

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

February 25, 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 January 15 and January 29, and Estimated Payroll for February 1 through March 31, 1982 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: Appointment of Board Member Exhibit VIII-A
 - B. RECOMMENDATION: Election of Vice Chairman
 - C. RECOMMENDATION: Personnel Actions Exhibit VIII-C
 - D. RECOMMENDATION: President's Contract Exhibit VIII-D
 - E. RECOMMENDATION: Early Retirement (To be handcarried)
 - 1. Chairman, Music Department Exhibit VIII-E-1
 - 2. Director of Library Services Exhibit VIII-E-2
 - F. RECOMMENDATION: 1982 Summer Work Hours Exhibit VIII-F
 - G. RECOMMENDATION: Faculty Exchange Program
Waubensee Community College Exhibit VIII-G
 - H. BOARD INFORMATION: Grants Status Report Exhibit VIII-H
- 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, February 25, 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, February 25, 1982, at 8:01 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Ray Mills, 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; John Gelch, Associate Dean of Physical Education, Athletics and Recreation; Larry Bielawa, Director of Personnel; Steve Catlin, Director of Admissions and Registrar; A. A. Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; William Howard, Director of Continuing Education and Program Services; John Lucas, Director of Planning and Institutional Research; Liz McKay, Director of Environmental Health; Don Mistic, Director of Physical Plant; Jeanne Pankanin, Director of Student Activities; Anne Rodgers, Director of Student Development; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Student Outreach. Faculty: Karen Keres, Faculty Senate President; and Lawrence W. Knight. Classified Staff: Gregg Atamian, Audiovisual; Frank Firak, Accounting Supervisor; Ron Kuchvalek, Purchasing Agent; Rena Trevor, Coordinator of Women's Program (Employee Council Chairperson); Audree Walsh, Facilities Coordinator; and Joan Young, College Relations Specialist. Harper student: Amy Richter. Other guests: Kathy Schaeffer, Paddock Publications; Jane Hollander, Lin Rosenthal, Mary Lou Sheedy, League of Women Voters; Shirley Munson, Mr. and Mrs. William Albrecht, Mr. and Mrs. Albert Vajda, Pat McGuinness, and Arthur Peekel.

Chairman Barch welcomed the members of the audience. He called attention to the recent resignation of Board Member Shirley Munson who was in attendance. He cited Mrs. Munson's numerous activities in the community. In addition to serving as chairman and vice-chairman during her tenure on the Harper Board, Mrs. Munson has been involved with the Palatine Village Board and the League of Women Voters. On behalf of the Board, faculty

and administration, Chairman Barch presented a plaque to Mrs. Munson. He stated that her contributions are deeply appreciated and that she will be missed by the entire Harper community. The President echoed these sentiments as he presented a framed picture of Harper College.

Mrs. Munson expressed appreciation and stated that the College would not be what it is without the people who were present. She felt that Harper is "the Harvard of community colleges."

A warm welcome was extended to Mrs. Munson's parents, Mr. and Mrs. William Albrecht of Algoma, Wisconsin.

MINUTES:

Member Bone moved, Member Mills seconded, approval of the minutes of the regular Board meeting of Thursday, January 28, 1982. Member Howard requested a correction on page 6, last paragraph. Member Tomchek was not in attendance and the paragraph should read, "Member Torisky questioned ...".

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

Member Bone moved, Member Howard seconded, approval of the minutes of the executive sessions of January 28, February 17 and February 18, 1982.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes Fund,
Payrolls,
Estimated
Payrolls and
Utility Bills,
Ventilation
Equipment,
Typography,
Life Insurance
Payment

Member Bone moved, Member Mills seconded, approval of the bills payable, excluding the Restricted Purposes Fund, of February 25, 1982, as presented in Exhibit V-A, as follows:

Educational Fund	\$ 278,861.77
Building Fund	366,895.53
Site & Construction Fund #2	101,841.89
Auxiliary Fund	299,144.97
Bond & Interest Fund	86,518.67

The payroll of January 15, 1982 in the amount of \$483,322.72; the payroll (deferred retroactive) of January 18, 1982 in the amount of \$31,474.64; the payroll of January 31, 1982 in the amount of \$478,514.18; the estimated payroll of February 1 through March 31, 1982 in the amount of \$2,001,522.75; the estimated utility bills for March 1982 in the amount of \$120,000.00; ventilation equipment from Artlip & Sons in the amount of \$3,500.00; typography for the Harper College Bulletin from QT Graphics Services in the amount of \$2,700.00; and life insurance payment for February and March to Northwestern National Life in the amount of \$13,430.00.

DISBURSEMENTS:
Bills Payable
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Restricted
Purposes
Fund

Member Howard moved, Member Torisky seconded, approval of the Restricted Purposes Fund disbursements in the amount of \$243,324.37 as presented in Exhibit V-A.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial
Statements

There were no comments regarding the financial statements (as presented in Exhibit V-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

Budget
Transfers

Member Mills moved, Member Howard seconded, approval of budget transfers in the Educational Fund in the amount of \$1,563,490; in the Operations, Building and Maintenance Fund in the amount of \$168,530; and in the Auxiliary Fund in the amount of \$84,920 (as per Exhibit V-C 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 and
Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

Bid Awards

Member Torisky moved, Member Bone seconded, approval of the bid awards (as per Exhibit V-D (1-5), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award Bid Q-6760 for a vinyl accordion partition for room M-232 in the Physical Education Building to Lowery McDonald, the lowest responsible bidder, in the amount of \$4,476.00.

Ex. V-D2 Award Bid Q-6753 for a woodchipper for the Park Management/Horticultural Department to Vermeer Sales and Service, the lowest responsible bidder, in the amount of \$8,745.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D3 Award Bid Q-6763 for videocassettes for the Media Services Department to Tele-Visual, the lowest responsible bidder, in the amount of \$4,205.30.
- Ex. V-D4 Award Bid Q-6761 for hollow metal doors to F & H Installation, the lowest responsible bidder, in the amount of \$2,822.80.
- Ex. V-D5 Award Bid Q-6765 for printing of the 1982 Summer Course Schedule to Des Plaines Publishing, the lowest responsible bidder, in the amount of \$8,238.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Purchase Orders

Member Howard moved, Member Malkowski seconded, approval of the following purchase orders (as per Exhibits V-E1 through V-E3, attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-E1 Approve the issuance of a purchase order to Midwest Diving Academy for the rental of scuba diving equipment in the amount of \$2,679.00.
- Ex. V-E2 Approve the issuance of a purchase order to Meridian Leasing Corporation for the purchase of an IBM 3272-2 Terminal Control Unit for the Computer Services Department in the amount of \$5,500.00.
- Ex. V-E3 Approve the issuance of a change order in the amount of \$1,700.00 to Phillips Brothers Printers, P.O. D17364, for printing of the 1982-83 Harper College Bulletin, for a new total of \$24,172.00.

Upon roll call, the vote was as follows:

- Ayes: Member Barch, Bone, Howard, Mills and Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

Member Howard called attention to the new Harper catalog and complimented the College staff on its attractive appearance.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Committee
Reports
--Cultural
Arts

Member Mills reported on the activities of the Cultural Arts Committee of the Educational Foundation. He noted that the opening of the Harper art gallery, located in Building F, would be held on February 27 at 7:00 p.m. Guests at the reception will be entertained by a string quartet and the Madrigal Singers of Wheeling High School as they view the fine collection of art acquired by the College.

--Women's
History
Week

Member Howard called attention to Women's History Week, March 7-13. The College has scheduled seminars, speakers and film presentations to honor the contributions of women to the world. The activities will commence with a dinner on March 8 featuring a keynote address by U.S. representative Barbara Ann Mikulski, D-Md. Other presentations will include the history of women in politics, government, the feminist movement, athletics, literature, the arts, home and the family. The final seminar on March 13 is designed particularly for younger women and will feature a presentation by Willye White, Olympic Medal winner. Member Howard stated that brochures are available for further information.

NEW BUSINESS:
Appointment
to the Board
of Trustees

Member Howard moved, Member Mills seconded, that Albert Vajda be appointed to the Harper College Board of Trustees to serve until the next regular Board election in November, 1983 (as per Exhibit VIII-A 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 and
Torisky
Nays: None

Motion carried. Member Malkowski voted aye.

On behalf of the Trustees, Chairman Barch welcomed Mr. Vajda and stated that the Board is looking forward to working with him. Member Vajda expressed appreciation for the confidence indicated by the appointment and stated that he would do his best to serve the College.

At the suggestion of Member Torisky, Chairman Barch summarized the selection process. He stated that the Board was very encouraged by the number of responses to the vacancy and the qualifications and community service activities of the candidates. A total of nineteen persons were interviewed and, although the choice was difficult, all Board members were impressed by the qualifications and interest shown by Member

NEW BUSINESS:
Trustee
Appointment
(cont.)

Vajda. The Chairman hoped that those not selected would become involved with Harper College in other ways. Other Board members agreed.

Election
of Vice
Chairman

Member Bone moved, Member Mills seconded, that Member Howard be elected Vice Chairman of the Board of Trustees.

In a voice vote, the motion carried.

Personnel
Actions

Member Mills moved, Member Howard seconded, approval of the Personnel Actions listed in Exhibit VIII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Classified, Professional/Technical Staff and
SEIU Employee Appointments
Linda Denier, Programmer/Analyst II, 2/8/82, \$23,200
Mary Polniaszek, P.T. Clerk Typist II, 1/25/82, \$3,872
Robin Wilson, P.T. Clerk Typist, 2/8/82, \$3,408
Robert Loitfellner, Maintenance Helper, 2/15/82, \$14,144

Faculty Appointment
Audrey Inbody, Instructor, 3/1/82, \$17,560

Classified, Professional/Technical Staff
Terminations
Judi Schulz, Clerk Typist, 2/4/82
Eleanor Ebsen, Child Care Manager, 2/25/82

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

President's
Contract

Member Bone moved, Member Torisky seconded, approval of the following resolution (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes):

RESOLUTION

WHEREAS, President James McGrath's contract will expire on June 30, 1983, and

WHEREAS, the Board of Trustees has reviewed and discussed the present employment contract, and

WHEREAS, the Board of Trustees desires to amend the present employment contract;

NEW BUSINESS:
President's
Contract
(cont.)

RESOLUTION (cont.)

NOW, THEREFORE, BE IT AND IT IS HEREBY RESOLVED
by the Board of Trustees as follows:

1. That the contract of Mr. James J. McGrath as President of the College be extended through June 30, 1984.
2. That he receive a salary of \$68,000 for the 1981-82 contract year, retroactive to July 1, 1981, with a portion of this sum to be allocated to his retirement fund.
3. That the life insurance coverage provided to him by the College be increased to \$300,000.
4. That his contract be amended by deleting the restriction for the use of the College car to in-district business only and inserting the provision that the vehicle be available to him for unrestricted use.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Early
Retirement
Requests

Member Torisky moved, Member Mills seconded, approval of the Early Retirement Requests listed in Exhibits VIII-E (1-2) attached to the minutes in the Board of Trustees' Official Book of Minutes as follows:

Early Retirement Request - Professor George P. Makas,
Music Department Chairman
Early retirement benefits, effective July 30, 1982,
in accordance with Article IX of the Collective
Bargaining Agreement.

Early Retirement Request - Professor Ambrose Easterly,
Director of Library Services
Early retirement benefits, effective September 30,
1982, in accordance with Article IX of the
Collective Bargaining Agreement.

Member Bone stated that she is fortunate to have been friends with both Dr. Makas and Mr. Easterly for a long time and the work of each has been outstanding. Dr. Makas has made great contributions to the Music Department and recently introduced the use of the computer in his work. Mr. Easterly has been dedicated

NEW BUSINESS:

Early Retirement Requests (cont.)

in his efforts to provide the books and library services needed for instruction. Member Bone extended the best wishes of the Board to both gentlemen and noted that the College would experience a great loss upon their departures.

President McGrath pointed out that Harper College has one of the strongest music programs in the nation. He attributed this fact to the continual efforts of Dr. Makas and hoped that a demonstration of the computerized music program could be arranged for the Board prior to Dr. Makas' retirement.

In addition, the President stated that an excellent library helps to provide the quality education at a community college. Under the direction of Mr. Easterly, Harper has built a library of 100,000 volumes with record and audiovisual collections that are second to none.

On behalf of the faculty and the administration, President McGrath thanked both gentlemen for services rendered to the College and stated that they would be missed. Chairman Barch concurred.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

1982 Summer Work Hours

Chairman Barch explained that the College instituted a four-day workweek during the summer of 1981. In addition to the savings in utility and energy costs realized by the College, employees were able to save on gas and commuting costs.

Member Howard moved, Member Malkowski seconded, that the Board of Trustees approved the four-day workweek to be effective from June 7 through August 13, 1982 (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky commented on the success of this program. He noted that Harper is in the forefront with this adjustment and felt that many schools and businesses would undertake this change in the future.

In a voice vote, the motion carried.

NEW BUSINESS:

Faculty
Exchange
Program -
Waubonsee
Community
College

At the request of Chairman Barch, Dr. Williams explained the faculty exchange program. He stated that the idea was the result of discussions between administrators of Waubonsee Community College and Harper. The program will enhance the professional development of faculty by providing new social, cultural and academic environments. In addition, the administration will continue to explore possibilities of exchange programs with other colleges. This matter has been presented to the Waubonsee Trustees and, if both Boards agree, further development will be done in order for the program to commence during the 1982 fall semester. The participants would remain in the official employment of their home institution as far as salaries and other benefits are concerned. Tenured full-time faculty are eligible to volunteer for the program.

Member Howard stated that she was in support of the program. She hoped that the administration would look carefully at the strengths of other colleges and encourage Harper faculty to participate in those which afford maximum growth and learning experiences.

Member Vajda felt that the program would be excellent, but questioned the reason for limiting to one semester and one faculty member. Dr. Williams responded that the administration has taken a conservative approach to initiate the program but, following experience, this could be changed for future exchanges. In addition, the potential extension to four-year colleges is present.

Member Bone acknowledged that various Harper Board members have become familiar with Waubonsee Community College through activities of the Illinois Community College Trustees Association. In addition to academic strengths, the College is noted for work in training interpreters for the deaf. Member Torisky felt that this was a good step forward for Harper College.

Grants
Status
Report

In reference to the Grants Status Report, Dr. Voegel reported on a project under consideration entitled TWIST (Training Women in Science & Technology). The project was proposed by Ms. Betty Windham, Physics Professor. A proposal will be submitted in the near future and, if selected, Harper will participate as one of three regional sites to conduct science and technology workshops for junior high girls to encourage entrance into the fields of science and math. Member Bone was pleased about this new project and requested that the Board be kept informed. Dr. Voegel also stated that the ABE/GED/ESL project has been submitted for competitive funding.

PRESIDENT'S
REPORT:

The President distributed to the Board copies of the title and acknowledgement pages of a doctoral dissertation by Mark Huntington North. He called attention to the final acknowledgement which stated, "Finally, I want to thank Jordan Siedband and Betty Windham for introducing me to physics." President McGrath pointed out that both are Harper faculty members and he thanked them for a job well done. In addition, he congratulated Dr. North who was awarded his doctorate in Physics by the University of Illinois. The President commented on the title of Dr. North's dissertation -- Spin-Lattice Relaxation of Trivalent Ytterbium and Erbium in Dicesium Sodium Yttrium Hexachloride. He felt it was most impressive and indicative of the quality of work done by Harper students and faculty.

The President announced that the next faculty round-table luncheon will be held on March 4. The purpose of the program is to offer further enrichment for Harper honors students. Professor William E. Miller will be the guest speaker with an interesting presentation on "Shady Ladies of the West".

Welsh Foods recently donated sparkling grape juice to the College for use by students in the Food Service program. The President expressed appreciation for this donation.

President McGrath informed the Board that Gandolf Corporation recently donated two digital data links between computers to the College. Following installation, it will be possible for the Hewlett Packard computer in Building D to communicate with the IBM computer in Building A. The President thanked Gandolf Corporation for this gift.

An invitation to visit Harper College has been extended to Schaumburg High School counselors. The President felt it was important to provide our resources to the high schools within the College district.

During a recent institute day, District 214 teachers visited the Human Performance Lab at the College to observe the work of Dr. Willard Hoffman. The President felt that this could serve to encourage students to attend Harper and participate in the new program.

The film "Gone With the Wind" will be shown on Friday, February 26, at 8:00 p.m. in J-143.

PRESIDENT'S
REPORT:
(cont.)

The opera "Barber of Seville" was presented at the Harper campus on Sunday, February 21. The President was pleased with the number of people in attendance and thanked Ms. Pankanin and Ms. Stoermer who were responsible for the success of this presentation.

Mr. Tony Caramia, noted jazz pianist, will perform on Tuesday, March 16, at 12:15 p.m. in P-205. Mr. Caramia is an Assistant Professor of Music at the University of Illinois in Urbana.

Ms. Susan Allen Toth, author of Blooming: A Small Town Girlhood, will present a reading/lecture on Tuesday, March 2, at 8:00 p.m. in J-143.

President McGrath reported on the Harper College Shakespeare Festival which will be held March 31 through April 2. This event will include lectures, displays, and concerts of Elizabethan music. Samuel Schoenbaum, Professor of English at the University of Maryland and an outstanding Shakespeare scholar, will be the keynote speaker. Presentations will also be given by Harper faculty members and visiting lecturers. On Friday afternoon, April 2, selected Harper and local high school students will be invited to attend an informal demonstration by The National Shakespeare Company of New York on the special problems of actors in Shakespeare. In the evening, a festival dinner will be held, followed by a performance of "The Taming of the Shrew" by The National Players.

Two Harper faculty members have recently returned from leaves of absence. Professor Janet Savin was doing research work in England and France. Professor Kenneth Jauch spent a year in Korea as a Fulbright Fellow. The President hope that arrangements could be made for presentations to the Board on these professional development experiences.

A surprise party was held earlier today for Ms. Jeanne Pankanin who will be married next week. Best wishes were extended from the Board, faculty and administration.

The President requested that Mr. Gelch report on College sporting events and achievements.

Mr. Gelch noted that the men's basketball team was most successful, winning the N4C title for the first time in the history of the College. The team is now preparing for tournament play, beginning with sectionals and followed by the state and national championships.

PRESIDENT'S
REPORT:
(cont.)

The Harper swim teams did very well in the state meet. The men's team won first place; the women placed second. Several Harper swimmers qualified for the national meet which will be held in Grand Rapids, Michigan this weekend.

Harper College placed fourth in the state wrestling tournament and qualified four wrestlers for the upcoming national tournament in Michigan.

The President requested a report from Mr. Howard on continuing education, particularly relating to local industry.

Prior to his report, Mr. Howard announced that a youth forum would be held on Saturday at Barrington High School. The purpose of the forum is to bring together Barrington youth in order to reflect on their role as youth in the community and in the world. Discussion will include the challenges facing local youth and the development of a six-month action plan for their community. Harper College is co-sponsoring this event with the Barrington Youth Network and the Barrington Area Development Council.

Mr. Howard distributed copies of brochures on the Center for Small Business Education. He stated that the seminar series has gained in popularity recently, especially due to the current economic trends and pressures. The courses are designed to give thorough information from a practical perspective. The seminar topics include starting and managing a small business, financial planning for business owners, micro-computers for business, starting a catering or restaurant business, and an introduction to marketing small business. The programs are presented by full-time and part-time faculty, working together with outside consultants.

ADJOURNMENT:

Member Malkowski moved, Member Mills seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:55 p.m.

Brian M. Barch
Chairman

Janet W. Bone
Secretary