

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 28, 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 March 31, 1983 and April 15, 1983, and Estimated Payroll for April 15 through May 31, 1983 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers/Interfund Loan Exhibit V-C
 - 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. BOARD INFORMATION: Long Range Planning Progress Report
 - C. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-C
- 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, April 28, 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, April 28 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Member Torisky moved, Member Tomchek seconded, that Member Norwood be appointed secretary pro tem.

In a voice vote, the motion carried.

ROLL CALL: Present: Members Howard, Norwood, Tomchek, Torisky and Student Member Cynthia Bowers
Absent: Members Barch, Bone and Vajda

Chairman Howard asked former Student Trustee Mary Ellen Beagle to introduce to the Board the newly elected Student Trustee Cynthia Bowers. Chairman Howard then presented Ms. Beagle with a plaque of appreciation and expressed the Board's pleasure at Ms. Beagle's efforts on behalf of the student body.

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; 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; Anton Dolejs, Director of Finance; Bonnie Henry, Director of Student Development; John Lucas, Director of Planning and Research; Liz McKay, Director of Environmental Health; Donald Misic, Director of Business Services; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career Center. Faculty: Larry Knight, President of Faculty Senate and Randy Illg. Classified staff: Gregg Atamian, Audiovisual; Frank Firak, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual; and Rena Trevor, Classified Staff Council. Students: Mary Ellen Beagle; Juanita Juarez, Dictation and Transcription Class; and Robert D. Kerans, Student Senate. Other guests: Elida Witthoeft, Daily Herald; and Mike Mistele, Wight & Co.

APPROVAL OF MINUTES:

Member Norwood moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of Thursday, March 24, 1983.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted

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

Purposes Fund, Estimated	Educational Fund (March 9-31)	345,480.15
Payroll, Estimated	Educational Fund (April 1-14)	180,086.56
Utility Bills and Biggers Chevrolet	Building Fund (March 9-31)	443,468.95
	Building Fund (April 1-14)	9,931.44
	Site & Construction Fund #2	75,008.00
	Bond & Interest Fund (April 1-14)	115,774.00
	Auxiliary Fund (March 9-31)	320,959.59
	Auxiliary Fund (April 1-14)	33,111.80
	Restricted Purposes Fund	169,475.93

The payroll of March 31, 1983 in the amount of \$753,103.08; the payroll of April 15, 1983 in the amount of \$777,051.57; the estimated payroll of April 16 through May 31, 1983 in the amount of \$2,318,184.30; the estimated utility bills in the amount of \$120,000; and Biggers Chevrolet in the amount of \$8,874.06.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Financial
Statements

There were no questions regarding the financial statements.

Chairman Howard asked Mr. Bakas to comment upon the current status of revenue projections. Mr. Bakas stated that the projected revenue for the Educational Fund will be approximately \$17 million; expenditures will be in excess of revenue. Part-time faculty salaries for the second semester will be higher than the amount budgeted as will medical insurance costs. Expenditures will be \$100,000 to \$300,000 higher than had been anticipated. A more precise figure will be available within the next two weeks. Three unusually costly hospitalizations have resulted in higher medical costs because the College is self-insured.

DISBURSEMENTS:
Financial
Statements
(cont.)

Member Tomchek inquired about the nature of the deficit. Mr. Bakas replied that the revenue the College now expects to receive is slightly less than had been budgeted. In response to an inquiry from Member Tomchek, Mr. Bakas stated that the figures discussed were on an accrual basis of accounting rather than a cash basis. Member Torisky asked how this year's figures for interest income compare to last year's figures. Mr. Bakas replied that interest earnings have declined by approximately \$100,000.

Budget
Transfer

Member Tomchek moved, Member Norwood seconded, approval of the Interfund Loan as described in 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 Howard, Norwood, Tomchek and Torisky
Nays: None

Motion carried. Member Bowers voted aye.

Chairman Howard commented that the loan was necessitated by lack of assistance which had been expected from the State Development Fund. The administration will correspond with the agency and attempt to obtain the funds.

Bid Awards

Member Tomchek moved, Member Torisky seconded, approval of the bid awards as described in Exhibit V-D (1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q6928 for the purchase and planting of trees to Halloran Landscaping, Inc., the low bidder, in the amount of \$15,680.00.

Ex. V-D2 Award bid Q7031 for typewriter maintenance for fiscal year 1983-84 to Office Products Inc., the low bidder, in an amount not to exceed \$6,600.00.

Chairman Howard asked Randy Illg of the Horticulture Department to report on the plan for tree planting. Mr. Illg showed the Board an outline demonstrating stages of tree planting over the past several years. He pointed out the areas to be planted with trees specified in the bid award.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS: Motion carried. Member Bowers voted aye.

Bid Awards
(cont.)

Chairman Howard commented that there had been no increase in cost for the second planting of trees compared to an earlier planting.

COMMUNICATIONS: Chairman Howard stated that she has corresponded with the Metropolitan Sanitary District with regard to reimbursement for problems with the east perimeter road and for compensation for easements. Mr. E.T. Karolewski, Real Estate Administrator, replied that the matter had been referred to Special Counsel Robert E. Wiss for study, and an early resolution of the issues is anticipated.

UNFINISHED
BUSINESS:
Committee
Reports

Finance
Committee

Member Torisky stated that the Finance Committee met on Thursday, April 14. The second site, budget transfers, and telephone service were discussed. Member Tomchek asked whether any decisions had been made at the meeting. He stated that the question of the sale of the second site should be discussed by the entire Board. Member Torisky emphasized that the purpose of the Committee was to examine issues and make recommendations but no decisions would be made at committee meetings. Member Torisky concurred with Member Tomchek that it would be appropriate for the matter of the second site to be placed on the agenda for discussion by the Board.

With regard to telephone service, Member Tomchek suggested that it might be worthwhile to employ an independent consultant.

Friends of
Harper

Member Norwood reported that "Hoffman Estates Night" on April 19 was very successful. The annual meeting of the Friends of Harper will be held May 4 at the CAD/CAM Center.

Educational
Foundation

Member Torisky reminded members of the Board to attend the annual meeting of the Foundation on June 7. Directors will be appointed. Member Torisky mentioned that Mr. Rembrandt Hiller, Executive Director of the Foundation, has obtained a gift of \$6,000 from SAFECO Company to purchase equipment for the Human Performance Lab.

I.C.C.T.A.

Chairman Howard reported that she attended a meeting of the Illinois Community College Trustees Association in St. Louis on April 9. Minutes from the meeting have been distributed. Chairman Howard also attended a workshop on April 8 sponsored by the I.C.C.T.A. entitled "Moving Forward While Cutting Back - Strategies for Retrenchment". Materials from the workshop have been given to the administration.

UNFINISHED
BUSINESS:
Committee
Reports

Member Tomchek commented that the Academic Affairs Committee did not appear to be essential because no direction is evident.

NEW BUSINESS:
Personnel
Actions

Member Tomchek moved, Member Norwood 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 and SEIU Appointments

Gayle Hatlak, Administrative Secretary, 1-01-83, \$14,300
Fred Johnson, AV Tech II, 3-16-83, \$13,242
Madonna O'Hearn, Clerk Typist I, p/t, 3-24-83 \$6,458
Laura Cole, Asst. Head Cashier, 3-28-83, \$10,811
JoAnn Becker, Clerk, 3-28-83, \$8,797
Michael Casper, Power Plant Operator, 4-01-83, \$19,739
Carl Butterfield, Power Plant Foreman, 4-01-83, \$23,806
Eric Ryan, AV Tech I, 4-5-83, \$11,675
Carol Schweitzer, Clerk, 4-06-83, \$9,500
Linda Weseman, AV Tech I, 4-11-83, \$11,675
Richard Cowan, Custodian, 4-11-83, \$14,144
Susan McGinty, Information/Recept., p/t, 4-25-83, \$7,800

Classified and SEIU Terminations

Kathleen Michalski, Information/Recep., 3-30-83
Edward Steinke, AV Tech I, 3-31-83
George Andreoni, Custodian, 3-31-83
Nancy Vellon, Clerk, 4-03-83
Patrick Dooley, Safety Officer, 4-15-83
Laura Pierce, Lab. Asst., Computer Oper., 4-15-83
John Srejma, Safety Officer, 4-22-83

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Long Range
Planning
Progress
Report

Chairman Howard asked Dr. John Lucas, Director of Planning and Research, to report on progress of the Long Range Planning Committee. Dr. Lucas explained the process and goals of the Long Range Planning Committee and its structure. Production of a planning document is timed to coincide with evaluation by the North Central Association of Colleges and Secondary Schools. The first long range planning document produced entitled "Reflections and Projections" was accepted by the North Central Association in the 1980 evaluation. Preparation of a second document will begin in 1985. Chairman Howard thanked Dr. Lucas for his report.

NEW BUSINESS:
Grants and
Gifts Status
Report

Dr. Voegel stated that the time of grant renewal is approaching and decisions are expected soon.

PRESIDENT'S
REPORT:

President McGrath began his report by asking Mr. Don Misic to provide an update on construction projects. Mr. Misic stated that new roofs have been installed and the work will be inspected the following week. Completion of road work is scheduled for mid-June if good weather continues. Mr. Bakas added that work on the lake road from Building A to the east perimeter road should be completed in approximately three weeks and contractors working on the chemistry lab remodeling project will be able to use the road. Mr. Bakas stated that work from the west perimeter road to Building A will begin soon as well as the sidewalk construction from Parking Lot 7 to Building D. Bids for the retaining wall project will be sent out soon. Mr. Mistele of Wight & Co. said that work on the storage area is under way and no problems are anticipated.

President McGrath reported that Member Jan Bone has been named in the 1983-84 edition of Who's Who of American Women. Her new book, Opportunities in Film, was published recently by VGM Career Horizons. She previously co-authored Understanding the Film, a Beginner's Guide to Film Appreciation, an internationally used textbook.

Fine Arts faculty member Charlotte Herzog has been invited to lecture at the Birmingham Arts Lab, Birmingham, England on "Customs and Fashion in the Thirties and Forties Hollywood Cinema".

A royalty payment of \$2,500 for the online student information system has been received from IBM.

The annual Harper Health Fair held on April 20 was a great success. Approximately 1,900 residents and students visited the Fair. Numerous free tests were given and health programs at the College presented exhibits.

President McGrath announced that the Illinois Restaurant Association has awarded \$120 scholarships to six Harper students and \$250 scholarships to two students. The Statler Foundation has also awarded scholarships to food service students: a \$175 scholarship to one student, and \$350 scholarships to three students.

PRESIDENT'S
REPORT
(continued)

President McGrath cited the accomplishments of John Michelau, a former student in the Hearing Impaired Program. Harper faculty members recognized John's exceptional ability and encouraged him to change his major from drafting to engineering. After becoming a trustees' honor list student and a recipient of many awards at Harper College, John achieved the highest grade point average in the junior engineering class at the Illinois Institute of Technology.

Associate Dean Bill Howard will represent the College on the Private Industry Council. The Council will study different kinds of career training to determine what is most appropriate for the northwest suburbs. The Northwest suburbs have been designated by the Governor as a separate entity from Chicago.

The Harper Collegiate Illinois Association of the Deaf Club participated in the Ninth Annual Waubensee Community College Invitational Volleyball tournament and placed fourth in the competition.

The Harper College Speech Team participated in the National Speech and Debate Tournament and Convention in San Antonio, Texas.

The Illinois Higher Education Art Association held a spring conference at the College on April 22. Jack Tippens, Ben Dallas, Charlotte Herzog and other art faculty members served as hosts for the group.

President McGrath mentioned coming events at the College: The Ganassi Early Music Ensemble on May 1, the Harper Community Chorus concert on May 8, the Harper Community Orchestra concert on May 9, the Harper Jazz Band concert on May 11, the Honors Convocation on May 4 and the Student Awards Banquet on May 6.

He reported that he, Dr. Harrington, and others attended the recent A.A.C.J.C. Conference in New Orleans. Dr. Harrington delivered a presentation on the subject of CAD/CAM, and President McGrath spoke on the importance of the humanities.

President McGrath concluded his report by stating that because of player ineligibility, it was necessary for College officials to forfeit five conference and two non-conference baseball games and one track meet. The College made a self-report to the National

PRESIDENT'S
REPORT:
(cont.)

Junior College Athletic Association (NJCAA) upon determining that two students had withdrawn from credit courses thereby reducing their enrollment in credit courses below the 10-hour minimum required for participation. The Harbinger and the Daily Herald were notified of the action taken by the College. President McGrath stressed the importance of adhering to the rules and standards set by the NJCAA.

ADJOURNMENT:

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

In a voice vote, the motion carried and the meeting was adjourned at 9:05 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary pro tem