

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

March 24, 1983

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 February 28, 1983 and March 15, 1983, and Estimated Payroll for March 16 through April 29, 1983 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Faculty Promotions Exhibit VIII-B
 - C. RECOMMENDATION: Early Retirement--Student Development Exhibit VIII-C
 - D. RECOMMENDATION: One- and Five-year Career Plan Exhibit VIII-D
 - E. RECOMMENDATION: Tuition Rate, 1983-84
 - 1. Credit Courses Exhibit VIII-E-1
 - 2. Continuing Education
Non-reimbursable Courses Exhibit VIII-E-2
 - F. RECOMMENDATION: Integrated Computerized Accounting System Exhibit VIII-F
 - G. RECOMMENDATION: Appointment of College Auditor Exhibit VIII-G

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H. RECOMMENDATION: Appointment of New Members to
the Foundation Board

Exhibit VIII-H

I. BOARD INFORMATION: Grants and Gifts 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, March 24, 1983

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, March 24, 1983 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard commented that the term of office of Student Member Mary Ellen Beagle expires after the current meeting. She expressed appreciation on behalf of the Board of Trustees to Student Member Beagle for her contributions to the Board.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Molly Norwood, Donald Torisky, Albert Vajda and Student Member Mary Ellen Beagle
Absent: Member 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 Science; John Gelch, Associate Dean of Physical Education, Athletics and Recreation; William Howard, Associate Dean of Continuing Education and Program Services; Larry Bielawa, Director of Personnel; Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Donald DeBiase, Director of Physical Plant; Anton Dolejs, Director of Finance; John Lucas, Director of Planning and Research; Liz McKay, Director of Environmental Health; Donald Misic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career Center. Faculty: Larry Knight, President of Faculty Senate and Mike Oester. Classified staff: Kathy Ferreira, Secretary to the President; Frank Firak, Accounting Manager; Mike Korrick, Custodial Foreman; Ned Steinke, Audiovisual; and Rena Trevor, Classified Staff Council. Students: Cindy Bowers, Gloria Gordon, Transcription Class; Robert Kerans and John Weirich, Student Senate; Nancy McGuinness, Harbinger; and Micki Richmond, Journalism Program. Other guests: Elida Witthoef, Paddock Publications; Lena Elias, local resident; and Lin Rosenthal, League of Women Voters.

APPROVAL OF MINUTES:

Member Vajda moved, Member Norwood seconded, approval of the minutes of the Regular Board Meeting of Thursday, February 24, 1983 as corrected.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Bills Payable, Restricted Purposes Fund, Payroll, Estimated Payroll and Estimated Utility Bills

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

Educational Fund (Feb. 11-28)	\$321,340.28
Educational Fund (March 1-8)	70,020.77
Building Fund (Feb. 11-28)	332,736.88
Building Fund (March 1-8)	12,370.72
Site & Construction Fund #2 (Feb. 11-28)	61,303.00
Site & Construction Fund #2 (March 1-8)	21,845.00
Auxiliary Fund (Feb. 11-28)	108,820.92
Auxiliary Fund (March 1-8)	38,961.80
Restricted Purposes Fund	166,299.94

The payroll of February 28, 1983 in the amount of \$777,229.08; the payroll of March 15, 1983 in the amount of \$790,393.55; the estimated payroll of March 16, 1983 through April 30, 1983 in the amount of \$2,374,948.29; and estimated utility bills in the amount of \$120,000.

Chairman Howard called to the attention of the Board the summary of Imprest Fund disbursements listed on page 72, Exhibit V-A. The summary indicates that the major portion of disbursements from the fund was made for student tuition refunds. She added that Mr. Bakas has informed all administrators that the Board does not wish payments to vendors to be made from the Imprest Fund except under special circumstances, such as to take advantage of discounts.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

Financial Statements

There were no questions regarding the financial statements.

Budget Transfers

There were no budget transfers.

DISBURSEMENTS: Bid Awards Member Vajda moved, Member Bone seconded, approval of the bid awards as listed in Exhibit V-D (1-4) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-6915 for a computerized appraisal service to Industrial Appraisal Company, the second lowest bidder, in the amount of \$16,600.00.

Ex. V-D2 Award bid Q-7017 for diploma covers as requested by the Registrar's Office to Intercollegiate Press, the low bidder, in the amount of \$5,875.00.

Ex. V-D3 Award bid Q-7015 for a van for the Student Activities Department to Schaumburg Dodge, the low bidder, in the amount of \$11,583.80.

Ex. V-D4 Award bid for the construction of a storage facility to Wehde & Southwick, the low bidder, in the amount of \$346,040.00.

Member Torisky inquired whether the architectural fee for the construction of the storage facility is included in the \$346,040 bid. Mr. Bakas replied that the fee is not included in the amount bid but is part of the \$400,000 budgeted for the project.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

Purchase
Orders

There were no purchase orders.

COMMUNICATIONS: Member Bone reported that a copy of a letter from the Chairman of the Board of Trustees of Moraine Valley Community College to the Chairman of the Board of Trustees of Triton College had been received. The letter conveys displeasure at the solicitation of students by Triton College in the districts of other community colleges.

She stated further that a letter of appreciation for flowers and good wishes was received from a faculty member recuperating from surgery.

- UNFINISHED
BUSINESS:
Committee
Reports
- Academic Affairs
Member Bone reported that a meeting of the Academic Affairs Committee will be held on Tuesday, April 12 at 9:00 a.m. instead of 8:30 as previously stated. She said that Dr. Williams has provided a list of responsibilities of the Academic Affairs area. Member Bone requested that other Board members indicate the topics on which they would like more information.
- Finance
Member Torisky reported that a meeting was held on March 18 and the minutes will be available shortly.
- Building and Grounds
Member Vajda stated that the committee met to discuss the computerized integrated accounting system and the student account receivables program. The group then toured the campus and observed the problems caused by the deteriorating concrete walls.
- I.C.C.T.A.
Member Norwood stated that she attended a meeting of the Illinois Community College Trustees Association on March 12. The group was asked if boards of the various colleges had taken positions on increasing state revenues as proposed by the Governor. Representatives from 28 of the 30 colleges represented replied that their boards have not taken a formal position.
- Friends of Harper
Member Norwood reported that "Hoffman Estates Night at Night at Harper College" will be held April 19.
- Legislative and Public Affairs
Chairman Howard asked for guidance from the Board before she attends a meeting on April 9 regarding two bills amending the Open Meetings Act. One bill specifies discussion of the sale of real property as a legitimate reason for a closed meeting. The other bill states that only when four or more Board members are present at a meeting would the meeting be considered a formal meeting requiring public notification. Member Bone stated that she opposes any change in the law which would exclude members of the press from meetings. Member Norwood remarked that although she agrees the press should not be excluded from meetings, according to the current law even a casual meeting or social encounter between three Board members might be interpreted as a violation of the Open Meetings Act. Chairman Howard thanked members for their comments and said she would report to them after the April 9 meeting.
- Distinguished Faculty Member
Chairman Howard appointed Member Bone to be Board member on the committee to select this year's Distinguished Faculty Member.
- Cable TV
Member Vajda stated that there has been no progress regarding installation of cable TV in unincorporated areas of Cook County. The delay will cause additional expense for residents of those areas. Member Vajda requested that Dr. Voegel pursue the matter with officials of Cook County.

UNFINISHED
BUSINESS:
Committee
Reports
(cont.)

Member Barch asked if it would be possible to have committee meeting notices sent further in advance. He suggested having all the committee meetings consecutively on the same day. Chairman Howard replied the matter would be discussed and arrangements would be made to make attendance at the meetings as convenient as possible.

NEW BUSINESS:
Personnel
Actions

Member Torisky moved, Member Bone 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:

Classified Staff Appointments

David Panico, Lab Aide, p/t, 3-07-83, \$6,240
Carol Sturz, Weekend Suprv., p/t, 3-11-83, \$2,160
Margaret Doyle, Receptionist, 3-14-83, \$10,500
Joseph Scherer, Lab Assistant, p/t, 3-14-83, \$6,864
Lori Guminski, Payroll Clerk II, 3-22-83, \$13,666

Classified Staff Terminations

Virginia Mulvey, Weekend Suprv., p/t 2-26-83
Avonne Cole, Clerk Typist I, p/t, 3-10-83
John Boydston, Lab Asst. p/t, 3-17-83

SEIU Leave of Absence

Anthony Kurowski, Power Plant Operator, 1-21-83

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

President McGrath commented that Anthony Kurowski is seriously ill and he would like to express to Mr. Kurowski the best wishes of the Board and Administration.

Faculty
Promotions

Member Bone moved, Member Norwood seconded, approval of faculty promotions as listed in Exhibit VIII-B as follows:

To Assistant Professor: J. Stanley Ryberg
To Associate Professor: Carole Bernett
Marlene Eisen
Thomas Johnson
Philip Stewart
To Professor: Robert Boeke
Daniel Cohen
John Davis
Michael Oester
Joann Powell

NEW
BUSINESS:
Faculty
Promotions
(cont.)

Member Bone commented that the promotions are well deserved and she has personal knowledge of the capabilities of many of the faculty. Member Norwood concurred.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

Chairman Howard extended congratulations from the Board to the faculty members receiving promotions and asked President McGrath to convey the Board's pleasure at their fine performance. President McGrath announced that Mr. Michael Oester was present and expressed congratulations to him and his colleagues.

Early
Retirement

Member Bone moved, Member Vajda seconded, approval of early retirement for Professor Ray Hylander, as listed in Exhibit VIII-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, Norwood,
Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

President McGrath commented that Mr. Hylander will be missed by the Student Development staff and he thanked Ray for his work. Mr. Stansbury concurred. President McGrath announced that a reception will be held for retiring faculty members.

One and
Five-Year
Plan for
Career
Education

Member Torisky moved, Member Vajda seconded, approval of the One and Five-Year Plan for Career Education (as described in Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

Members Torisky and Vajda expressed approval of the document.

In a voice vote, the motion carried.

Tuition
Increase

Member Vajda moved, Member Torisky seconded, approval of an increase in tuition for degree credit and continuing education classes (as described in Exhibits VIII-E-1 and VIII-E-2 attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Tuition
Increase
(cont.)

Member Bone inquired about the effect of the senior citizen discount. President McGrath replied that the senior citizen discount of 80 percent has reduced revenues by approximately \$18,000 per year. Member Bone stated that she considers it wise to continue the discount; the figure is not too high considering the good will and public service generated by the policy.

Chairman Howard remarked that the preliminary budget and tuition increase were discussed thoroughly at the Finance Committee meeting.

Member Bone stated that short term loans are available to students requiring assistance. She asked if the current \$300 limit per semester should be raised. President McGrath replied that the limit might be raised if funds are available. Mr. Stansbury added that the subject of student loans was under discussion at the present time and he feels the limit could be raised. Member Bone asked for additional information to be provided to the Board.

Member Barch stated that the budget of the College will not be balanced even though tuition is raised; consequently, he feels a higher tuition increase should be considered. He believes it is important to have a budget sufficient to maintain the physical plant and equipment in good order rather than to allow serious deterioration which is more costly to correct if maintenance is delayed. He added that since tuition is the only source of revenue over which the Board has control, it might be safer to increase tuition by a larger amount. President McGrath stated that tuition is limited to one-third of the per capita cost.

Member Barch stated that equipment in the College should be replaced as needed. President McGrath replied that the College is underfunded in terms of equipment needs. Member Barch said that it would be a simple matter to reduce tuition if adequate funds are provided by the state. He considers a higher tuition rate to be more prudent. Dr. Williams commented on the very high cost of high technology equipment. Member Barch stated that high quality equipment is necessary in order to provide a good education.

Member Bone expressed the opinion that higher tuition would cause hardship for many students. Mr. Catlin replied that funds are available for students to borrow in order to pay tuition. The student must repay an existing loan before obtaining another loan. Chairman Howard commented that the state is underfunding tuition benefits for veterans.

NEW BUSINESS:

Tuition
Increase
(cont.)

President McGrath stated that it is not possible to measure the number of students who do not come to Harper because of the cost. Member Bone suggested that the Board might consider increasing capital expenditures if needed. She proposed that tuition be raised by \$3.00 per credit hour at this time, and if the need arises tuition might be increased again before spring registration in 1984.

Member Torisky added that Harper's tax rate is very low and the fund balance should not be depleted. The state support is likely to decrease and the College must be prepared to raise tuition as needed. He feels an additional tuition increase may be necessary this year to maintain the high standards of the College. The most important factor is for students to receive quality education for their tuition.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

Integrated
Computerized
Accounting
System

Member Torisky moved, Member Bone seconded, that the question of the integrated computerized accounting system be removed from table.

In a voice vote, the motion carried.

Member Vajda moved, Member Bone seconded, approval of the integrated computerized accounting system as described in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard remarked that the matter had been discussed thoroughly at meetings of the Finance and Building and Grounds Committees.

Member Barch asked if a report would be available at the August Board meeting. Mr. Bakas replied the report should be ready by July 1. Member Vajda commented that he appreciates the additional documentation he received, and the need for the system is evident.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Beagle voted aye.

NEW BUSINESS: Member Norwood moved, Member Vajda seconded, approval of Appointment of College Auditor of Peat, Marwick, Mitchell and Co. to conduct the annual financial audit for the 1982-83 fiscal year as described in Exhibit VIII-G (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, Norwood
Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

Member Torisky requested that bids be solicited for the appointment of the auditor next year. Chairman Howard added that Member Torisky's request is a recommendation of the Finance Committee.

Appointments to Educational Foundation Board of Directors Member Torisky moved, Member Bone seconded, approval of the appointments of Messrs. Richard Goode and Dan Thomson as members of the Board of Directors of the Harper College Educational Foundation as described in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Grants and Gifts Status Report There was no discussion regarding the Grants and Gifts Status Report.

PRESIDENT'S REPORT: President McGrath reported that Dr. Bonnie Henry, director of Student Development, has received an award from the National Organization for Women (NOW) for her work in establishing an adult re-entry program during her employment at Prairie State College.

Dr. John Lucas, director of Planning and Research, has prepared a paper which was published in New Directions for Institutional Research.

Mike Nejman, assistant to the Director of Student Activities, was featured in the "Closeup" section of the Daily Herald on March 18. Mike has also written an article entitled "Focus on Films" which was published in the March issue of Student Activities Programming. Two students associated with the Harbinger have also been featured in "Closeup".

PRESIDENT'S
REPORT
(cont.)

President McGrath continued his report by stating that Dr. Elizabeth McKay, director of Environmental Health, received a certificate of appreciation from the Board of Trustees of Arlington Heights for her work on the Arlington Heights Environmental Control Commission.

Professor Marlene Eisen, coordinator of the Child Development Program, co-authored an article published in the American Journal of Clinical Hypnosis.

Dr. Elizabeth Hull, professor of English, wrote a short story entitled "The Cat-baby" which was published in Dreamworks, a science fiction magazine.

Vicki Sebela, a full-time student, submitted to the McDonald's employees' magazine a paper written for her English class describing her work at McDonald's. The article was published in a recent issue.

President McGrath added that there are many upcoming events scheduled at the College. Representative Phil Crane will hold a town meeting in Building J, Room 143 from 12:00 to 3:00 p.m. on April 24. Bev Hoffman, Steve Catlin, Donn Stansbury, Larry Knight, Elaine Stoermer, Bonnie Henry and students Jeff Golden and Donna Boscapomi have all worked very hard to prepare for "Forest View High School Night" on March 29. This evening event will provide an opportunity for members of the College faculty to become acquainted with their counterparts at Forest View High School, and is one of many programs planned to develop a close relationship with high schools in the Harper College district.

The National Association of Education Supervisors and the U.S. Department of Education are cosponsoring a conference on high technology at the College on April 6-8.

The Tenth Annual Harper College Health Fair will be held on April 20 from 9:00 a.m. to 3:00 p.m. Eighty organizations in the community will participate in the program which will include exhibits and free testing.

A first class rating and three marks of distinction have been conferred upon the Harbinger by the National Scholastic Press Assn., Associate Collegiate Press. President McGrath introduced Harbinger editor Nancy McGuinness and congratulated her for the fine work done by the student newspaper.

The College has received a certificate of recognition from the President and Board of Trustees of the Village of Palatine for six years of participation in the Palatine blood drive.

PRESIDENT'S
REPORT:
(cont.)

President McGrath expressed congratulations to Mary Jo Willis, theatre director, and others who worked on the production "Fiddler on the Roof" for the success of the production.

"This is Harper College on the Air", a program produced by journalism students, may be heard every Sunday through May 8 at 11:00 a.m. on radio station WIVS. The newscast has been produced for 14 years.

President McGrath added that Harper College is developing a reputation for being a cultural and social center in the northwest suburbs.

He concluded his report by thanking Mary Ellen Beagle, student representative on the Board of Trustees, for her work during the year.

ADJOURNMENT:

Member Bone moved, Member Norwood seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:30 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary