

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 20, 1982

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Election of Officers Exhibit III
- IV. Approval of Minutes
- V. Citizen Participation
- VI. Approval of Disbursements
 - A. Bills Payable, Payroll for November 15 and November 30, 1982, and Estimated Payroll for December 1 through January 31, 1983 Exhibit VI-A
 - B. Financial Statements Exhibit VI-B
 - C. Budget Transfers Exhibit VI-C
 - D. Bid Awards Exhibit VI-D
 - E. Purchase Orders Exhibit VI-E
- VII. Communications
- VIII. Unfinished Business
 - Committee Reports
- IX. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit IX-A
 - B. RECOMMENDATION: President and Vice President's Contracts Exhibit IX-B
 - C. RECOMMENDATION: Amendment to Imprest Fund Resolution Exhibit IX-C
 - D. RECOMMENDATION: Interpreter Training Certificate Exhibit IX-D
 - E. RECOMMENDATION: Cooperative Agreement - Evanston Hospital Exhibit IX-E
 - F. RECOMMENDATION: Award for Remodeling of Chemistry Laboratory Area Exhibit IX-F
 - G. RECOMMENDATION: Feasibility Study - J-143 Renovation Exhibit IX-G
 - H. RECOMMENDATION: Appointment of New Member to the Foundation Board Exhibit IX-H

- I. BOARD INFORMATION: First Reading - Board Policy Manual Exhibit IX-I
- J. BOARD INFORMATION: Grants and Gifts Status Report Exhibit IX-J
- X. President's Report
- XI. 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 Monday, December 20, 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 Monday, December 20, 1982 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Barch welcomed guests and members of the administration, faculty and staff to the meeting.

In the absence of Secretary Bone, Member Howard moved, Member Norwood seconded, that Member Torisky be appointed Secretary pro tem. In a voice vote, the motion carried.

ROLL CALL: Present: Members Brian Barch, Kris Howard, Molly Norwood, David Tomchek, Donald Torisky and Student Member Mary Ellen Beagle
Absent: Members Janet W. Bone and Albert Vajda

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; Pat Bourke, Associate Dean of Life Science and Human Services; George Dorner, Associate Dean of Technology, Mathematics and Physical Sciences; John Gelch, Associate Dean of Physical Education, Athletics, and Recreation; Bill Howard, Associate Dean of Continuing Education and Program Services; Martin Ryan, Associate Dean of Liberal Arts; Larry Bielawa, Director of Personnel; Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Donald De Biase, Director of Physical Plant; Anton Dolejs, Director of Finance; John Lucas, Director of Planning and Research; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations. Faculty: Paul Chamberlain, Dave Dolman, Ken Jauch, Larry Knight, Dave Macaulay, Roger Mussell, Mary Jo Willis. Classified staff: Frank Firak, Accounting Manager; Karen Hale, Disabled Student Services; Thea Keshavarzi, Purchasing Agent; Mike Korrick, Physical Plant; Linda Pones, Planning and Research; Rena Trevor, Employee Council Chairperson; Audree Walsh, College Relations; James Weber, Audiovisual. Student: Robert D. Kerans, Student Senate. Other guests: Paul Marcotte, Paddock Publications; Michael Mistele, Wight and Co.; and Lin Rosenthal, League of Women Voters.

ELECTION OF OFFICERS:

Chairman Barch stated that although he had enjoyed his duties as Board Chairman for the past two and one half years, he is unable to continue to hold office because of other pressing responsibilities. Chairman Barch moved, Member Torisky seconded, that Member Kris Howard be elected Chairman of the Board of Trustees.

In a voice vote, the motion carried.

Chairman Howard assumed the duties of Board Chairman and requested nominations for the office of Vice Chairman.

Member Barch moved, Member Torisky seconded, that Member Vajda be elected Vice Chairman of the Board of Trustees.

In a voice vote, the motion carried.

Member Torisky moved, Member Barch seconded, that Janet W. Bone be reelected as Secretary of the Board of Trustees.

In a voice vote, the motion carried.

APPROVAL OF MINUTES:

Member Torisky moved, Member Barch seconded, that the minutes of the Regular Board Meeting of Monday, November 22, 1982, the Special Board Meeting of Wednesday, November 17, 1982, and the Committee of the Whole Meeting of Tuesday, December 7, 1982 be approved as presented.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Member Torisky moved, Member Barch seconded, approval of the bills payable as presented in Exhibit VI-A as follows:

| | | |
|---|-------------------------------|--------------|
| Bills Payable, Restricted Purposes Fund, Payroll, Estimated Payroll and Estimated Utility Bills | Educational Fund (November) | \$307,946.71 |
| | Educational Fund (December) | 87,184.32 |
| | Building Fund (November) | 400,154.86 |
| | Building Fund (December) | 162,715.31 |
| | Site and Construction Fund #2 | 34,901.80 |
| | Bond and Interest Fund | 3,918.72 |
| | Auxiliary Fund (November) | 316,226.56 |
| | Auxiliary Fund (December) | 122,332.63 |
| | Restricted Purposes Fund | 218,662.44 |

DISBURSEMENTS:
(cont.)

The payroll of November 15, 1982 in the amount of \$790,036.15; the payroll of November 30, 1982 in the amount of \$784,286.36; the payroll of December 15, 1982 in the amount of \$800,588.97; the estimated payroll of December 16, 1982 through January 31, 1983 in the amount of \$2,199,911.48; and the estimated utility bills of \$120,000.00.

Mr. Bakas called to the attention of the Board an imprest check listed on page 42, Exhibit VI-A, in the amount of \$3,236.50. The payment represents two invoices. The computer combined payment of the two invoices into one check, thereby exceeding the \$2,500 limit on imprest checks. Member Torisky inquired whether the \$3,236.50 represents payment to one vendor. Mr. Bakas replied that the payment is to one vendor. Member Tomchek asked why the work was not handled through the bidding process. Mr. Bakas replied that remodeling of the staff dining room and the conference room adjacent to the dining room was undertaken during the summer months in the hope of completion by fall semester. The Administration was assisted by Mr. Gene Marzelli, a professional interior decorator. Member Tomchek asked whether funding for the project had been approved by the Board. President McGrath responded that the project had not been submitted for approval by the Board, but Mr. Bakas mentioned that an announcement had been made to the Board regarding the remodeling. Mr. Bakas stated that the total amount spent for the project is approximately \$30,000. Member Tomchek stated that working with an interior decorator increases expenses by limiting the selection of furnishings. However, Chairman Howard remarked that the use of a professional interior decorator frequently reduces expenses and prevents costly errors in judgment.

Chairman Howard stated she had inquired about payments to Charlene Christin on page 2 (Exhibit VI-A) and had received the response that a typographical error had listed these cash refunds for Spring, 1982 rather than Spring, 1983. These payments establish cash on hand to refund cash tuition payments made by students who subsequently withdraw from spring semester classes.

Upon roll call the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

DISBURSEMENTS:
Financial
Statements

Member Torisky asked for a comparison of recent investment income with last year's income. Mr. Bakas replied that although interest rates have declined, the fund balance is slightly larger; consequently, investment income this year should be approximately the same as last year.

Chairman Howard stated the financial statements are accepted as presented.

Budget
Transfers

Member Barch moved, Member Norwood seconded, that the budget transfers be accepted as presented (as listed in Exhibit VI-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard inquired about the budget transfer to provide funds for a wet pipe system to be used as instructional equipment for the Fire Science Program. Funding for this item was eliminated on July 1, 1982.

Mr. Bakas replied that in July 1982 funds allocated for Building I expenditures had been depleted. This item was submitted in the list of equipment for excess revenue. Funds to pay this expense will be transferred from unallocated funds to the Building I project funds

Member Torisky inquired if renovation of the football field is an annual undertaking. Mr. Bakas replied that no work had been done on the football field previously, and it is anticipated that the necessity for renovation will not recur. President McGrath added that the drainage on the field is extremely poor, causing the sod to deteriorate and thereby increasing the risk of injury to football players.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky

Nays: None

Motion carried. Member Beagle voted aye.

Bid Awards

Member Torisky moved, Member Barch seconded, approval of the bid awards as listed in Exhibit VI-D (1-3), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VI-D1 Award bid Q-6980 for repair of a Massey-Ferguson Model 20 Turf Tractor as requested by the Physical Plant Division to Lewis International, the low bidder, in the amount of \$4,180.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. VI-D2 Award bid Q-6966 for 10 oscilloscopes as requested by the Technology, Mathematics and Physical Sciences Division for the Electronics Department to Joseph Electronics in the amount of \$10,290.00.
- Ex. VI-D3 Award bid Q-6983 for a 1983 four-wheel drive 3/4 ton pickup truck as requested by the Physical Plant Division for use by the Roads and Grounds Department to Schaumburg Dodge, the low bidder, in the amount of \$11,199.00.

Chairman Howard asked whether it would be possible to obtain insurance to cover property losses such as that caused by improper operation of the Turf Tractor by a student. Mr. Bakas replied that insurance covering damages of this nature would be unobtainable.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

Applicon
Payment

Member Norwood moved, Member Barch seconded, approval of payment of \$110,000 to Applicon as partial payment for the CAD/CAM equipment (as described in Exhibit VI-A, attached to the minutes of the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

Purchase
Orders

Member Torisky moved, Member Barch seconded, approval of the purchase orders (as presented in Exhibit VI-E (1-5) attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VI-E1 Approve issuance of a purchase order to Allen-Test Group for an exhaust gas analyzer for use by the Park Management department in the amount of \$2,975.00.

DISBURSEMENTS:
Purchase
Orders
(cont.)

- Ex. VI-E2 Approve issuance of a change order to increase the amount of purchase order D-20492 to IBM Corporation for a maintenance agreement covering data processing equipment by \$15,458.86 from \$6,363.24 to a new total of \$21,822.10.
- Ex. VI-E3 Ratify issuance of purchase order D-21503 to Mid-States Erectors, Inc. for repair and adjustment of divider curtains in the gymnasium of Building M, in the amount of approximately \$4,850.00.
- Ex. VI-E4 Ratify issuance of purchase order D-21409 to George A. Kennedy & Associates for engineering services in the amount of \$4,600.00.
- Ex. VI-E5 Ratify the issuance of purchase order D-21410 to George A. Kennedy & Associates for engineering services in the amount of \$3,500.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

COMMUNICATIONS: There were no communications.

EXECUTIVE
SESSION:

Member Barch moved, Member Torisky seconded, that the Board adjourn to Executive Session to discuss a student disciplinary case and dismissal of personnel.

In a voice vote, the motion carried and the Board adjourned to Executive Session at 8:45 p.m.

NEW BUSINESS:

Member Torisky moved, Member Norwood seconded, that the Regular Meeting be reconvened.

In a voice vote, the motion carried and the Regular Board Meeting reconvened at 9:16 p.m.

Member Barch moved, Member Torisky seconded, that Student A be suspended from the college for the next semester and that no permanent notation be placed in the student's record.

Member Tomchek stated his opposition to the motion. He considered action on the part of the Board of Trustees to be inappropriate regarding unproven allegations of alleged criminal activity.

NEW BUSINESS: Upon roll call, the vote was as follows:
(cont.)

Ayes: Members Barch, Howard, Norwood, and
Torisky
Nays: Member Tomchek

Motion carried. Member Beagle voted aye.

UNFINISHED
BUSINESS:
Committee
Reports
--Educational
Foundation

As Educational Foundation liaison, Member Torisky invited members of the Board of Trustees and Administration to attend the Long Range Planning Committee Meeting on January 29. It is expected that the brunch meeting will take place from 10:00 a.m. until 2:00 p.m.

Member Torisky continued by stating the Cultural Arts Committee of the Foundation will sponsor the Second Annual Art Exhibit on March 4.

Recent donations to the Foundation include \$1,000 from the Wheeling Rotary Club and \$2,000 from Square D Company.

--Friends of
Harper

Chairman Howard reported that proceeds from the book sale will be used to plant trees in a "Friendship Grove" where students may gather. Spring activities for the Friends of Harper will be planned at the January 5 meeting.

NEW BUSINESS:
Personnel
Actions

Member Tomchek moved, Member Barch seconded, that personnel actions and the contracts for the President and Vice Presidents be approved (as described in Exhibits IX A and B attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified, Professional/Technical Staff Appointments
Herbert Muehl, Accounting Clerk, 11-29-82, \$10,010
Douglas Kangail, Messenger, 11-30-82, \$7,946
Beth Cannon, Clerk, 12-06-82, \$9,163
Susan Overland, Asst. Cardiac Rehab. Supervisor, p/t,
01/03/83, \$9,000
L. Bruce McConnell, Safety Officer, 01-03-82, \$14,171

Classified, Professional/Technical Staff Terminations
Edward H. Bohlke, Lab Assistant, Programming, 12-17-82

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

NEW BUSINESS:
Amendment to
the Imprest
Fund
Resolution

Member Barch moved, Member Norwood seconded, approval of the Amendment to the Imprest Fund Resolution (as described in Exhibit IX-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky stated that it seemed appropriate to raise the limit of individual imprest checks, adding that the amount of the total fund seemed appropriate at this time. Member Tomchek asked when the limit for individual checks was last increased. Mr. Bakas replied that the total amount of the fund was increased in January 1981, but the limit on individual checks has not been increased recently. Dr. Williams recalled that a change to raise the limit on individual checks had been proposed some time ago as a Board Policy change, but the matter had not been resolved.

Member Torisky mentioned that the fund facilitates prompt payment to vendors which may save the College money; however, the practice may encourage vendors to solicit preferential treatment. Member Torisky suggested the question be studied further. Member Tomchek remarked that although monies might be saved by obtaining discounts for early payment, public agencies need tight control of tax funds.

Chairman Howard suggested that for clarity the report of Imprest Fund expenditures be divided into monies used for tuition refunds and funds used to pay vendors.

Member Tomchek moved that the motion dealing with the Imprest Fund Resolution be amended to retain the \$2,500 limit on imprest checks.

Member Barch asked whether the purpose of raising the \$2,500 limit is to be able to pay vendors whose services have been accepted by sealed bids of \$5,000. Mr. Bakas replied that although recipients of bid awards might be paid by imprest check, this factor is not the reason for seeking the change. The change would help the College to obtain discounts for prompt payment and alleviate pressure on vendors who may have cash flow problems. Member Barch asked if it would be possible to make payments to vendors in 30 days without using the Imprest Fund. Mr. Bakas replied that it is possible if the timing is right. However, sometimes receiving reports are not returned promptly to the Purchasing Office by other departments within the College and invoices cannot be processed without delay. He added that although the cut-off date for submittal to the Board has been extended, some invoices are received or processed after the cut-off date, thereby delaying submittal to the Board.

NEW BUSINESS:
Amendment to
the Imprest
Fund
Resolution
(cont.)

Member Torisky seconded the amendment proposed by Member Tomchek. Member Barch commented that he did not favor either the original motion or the amendment to the motion. Member Torisky inquired whether there should be a motion to table the issue. Member Barch asked whether the Administration would prefer to accept the \$2,500 limit or return to the Board at a later date with additional data supporting the increase. Mr. Bakas replied he would prefer to return to the Board at a later date.

Member Tomchek moved that the proposed amendment be withdrawn. Member Barch moved that the original motion be withdrawn. Chairman Howard stated that a motion to table takes precedence over other procedures.

Member Torisky moved, Member Norwood seconded, that the question of the Imprest Fund limit be tabled until the January meeting of the Board.

In a voice vote, the motion carried.

Interpreter
Training
Certificate
Program

Member Tomchek moved, Member Norwood seconded, approval of submission of the Interpreter Training Certificate (as described in Exhibit IX-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Cooperative
Agreement-
Evanston
Hospital

Member Tomchek moved, Member Torisky seconded, approval of the Cooperative Agreement between the College and Evanston Hospital (as described in Exhibit IX-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Award for
Remodeling of
Chemistry
Laboratory Area

Member Tomchek moved, Member Torisky seconded, approval of the award for remodeling of the chemistry laboratory area (as described in Exhibit IX-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky
Nays: None

Motion carried. Member Beagle voted aye.

NEW BUSINESS:

Feasibility
Study - J-143
Renovation

Member Tomchek moved, Member Norwood seconded, approval of the feasibility study for J-143 renovation (as described in Exhibit IX-G attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard inquired whether J-143 was intended to be a lecture hall or a theatre when it was constructed. President McGrath responded that it was intended to be a lecture hall; the State did not allow construction for a theatre.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek
and Torisky

Nays: None

Motion carried. Member Beagle voted aye.

Appointment
of New Member
to Foundation
Board

Member Torisky moved, Member Norwood seconded, approval of the appointment of Mr. William B. Mitchell, partner-in-charge of the Schaumburg office of Peat, Marwick, Mitchell & Co., to the Board of Directors of the Harper College Educational Foundation (as described in Exhibit IX-H attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

First Reading -
Board Policy
Manual

Member Torisky moved, Member Barch seconded, that the issue of the Board Policy Manual be removed from table.

In a voice vote, the motion carried.

Chairman Howard stated she has no objection to an addition suggested by the Classified Employee Council. No member voiced an objection, and the addition will be included in the Second Reading of the Board Policy Manual.

Chairman Howard expressed appreciation to Felice Avila for successful completion of the very difficult task of revising the Manual.

Grants and
Gifts Status
Report

The Board received the Grants and Gifts Status Report.

PRESIDENT'S
REPORT

President McGrath began his report by announcing the dates of three open house events at the CAD/CAM Center. On January 20 there will be a Grand Opening and News Conference; on January 21 educators and other school officials will be invited. On January 23 an open house for the community will be held.

Some of the major cultural activities of the College to be held in the spring are as follows: The American Chamber Trio will perform in January; in February there will be a lecture by Clive Barnes and a concert by the Symphony Brass of Chicago; the Studio Theatre will present "Fiddler on the Roof" in March; in April the Lyric Opera will present a concert; and in May there will be concerts by the Harper Community Chorus, the Camerata Singers, and the Jazz Band.

President McGrath announced the following scholarship recipients: Vivian Schwartz, UOP Scholarship; Laurie Beeber, Executive Secretarial Scholarship; Jean Pearson, Debbie Lovensheimer Scholarship; Patrick Cicero, Electronics Technology scholarship; Asif Sheriff, Engineering Scholarship; and Lazzlo Toth, Mechanical Engineering Technology Scholarship;

He added that Lee Kolzow and Jane Lehman are authors of a recently published book entitled College Reading: Strategies for Success.

The CASE (Council for Advancement and Support of Education) district conference was held on December 12-25 at the Chicago Marriott Hotel. President McGrath and Elaine Stoermer participated in a panel discussion dealing with public relations.

President McGrath stated that he had received a letter from officials of the Village of Elk Grove expressing appreciation for the efforts of Bill Howard in planning and coordinating a meeting.

In the field of sports, Gregory Fitzgerald has recently accepted a scholarship to the University of Iowa. Gregory, a Harper football player, achieved All-American honors. On the previous Saturday the College hosted the Iceland Touring Basketball Team. On December 29 and 30 the Midlands Wrestling Tournament will be held at the College. Tickets are available at the Athletic Department in Building M.

PRESIDENT'S
REPORT:
(cont.)

President McGrath requested that Mr. Mike Mistele of Wight and Co. show to the Board preliminary drawings of the storage area addition to Building B.

Mr. Mistele stated that the architectural firm of Wight and Co. had been charged with the responsibility of designing a 10,000-square-foot storage area as an addition to Building B for a cost of approximately \$400,000.

The storage area will be divided into a heated area and an unheated garage area. The architecture of the new area will match the existing architecture.

Mr. McGrath stated that the Board would be informed of all developments regarding the project.

ADJOURNMENT:

Member Torisky moved, Member Barch seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 10:02 p.m.

Kris Howard
Chairman

Donald Torisky
Secretary pro tem