

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

September 22, 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 August 30 and September 15, 1983, and Estimated Payroll for September 16 through October 31, 1983 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - 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
 - 1. Personnel Action Sheet Exhibit VIII-A-1
 - 2. Early Retirement, Physical Plant Exhibit VIII-A-2
 - 3. Public Safety Officers' Salaries Exhibit VIII-A-3
 - B. RECOMMENDATION: 1984-85 Academic Calendar Exhibit VIII-B
 - C. RECOMMENDATION: Career Program Advisory Appointments Exhibit VIII-C
 - D. RECOMMENDATION: Renewal of Special Buidling Fund Bond Exhibit VIII-D
 - E. RECOMMENDATION: Grant of Temporary Easement--Prospect Heights Old Town Sanitary District Exhibit VIII-E
 - F. RECOMMENDATION: Appointment of New Member to the Foundation Board of Directors Exhibit VIII-F
 - G. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-G
- 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, September 22, 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, September 22, 1983 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Member Torisky moved, Member Vajda seconded, that in the absence of Member Bone, Member Norwood be appointed secretary pro tem.

In a voice vote, the motion carried.

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

Also present: Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Ruth Williams, Recording Secretary; Steven Catlin, Dean of Admissions; George Dorner, Dean of Technology, Math and Physical Science; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; Martin Ryan, Dean of Liberal Arts; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Services; Don Mistic, Director of Business Services; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career Center. Faculty: Larry Knight, President of Faculty Senate, and Robert Zilkowski. Classified staff: Greg Atamian, Audiovisual; Frank Firak, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Mike Korrick, Classified Employee Council; and Laurie Wren, Executive Secretary. Students: Lois Disparti, Edwina Keim, Lynn McBride, Deb Placek, Shannon Polkinghorne, Maribeth Schellenberger, Mary Ann Styles, Thomas Taylor, Vickie Titone, and Liz Unterreiner, all of the Dictation and Transcription Class; Ken Marek, Student Senate; Chuck Riggle, Harbinger; Allan Tatora, Journalism Program newspaper; Robert D. Kerans and John Kurr. Other guests: Debra Black, League of Women Voters; Mike Misteale, Wight & Co.; Dave Urbanek, Paddock Publications; and William Norwood, local resident.

APPROVAL OF MINUTES:
Regular Meeting

Member Vajda moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of August 25, 1983.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

Harper College student John Kurr presented correspondence to the Board containing an interpretation of Article I, Section 10 of the United States Constitution to the effect that only gold and silver coin are lawful tender. Mr. Kurr stated that because he believes he would violate the Constitution by paying obligations in Federal Reserve notes, an illegal medium of exchange in his view, he wishes to pay for his tuition in gold and silver coin. Chairman Howard thanked Mr. Kurr for his presentation. She stated the matter would be taken under advisement and Mr. Kurr would be contacted.

APPROVAL OF MINUTES:
Executive Session

Member Vajda moved, Member Torisky seconded, approval of the minutes of the Executive Session of August 25, 1983.

In a voice vote, the motion carried.

DISBURSEMENTS:
Bills Payable, Restricted Purposes Fund, Payroll, Estimated Payroll, Estimated Utility Bills, Computervision, and Whitaker Carpenter Paper Co.

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

Educational Fund (Aug. 17-31)	\$ 258,927.49
Educational Fund (Sept. 1-13)	57,499.40
Building Fund (Aug. 17-31)	313,952.12
Building Fund (Sept. 1-13)	167,817.88
Site & Construction Fund #2 (Aug. 17-31)	54,092.70
Site & Construction Fund #2 (Sept. 1-13)	900.00
Auxiliary Fund (Aug. 17-31)	512,126.13
Auxiliary Fund (Sept. 1-13)	118,360.55
Restricted Purposes Fund	222,585.58

The payroll of August 31, 1983 in the amount of \$569,784.19; the payroll of September 1, 1983 in the amount of \$31,819.90, the payroll of September 15, 1983 in the amount of \$636,855.44; the estimated payroll of September 16, 1983 through October 31, 1983 in the amount of \$1,876,266.19; the estimated utility bills of \$120,000.00; Computervision for equipment for CAD/CAM in the amount of \$100,000.00 and Whitaker Carpenter Paper Co. for duplicating paper in the amount of \$18,434.25.

Member Torisky stated he wished to abstain from voting on that item in the bills payable listing payment to Borg-Warner Corporation (Check No. 015470 in the amount of \$1,123.44 listed on p. 12 of the bills payable).

DISBURSEMENTS: Chairman Howard asked Mr. Bakas to comment on the
Bills Payable payment to Computervision for CAD/CAM equipment.
 (cont.) Mr. Bakas stated the request for authorization of the
 payment to Computervision is in conformance with the
 agreement approved earlier by the Board whereby Motorola
 has prepaid tuition for instructional purposes for
 CAD/CAM in the amount of \$126,000.00. The College is
 purchasing equipment in the amount of \$110,000.00 and
 has made a payment of \$10,000 which will be shown as an
 imprest check in the October Board exhibits. The
 College must pay the balance as scheduled upon shipment
 and installation; consequently, authorization is needed
 at this time to prepare the check. President McGrath
 commented upon the spirit of cooperation existing between
 Harper College, Motorola and Computervision. The
 Computervision equipment will enhance the facilities
 at the CAD/CAM Center.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Financial
 Statements

There were no questions regarding the financial
 statements.

Budget
 Transfers

There were no budget transfers

Bid Awards

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

Ex. V-D1 Award bid Q-7140 for photo supplies as requested
 by the Learning Resources Division for the
 Media Services Department to Lion Photo Supply
 (Orland Park), the low bidder, in the amount of
 \$7,418.70.

Ex. V-D2 Award bid Q-7149 for printing of the Spring
 1984 Course Schedule to Free Press, Inc. the
 low bidder, in the amount of \$15,614.40.

Ex. V-D3 Award bid Q-7125 for custodial supplies as
 requested by Administrative Services for the
 Physical Plant Division to Airwick Professional
 Products in the amount of \$174.80; Jon Don
 Products, Inc. in the amount of \$139.00;
 Bolotin, Inc. in the amount of \$2,043.68;
 Pureza Chemicals in the amount of \$428.45;

DISBURSEMENTS: Ex. V-D3 L.M. Brownsey Supply Co. in the amount of
Bid Awards (cont.) \$1,051.00; The Elton Corp. in the amount of
(cont.) \$2,285.76; Diamond Chemical Co. in the amount
of \$1,381.50 and DOV Sanitary Products Co. in
the amount of \$649.00, for a total award of
\$8,153.19.

Ex. V-D4 Award bid Q-7144 for lounge furniture as
requested by Student Affairs for the Student
Activities Department to Carolina Seating Co..
the low bidder, in the amount of \$12,644.00.

Ex. V-D5 Award bid Q-7145 for wooden benches as requested
by Student Affairs for the Student Activities
Department to Imperial Woodworking, the low
bidder, in the amount of \$7,360.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

Purchase
Orders

Member Vajda moved, Member Norwood seconded, approval
of the purchase orders as described in Exhibit V-E
(attached to the minutes in the Board of Trustees'
Official Book of Minutes).

Ex. V-E1 Accept the proposal of Peat, Marwick, Mitchell
and Company and approve issuance of purchase
orders for each of the five Tasks (outlined in
the Exhibit) if deemed necessary by the
Administration.

Ex. V-E2 Approve issuance of a purchase order to
Future Software, Inc. for a Generate On-line
software package including two-year maintenance,
DL/I interface and graphics interface in the
amount of \$10,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

COMMUNICATIONS: Member Torisky noted that the appointment of Mr. Monte Lazarus, Vice President of United Airlines, will be discussed at this meeting (Ex. VIII-F). The Foundation Board has approved three \$1,000 Fine Arts scholarships to be initiated in 1984. The areas of music, theatre arts and visual arts will be covered by the new scholarships. Foundation Director Robin Hoffer will be in charge of the new scholarship program. Chairman Howard commented on the excellent attendance at the last Foundation meeting and commended the directors for their efforts on behalf of the College. Member Torisky added that Foundation directors are making an effort to appoint new directors who will make significant efforts toward meeting the goals set by the Foundation.

Committee
Reports
Educational
Foundation

Friends of Harper: Member Norwood reported that November has been designated "Membership Month" and members of the Board of Trustees are invited to attend "Membership Night" on November 2, 1983.

I.C.C.T.A. Chairman Howard stated that she had attended a September meeting of the Illinois Community College Trustees Association and will serve on the Projects Committee. The Committee will study issues of concern to community colleges in the coming years and will design seminars for the trustees. The committee will also discuss marketing community college education.

Student Survey Member Bowers presented preliminary results of the student survey. Final results will be distributed later. She introduced Ken Marek, a newly elected representative to the Student Senate. Other students who will serve on the Senate are Cedric Mayfield, Matt Scallon and Vicki Sabela. Fall Festival Week will be held the first week in October and many activities are planned. Screening for the Fall Festival Queen will be held next week. Chairman Howard thanked Member Bowers for her work on behalf of the students.

Finance Committee Member Torisky reported that minutes of the Finance Committee meeting have been distributed to the Board.

NEW BUSINESS: Member Torisky moved, Member Norwood seconded, approval of the personnel actions as described in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Personnel
Actions

Upon roll call, the vote was as follows:

Ayes: Members Barcy, Howard, Norwood, Tomchek
Torisky and Vajda

Nays: None

Motion carried. Member Bowers voted aye.

NEW BUSINESS: Classified and SEIU AppointmentsPersonnelActions
(cont.)

Pat O'Connor, Child Care Office Asst., p/t, 8-15-83, \$4,996
 Susan Cochrane, Lab. Asst., p/t, 8-17-83, \$7,558
 Virgene Kilbourn, Lab. Asst., p/t, 8-22-83, \$3,387
 Pat Carney, Secretary I, 8-22-83, \$14,900
 Frank Ertolacci, Maintenance Mechanic, 8-29-83, \$18,949
 Edwin Zamora, Custodian, 9-01-83, \$15,184
 Gregg Atamian, AV Tech. III, 9-01-83, \$16,500
 Teresa Bachara, Stenographer, p/t, 9-01-83, \$8,073
 Mark Steffen, Graphic Artist, 9-12-83, \$13,372
 Pat DePue, College Nurse, 9-07-83, \$19,637
 Dawn Spannraft, Clerk Typist I, p/t, 9-08-83, \$6,683
 Dennis Vernon, Graphic Artist, 9-12-83, \$13,372
 Jacqueline Chalmers, Secretary I, 9-12-83, \$11,465
 E. Marie LeClair, College Nurse, p/t, 9-12-83, \$10,937
 Nancy Brunke, Clerk Typist II, p/t, 9-12-83, \$8,486
 Linda Davis, Clerk Typist I, p/t, 9-14-83, \$5,360
 Kathryn Spencer, Receptionist, 9-19-83, \$10,615
 Karen Evans, Library Asst. III, 9-19-83, \$12,382
 Penny Thoma, G.E.D. Advisor, p/t, 9-22-83, \$12,818
 Sharon McAllister, Public Safety Officer, 10-17-83, \$14,442

Faculty Appointment

Catherine Lencioni, Instructor, Dental Hygiene, 9-01-83
 \$18,328

Classified and SEIU Terminations

Stephen Foster, Clerk, 8-19-83
 Joyce Bielenda, Receptionist, 9-01-83
 Rebecca Santeler, Nurse, 9-22-83
 Alvin Templin, Power Plant Supervisor, 9-30-83

Faculty Termination

Donald Collins, Professor, Architectural Technology, 8-15-83

President McGrath commented that Al Templin, Power Plant Supervisor, is retiring after 14 years of service to the College. He added that Mr. Templin has been a loyal worker and President McGrath wished him well in his retirement. A reception will be held on September 23 for Mr. Templin. Professor Donald Collins, an original member of the College faculty, has been on a leave of absence to teach at a Canadian university. He has resigned to remain in Canada. President McGrath extended his best wishes to Mr. Collins.

Member Vajda moved, Member Norwood seconded, approval of a lump sum payment of \$16,561.20 to the State Universities Retirement System on behalf of Mr. Alvin Templin (as described in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes)).

NEW BUSINESS:PersonnelActions

Early

Retirement

(cont.)

Member Tomchek stated that it is his impression that most school districts are paying the employee's portion of the cost as an inducement for early retirement. He asked what procedure is followed for faculty members who choose early retirement. Dr. Williams replied that different regulations apply to faculty retirement. Member Tomchek said that a detailed explanation of the regulations governing early faculty retirement was not necessary, but he wished to know if Mr. Templin's job category was covered by a collective bargaining unit. He added that his concern is that all of the employees of the College should be treated fairly. If the Board should pay the employee's cost for a faculty member choosing early retirement, that portion should also be paid for other employees. Member Tomchek said that in many school districts 20 years of employment is a prerequisite for early retirement. Harper College has no 20-year employees, but in the future if early retirement costs for the employee are assumed by the Board, the College should consider retroactive measures to refund those employees who have paid the employee portion themselves. Chairman Howard said the matter would be studied and a report prepared. Member Vajda suggested that a recommendation for future action should be prepared for the October Board meeting to enable the Board to discuss the question of assuming the employee's cost of early retirement. Chairman Howard suggested that the question be referred to the Negotiations and Employee Relations Committee for study. Member Tomchek added that practices followed by other school districts as well as by other community colleges should be studied because community colleges tend to follow more conservative practices. Member Torisky added that the question of early retirement will become more important in future years. Chairman Howard concluded the discussion by stating there is not enough time to make a thorough study by the next meeting date, but a report will be made as soon as possible.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

Public
Safety
Officers

Member Torisky moved, Member Vajda seconded, that the motion to approve adjustments in the salaries of public safety officers be removed from table.

In a voice vote, the motion carried.

NEW BUSINESS:

Personnel
Actions
Public
Safety
Officers
(cont.)

Member Vajda moved, Member Norwood seconded, approval of the adjustments in the salaries for Public Safety Officers as described in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Tomchek said that the original proposal was to award each officer a \$1,000 adjustment; the current proposal awards some officers less than \$1,000. Consequently, a morale problem would be created.

Member Tomchek moved to amend the motion and establish a minimum award of \$1,000.

Member Vajda stated that the Administration had followed the instructions of the Board in preparing the proposal and a vote should be taken on that proposal. Member Barch referred to Exhibit VIII-A-3 stating that the Board agreed there was a need to increase individual salaries; it was not his recollection that agreement had been reached. In addition, he stated that the length of service statistics indicated that officers at Harper College had shorter tenure than officers at other colleges. Therefore, it was to be expected that officers at other colleges with longer tenure would have higher salaries. He also disagreed with the statement that the salary ranges are accurate if it is necessary to raise the salaries after such a short tenure. More inequities will be created as soon as new officers are hired at the bottom of the existing range. Mr. Bakas replied that a problem had been created by the policy of hiring officers at the bottom of the range regardless of experience or training. The Administration should have taken those factors into consideration and an adjustment was considered necessary.

Member Torisky seconded the amendment to the motion.

Upon roll call, the vote was as follows:

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

The motion to amend the original motion carried. Member Bowers voted aye.

Upon roll call, the vote on the original motion as amended was as follows:

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

Motion carried. Member Bowers voted aye.

NEW BUSINESS: Chairman Howard stated that the Academic Calendar for 1984-85 was approved by the Faculty Senate.
Academic
Calendar

Member Vajda moved, Member Norwood seconded, approval of the Academic Calendar as listed in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Career
Advisory
Committee
Appointments

Member Norwood moved, Member Tomchek seconded, approval of the Career Advisory Committee appointments for the 1983-84 academic year as listed in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Special
Building
Fund Bond

Member Vajda moved, Member Torisky seconded, that the Special Building Fund Bond be continued for one year at a cost of \$92.00 as described in 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 Barch, Howard, Norwood, Tomchek,
Torisky and Vajda
Nays: None

Motion carried. Member Bowers voted aye.

Grant of
Temporary
Easement

Chairman Howard explained that the grant of temporary easement is a short term permit for construction work.

Member Torisky moved, Member Tomchek seconded, approval of the grant of temporary easement to the Prospect Heights Old Town Sanitary District as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Appointment
of Foundation
Director

Member Norwood moved, Member Vajda seconded, approval of the appointment of Mr. Monte Lazarus as a member of the Board of Directors of the Harper College Educational Foundation as described in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

NEW BUSINESS: Dr. Voegel stated that there were no changes in the Grants and Gifts Status Report.

PRESIDENT'S REPORT: President McGrath began the report by mentioning the lecture given the previous evening by Professor Paul Sipiara of the Geology Department. Paul is working on his doctoral dissertation at the University of Otago in New Zealand and will return to Harper College next fall. He has been selected by the National Science Foundation to participate in a 10-man expedition to Antarctica to gather meteorites. President McGrath commended Paul as an outstanding faculty member.

Tickets went on sale yesterday for the Shakespeare Festival and are selling rapidly. Romeo and Juliet will be presented at 8:00 p.m. on Friday, October 21, Love's Labour's Lost at 2:00 p.m. on Saturday, October 22 and A Midsummer Night's Dream at 8:00 p.m. Saturday, October 22. President McGrath showed to the Board a poster for the Festival which was designed by Al Dunikoski's staff.

Betty Flynn, a long-time member of the Physical Plant staff, has been informed that her late husband will be inducted into the Loyola Sports Hall of Fame on October 29. Mr. Flynn was selected as the Football Oldtimer for 1983. Mr. Flynn was a football player and later coached for many years. Betty and her nine children will attend the induction ceremony.

The Acting Consul General of Great Britain visited the College as a guest of the Diplomat-in-Residence Program on September 14. On October 19, the Consul General and Vice Consul of Brazil will participate in the program which is co-sponsored by Harper College and the U.S. Department of Commerce.

Don Sedik, Professor of Management, has been appointed to the Board of Directors of the Greater Woodfield Travel and Convention Bureau.

As part of the Campus Beautification Program, 130 new trees will soon be planted.

Work on the Chemistry Lab remodeling is almost completed, and the storage areas and classroom space are now safe and efficiently organized. Construction in the area of the main entrance to Building A should be completed by November 1.

PRESIDENT'S
REPORT
(cont.)

The Harper College CAD/CAM Center has been chosen to be the headquarters of the Illinois Chapter of the National Computer Graphics Association.

President McGrath asked Professor Martin Ryan to report on the work of the Cultural Arts Committee in obtaining outdoor sculpture for display at the College. Professor Ryan reported that the Committee has been working hard to discover works of art which might be available. The David Anderson work was the first outdoor piece to be loaned to the College, and several additional pieces have been obtained recently. He showed slides of many of the sculptures and mentioned some of the locations which would be suitable for display.

Chairman Howard mentioned that students in Professor Robert Zilkowski's Dictation and Transcription Class were in attendance at the meeting. She also thanked Martin Ryan for his hard work on the Committee.

ADJOURNMENT: Member Vajda moved, Member Tomchek seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:20 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary pro tem