

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

October 22, 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 September 15, September 23 and September 30, and Estimated Payroll for October 1 1981 through November 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: Acceptance of Audit Reports from Peat, Marwick, Mitchell and Company Exhibit VIII-B
  - C. BOARD INFORMATION: Grants Status Report Exhibit VIII-C
- 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, October 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, October 22, 1981, at 7:58 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed the members of the audience. In the absence of Member Bone, he stated that Member Munson would act as Secretary pro tem.

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

Also present: James J. McGrath, James Arnesen, Gregg Atamian, Felice Avila, Peter R. Bakas, Michael Bartos, Lea Bartow, Bob Boeke, Ed Bohlke, Art Bowers, Michael Brown, Therese Butzen, Steve Catlin, J. Harley Chapman, Charlene Christin, A. A. Dolejs, John Eliasik, Frank Firak, Peggy Gorman, Charles Harrington, Suzanne Havlic, Will Hoffman, Paul Holdaway, William Howard, Ray Hylander, Gene Kimmert, Ron Kuchvalek, Jan Langdon, Sandra Manner, Jerry Mellenthin, Don Misic, Ray Moehrlin, Roger Mussell, Mike Oester, Leota Palmer, Jeanne Pankanin, Kenneth Sanford, Phyllis Scherer, Barb Schmeltz, Peter Sherer, Martha Simonsen, Donn Stansbury, Joseph Sternberg, Elaine Stoermer, Gil Tierney, Jane Thomas, George Voegel, David Williams, Laurie Wren, Joe Yohanan and Robert Zilkowski--Harper College; Kevin Botterman, Wendy Daily, Bonnie Fry, Mark Gotshall, Ann Haman, Jennifer Jeziorski, Mike O'Brien, Sue Porter, Michelle Poulakidas, Melanie Rice, Patrick Rice, Candace Mary Rak and Debra Wilkie--Harper students; Janice Cox--Copley Record Newspapers; Rich Laden--Suburban Trib; Carolyn Roberts--League of Women Voters; William Wheeler--Gandalf Data, Inc.; Susan S. Lee--International Business Machines; and Walter Bransen and Ed Karl--Peat, Marwick, Mitchell and Company.

EXECUTIVE  
SESSION:

Member Dasher moved, Member Munson seconded, that the Board of Trustees adjourn to executive session.  
Motion carried at 8:00 p.m.

Member Bone entered the meeting at 8:02 p.m. and assumed the responsibilities of Board secretary.

EXECUTIVE  
SESSION:

Member Munson moved, Member Dasher seconded, to reconvene the meeting at 8:25 p.m. In a voice vote, the motion carried.

MINUTES:

Member Malkowski moved, Member Dasher seconded, approval of the minutes of the regular Board meeting of September 24, 1981.

In reference to the last paragraph on page 9, Member Bone requested that the sentence to read "... she was concerned that Harper facilities would be used more and more for out-of-district people."

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

CITIZEN  
PARTICIPATION:

Ms. Karen Keres, President of the Faculty Senate, conveyed the feelings of the Faculty Senate to the Board regarding negotiations. She advised that the faculty was prepared to resume negotiations tonight and was hopeful that a good faith settlement could be reached.

Chairman Barch stated that the Board was prepared to resume negotiations at the convenience of the faculty.

DISBURSEMENTS:

Bills Payable,  
Restricted  
Purposes Fund,  
Payrolls,  
Estimated  
Utility Bills,  
Long-Term  
Disability  
Insurance-Oct.,  
Library  
Subscription  
Service

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

Educational Fund	\$ 328,151.77
Building Fund	367,053.05
Site & Construction Fund #1	80,197.94
Auxiliary Fund	466,143.64
Restricted Purposes Fund	295,144.83

The payroll (Regular) of September 15, 1981 in the amount of \$473,619.05; the payroll (Retroactive - Classified Staff) of September 23, 1981 in the amount of \$48,579.86; the payroll (Regular) of September 30, 1981 in the amount of \$659,775.00; the estimated payroll of October 1 through November 30, 1981 in the amount of \$2,283,789.01; the estimated utility bills for November 1981 in the amount of \$100,000.00; long-term disability insurance for October to Sun Life of Canada in the amount of \$4,378.97; and library subscription service in the amount of \$14,300.37.

In reference to page 20, Member Munson asked for clarification regarding check #27144, the reimbursement of the Imprest Fund. Mr. Firak explained that the purpose of this check was to reimburse the Imprest Fund for expenditures of the past month which were chargeable to the Auxiliary Fund.

DISBURSEMENTS:  
Bills Payable  
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

Financial  
Statements

In reference to the financial statements, Member Dasher stated that he would like to see two additional columns -- budget year-to-date and variance year-to-date -- for comparison purposes. He felt that all of the balance sheets were not necessary but stated that he didn't mind them. Mr. Bakas stated that the administration was still working on the financial statements and hoped to finalize them within the next month or so. Member Bone added that there are Board members who enjoy the balance sheets.

Bid Awards

In reference to the bid awards, President McGrath asked that a correction be made on Exhibit V-D1, under Budget Status, as follows: Funds are provided in the 1981-82 Program Budget, under account number 641-102-300.

Member Munson moved, Member Dasher seconded, approval of the amended bid awards (as per Exhibits V-D1 through V-D16, attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-D1 Award Bid Q-6673 for a reception-information station for the College to E & I Cooperative, the lowest responsible bidder in the amount of \$3,280.50.
- Ex. V-D2 Award Bid Q-6676 for an automatic film processor for Media Services to VWR Scientific, the lowest responsible bidder, in the amount of \$7,305.00.
- Ex. V-D3 Award Bid Q-6672 for a band saw and attachments for the Art Department to AAA Tool Service & Supply, the lowest responsible bidder, in the amount of \$2,870.14.
- Ex. V-D4 Award Bid Q-6677 for a tool room lathe for use by the Technology, Mathematics and Physical Science Division to Alenco Tool Supply, the lowest responsible bidder, in the amount of \$9,315.00.
- Ex. V-D5 Award Bid Q-6670 for air conditioning, refrigeration and heating equipment for the Technology, Mathematics and Physical Science Division to The Harry Alter Company, the lowest responsible bidder, in the amount of \$7,615.00.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- Ex. V-D6 Award Bid Q-6686 for laboratory equipment for use by the Physical Science Department to Sargent-Welch, the lowest responsible bidder, in the amount of \$9,453.45.
- Ex. V-D7 Award Bid Q-6682 for a printer and Apple Microcomputer equipment for the Business and Social Science Division to Computerland of Schaumburg, the lowest responsible bidder, in the amount of \$6,083.36.
- Ex. V-D8 Award Bid Q-6659 for computer equipment for use by the Technology, Mathematics and Physical Science Division to AAA Chicago Computer, the lowest responsible bidder, in the amount of \$5,791.00.
- Ex. V-D9 Award Bid Q-6681 for microcomputer equipment and printer for the Math Department to Computerland of Schaumburg, the lowest responsible bidder, in the amount of \$3,385.89.
- Ex. V-D10 Award Bid Q-6657 for a word processor text editor for the Journalism Department to Compugraphics Corporation, the lowest responsible bidder, in the amount of \$7,629.90.
- Ex. V-D11 Award Bid Q-6689 for electronic scales for the Chemistry Department to Scientific Supply, the lowest responsible bidder, in the amount of \$2,872.00.
- Ex. V-D12 Award Bid Q-6683 for bond paper for the 3M 6740 high-speed copier located in the Print Shop to Butler Paper, the lowest responsible bidder, in the amount of \$2,846.40.
- Ex. V-D13 Award Bid Q-6685 for printing of the Spring 1982 Second Eight Weeks Course Schedule to Cardinal Free Press, the lowest responsible bidder, in the amount of \$2,948.00.
- Ex. V-D14 Award Bid Q-6674 for printing of the Spring 1982 Women's Program Brochure to Elgin Printing, the lowest responsible bidder, in the amount of \$3,207.00.
- Ex. V-D15 Award Bid Q-6684 for printing of the Spring 1982 Institute for Management folders and inserts to Mel's Litho Service, the lowest responsible bidder, in the amount of \$3,460.00.

DISBURSEMENTS:  
Bid Awards  
 (cont.)

Ex. V-D16 Award Bid Q-6675 for printing of the Spring 1982 Course Schedule to Cardinal Free Press, the only responsible bidder, in the amount of \$15,348.00 for printing plus \$1,819.00 for mailing, for a total award of \$17,167.00.

In reference to Exhibit V-D10, Member Bone commented on the fact that two of the bidders cannot provide the communications option until early 1982, as noted in Section III, Information. Because of the delay and the fact that the equipment is needed as quickly as possible, the administration has recommended the lowest responsible bidder. She questioned the significance of the time factor versus the potential savings. Mr. Kuchvalek, Purchasing, explained that the Journalism Department has an immediate need for the equipment and the purchase will allow more students to take advantage of courses. In addition, a later purchase may not be on-line and functioning in time for the spring semester.

Member Dasher inquired about staffing for the reception-information station listed in Exhibit V-D1. President McGrath replied that the existing staff will be used for the new College information center. The present information booth will be used as a storage area.

Member Dasher was pleased to note the purchase of electronic scales for the Chemistry Department.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Purchase  
Orders

Member Munson moved, Member Dasher seconded, approval of the following purchase orders (as per Exhibits V-E1 and V-E2, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Ratify the change order to Economy Mechanical to cover additional work in the steam tunnel repair project in the amount of \$9,673 to reflect a new total for P.O. D-17467 in the amount of \$63,273.00.

Ex. V-E2 Approve the supplements to the master lease agreement with The Meridian Group to accomplish the following:

DISBURSEMENTS:

Purchase  
Orders  
(cont.)

1. Replace the existing lease with a new lease commencing July 1, 1982 and running for 5 years at \$11,200 per month with termination options at the end of each 12 months.
2. Replace the IBM 370/138 Central Processing Unit with an IBM 4341 CPU, upgrade the printer and add a disk control unit in December 1981.
3. Make interim rental payments for January 1982-June 1982 at \$11,200 per month.

Member Dasher complimented the administration for presenting such a thorough report in explanation of the exhibits.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

Due to the new consolidation of elections law and recent requests for information, Member Bone stated that she had asked the administration for a report which would be presented later in the meeting.

UNFINISHEDBUSINESS:

Committee  
Reports  
--Friends  
of Harper

Member Munson stated that the Friends of Harper recently hosted special evenings on campus for the Villages of Palatine and Schaumburg. Attendees included village officials, members of homeowners associations and others from the Harper community. In addition to a tour of the College facilities, guests enjoyed the film, "Harper Makes a Difference." Member Munson felt that exciting ventures such as this generate positive results for Harper. Member Bone noted that The Daily Herald contained an article on the Friends of Harper in today's edition. Member Mills stated that he had attended the Schaumburg evening and noted that the representative group expressed very positive reactions.

NEW BUSINESS:

Personnel  
Actions

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

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Classified, Professional/Technical Staff and  
SEIU Employee Appointments

Gary Becker, Custodian, 9/15/81, \$13,312  
Bernice Russell, Clerk II, 9/21/81, \$7,550  
Linda Cohen, Cashier, 9/21/81, \$6,750  
Cheryl Rossberg, Lib. Asst. I, 9/15/81, \$11,520  
Lisa Baratta, Accounting Clerk I, 9/25/81, \$9,444  
Carl Dybowski, Custodian, 9/28/81, \$13,312  
Jean Hoffman, Secretary I, 10/13/81, \$9,040  
Pat Seitzinger, Secretary I, 10/26/81, \$11,940  
Robert Loitfellner, Custodian, 10/12/81, \$13,312  
Michael Smith, Electronic Technician, 10/19/81, \$17,293  
Dorothy Frischmann, Bookkeeper, 10/30/81, \$14,232

Classified, Professional/Technical Staff and  
SEIU Employee Terminations

Judy Nossem, Clerk Typist II, 9/18/81  
James Power, Custodian, 9/30/81  
Susan Brooks, Secretary I, 10/15/81  
Gary Giovanelli, Custodian, 9/15/81  
Margaret Londre, Bookkeeper, 10/09/81

Classified, Professional/Technical Staff and  
SEIU Employee Leave of Absence

Anthony Kurowski, Power Plant Operator, 10/6/81,  
Medical-L/T

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Peat, Marwick,  
Mitchell &  
Company  
Audit  
Reports

Member Dasher moved, Member Bone seconded, that the  
Board accept the Annual Financial Audit for fiscal year  
1980-81, including the Disadvantaged Student Grant, the  
Statement of Expenditures of the Higher Education  
Cooperation Grant for the year ended June 30, 1981, the  
Basic Educational Opportunity Grant Program, and the  
State Aid Reimbursement Special Report (as per  
Exhibit VIII-E attached to the minutes in the Board  
of Trustees' Official Book of Minutes).

The Board received copies of the Annual Financial Audits  
for 1980-81, including the auditor's Management Letter.

Member Dasher questioned the need for a listing of fixed  
assets as recommended by the auditors. Mr. Bakas  
indicated that it is possible to establish a worthwhile  
inventory system which would be needed in the event of  
an insurance claim and would provide management  
information. There was a discussion of this matter.



NEW BUSINESS:  
Peat, Marwick,  
Mitchell &  
Company  
Audit  
Reports  
(cont.)

Member Dasher also questioned the auditor's comments regarding purchasing practices. Mr. Bakas stated that the administration would make a recommendation to change the purchasing policy, not only because of the auditor's comment but also due to a change in the state law. At the present time, sealed bids are required for purchases of \$2,500 or more, but this figure will be raised to \$5,000 effective January 1, 1982. The Board discussed this matter.

Member Munson commented on the need to make other changes in the policies. President McGrath indicated that he would like all revisions done at the same time. In addition, he would like to remove the procedures from the policy manual. There was additional discussion of policy manual changes.

In further discussion of the Management Letter, questions were raised regarding the Harper Foundation and record retention. President McGrath responded to the Board's inquiries.

In a voice vote, the motion carried.

Grants  
Status  
Report

The President called attention to the project under consideration for electronic assembly and technology training involving the Gandalf Company. The State has provided \$55,000 to fund this project and the College will be responsible for the administration, supervision and evaluation of the grant. The President felt that this was another important phase in the quest to build bridges to industry.

Member Munson commented on the disabled student services report which Board members received at the September meeting. She requested clarification regarding the matter. President McGrath stated that the purpose of the report was to provide information to the Board so that direction can be given to the administration during the budget process in the future. Member Munson explained that she did not wish to convey negative feelings about a particular program, but felt that the Board and administration should look very carefully at the distribution of future funds.

President McGrath stated that direction from Board members will be requested during preparation of the budget.

PRESIDENT'S  
REPORT:

In reference to the November 3 election, the President stated that request forms for absentee ballots are available in the office of the Vice President of Administrative Services. He explained the procedures for absentee voting. The canvass of results for Harper College will be held on Monday, November 9, at 7:00 p.m. As required by law, the organizational

PRESIDENT'S  
REPORT:

meeting has been scheduled for December 7. At that time, the election of officers will be held and future meeting dates will be established.

An open house was held at the Hawthorne Center on Tuesday, October 20, and was very successful.

Project Turning Point has been awarded a \$32,000 grant by the State of Illinois. This project, part of the Women's Program, aids displaced homemakers.

A royalty check in the amount of \$1,800 has been received from the IBM Corporation for the use of the College on-line student information system.

Harper College faculty are continuing efforts in electronics training of 25 employees from Motorola Corporation. Upon completion, the employees are able to secure higher-level technical jobs.

The President reported that Harper off-campus educational programs are increasing significantly. The College is presently involved with Motorola, Union Oil, Western Electric, International Harvester, Illinois Department of Transportation, Mount Prospect State Bank, Suburban National Bank of Palatine, AM Multigraphics, Amersham Corporation, Union National Bank and Northwest Community Hospital. The President was very pleased with these ties to the business industry.

To serve the Harper District better, the College also has extension centers in Wheeling, Barrington High School, Dempster Junior High School, Clearbrook Center, Friendship Village in Schaumburg, the Palatine and Arlington Heights Libraries, Rand Grove, and the Hawthorne Center.

Harper College service awards were presented last week. During the ceremony, fifteen-year awards were given to Mr. Donn Stansbury, Vice President of Student Affairs; Ms. Joanne Heinly, Life Science and Human Services Division; Mrs. Dee Johnson, Business and Social Science Division; and Mr. Robert Thieda, Library Services. On behalf of the Board and the administration, President McGrath thanked all of the award winners for their service to the College.

The President announced that faculty roundtable luncheons have been scheduled through the efforts of Diane Callin and Marilyn Swanson, Professors in the English Department. The purpose of the program is to offer further enrichment for Harper honors students. The President was pleased about this new venture for members of the Harper community.

ADJOURNMENT:      Member Bone moved, Member Dasher seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:00 p.m.

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Brian M. Barch  
Chairman

\_\_\_\_\_  
Janet W. Bone  
Secretary