

Laurie Wren
ADM SER

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

July 22, 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 June 15 and June 30, 1982, and Estimated Payroll for July 1, 1982 through August 31, 1982 Exhibit V-A
 - B. Financial Statements
 - C. Budget Transfers
 - 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: Ratification of Collective Bargaining Agreement with SEIU, Local 11 Exhibit VIII-B
 - C. RECOMMENDATION: Joint Agreement with Elgin Community College Exhibit VIII-C
 - D. RECOMMENDATION: Employment of Architect for Building V Remodeling Exhibit VIII-D
 - E. RECOMMENDATION: 1982-83 Budget Exhibit VIII-E
 - F. RECOMMENDATION: Resource Allocation Management Plan (RAMP) Exhibit VIII-F

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| G. BOARD INFORMATION: 1982-83 Institutional Goals | Exhibit VIII-G |
| H. BOARD INFORMATION: Organizational Charts | Exhibit VIII-H |
| I. BOARD INFORMATION: Grants Status Report | Exhibit VIII-I |
- 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, July 22, 1982

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Howard on Thursday, July 22, 1982 at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Janet W. Bone, Kris Howard, Ray Mills, Donald Torisky, Albert Vajda, and Student Member Mary Ellen Beagle

Absent: Members Brian Barch and David Tomchek

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; George Dorner, Associate Dean of Technology, Math and Physical Sciences; Larry Bielawa, Director of Personnel; Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Anton Dolejs, Director of Finance; John Lucas, Director of Planning and Research; Donald Mistic, Director of Physical Plant; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Student Outreach. Faculty: Larry Knight, Faculty Senate President, Gil Tierney. Classified staff: Greg Atamian, Audio-visual; Rena Trevor, Employee Council Chairperson; Audree Walsh, Facilities Coordinator. Other guests: Paul Marcotte, Paddock Publications; Joan Norsworthy, Barrington Press.

MINUTES:

Member Bone moved, Member Howard seconded, approval of the minutes of the Regular Board meeting of June 24, 1982.

In a voice vote, the motion carried.

Member Mills moved, Member Torisky seconded, approval of the minutes of the Executive Session of June 24, 1982.

MINUTES
(cont.)

In a voice vote, the motion carried.

CITIZEN
PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Bills Payable,
Restricted Purposes
Fund, Estimated
Payroll and
Utility Bills,
Long-Term
Disability
Insurance-July,
Medical Insurance-
July, Repair of
Duplicating
Equipment, and
Computerized
Duplicating System-
A.B. Dick

Member Bone moved, Member Mills seconded, approval of the bills payable of July 22, 1982 as presented in Exhibit V-A as follows:

Educational Fund	\$319,393.77
Building Fund	374,643.68
Site & Construction Fund #2	1,462.87
Bond & Interest Fund	29,997.12
Auxiliary Fund	190,738.99
Restricted Purposes Fund	89,669.93

The payroll of June 15, 1982 in the amount of \$477,131.09; the payroll of June 30, 1982 in the amount of \$488,952.99; the estimated payroll of June 1, 1982 through August 31, 1982 in the amount of \$2,696,659.42; the estimated utility bills in the amount of \$120,000; long-term disability insurance for July to Sun Life of Canada in the amount of \$4,588.28; medical insurance to H.M.O. Illinois in the amount of \$1,415.04; A.B. Dick for repair of duplicating equipment in the amount of \$10,000.00; and A.B. Dick for computerized duplicating system in the amount of \$51,897.76.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

Financial
Statements

Member Howard stated that there were no financial statements for this meeting. Statements will be presented at the August meeting.

Budget Transfers

Member Howard stated that no budget transfers were submitted.

Bid Awards

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

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D1 Award bid Q6864 for window cleaning to AAA Services, the lowest responsible bidder, in the amount of \$3,546.00.
- Ex. V-D2 Award bid Q6884 for monthly elevator service maintenance for the period from August 1, 1982 to July 31, 1983 to Gregory Elevator, Inc., the lowest responsible bidder, in the amount of \$6,000.00.
- Ex. V-D3 Award bid Q-6883 for repair of the A2 Carrier chiller to Murphy & Miller, the lowest responsible bidder, in the amount of \$43,950.00.
- Ex. V-D4 Award bid Q6829 for electronic assembly equipment for the Continuing Education Division to Heath Company, in the amount of \$4,285.00.
- Ex. V-D5 Award bid Q6823 for a training model automatic sprinkler system to Viking Fire Protection, the low bidder meeting specifications, in the amount of \$7,609.00.
- Ex. V-D6 Award bid Q6885 for posture steno chairs for the Business and Social Science Division, the Continuing Education Division and the Registrar's office to Educational & Institutional Coop, the lowest responsible bidder, in the amount of \$6,600.00.

With regard to Exhibit V-D3 for repair of the A2 Carrier chiller, Member Vajda expressed concern about the frequency of expenses related to the air conditioning system. He requested a report detailing payments which have been made as well as descriptions of the system in the different buildings and data stating the age of the equipment. President McGrath replied the report can be prepared, and Vice Chairman Howard so directed.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

DISBURSEMENTS:
Purchase Orders

Member Torisky moved, Member Bone seconded, approval of the purchase orders (as presented in Exhibit V-E (1-13), attached to the minutes in the Board of Trustees' Official Book of Minutes.)

- Ex. V-E1 Approve issuance of a purchase order to Michael Best & Associates to prepare the specifications, bid documents, and perform all necessary inspections and surveys for the installation of a sanitary sewer connecting Building V to the College sewer system for a fee of \$3,400.00.
- Ex. V-E2 Approve issuance of a purchase order to Palatine Township High School District No. 211 for rental of classrooms for the Continuing Education Division for 1982-83, in the amount of \$5,000.00.
- Ex. V-E3 Approve issuance of a purchase order to Palatine Township High School District No. 211 for utilizing its IBM 3881 Optical Mark Reader, as requested by the Computer Services Department, in the amount of \$3,000.00.
- Ex. V-E4 Approve issuance of a purchase order to Macro 4, Incorporated for rental of software for the Computer Services Department, in the amount of \$3,300.00.
- Ex. V-E5 Approve issuance of a purchase order to MAI/Sorbus Service for a maintenance agreement covering computer equipment as requested by the Computer Services Department, in the amount of \$41,543.16.
- Ex. V-E6 Approve issuance of a purchase order to the Hewlett-Packard 2000 E Time Sharing System for a maintenance contract as requested by the Computer Services Department in the amount of \$11,588.00.
- Ex. V-E7 Approve issuance of a purchase order to Apple Computer, Incorporated for service and parts as needed by the Business and Social Science Division, in the amount of \$5,000.00.

DISBURSEMENTS

Purchase Orders
(cont.)

- Ex. V-E8 Approve issuance of a purchase order to Ancha Electronics for installation of a video projector as requested for the Media Services Department, in the amount of \$3,300.00.
- Ex. V-E9 Approve issuance of a purchase order to Tele-Visual Division, Dave Beatty Studios, for video-cassettes as requested by the Media Services Department, in the amount of \$11,306.40.
- Ex. V-E10 Approve issuance of a purchase order to Xerox Corporation for the rental of a copier machine for the Print Shop, in the amount of \$2,905.64.
- Ex. V-E11 Approve issuance of a purchase order to Xerox Corporation for the rental of a copier machine for Library Services, in the amount of \$3,280.00.
- Ex. V-E12 Approve issuance of a purchase order to EBSCO Subscription Services for periodicals subscription service as requested by Library Services, in the amount of \$23,585.57.
- Ex. V-E13 Approve issuance of a purchase order after-the-fact to Roscor for an Alpha-Numeric Title Generator for the Media Services Department, in the amount of \$4,685.00.

Member Vajda asked whether the computer time-sharing contract with Hewlett-Packard described in Exhibit V-E6 will be necessary next year. Vice President Stansbury replied that the Hewlett-Packard contract probably will not be renewed.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

COMMUNICATIONS:

Member Tomchek entered the meeting at 8:15 p.m.

Member Bone read a letter from Trustee Scholarship winner Vicki D. Sebela thanking President McGrath and the Board of Trustees for the reception given for scholarship recipients.

Member Howard expressed approval of the Trustee Scholarship event.

Member Vajda commented that his neighbors and colleagues have made complimentary remarks about Harper College.

UNFINISHED

BUSINESS:

Committee Reports

--Educational
Foundation

Member Torisky reported Dr. Ralph Lidge, chairman of the Cultural Arts Committee of the Educational Foundation, has thanked Mr. and Mrs. Martin Cassell for their donation of works of art to the College. Member Howard suggested that a letter of appreciation also be sent from the Board of Trustees.

--Friends of
Harper

Member Howard stated that the Friends of Harper are engaged in planning the alumni event "Harper Revisited" and Elk Grove Village Night.

EXECUTIVE
SESSION:

Member Bone moved, Member Torisky seconded, that the Board adjourn to Executive Session for the purpose of discussing information on litigation, collective bargaining, appointments, salaries, and dismissal of personnel.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried at 8:20 p.m. Member Beagle voted aye.

Member Bone moved, Member Mills seconded, that the Board of Trustees return to open session at 9:45 p.m.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

NEW BUSINESS:
Personnel
Actions

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

Administrative Appointment

Bonnie Henry, Director, Student Development,
8-16-82, \$35,500

Classified, Professional/Technical Staff

Appointments

Rita Brunett, LRC Clerk II, p/t, 6-16-82, \$4,940
Marilyn Wrich, LRC Clerk II, p/t, 6-16-82, \$4,940
Annetta Werneske, Mail Clerk, 7-07-82, \$8,795
Theresa Badus, Clerk Typist, p/t, 6-21-82, \$3,520
Charles Elliott, Safety Officer, 7-06-82, \$13,619
Mary Ruetten, Secretary I, 7-19-82, \$11,652
Mary Anderson, Secretary I, 7-07-82, \$11,503
Donald Malzahn, Prog./Analyst I, 7-12-82, \$15,985
Bonnie Smith, Receptionist, 7-21-82, \$10,651
Sharon Sydorowicz, Clerk, 7-12-82, \$8,580
Laura Kolhaas, Clerk, 7-12-82, \$8,580
Barbara Burke, DPR Lab. Tech., 7-12-82, \$15,985

Faculty Appointments

Thomas Stauch, Instr., Music, 8-17-82, \$17,560
Diane Perhats, Instr./Counselor, 8-17-82, \$15,749
Gayle Nassau, Instr., Pd. Serv. Mgt., 8-17-82,
\$16,353
Celia Cooper, Instr., Math., 8-17-82, \$19,372
Virginia Bender, Instr., DPR, 8-17-82, \$19,976

Classified, Professional/Technical Staff and SEIU
Employee Terminations

Mary Bock, Clerk, 6-01-82
Charmaine Glass, Clerk II, 6-16-82
Ronald Kuchvalek, Purchasing Agent, 6-28-82
Lil Morin, Secretary I, 7-09-82
Richard Lapp, Custodian, 6-10-82

Faculty Terminations

Susumu Kasai, Instr., DPR, 7-01-82
Ruth Kingdon, Instr., Nursing, 7-01-82

Faculty Leave of Absence

Sue Cochrane, Lab. Asst., DPR, 8-17-82

NEW BUSINESS:
Personnel Actions
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

President McGrath commented upon the resignation of Lil Morin after 11½ years of service in the College bookstore. He stated that of the college bookstores with which he is familiar, Harper's bookstore is one of the most successful, and Mrs. Morin has contributed to that efficiency.

Local 11 Agreement
(1982-1984)

Member Tomchek moved, Member Mills seconded, that the Board of Trustees ratify the two-year agreement (1982-1984) with Local 11, Service Employees International Union, which will require \$99,311.00 in salary adjustments for 1982-83 (as per Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

Joint Educa-
tional Agreement
with Elgin
Community
College

Member Howard stated that the joint educational agreement with Elgin Community College is similar to the agreements Harper has with other community Colleges.

Member Bone added that the agreements provide more opportunities for Harper College students.

Member Tomchek moved, Member Bone seconded, that the Board of Trustees ratify the Joint Educational Agreement with Elgin Community College and authorize the Board Chairman, Board Secretary, and President to execute the agreement (as per Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

NEW BUSINESS:
Employment of
Architect for
Building V
Remodeling

Member Tomchek moved, Member Mills seconded approval of the architectural contract for Building V remodeling to Joseph Yohanan, AIA, in the amount of \$12,600.00 (as per exhibit VIII-D, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

1982-83 Budget
Hearing
Resolutions

Member Bone moved, Member Mills seconded, that the following resolutions be adopted by the Board of Trustees; the resolution providing for the annual Budget Hearing and the required public notice; the resolution stating that no surplus of funds was created by the deposit of revenues received from the personal property replacement tax in 1980 and 1981; and the resolution regarding the tax levies for 1982 (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 Bone, Howard, Mills, Tomchek,
Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

RAMP Document

Member Bone moved, Member Torisky seconded, the adoption of the Resources Allocation and Management Plan for Community Colleges (RAMP/CC) document for submission to the Illinois Board of Higher Education (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.

Institutional
Goals 1982-1983

Referring to Institutional Goal No. 3 regarding Cable TV, Member Vajda expressed concern that residents in unincorporated Cook County will experience extensive delays in receiving Cable TV, including programs offered by Harper. His experiences in speaking with officials representing the unincorporated areas have been unproductive. Member Vajda requested that Dr. Voegel and other officials of the College engaged in discussions

NEW BUSINESS:
Institutional
Goals 1982-1983
(cont.)

regarding Cable TV contact officials representing the unincorporated areas and attempt to expedite installation.

Member Torisky replied that he and Dr. Voegel are working with Cablenet and the community committee of Schaumburg and that progress is being made in the Schaumburg area. He suggested that the committee might meet at Harper College rather than at Schaumburg Village Center in order for the committee members to see Harper's facilities.

Member Torisky added that many committees in the communities which will receive Cable TV are unwieldy, and the situation is further complicated by the number of different Cable companies chosen by the villages in the district.

Member Torisky stated that he and Dr. Voegel would present Member Vajda's concerns to the community committee.

Administrative
Organization
Charts 1982-83

Board members received the Administrative Organization Charts presented for their information.

Grants Status
Report

Board members received the Grants Status Report which was unchanged from the previous month.

PRESIDENT'S
REPORT:

President McGrath stated that the July 15 enrollment report indicated that 35 percent of the projected number of students have already enrolled for fall, 1982. Each day approximately 100 additional students enroll. President McGrath commented that the current figure is a healthy one.

President McGrath asked Mr. Don Misic to report to the Board on progress being made in repairing the roads. Mr. Misic distributed a map of the College roads indicating six different zones of repair work. He commented that despite delays caused by rain, the work is progressing as scheduled. The contractors will attempt to complete the repairs before fall semester begins August 23.

Mr. Misic added that roof repairs will commence August 1, beginning with the roof of the bridge between Buildings A and C. It is hoped there will be a minimum of disruption although some noise is unavoidable.

PRESIDENT'S
REPORT:
(cont.)

President McGrath stated that a request to employ an architect to draw up plans for a storage building will be submitted to the Board in August. The proposed structure would alleviate storage problems encountered by the park and grounds department.

A College committee has been formed to reduce litter on campus. The committee hopes to achieve permanent improvement by effecting changes in the attitudes of employees, students, and visitors.

The College hopes to participate again this year in the High Impact Training Services Program (H.I.T.S.) established through the Illinois Schools Board of Education (ISBE). Applications have been sent requesting \$99,000 for employer training at Gandalf Corporation, \$50,000 at Cablenet, and \$25,000 at Theysohn Plastics. The objective of the College is to obtain in-service training for Harper students.

Mr. Martin Cassell, a member of the Foundation Cultural Arts Committee, has donated a collection of art works to the College. The Foundation plans to exhibit these and other donated works. International Minerals Corporation of Northbrook will donate framed reproductions of its corporate collection.

President McGrath named several Harper students who have achieved academic success: John Michelau has received a scholarship to the Illinois Institute of Technology; Daniel Lawlor and Julie Dincher have been admitted to Georgetown University, and Mary Ann Glasser will attend Northwestern University.

The Harper Air Hawks participated in a worldwide radio contest. Professor Richard Bernstein reported 584 contacts using 100 percent emergency power.

Dr. David Pierce, executive director of the Illinois Community College Board, has sent to the College a certificate of recognition confirming that the educational program of the College fulfills the requirements established by the ICCB.

PRESIDENT'S
REPORT:
(cont.)

President McGrath thanked Bill Howard and Elaine Stoermer for their work in preparing the CAD/CAM seminar. The presentation was enthusiastically received by an audience consisting of representatives of high technology firms in the area.

President McGrath concluded his remarks with an update on progress of the committee planning the Fifteenth Anniversary Celebration. On October 17 alumni will be invited to visit the College. Special events will include an alumni jazz band and alumni art show.

Member Howard thanked President McGrath for his report and praised the CAD/CAM seminar. Member Mills added his compliments and Member Bone concurred.

ADJOURNMENT:

Member Bone moved, Member Mills seconded, that the meeting be adjourned. The motion carried, and the meeting was adjourned at 10:15 p.m.

Kris Howard
Vice Chairman

Janet W. Bone
Secretary