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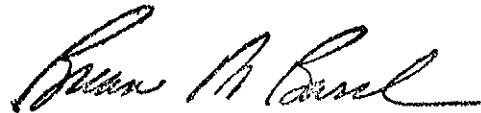
WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

NOTICE OF RESCHEDULED REGULAR BOARD MEETING

TO: Members of the Board of Trustees of Community College District
No. 512, Counties of Cook, Kane, Lake, and McHenry and State
of Illinois

NOTICE IS HEREBY GIVEN that the meeting of the Board of
Trustees of William Rainey Harper College scheduled for Thursday,
November 26, 1981 has been rescheduled for Monday, November 23, 1981
at 8:00 p.m., in the Board Room of the College Administration
Building.

DATED this 20th day of October, 1981, in Palatine, Illinois.



BRIAN M. BARCH, Chairman
Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 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 October 15 and October 30, and Estimated Payroll for November 1, 1981 through December 31, 1981 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Bid Awards Exhibit V-C
 - D. Purchase Orders Exhibit V-D
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Ratification of Collective Bargaining Agreement with Faculty Senate, Local 1600 Exhibit VIII-B
 - C. RECOMMENDATION: Policy Revision--Part-time Faculty Salary Program Exhibit VIII-C
 - D. RECOMMENDATION: Salary Program for Administrators Exhibit VIII-D
 - E. RECOMMENDATION: Human Services Associate in Applied Science Degree Program 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 Rescheduled Regular Board Meeting of Monday, November 23, 1981

CALL TO ORDER: The rescheduled regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Monday, November 23, 1981, at 8:07 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed the members of the audience, particularly in view of the weather conditions. He stated that the Board secretary was unable to attend the meeting.

Member Mills moved, Member Klussmann seconded, that Member Munson be appointed Secretary pro tem. In a voice vote, the motion carried.

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

Also present: James J. McGrath, Cathy Albergo, Gregg Atamian, Felice Avila, Peter R. Bakas, Pat Bourke, Art Bowers, Steve Catlin, A. A. Dolejs, Marlene Eisen, Frank Firak, John Gelch, Charles Harrington, William Howard, Karen Keres, Ron Kuchvalek, John Lucas, Don Mistic, Anne Rodgers, Donn Stansbury, Elaine Stoermer, George Voegel, Ray White, David Williams and Laurie Wren--Harper College; Alison Isakson, Katy Scanlan, Pete Wicklund, and Debra Wilkie--Harper students; Kathy Schaeffer--Paddock Publications; and Joe Gloyd and Colleen Needles.

MINUTES: Member Munson moved, Member Malkowski seconded, approval of the minutes of the regular Board meeting of October 22, 1981 and the special Board meeting of November 9, 1981. In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

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

Bills Payable,	Educational Fund	\$ 449,249.99
Restricted	Building Fund	335,855.04
Purposes Fund,	Site & Construction Fund #2	19,137.31
Payrolls,	Auxiliary Fund	352,766.94
Estimated	Bond & Interest Fund	1,537,597.36
Utility Bills	Restricted Purposes Fund	163,871.55

DISBURSEMENTS: The payroll of October 15, 1981 in the amount of \$685,816.11; the payroll of October 31, 1981 in the amount of \$657,269.68; the estimated payroll of November 1 through December 31, 1981 in the amount of \$2,706,317.87; the estimated utility bills for December 1981 in the amount of \$100,000.00; long-term disability insurance for November to Sun Life of Canada in the amount of \$4,600.00; legal fees for October in the amount of \$7,421.05; and unemployment compensation, 3rd quarter, to the Director of Labor in the amount of \$6,339.40.

Bills Payable,
Estimated
Utility Bills,
Long-Term
Disability
Insurance-Nov.,
Legal Fees-Oct.,
Unemployment
Compensation-
3rd Quarter
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

Financial Statements Chairman Barch complimented Mr. Bakas on the new format used for the financial statements. He added that the report was excellent and easier to read.

Bid Awards Member Klussmann moved, Member Mills seconded, approval of the bid awards (as per Exhibits V-C1 through V-C4, attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-C1 Award Bid Q-6699 for an Apple Microcomputer and associated equipment for use by the Special Services Division to Computerland of Schaumburg, the lowest responsible bidder, in the amount of \$2,637.71.
- Ex. V-C2 Award Bid Q-6698 for supplies for the photography lab to VWR Scientific, the lowest responsible bidder, in the amount of \$4,431.57.
- Ex. V-C3 Award Bid Q-6704 for exhaust fans for the art rooms in Building C to Artlip & Sons, the lowest responsible bidder, in the amount of \$8,985.00.
- Ex. V-C4 Award Bid Q-6702 for metal working and testing equipment for the Mechanical Engineering Technology Department to Leco Corporation, the lowest responsible bidder for items 1 and 2 in the amount of \$3,225.00 and to Buehler Ltd., the lowest responsible bidder for item 3 in the amount of \$4,350.00, for a total award of \$6,575.00.

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

Bid Awards
(cont.)

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

Motion carried. Member Malkowski voted aye.

Purchase
Orders

Member Klussmann moved, Member Malkowski seconded,
approval of the following purchase orders (as per
Exhibits V-D1 and V-D2, attached to the minutes in the
Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award Bid Q-6703 for a grand piano for the
Music Department to Hendricks Music
Center in the amount of \$16,500.00.

Ex. V-D2 Award Bid Q-6687 for a logic state analyzer
oscilloscope for use by the Electronics
Technology Department to Tektronix in
the amount of \$8,406.90.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Committee
Reports

--Friends
of Harper

Member Klussmann reported that the Friends of Harper
hosted Village Nights recently for elected officials
and community leaders of Palatine and Schaumburg.
Additional evenings will be scheduled for Arlington
Heights, Hoffman Estates and Elk Grove Village. Member
Munson congratulated Member Klussmann on her recent
election as Vice-President of the Friends of Harper.

--Educational
Foundation

Member Munson reported that the quarterly meeting of
the Educational Foundation would be held on Tuesday,
December 1.

--Purchasing
Policies

Member Munson called attention to the purchasing
policies of the College and felt that a consistent
pattern would eliminate or reduce the questions and
concerns. She suggested the possibility of a Board
member sitting in on meetings with the administration
regarding this subject. Mr. Bakas explained that
recent changes in the State law have raised the
expenditure level requiring competitive bids from
\$2,500 to \$5,000. He added that the administration
will review other concerns and advise the members of
the Board.

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

Classified, Professional/Technical Staff and
SEIU Employee Appointments

Karen Lepore, Receptionist, 10/21/81, \$9,408
Yvonne Thomson, Clerk, 10/27/81, \$8,400
Dorothy Giese, Cont. Ed. Coord., 11/9/81, \$19,850
Lori Guminski, Asst. Head Cashier, 11/2/81, \$11,652
Iris Johnson, Asst. Head Cashier, 11/2/81, \$10,848
Hilda Tomaszewski, Buyer, 11/2/81, \$10,956
JoLynn Gillespie, Secretary II, 11/23/81, \$11,400
Lenny Schlagen, Custodian, 11/9/81, \$13,312
Allen Bondlow, Pub. Saf. Off., 11/9/81, \$12,852
Walter Clay, Custodian, 11/9/81, \$13,312

Classified, Professional/Technical Staff and
SEIU Employee Terminations

Barbara Gerfy, Buyer-Bookstore, 10/23/81
Gary Becker, Custodian, 10/21/81
Louise Baloun, Lab Assistant, 10/30/81
Jacqueline Fitzhenry, Asst. Head Cashier, 11/13/81
Regina Plahta, Asst. Head Cashier, 11/30/81
Suzan Dabisch, Secretary II, 11/30/81
James Hatlak, AV Tech I, 11/14/81
Margaret Blandford, Secretary II, 1/5/82
Linda Wegner, Exec. Secretary to Pres., 9/30/81
Ronald Romine, Custodian, 10/30/81

Member Munson noted that among the resignations there were three employees who had been with the College for a long time. She felt that Mrs. Margaret Blandford will be greatly missed by members of the College community. Member Klussmann stated that members of the Friends of Harper will take Mrs. Blandford to lunch in appreciation of her secretarial support over the years. Attention was also focused on the resignations of Mrs. Linda Wegner and Mrs. Barbara Gerfy. On behalf of the Board and the College, President McGrath thanked these employees for their service to Harper College.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

NEW BUSINESS:
Collective
Bargaining
Agreement with
Faculty Senate

Member Klussmann moved, Member Mills seconded, that the Board of Trustees ratify the Collective Bargaining Agreement with the Faculty Senate for the 1981-82 year, and that the Board Chairman and Board Secretary be authorized to execute such agreement on behalf of the Board of Trustees (as per Exhibit VIII-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

In reference to negotiations, Member Tomchek expressed disappointment for two reasons. First, he commented on the length of the negotiations and was concerned because of the valuable resources and time which had been wasted, particularly that of the academic Vice President. He felt that the process did not deserve this kind of attention and should be resolved in a quicker and more professional manner. Secondly, it was Member Tomchek's feeling that the Board had previously expressed the desire for a multi-year contract but again was dealing with a one-year agreement. Member Tomchek questioned whether the amount of money saved by the College at the conclusion of negotiations was worth the time expended. He felt that both the Board and the faculty were equally to blame for these concerns.

Member Munson suggested that these factors be considered when negotiations begin next year. Member Klussmann felt that the members of the Board, administration and faculty in attendance had taken note of the observations which had been made.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Policy Manual
Revision -
First Reading

Chairman Barch stated that the next item on the agenda was the first reading of a revision for the Policy Manual. President McGrath stated that the proposed change relates to an adjustment in the part-time faculty salary schedule and will coincide with the overload pay rate for full-time faculty which is included in the master contract.

Authorization
of Salaries -
Administrators

Member Klussmann moved, Member Munson seconded, that the Board of Trustees authorize the Board Chairman and Secretary to execute employment contracts for the administrative staff for the period of July 1, 1981 through June 30, 1982 (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Authorization
of Salaries -
Administrators
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Human Services
Program

Member Klussmann moved, Member Malkowski seconded, that the Board of Trustees approve the proposed Human Services Associate Degree Program. (as per Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Mills observed that a great deal of research and work had been done in the preparation of the report.

In a voice vote, the motion carried.

At the request of Chairman Barch, Dr. Williams explained that the feasibility study had been prepared and organized by Dr. John Lucas and his staff. He introduced Dr. Marlene Eisen, faculty member, who was the primary author in conjunction with Mrs. Pat Bourke and Dr. Charles Harrington.

Dr. Eisen stated that the Human Services Program is an exciting addition to the College curriculum and provides a new area of vocational possibilities for students. She acknowledged the work of the Child Development Advisory Committee in gathering information and making contacts for this program and was pleased that the presentation was well received. In response to Member Munson, Dr. Eisen hoped that the program would commence in the fall of 1982. In addition, she noted that paraprofessionals in the field of Human Services are more in demand due to the cuts in funding made by President Reagan.

On behalf of the Board, Chairman Barch thanked Dr. Eisen for the work done in this regard.

Grants Status
Report

Dr. George Voegel explained that the only change on the report involved the Electronic Assembly and Technology Training grant which was approved and is currently operative.

PRESIDENT'S
REPORT:

President McGrath announced that brochures explaining the cooperative degree program between Governors State University and Harper College were available for Board members and other interested persons.

PRESIDENT'S
REPORT:

Dearborn Chemical Company, Lake Zurich, has donated \$500 to the Harper College Educational Foundation.

Amersham Corporation has requested information from the Educational Foundation in order to support an annual scholarship in the amount of \$5,000-\$7,000.

In reference to the annexation request from the residents of New England Village, the petition contained an incorrect legal description. Dr. David Pierce, Executive Director of the Illinois Community College Board, informed the College administration that he will request the withdrawal of the petition at a meeting on December 4. The subdivision is currently part of the Elgin Community College district and, due to the error by the County Clerk's office, residents must petition anew for the area to become part of the Harper district.

Mrs. Jean Chapman, coordinator of the English as a Second Language Program, had an article published in the recent issue of the Journal of the Illinois Adult and Continuing Educators Association, Inc. The title of the article is "Learning Disabilities and the Adult ESL Student."

President McGrath welcomed Ms. Colleen Needles, former Harper student and now a graduate student at Northwestern University. As part of an internship program, Ms. Needles is observing local governing bodies.

RECOGNITION OF
RETIRING BOARD
MEMBERS:

Joan Klussmann
and
George Dasher

Chairman Barch requested that Member Klussmann, retiring from the Board, join him at the table. He acknowledged Member Klussmann's accomplishments and thanked her for her contributions to Harper College. In appreciation, Chairman Barch presented a plaque to Member Klussmann on behalf of the Board.

Ms. Karen Keres, Faculty Senate President, thanked Member Klussmann for her dedicated service and wisdom over the years. She extended the warmest wishes of the faculty members.

Member Klussmann stated that Harper means a great deal to her. As past Board Chairman, she recalled the opportunities to work with other Board members, administrators, faculty, classified staff, students, members of the Educational Foundation and the Harper community. She noted the willingness of the Board to share responsibilities in appropriate situations and to listen to the ideas of others. She was grateful for this and certain that it would continue in the future.

On behalf of the entire College community, President

PRESENTATION:
Board Members
Joan Klussmann
and George
Dasher
(cont.)

McGrath expressed appreciation to Member Klussmann for her support and dedication through the years and to Member Dasher for his great spirit and contributions, especially in working with the financial areas of the College. Inasmuch as he was not in attendance, a plaque will be delivered to Member Dasher.

ADJOURNMENT:

Member Klussmann moved, Member Munson seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 8:45 p.m.

Brian M. Barch
Chairman

Shirley A. Munson
Secretary pro tempore