

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 28, 1982

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 December 15 and December 31, and Estimated Payroll for January 1 through February 26, 1982 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: Early Retirement, Student Development Faculty Member Exhibit VIII-B
 - C. RECOMMENDATION: Faculty Leave of Absence, Psychology Exhibit VIII-C
 - D. RECOMMENDATION: Contract Rider, Director of Nursing Exhibit VIII-D
 - E. RECOMMENDATION: Student Service Grants, Fall 1981 Exhibit VIII-E
 - F. RECOMMENDATION: Designation of Persons to Prepare the Tentative Budget Exhibit VIII-F
 - G. RECOMMENDATION: Easement and License Agreement, Palatine Park District Exhibit VIII-G
 - H. RECOMMENDATION: Cooperative Agreement, Good Shepherd Hospital Exhibit VIII-H
 - I. RECOMMENDATION: Approval of Resolutions for Bank Accounts at Depository Exhibit VIII-I
 - J. BOARD INFORMATION: Grants Status Report Exhibit VIII-J
- 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, January 28, 1982

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, January 28, 1982, at 8:04 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Ray Mills, Shirley Munson, Don Torisky and Student Member John Malkowski
Absent: Member David Tomchek

Also present: James J. McGrath, President; Peter R. Bakas, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Donn Stansbury, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; Pat Bourke, Associate Dean of Life Science and Human Services; Art Bowers, Director of Computer Services; Steve Catlin, Director of Admissions and Registrar; A. A. Dolejs, Director of Finance; John Lucas, Director of Planning and Institutional Research; Don Misic, Director of Physical Plant; William Norvell, Director of Food Service; Jeanne Pankanin, Director of Student Activities; Anne Rodgers, Director of Student Development; and Elaine Stoermer, Director of College Relations. Faculty: Karen Keres, Faculty Senate President; Randy Illg, Rebecca McLoughlin and Mary Ann Mickina. Classified Staff: Gregg Atamian, audiovisual; Frank Firak, Accounting Supervisor; Peggy Gorman, Personnel Specialist; and Ron Kuchvalek, Purchasing Agent. Harper students: Van Burns, Laura Eckels, Jay Hammer, Terry Jadown, Mary Ann Larson and Nora Norton. Other guests: Forrest Elleman, Eldred Koenig and Arthur Peekel.

EXECUTIVE
SESSION:

Member Mills moved, Member Bone seconded, that the Board of Trustees adjourn to executive session to discuss the status of pending litigation with Lorence Slutzky, College legal counsel.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson
and Torisky

Nays: None

Motion carried at 8:05 p.m. Member Malkowski voted aye.

EXECUTIVE SESSION:
(cont.)

Member Munson moved, Member Bone seconded, to reconvene the meeting at 8:57 p.m.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson and Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

Chairman Barch expressed the Board's appreciation to the members of the audience for the patience shown.

MINUTES:

Member Howard moved, Member Torisky seconded, approval of the minutes of the rescheduled regular Board meeting of Monday, December 21, 1981. In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Bills Payable,
Restricted
Purposes Fund,
Payrolls,
Estimated
Utility Bills,
Gasoline, Grand
Piano

Member Munson moved, Member Bone seconded, approval of the bills payable of January 28, 1982, as presented in Exhibit V-A, as follows:

Educational Fund	\$ 386,713.24
Building Fund	307,279.43
Site & Construction Fund #2	71,874.09
Auxiliary Fund	261,124.27
Bond & Interest Fund	409.13
Restricted Purposes Fund	120,211.70

The payroll (Faculty and Administrative Retroactive) of December 3, 1981 in the amount of \$131,269.33; the payroll (Regular) of December 15, 1981 in the amount of \$707,593.16; the payroll (Year-End) of December 30, 1981 in the amount of \$2,945.39; the payroll (Regular) of December 31, 1981 in the amount of \$490,361.79; the estimated payroll of January 1 through February 28, 1982 in the amount of \$2,419,814.20; the estimated utility bills for February 1982 in the amount of \$120,000.00; gasoline from Sweeney Oil Company in the amount of \$4,025.95; and a grand piano from Hendrick's Music Center in the amount of \$16,500.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson and Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

DISBURSEMENTS:

Financial
Statements

There were no comments regarding the financial statements as presented in Exhibit V-B.

Bid Awards

Member Munson moved, Member Mills seconded, approval of the bid awards (as per Exhibit V-C (1-6), attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-C1 Award Bid Q-6701 for retrofitted tractor cab for the Park Management Department tractor to Fischbach Brothers, the only responsible bidder, in the amount of \$5,695.00.
- Ex. V-C2 Ratify the issuance of P. O. D18719 to V & G Printers, Inc., for printing of an art brochure, in the amount of \$4,500.00.
- Ex. V-C3 Award Bid Q-6747 for printing of the 1982-83 Student Handbook to Rush Graphics, the lowest responsible bidder, in the amount of \$3,525.00.
- Ex. V-C4 Award Bid Q-6692 for remote focus and zoom controls for the TV cameras in Media Services to Advanced Video Communications, the lowest responsible bidder, in the amount of \$2,680.00.
- Ex. V-C5 Award Bid Q-6745 for television cameras for use by the Media Services Department to Ancha Electronics, the lowest responsible bidder, in the amount of \$11,094.00.
- Ex. V-C6 Split the award for Bid Q-6746 for Apple Microcomputers and associated equipment for use by the Media Services Department between Computerland of Schaumburg, the lowest responsible bidder for seven items in the amount of \$3,849.00 and Nabih's, the lowest responsible bidder for six items in the amount of \$5,528.00 for a total award of \$9,377.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson
and Torisky

Nays: None

Motion carried. Member Malkowski voted aye.

DISBURSEMENTS:
Purchase
Orders

Member Mills moved, Member Munson seconded, approval of the following purchase orders (as per Exhibits V-D1 through V-D3, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Approve the issuance of a purchase order to Carrier Corporation for the repair of the A-1 chiller in Building A in the amount of \$19,729.27.

Ex. V-D2 Approve the issuance of a purchase order to Courtesy Lease for the lease of a van for the period from February 17, 1982 through February 16, 1983, in the amount of \$2,880.00.

Ex. V-D3 Approve the issuance of a purchase order to Wang Laboratories for the purchase of a 5503A Wangwriter in the amount of \$6,080.00.

In response to Member Bone, the President stated that funds are provided in the current year's Restricted Purposes Fund budget for expenses through June 30, 1982. A request for additional funds to cover the remainder of the lease will be submitted for approval in next year's budget. Mr. Bakas added that the lease payments are made on a monthly basis. Member Howard commented on the extensive use of the van. The President stated that it is more economical for the College to lease rather than purchase the van.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson
and Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

Member Bone advised that she had received a call from a citizen following registration with a request that the message be conveyed to the Board. The caller had registered for a class but, due to a change in circumstances, was forced to drop the course during the first week. She was displeased with the fact that she did not receive a full tuition refund. Member Bone explained that this was done in accordance with the Board policy of a progressive withdrawal penalty after classes have started.

UNFINISHED
BUSINESS:
 Board
 Liaison
 Appointments

Chairman Barch stated that he had spoken with Board members regarding liaison appointments. Member Howard has agreed to act as the Board representative to the Friends of Harper inasmuch as she was one of the founding members of the organization. Because of Member Mills' involvement with the Educational Foundation Cultural Arts Committee, he will act as Board liaison in this area.

Committee
 Reports
 -- Friends
 of Harper

Member Howard advised that Ms. Jan Tucker has assumed the presidency of the Friends of Harper. Community nights are being scheduled for the spring for the Villages of Arlington Heights and Hoffman Estates. Elk Grove Village night is scheduled tentatively for September. In addition, the Friends of Harper are planning a September alumni event in order to contact Harper graduates and gain additional continuing support for the College. Member Howard stated that the organization will be one year old in May and has approximately 100 members.

--Cultural
 Arts

Member Mills noted that Dr. Ralph Lidge is chairman of the Cultural Arts Committee which is comprised of ten concerned individuals who are knowledgeable in the field of the arts. The College art collection is being inventoried and some recent donations are being framed, courtesy of the Educational Foundation. The College has prepared a display area and a gallery opening will be held on February 27 at 7:00 p.m. in Building F, third floor. The Northwest Chapter of the Lyric Opera Guild will join the committee for this event. Member Mills stated that Board members might wish to attend.

NEW BUSINESS:
 Personnel
 Actions

Member Mills moved, Member Howard seconded, approval of the Personnel Actions listed in Exhibits VIII-A, VIII-B, and VIII-C, as follows:

Classified, Professional/Technical Staff and
 SEIU Employee Appointments

Randy Sater, Assistant Supervisor, 1/1/82, \$18,677
 Charmaine Glass, P.T. Clerk II, 12/14/81, \$2,710
 Kurt Neiweem, P.T. Shop Manager, 12/9/81, \$4,400
 Shirley Shetka, P.T. Cashier, 1/4/82, \$5,908
 Ruth Williams, Secretary II, 12/16/81, \$13,440
 Mary Bock, Clerk, 1/4/82, \$8,304
 Victor Aquilar, Fd. Serv. Helper I, 12/16/81, \$8,268
 Patricia Anderson, P.T. Child Care Att., 1/11/82, \$4,473
 Patricia Schneider, Cashier, 1/4/82, \$6,750
 Cathy Appel, P.T. Accounting Clerk, 1/4/82, \$7,550
 Betty Doles, P.T. Cook II, 12/1/81, \$7,128
 Arthur Baker, Public Safety Off., 1/4/82, \$12,852
 Victoria Rodriguez, Outreach Program Manager, 1/11/82,
 \$17,000
 Jack Beltz, Power Plant Operator, 1/14/82, \$16,806
 George Warrick, Public Safety Off., 1/18/82, \$12,852
 Margaret Dionesotes, Editorial Secy., 1/21/82, \$12,048
 Walter Warner, Equipment Manager, 1/19/82, \$11,724

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified, Professional/Technical Staff and
SEIU Employee Terminations

George Cwik, Equipment Manager, 1/15/82
Maureen Battaglia, Clerk II, 10/8/81
Abel Aguilar, Porter, 10/7/81
Sue Kalin, Child Care Attendant, 12/18/81

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

Ben Gardner, Maintenance Helper, 1/4/82, Disability, L/T
Afkham O'Donnell, Tutor Supervisor, 1/18/82, Personal, L/T

Early Retirement Request - Professor William Nelson,
Student Development

Early retirement benefits, effective January 31,
1982, as stated in Article IX of the 1981-82
Faculty Collective Bargaining Agreement.

Faculty Leave of Absence - Professor Robert Pasen,
Psychology

Leave of absence without pay for the period of
February 1, 1982 - May 23, 1982.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson
and Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

Contract
Rider -
Acting
Director of
Nursing

Member Bone moved, Member Malkowski seconded, approval
of a contract rider in the amount of four (4) weeks
prorated pay, based on the 1981-82 faculty contract,
for Judith Dincher to serve as Acting Director of
Nursing (as per Exhibit VIII-D attached to the minutes
in the Board of Trustees' Official Book of Minutes).

Member Howard expressed concern regarding the length of time that a position is filled by an acting director. Dr. Williams explained that the selection committee is in the process of screening applicants in order to make a permanent appointment by July 1, 1982. This would be consistent with other College administrative contracts and would allow a smoother transition than a change in midsemester.

Member Torisky questioned the amount of responsibility available to acting personnel. Dr. Williams stated that Mrs. Dincher has full authority and works directly with Mrs. Bourke, Associate Dean. He added that, although it is conceivable that an acting status could diminish a person's ability for accomplishment, members of the College staff are aware of the procedures and

NEW BUSINESS:
Contract
Rider
(cont.)

processes. Personnel in acting capacities are respected by colleagues and able to function effectively.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills, Munson
and Torisky

Nays: None

Motion carried. Member Malkowski voted aye.

Student
Service
Grants -
Fall, 1981

Member Bone moved, Member Torisky seconded, approval of the Fall 1981 student service grants in the amounts of \$1,771.00 from Account No. 679-198-590 and \$1,540.00 from Account No. 135-000-592 (as per Exhibit VIII-E 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, Howard, Mills, Munson
and Torisky

Nays: None

Motion carried. Member Malkowski abstained.

Resolution -
Preparation
of Tentative
Budget for
1982-83

Member Howard moved, Member Munson seconded, approval of the resolution authorizing James J. McGrath and Peter R. Bakas to prepare a tentative budget for 1982-83 (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Amendment to
Upper Salt
Creek Easement

Member Mills moved, Member Munson seconded, approval of the amendment to the Upper Salt Creek Retention Reservoir No. 2 Easement to the Palatine Park District (as per Exhibit VIII-G attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Bakas explained that several parties are involved in this matter and the documents must be approved by all in order to be legal. The latest change provides for the cost and payment of any law enforcement services over and above normal operations. The Village has requested that these costs be paid by the Park District and the Park District has agreed to do so. In response to Chairman Barch, Mr. Bakas confirmed that the Village of Palatine is responsible for law enforcement.

In a voice vote, the motion carried.

NEW BUSINESS:
Cooperative
Agreement -
Evangelical
Hospital
Association
(Good Shepherd
Hospital)

Member Howard moved, Member Malkowski seconded, approval of the cooperative agreement between William Rainey Harper College and Evangelical Hospital Association (DBA Good Shepherd Hospital) as per Exhibit VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes.

The President explained that the agreement is the standard one which has been used for other cooperative agreements relating to hospitals and health agencies. He was pleased with this new addition and hoped to extend this affiliation to other health programs if possible.

In a voice vote, the motion carried.

Resolutions -
Health and
Dental
Insurance
Funds

Member Mills moved, Member Torisky seconded, approval of the resolutions for the self-funded insurance plan bank accounts (as per Exhibit VIII-I attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Grants
Status
Report

Chairman Barch stated that the Grants Status Report was for Board information. President McGrath indicated that there were no changes.

Resignation of
Board Member
Shirley Munson

Member Munson announced her resignation from the Harper Board of Trustees due to her husband's transfer to Charlottesville, Virginia. As a member of the Board since 1974, Member Munson noted that she will leave with sadness, but also with satisfaction in the number of good things that have happened at Harper College. She cited the fact that Harper has some great teachers who have worked hard to make the College what it is and thanked all those with whom she had been acquainted. In addition, she expressed appreciation to the administration and members of the community for the support she has received over the years.

Chairman Barch stated that the Board would miss Member Munson's participation and thanked her for immeasurable contributions to both the Board and the College. He presented a certificate of appreciation and asked Member Munson to attend the February Board meeting for a formal expression of recognition.

On behalf of the staff, faculty and administration, President McGrath thanked Member Munson for dedicated service to the College and added that she leaves with the respect, admiration and best wishes of the Harper community.

Faculty Senate President Karen Keres commended Member Munson on her dedication, kind manner and consideration for the College faculty.

NEW BUSINESS:

Board of
Trustee
Appointment
Information

Chairman Barch explained that the Board is required by law to appoint a successor within thirty days to fill the vacancy until the next regular Board election. Interested persons should submit applications to Mrs. Avila and interviews by the Board will be scheduled. Chairman Barch stressed that this would be a very important decision by the Board.

PRESIDENT'S
REPORT:

The President announced that a Sabbatical Leave Review Committee was appointed by Dr. Williams and the Faculty Senate. He felt that this was an important issue in terms of the continuing professional development of faculty. The requests for leaves will be submitted to the Board in February or March.

Dr. Williams and Dr. Harrington are working with representatives of Waubensee Community College on a faculty exchange program. The President felt that the opportunity to work in a different atmosphere would be an important step in professional growth.

The President expressed appreciation to Dr. Voegel for his efforts in coordinating information on cable television in the Harper district. Professor Molly Waite has been appointed to work on the instructional program coordination for the College.

Spring enrollment has increased 7-8 percent over last year, approximately 4 percent over budget. The President was pleased with these figures. Programs with significant enrollment increases include social science, physical science, mathematics, English and speech. Other classes showing gains are anthropology, humanities, secretarial science, electronics, and continuing education and health care credit courses. President McGrath thanked those who worked during the registration period which was difficult at times due to severe weather and a changeover in computers.

Mrs. Sahar Mikhail, secretary in the Women's Program, will become a United States citizen on February 2, 1982. Mrs. Mikhail emigrated from Egypt in 1975. The President extended congratulations on this important event.

Mrs. Felice Avila, executive assistant to the President, has been selected to participate in a nationwide program entitled "Leaders for the 80s." The program is financed through a grant from the Fund for Improvement of Post-Secondary Education in order to assist community college women in gaining advanced administrative skills. As the recipient of this award, Mrs. Avila will complete specific administrative projects for the College. The President offered congratulations.

PRESIDENT'S
REPORT:
(cont.)

Professor Larry Kent, English Department, was selected as one of four Outstanding Doctoral Graduates in 1981 from Ball State University. In addition to this distinction, Dr. Kent is the president of the Fremd Instrumental Association and has written a number of books and articles on reading skills. President McGrath congratulated Dr. Kent on these accomplishments.

The President stated that he was very pleased and proud of the work that has been done on the College campus. He introduced Mr. Randy Illg, faculty member in the Park and Grounds Management and Horticulture programs.

Presentation -
Campus
Beautification
Program

Using a slide presentation, Mr. Illg reported on the campus beautification program. He introduced Laura Eckels, Mary Ann Larson and Van Burns, three of the fourteen student interns who worked on the grounds during the past growing season. This served as a practical learning experience for the students, and the College received the benefits of the education provided.

Mr. Illg pointed out that he acted as liaison and that the interns managed and carried out the individual projects. The program consisted of three main groups: turf management, construction, and maintenance. The students had the opportunity to use many different pieces of equipment and be responsible for them.

The slides portrayed the students doing extensive work on the athletic fields, repairing areas with drainage problems by installing pipe, planting trees, improving the Algonquin Road entrance, transplanting plants to other areas in an effort to minimize costs, mowing, weeding and working with flowers to enhance the image of the campus.

The College staff involved included Messrs. McGrath, Williams, Misic, Metcalf and Mrs. Bourke. In addition, Mr. Clark Sims, landscape architect, prepared an update of his original master plan for the campus.

An attempt will be made to create one new landscaped area each year. It is hoped that benches can be added for comfort and enjoyment at these gathering points.

Mr. Illg felt that the addition of color and flowers to the campus is a pleasing beginning toward appreciation of the landscape. There are 500 trees and 12,000 shrubs presently on campus. Now valued at \$132,000.00, this investment will increase and should be protected.

In response to Member Bone, Mr. Illg stated that students from District 214 use the College greenhouse as part of a cooperative agreement. Details will be forthcoming on a plant sale to be held in the spring.

PRESIDENT'S
REPORT:
Presentation -
Campus
Beautification
Program
(cont.)

The President stated that the campus beautification plan would be presented to the Educational Foundation in March. He hoped the Foundation would adopt this program. Based on comments received, President McGrath stated that the campus has never looked better. He expressed appreciation to the students, maintenance and custodial staffs and thanked Mr. Illg for an interesting presentation.

ADJOURNMENT

Member Bone moved, Member Mills seconded, that the meeting be adjourned. In a voice vote, the motion carried at 10:03 p.m.

Brian M. Barch
Chairman

Janet W. Bone
Secretary