switchboard Operator, 3/27/81

Carol Sturz, Bookstore Buyer, 5/18/81

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.

Faculty Leave  
of Absence

Member Munson moved, Member Klussmann seconded, that Dr. Donald Collins be given an additional leave of absence without pay for the period of August 18, 1981 through May 23, 1982, as per Exhibit VIII-B.

In response to Member Munson, the President stated that approximately seven faculty members were presently on leave.

In a voice vote, the motion carried.

Faculty  
Promotions

Member Mills moved, Member Bone seconded, approval of the following faculty promotions effective with the 1981-82 academic year:

To Instructor:

Kathi Hock - Dental Hygiene

Randy Illg - Parks & Grounds Management

To Assistant Professor:

Jean Chapman - English As A Second Language

To Associate Professor:

David Macaulay - Chemistry

To Professor:

Diane Callin - English

Donovan Wachlin - Biology

NEW BUSINESS:

Faculty  
Promotions  
(cont.)

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.

Member Bone extended congratulations to the faculty members involved.

Summer  
Workweek  
Adjustment

Member Malkowski moved, Member Mills seconded, that the Board of Trustees approve the four-day workweek to be effective from May 26 through August 14, 1981, (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Munson inquired about the summer class schedule. President McGrath explained that classes would be scheduled for four days a week. Dr. Williams added that the schedule for summer is typically four days, on a Monday/Wednesday, Tuesday/Thursday sequence. He noted that the small number of Continuing Education offerings can be held in Building A which would remain open. In order to ensure coverage of those areas necessary for the operation of the College, President McGrath advised that the switchboard, Admissions, Public Safety and Physical Plant areas would be open to serve the community. In response to Member Bone, the President stated that the summer hours would be publicized and signs posted for those who come to the campus.

In a voice vote, the motion carried.

Appointment  
of College  
Treasurer

Member Klussmann moved, Member Mills seconded, that Anton A. Dolejs be appointed Treasurer of William Rainey Harper College in accordance with the resolution attached to Exhibit VIII-E in the Board of Trustees' Official Book of Minutes.

Member Bone inquired about past procedures in such situations and whether there is need for an audit. President McGrath acknowledged that an audit was done at the request of Dr. Perry when he replaced Dr. Mann. Inasmuch as there is no legal requirement, Mr. McGrath said he would be satisfied with the regular audit which will be done by Peat, Marwick, Mitchell and Company in July.

NEW BUSINESS:

Appointment  
of College  
Treasurer  
(cont.)

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.

Appointment  
of Custodian  
of the  
Imprest Fund

Member Munson moved, Member Bone seconded, that Anton A. Dolejs be appointed to serve with James J. McGrath as a custodian of the Imprest Fund (as per the resolution attached to Exhibit VIII-F in the Board of Trustees' Official Book of Minutes.

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.

Grants  
Status  
Report

President McGrath stated that there were no changes to be reported on the Grants Status Report.

PRESIDENT'S  
REPORT:

The President reported that Dr. Perry was not present for the meeting inasmuch as he was hospitalized. Knee surgery was performed earlier in the day and Dr. Perry is recovering nicely.

A royalty check in the amount of \$2,356 has been received from IBM Corporation for the on-line registration system.

President McGrath announced that the Amersham Corporation had donated a \$600 scholarship to the Harper College Educational Foundation for a student pursuing a career in engineering, medical service or science. A letter of appreciation was sent on behalf of the Board and the administration.

Fifteen Harper College students, selected for Who's Who Among Students in American Junior Colleges, will be honored at the banquet on Friday, May 1.

Professor Elizabeth Hull presented a paper entitled "Fire and Ice: The Ironic Imagery of Arthur C. Clarke's Childhood's End" for the Popular Culture Association in Cincinnati, Ohio.

Faculty member Greg Naples presented a paper entitled "Enhanced Oil Recovery: Tertiary Incentives, Their Development and Taxation" at a recent meeting of the Midwest Business Law Association in Chicago.

PRESIDENT'S  
REPORT:  
(cont.)

The President observed that The Harbinger, student newspaper, recently won more awards than any other paper in the Illinois community college system. Awards were presented for articles by Karen Johnson, Wendy Winkelhake and Mike Bambach. Although not always pleased with the articles, President McGrath stated that he was proud of the students and the journalism program of the College.

Congratulations were extended to John Malkowski on his recent re-election as student trustee.

President McGrath informed the Board members that they would receive copies of a status report on Cable TV which had been prepared by Dr. George Voegel. Because the budget hearing will follow this meeting, a written report was prepared in lieu of an oral presentation. The President commented that any questions from Board members concerning the report would be answered during the month or at the next Board meeting.

A population report for the Harper College district was recently developed by Dr. John Lucas. This data is used to project FTE for the future.

In order to discuss current issues, a legislative brunch will be held at the College on May 2.

ADJOURNMENT:

Chairman Barch advised that the regular Board meeting was concluded. Following a short recess, he stated that the Board would reconvene for the budget hearing.

The Chairman pointed out that the Board needed to address the issue of tuition for the 1981-82 academic year. The date for discussion of this issue was set for April 27.

Member Munson moved, Member Dasher seconded, to adjourn the meeting to April 27, 1981.

Although aware that the matter was not open for discussion, Member Tomchek questioned the reason for not addressing the issue at the present time. In addition, he stated that he had not been polled regarding the matter. President McGrath replied that a discussion at the present time would be up to the Board and the matter must be resolved prior to the start of registration. He apologized for the fact that Member Tomchek was not polled.

In a voice vote, the motion carried and the meeting was adjourned at 8:28 p.m.

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Chairman Brian M. Barch

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Secretary Janet W. Bone