

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

May 28, 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 April 15 and April 30, and Estimated Payroll for May 1, 1981 through June 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
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Contract Riders
 - 1. Career Program Coordinators Exhibit VIII-B-1
 - 2. Student Affairs Staff Exhibit VIII-B-2
 - 3. Acting Director of Nursing
Life Science & Human Services Exhibit VIII-B-3
 - 4. Acting Associate Dean
Business & Social Science Exhibit VIII-B-4
 - C. RECOMMENDATION: Request for Leave of Absence
 - 1. Special Services Exhibit VIII-C-1
 - 2. Business & Social Science Exhibit VIII-C-2

- D. RECOMMENDATION: Budget Hearing Resolution Exhibit VIII-D
- E. RECOMMENDATION: Approval of Agreements with the Palatine
Park District for the Upper Salt Creek
Watershed Project Exhibit VIII-E
- F. BOARD INFORMATION: Grants Status Report Exhibit VIII-F
- 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, May 28, 1981

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Klussmann on Thursday, May 28, 1981, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Vice Chairman Klussmann welcomed members of the community, staff, students and the press.

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

Also present: James J. McGrath, Felice Avila, Gregg Atamian, Pat Bourke, Art Bowers, Steve Catlin, Charlene Christin, A. A. Dolejs, Al Dunikoski, Frank Firak, Charles Harrington, William Howard, Karen Keres, John Lucas, Liz McKay, Regina Miller, William Miller, Don Mistic, John Neuhaus, Jeanne Pankanin, Anne Rodgers, Donn Stansbury, Elaine Stoermer, George Voegel, David Williams and Laurie Wren--Harper College; Michael Sosin--Harper student; Kathy Schaeffer--Paddock Publications; Fred Hall--Palatine Park District; and Pete Krupzak.

MINUTES: Vice Chairman Klussmann explained that it was necessary for the Board to approve the minutes of the special meeting of December 18, 1980 inasmuch as the minutes had been inadvertently omitted from an earlier Board agenda.

Member Dasher moved, Member Bone seconded, approval of the minutes of the special Board meeting of December 18, the regular meeting of April 23 and the adjourned meeting of April 27, 1981.

Vice Chairman Klussmann asked that the minutes of the meeting of April 27 be corrected on page 1, in the next to last paragraph. She requested that the last sentence be corrected to read, "She added that Board members should balance fiscal responsibility with fairness to both students and the community."

With this correction, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Bone moved, Member Dasher seconded, approval of the bills payable of May 28, 1981, as presented in Exhibit V-A, as follows:

Bills Payable, Restricted Purposes Fund,	Educational Fund	\$ 287,082.57
Payrolls, Estimated Insurance and Utility Bills	Building Fund	292,727.42
	Site & Construction Fund #2	5,559.93
	Auxiliary Fund	141,565.20
	Restricted Purposes Fund	151,495.73

The payroll of April 15, 1981 in the amount of \$603,620.75; the payroll of April 30, 1981 in the amount of \$585,818.06; the estimated payroll of May 1 through June 30, 1981 in the amount of \$2,396,719.20; the estimated insurance bills for Blue Cross of Rockford for May 15 through June 15, 1981 in the amount of \$10,000.00; and the estimated utility bills for June, 1981 in the amount of \$100,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial Statements Member Malkowski moved, Member Bone seconded, that the Board accept the financial statements as presented in Exhibit V-B.

In a voice vote, the motion carried.

Budget Transfers Member Bone moved, Member Dasher seconded, approval of budget transfers in the Educational Fund in the amount of \$1,500; in the Operations, Building and Maintenance Fund in the amount of \$12,200; and in the Auxiliary Fund in the amount of \$1,500 (as per Exhibits V-C (1-3) attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Bid Awards Member Dasher moved, Member Bone seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D8, attached to the minutes in the Board of Trustees' Official Book of Minutes):

DISBURSEMENTS:
Bid Awards
 (cont.)

- Ex. V-D1 Award Bid Q-6561 for one-time preventive electrical maintenance for the motor control center for Buildings D and F to Mid-America Electric Co., Inc. in the amount of \$3,480.00.
- Ex. V-D2 Award Bid Q-6558 for printing of the Fall 1981 Women's Program brochure to Robert's Press, the low bidder, in the amount of \$3,300.00.
- Ex. V-D3 Award Bid Q-6559 for printing of the Fall 1981 course schedule to Cardinal Free Press, the low bidder, in the amount of \$11,799.00.
- Ex. V-D4 Award Bid Q-6549 to furnish the required equipment and install audio and audiovisual systems for the lecture hall in Building J to Ancha Electronics, the low bidder, in the amount of \$35,200.00.
- Ex. V-D5 Award Bid Q-6547 for audiovisual equipment to the following bidders:
- | | |
|---------------------------|-----------------|
| Advanced Video | \$17,320.00 |
| New Orient Media | 5,432.91 |
| Audio Visual Requirements | 6,228.00 |
| United Visual Aids | 9,262.50 |
| Audio Graphic System | <u>1,339.00</u> |
| Total Award | \$39,582.41 |
- Ex. V-D6 Award Bid Q-6548 for equipment for upgrading the closed circuit instructional television distribution for all campus buildings, particularly Buildings I, J and M, as follows:
- | | |
|------------------------|------------------|
| Ancha Electronics | \$ 8,288.50 |
| Interstate Electronics | <u>13,668.55</u> |
| Total Award | \$21,957.05 |
- Ex. V-D7 Award Bid Q-6565 for an electric typewriter maintenance contract for fiscal year 1981-82 to Office Products Sales and Service, the low bidder, in an amount not to exceed \$7,419.60.
- Ex. V-D8 Award Bid Q-6562 for the rental of ten copier machines to be used throughout the campus to Toshiba America, the low bidder, in the amount of \$30,000.00.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Bid Awards

(cont.)

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

Motion carried. Member Malkowski voted aye.

Purchase
Orders

Member Dasher moved, Member Bone seconded, approval of the following purchase orders (as per Exhibits V-E1 through V-E5, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a change order to Midwest Visual in the amount of \$1,000.00, for a new total of \$3,400.00.
- Ex. V-E2 Approve the issuance of a change order to Bit-O-Gold in the amount of \$6,000.00, for a new total of \$8,000.00.
- Ex. V-E3 Approve the issuance of a change order to Harry Alter in the amount of \$725.00, for a new total of \$3,225.00.
- Ex. V-E4 Approve the issuance of a purchase order for typewriters for classroom usage to IBM Corporation in the amount of \$18,060.00.
- Ex. V-E5 Approve the issuance of a change order to Union Linen in the amount of \$1,500.00, for a new total of \$5,185.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

For the record, Member Bone stated that she was interested in additional information concerning the Illinois State Scholarship Commission and the fact that the Commission is proposing to fund 1981 spring scholarships at less than the full rate. Mr. Stansbury explained that there is a shortfall of \$3.4 million in available monies to provide full funding. A request to reduce the 1981-82 allocations by \$3.4 million to allow full funding for the past semester is now before the legislature. If distributed equally, the shortfall would be approximately \$40 per student. A suggestion was made that each student repay 10 percent. Another alternative was that the funding be based on financial need and, if the need was less than \$1000, the student would be required to pay a portion of the fees.

COMMUNICATIONS:
(cont.)

This alternative would have a great effect at Harper because most students fall into this category. Mr. Stansbury noted that the College shortfall for this year would be approximately \$6,500. He added that the administration will continue to monitor the situation until a final decision is made.

In response to Member Dasher, Mr. Stansbury pointed out that the subject funds are related to financial need and are not the legislative scholarships which are based on academic achievement.

In reference to the financial aid form used by the College, Member Bone asked if the application contained any type of written agreement which would bind the student to repay that portion of funds which may not be allocated. Mr. Stansbury replied that the Illinois State Scholarship form specifies that monies will be allocated as long as funds are available. However, the College form, which is filled out by the student, does not state that the student is responsible if State funds are not paid to the College.

In order to protect the College in future semesters, Member Bone suggested that the administration review such forms to determine if it would be advisable to include this type of statement. President McGrath advised that this could be done. Members Dasher and Klussmann agreed that this stipulation should be spelled out for Harper students.

UNFINISHED
BUSINESS:
Committee
Reports
--Friends
of Harper

Member Klussmann reported that the annual meeting of the Friends of Harper was held on April 30. At that time, directors were elected and the bylaws were approved. In addition, the Friends of Harper enjoyed a splendid performance by the Harper College Camerata Singers. Ms. Kris Howard is President of the Friends of Harper and the Board is comprised of individuals who are, or have been, exceedingly active in the community.

--Second Site

Member Klussmann reported that she is serving as Board liaison on the Second Site. The Committee has been inactive recently due to the reasonably healthy financial condition of the College and the depressed state of the real estate market. Inasmuch as Dr. Perry was quite involved in the Second Site, Member Klussmann requested a meeting with him prior to his departure from the College. Mr. McGrath and Ms. Stoermer were also in attendance.

As a summary of the meeting, Member Klussmann advised that an appraisal of the Second Site has not been done since the property was purchased. The most recent market value estimates, furnished in June 1980 by the Arlington Heights Village Planner, range from \$4 million to \$16 million depending on the use of the property. The amount currently owed is \$1,228,500.

UNFINISHED
BUSINESS:
Committee
Reports
--Second Site
(cont.)

Member Klussmann stated that while the College retains the property, consideration can be given to future enrollment and the real estate market. However, she pointed out that it would take a minimum of 1½ years to accomplish all the necessary steps to complete the sale if a decision was made to sell the site. It may be necessary to interview several persons before selecting an agent who would then solicit proposals from interested purchasers throughout the country. Following a Board review of the proposals, one proposal would be selected for submission to both the Planning Commission and the Village Board. Because the College is a public institution, Member Klussmann felt that it would be wise to involve the community in some way if the Board seriously considers the sale of the Second Site. She added that it is possible that a purchaser may not be found as quickly as desired. In addition, the Village Board may not approve the first proposal which would entail additional time for development of other plans.

Member Klussmann noted that Dr. Perry felt strongly that the Board should retain that portion of the parcel which is presently adjacent to a park facing on Schoenbeck as a hedge against enrollment trends or future inflation, even if the remaining property is sold.

Although a decision on the property is not an urgent issue, Member Klussmann observed that the matter should be discussed by Board members. Adequate time could be given to the new Vice President of Administrative Services to become acclimated to the situation. She requested that the Board members inform President McGrath as to the most appropriate time for discussion. Once a date has been established, the administration can begin preparations such as updating projections. If a decision is made to sell the property, the Board can proceed with the proper steps. If a decision is made to retain the site, the pros and cons of the discussion will be available when needed in the future.

In answer to Member Dasher, President McGrath advised that the site is zoned for educational purposes at present. Member Dasher suggested that steps be taken to get the land rezoned so that it would have a considerably higher value. Although another educational institution may want the property, Member Dasher felt that Harper will have no need for the land as a College site. In order to be responsible to the taxpayers, he felt that a change in zoning should be investigated and the property returned to the tax rolls. President McGrath anticipated no problem in checking into the possibility of rezoning at this point. Member Tomchek questioned whether rezoning would be done without a specific plan. Member Dasher stated that the purchaser would be responsible for the use and the price would

UNFINISHED

BUSINESS:CommitteeReports--Second Site
(cont.)

depend on the usage and the zoning.

Member Tomchek asked how much money would be generated by the property if it weretaxed at present. Mr. Dolejs replied that the College was taxed approximately \$42,000 prior to receiving an exemption.

NEW BUSINESS:PersonnelActions

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

Faculty Appointments

John M. Shola, Instructor, TM/PS, 8/18/81, \$18,687

Jerome Stone, Asst. Prof., CH/FA, 8/18/81, \$21,761

Non-Exempt Classified Staff and Union ServiceEmployee Appointments

James Marsolais, Pub. Saf. Officer, 4/27/81, \$12,237

Linda Alberts, Receptionist, 4/29/81, \$9,120

Mary Cay Waldron, Clerk, 4/29/81, \$7,716

Marjorie Adamson, Buyer, Books, 5/18/81, \$10,491

Janice Langdon, Secretary II, 5/18/81, \$12,221

Kristen Sanberg, Secretary I, 5/11/81, \$10,800

Administrative Resignation

Jean Lytle, Director of Nursing, 6/30/81

Faculty Resignation

Suzanne Stidger Ivey, Asst. Professor, 5/16/81

Teacher/Counselor Associate Resignation

Jeannette Kreft, Interpreter, 5/16/81

Professional/Technical Resignation

Charles May, Electronic Technician, 6/18/81

Edward Garmathy, Baker, 6/30/81

Non-Exempt Classified Staff and Union ServiceEmployee Resignation

Terry Castre, AV Tech II, 4/23/81

Non-Exempt Classified Staff and Union ServiceEmployee Leave of Absence

Ronald Romine, Custodian, Long-Term Medical

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann and Tomchek

Nays: None

Motion carried. Member Malkowski voted aye.

President McGrath commented on the loss of three valued members of the Harper community due to resignations.

NEW BUSINESS:
Personnel
Actions
(cont.)

He thanked Mrs. Jean Lytle, Director of Nursing, for the excellent work she has done over the past six years. He wished her well in her new position as the Director of Nursing in the baccalaureate program at Elmhurst College.

Mr. Ed Garmathy, who has been with Harper College for 12 years, will retire on June 30. The President thanked him for long, dedicated service and stated that members of the College will miss his delicious bakery items.

The President also acknowledged the work of Mrs. Suzanne Stidger Ivey who decided not to return from a leave of absence.

Contract
Riders

Member Dasher moved, Member Tomchek seconded, approval of the following contract riders (as per Exhibits VIII-B1 through VIII-B4, attached to the minutes in the Board of Trustees' Official Book of Minutes):

Career Program Coordinators
Student Affairs Faculty
Acting Director of Nursing - Life Science
and Human Services Division
Acting Associate Dean - Business and
Social Science Division

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Faculty
Leaves of
Absence

Member Tomchek moved, Member Malkowski seconded, approval of the faculty leaves of absence for Mr. David Dolman and Professor Mary Waite (as per Exhibits VIII-C (1-2), attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

1981-82
Budget
Hearing
Resolution

Member Tomchek moved, Member Bone seconded, that the following resolution providing for the annual Budget Hearing and the required public notice be adopted by the Board of Trustees:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1981 and ending on June 30, 1982.

NEW BUSINESS:
1981-82
 Budget
 Hearing
 Resolution
 (cont.)

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1981 and ending June 30, 1982, be set for 8:00 P.M., on Thursday, July 23, 1981, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to July 23, 1981, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mount Prospect Herald, The Herald, Cook County Herald, Palatine Herald, Wheeling Herald, and the Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that commencing at 9:00 A.M. on June 23, 1981, a tentative budget for said college district for the fiscal year beginning July 1, 1981, and ending June 30, 1982, will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 P.M., on the 23rd day of July, 1981, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois.

DATED at Palatine, Illinois, this 28th day of May, 1981.

BOARD OF TRUSTEES OF COMMUNITY
 COLLEGE DISTRICT NO. 512
 COUNTIES OF COOK, KANE, LAKE
 AND MC HENRY, AND STATE OF ILLINOIS

By: Janet W. Bone
 Secretary

Vice Chairman Klussmann pointed out that the hearing would be held on the same night as the regular July Board meeting, July 23.

In a voice vote, the motion carried.

NEW BUSINESS:
 Upper Salt Creek
 Watershed
 Project -
 Palatine Park
 District
 Agreements

Vice Chairman Klussmann explained that the Board approved a Permanent Flood Easement for Upper Salt Creek Retention Reservoir No. 2 and a Right of Entry Agreement with the Metropolitan Sanitary District at the April, 1980 Board meeting. In conjunction with this flood control project, the Palatine Park District plans to establish a recreational area on a portion of the land and further Board approval is necessary for these facilities and the use of the perimeter road and parking spaces.

Member Dasher moved, Member Bone seconded, that the Board approve the Upper Salt Creek Retention Reservoir No. 2 Easement to the Palatine Park District and the Access Road and Parking Lot License Agreement with the Palatine Park District (as per Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

President McGrath expressed appreciation to Mr. Fred Hall of the Palatine Park District and Mr. Don Mistic for their efforts on this project. On behalf of the Board, Vice Chairman Klussmann echoed these sentiments.

Grants
 Status
 Report

President McGrath commented that there were no changes on the Grants Status Report.

PRESIDENT'S
 REPORT:

The President announced that donations to the Educational Foundation had increased by approximately 40 percent this year. Recently, a \$1,000 grant to the Award For Excellence scholarship was received from the Wheeling Rotary Club. In addition, an unrestricted gift of \$3,000 was received from Mobil Corporation. On behalf of the Board and the administration, the President expressed appreciation for these donations.

In reference to enrollment, present figures indicate a 22 percent increase in FTE over last summer. The President stated that this was 7 percent over projections and does not include a portion of the Continuing Education courses or the second eight weeks. He felt that final figures would show a 10-12 percent increase.

Following a meeting of the NCA Executive Board and approval of the committee report, Harper College has received the full seven-year accreditation from the North Central Association.

The President informed the Board of the current status of the legal suit involving Personnel Data Systems.

PRESIDENT'S
REPORT:
(cont.)

Prior to final exams, Harper College students participated in a study-a-thon which was sponsored by Circle K and the Student Senate. Mr. McGrath was pleased to announce that the students raised \$1,300 which will be donated to the Muscular Dystrophy Association.

The President conveyed information to the Board regarding HB 530, the appropriation of funds to the Capital Development Board for reimbursement of local community college capital construction expenditures. The Bill was passed in the House by a vote of approximately 125-30 and chances for its passage by the Senate are 50-50. Passage of HB 530 would allow the College to withdraw the legal suit on the spandrel inasmuch as the State would provide reimbursement funds.

In reference to sports, the Harper College baseball team won the sectional tournament by defeating Triton College. In final competition, Harper placed third in the State.

The men's tennis team tied for the Illinois conference championship. The team is now participating in the national tournament and is seeded second.

The President noted that Ron Theberge, Harper student, won honors at the Intercollegiate Junior College track meet in the 1500 meter race and was judged an All-American in that event.

Professor Larry King has been appointed to the Board of Directors of the Northwest Suburban Association of the American Cancer Society.

Ms. Elaine Stoermer recently delivered a paper entitled "Public Relations for Community Colleges" at Northern Illinois University.

ADJOURNMENT:

Member Dasher moved, Member Bone seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 8:35 p.m.

Vice Chairman
Joan Klussmann

Secretary
Janet W. Bone.