

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 21, 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 October 31 and November 15, 1983, and Estimated Payroll for November 16 through December 30, 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--Liberal Arts Exhibit VIII-A-2
 - B. RECOMMENDATION: Joint Educational Cooperative Agreement--Waubonsee Community College Exhibit VIII-B
 - C. RECOMMENDATION: Tuition Payment and Legal Document Distribution Exhibit VIII-C
 - D. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-D
- 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 Monday, November 21, 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 Monday, November 21, 1983 at 8:03 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

College photographer Ray White took an official photograph of the Board of Trustees. Chairman Howard welcomed Mr. Peter Gart, Chairman of the Classified Employee Council, to the meeting and expressed thanks to the former Chairman of the Council, Rena Trevor, for her hard work on the Classified Employee Manual.

ROLL CALL: Present: Members Barch, Bone, Coste, Howard, Norwood, Tomchek, Torisky and Student Member Cynthia Bowers
Absent: None

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, Administrative Assistant to the President; Ruth Williams, Recording Secretary; Patricia Bourke, Dean of Life Science and Human Services; Steven Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Math and Physical Science; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Eileen Dubin, Director of Library Services; Al Dunikoski, Director of Media Services; Elizabeth McKay, Director of Special Services; Don Misic, Director of Business Services; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President of Faculty Senate. Classified staff: Gregg Atamian, Audiovisual; Jackie Chalmers, Secretary, President's Office; Frank Firak, Accounting Manager; Peter Gart, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual. Students: Ken Marek and Robert D. Kerans, Student Senate; Tracee Gillen and Barbara Lowe, Dental Hygiene students; Chuck Riggle, Harbinger. Other guests: Dave Urbanek, Paddock Publications; Debra Black, Palatine League of Women Voters; Thomas Chalmers, district resident.

APPROVAL OF MINUTES:

Member Norwood moved, Member Bone seconded, approval of the minutes of the Regular Board Meeting of October 27, 1983.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes Fund,
Payroll,
Estimated
Payroll,
Estimated
Utility Bills,
and Estimated
Unemployment
Compensation

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

Educational Fund (Oct. 18-31)	\$437,631.89
Educational Fund (Nov. 1-7)	100,819.07
Building Fund (Oct. 18-31)	348,884.34
Building Fund (Nov. 1-7)	8,741.30
Site & Construction Fund (Oct. 18-31)	44,568.30
Auxiliary Fund (Oct. 18-31)	385,832.31
Auxiliary Fund (Nov. 1-7)	31,819.26
Restricted Purposes Fund	149,086.00

The payroll of October 31, 1983 in the amount of \$827,159.03; the payroll of November 15, 1983 in the amount of \$855,848.16; the estimated payroll of November 16, 1983 through December 31, 1983 in the amount of \$2,549,755.90; the estimated utility bills in the amount of \$120,000.00 and estimated unemployment compensation in the amount of \$15,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Financial
Statements
and
Schedule
of
Investments

In referring to page 3 of the Schedule of Investments, Member Barch inquired about three investments in the Bond and Interest Fund: Two certificates of deposit yielding 8.85% were purchased from the First National Bank of Chicago, and the yield of another certificate purchased the same date (5-23-83) and maturing the same date (11-28-83) from the Continental Bank of Chicago was 9.15%. Member Barch asked why the securities with the lower yield were purchased. Mr. Bakas replied that in addition to considering the yield of a particular investment, other factors are also taken into consideration, such as a limited amount placed with any financial institution. Member Barch

DISBURSEMENTS:

Financial
Statements
(cont.)

asked if this limitation is imposed by the Board. Mr. Bakas replied that the limit was not set by the Board but is a policy which has been followed by the Administration. Member Barch commented that in this case the difference between the amounts earned is not significant; however, he asked if the practice of diversifying investments should be changed in a case whereby the sum earned might be larger. Mr. Bakas replied that a policy was drafted and could be discussed with the Finance Committee. Numerous factors are considered, such as yield, financial stability and collateralization. Member Coste asked if the College required collateralization. Mr. Bakas replied that it did in some circumstances. Member Bone questioned the use of the word "policy" as she recalled no Board policy specifying how investments are placed. Mr. Bakas replied that this is an administrative procedure rather than a policy of the Board. Member Barch suggested that during Finance Committee discussions the following criteria for investments be considered: preference for in-district institutions, choice of the highest possible yield and placement with financially sound institutions. Mr. Bakas stated that it would be best for the Administration to have specific instructions from the Board regarding investments. Member Tomchek stated that he felt the Administration should use its discretion in investing funds. Member Torisky added that the Administration should make management decisions but the Board should provide guidelines if requested by the Administration. Member Tomchek added that he doesn't approve of public agencies engaging in investment activities; perhaps the portfolio should be managed by a professional brokerage firm.

Member Tomchek objected to the hour of 7:30 a.m. for committee meetings. Chairman Howard replied that no decisions are made at committee meetings. Member Torisky added that attendance at the meetings has always been very good and a report of the discussions is always given at the Board meetings. Member Tomchek also objected to the frequency of committee meetings; in his opinion the meetings should be held only under extraordinary circumstances.

Budget
Transfers

There were no budget transfers.

Bid Award

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

DISBURSEMENTS:
Bid Award
(cont.)

Ex. V-D1 Award bid Q-7186 for Print Shop equipment as requested by the Learning Resources Center for the Media Services Department to A.B. Dick Co. for \$3,650.00, Great Lakes Printing Equipment & Supply Co. for \$2,904.00, and Berresheim Graphic Supply for \$617.50, the lowest bidders meeting specifications, for a total amount of \$7,171.50.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

Purchase
Orders

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

Ex. V-E1 Approve issuance of a change order to purchase order D-22159 issued to George A. Kennedy & Associates for architectural, engineering and site planning in the amount of \$2,662.50 for a new total of \$27,662.50.

Ex. V-E2 Approve issuance of a change order to purchase order D-23366 to Rush Graphics for printing of CAD/CAM brochures in the amount of \$1,212.07 for a new total of \$5,763.67.

Ex. V-E3 Approve issuance of a purchase order to Physio Control for an ECG Monitor and a defibrillator module as requested by the Continuing Education and Program Services Division for the Human Performance Laboratory in the amount of \$7,065.00.

Ex. V-E4 Approve issuance of a purchase order to Sargent-Welch Scientific Co. for scientific equipment for the Physics laboratory as requested by the Technology, Math and Physical Science Division for the Physics Department in the amount of \$5,100.95.

Ex. V-E5 Approve the writing of a letter of intent for the issuance of a purchase order on July 1, 1984 to Nexus Office Systems, Inc. for the rental of 14 copiers for an additional year in the amount of \$42,300.00.

DISBURSEMENTS:
Purchase
Orders
(cont.)

Chairman Howard asked Mr. Bakas to comment on the change order to George A. Kennedy & Associates (Ex. V-E1). Mr. Bakas replied that because the work involved repairs, it was difficult to make precise estimates and several problems were encountered which required consultation. Chairman Howard suggested that in the future some latitude be built into the estimate to allow for unforeseen difficulties.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

COMMUNICATIONS:

Member Bone reported that a letter addressed to Chairman Howard had been received from a handicapped student who wishes the Board to grant a reduction in tuition fees for handicapped students. A response to the student from Chairman Howard stated that Board members would receive copies of the letter and the Administration has been requested to study the financial effects of granting tuition reductions.

Member Bone added she had received an invitation from a local agency but was unable to respond in time for the event.

Member Norwood reported that she received a letter from a part-time faculty member who requested that tuition waivers for part-time faculty members and dependents be granted. Member Norwood said that she has given copies of the letter to Board members and has asked the Administration to study the question.

Chairman Howard stated that she received an anonymous letter regarding an article in the Harbinger on the Dental Hygiene program. She has not distributed the letter to Board members because the sender is anonymous, but Board members may read the letter if they wish.

UNFINISHED
BUSINESS:
Committee
Reports

Chairman Howard said that incumbent chairmen of Board committees have agreed to serve again this year. Member Coste will assume the position of chairman of the Building and Grounds Committee and will also serve on the Finance Committee.

Friends of
Harper

Member Norwood reported that the Friends of Harper held a "Membership Night" on November 2, 1983 and observed a preview of "Butterflies Are Free". She asked all Board members to join the organization.

UNFINISHED
BUSINESS:
Committee
Reports
Educational
Foundation

Member Torisky reported that the Executive Committee of the Educational Foundation will meet December 14, 1983. One of the items on the agenda will be the appointment to the Board of Directors of Mr. John A. Hug, partner-in-charge of the Schaumburg office of Peat, Marwick, Mitchell and Company.

Executive Director of the Foundation Rembrandt Hiller has obtained full funding for Women's History Week activities at Harper College. Donors are Arco Metals Company, the Gould Foundation, SAFECO Insurance Company, and Allstate Insurance Company. Plans are underway for a fund raising benefit for the fine arts scholarship recently established by the Foundation.

I.C.C.T.A. Member Norwood reported that she attended a meeting the previous week of the Illinois Community College Trustees Association. Information was given that of 90 positions for elected board members of community colleges in the state, 54 incumbents were reelected and 36 new trustees were elected.

Member Tomchek stated that the workshop held on November 11, 1983 by the I.C.C.T.A. provided an overview of recent collective bargaining legislation. The legislation should be studied and recommendations submitted to the Board regarding any policy changes which might be desirable. He added that although the new legislation might have implications for the future, he does not feel there is an immediate impact upon the College.

Chairman Howard reported that the Projects Committee had met recently and has submitted a proposal for funding of a seminar regarding enhancement of the humanities in community colleges.

Student
Trustee

Student representative Cynthia Bowers reported on recent and upcoming student activities. Board members and members of the Administration have been invited to attend a dinner on December 2, 1983 with members of the Student Senate and students representing different clubs. Member Bowers gave copies to Board members of a new survey which she will conduct. Student Senator Robert D. Kerans reported that the Village of Schaumburg has promised to try to improve public transportation to the College.

UNFINISHED
BUSINESS:
Committee
Reports

Member Barch said that although it would be possible for him to attend committee meetings at 7:30 a.m., it is not possible for him to attend 9:00 a.m. meetings. He objected to the scheduling of meetings of the Academic Affairs Committee at 9:00 a.m. and requested that no meetings be scheduled during workday hours. Member Tomchek stated that his normal work schedule differs from that of other members. It is his opinion that the substantive matters being dealt with by the Academic Affairs Committee should be discussed at regular Board meetings rather than at committee meetings. Member Coste asked Member Tomchek if Member Tomchek believes all matters of concern should be submitted to the Committee of the Whole. Member Tomchek replied that at this point it appears that substantive matters are being considered in committee. Member Bone remarked that the reason the Academic Affairs Committee met at 9:00 a.m. is that faculty members who wished to attend were on campus at that time. She added she would be happy to poll Board members to select a more convenient hour. Member Tomchek suggested that the Administration bring proposals to the entire Board. Chairman Howard stated that no policy decisions are made at committee meetings. One reason for the establishment of committees was to provide the opportunity for new Board members to ask questions and become familiar with problems through discussion. She added that the practice of holding committee meetings has enabled the Administration to develop background information which has then been submitted to the entire Board. Chairman Howard said that both the Administration and other Board members have commented that the committee meetings have been helpful.

NEW BUSINESS:
Personnel
Actions

Member Barch moved, Member Norwood seconded, approval of the personnel actions as described in Exhibit VIII-A-1 and Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Employee Appointments

Carol Tucker, Tutor Coord., p/t, 8-22-83, \$4,467
Jeannie Ritzman, Tutor Coord., p/t, 8-22-83, \$4,467
Carol Krol, Cashier, p/t, 11-01-83, \$6,365
Jean Schneider, Clerk, p/t, 11-01-83, \$5,373
Jean Ray, Clerk, p/t, 11-01-83, \$4,549
Margaret Long, Credentials Analyst, 11-14-83, \$17,000

Classified Staff Termination

Catherine Herron, Tutor, p/t, 7-31-83

NEW BUSINESS:

Personnel

Actions
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

President McGrath commented upon the retirement of Professor Robert Powell (Exhibit VIII-A-2). Professor Powell has served the College well for 16 years, both as a faculty member and an administrator. He has been an excellent teacher and will be missed. Professor Powell will return to the College to work as a consultant.

Joint
Cooperative
Agreement -
Waubonsee
Community
College

Member Norwood moved, Member Torisky seconded, approval of the Joint Educational Agreement with Waubonsee Community College for interpreter training as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky asked about progress toward achieving the goal of establishing as many cooperative agreements as possible. Dr. Harrington replied that the College has cooperative agreements with all of the Colleges contiguous to Harper and is still negotiating with Triton College. President McGrath asked Dr. Harrington to prepare a report listing all the agreements in effect.

In a voice vote, the motion carried.

Request by
Student to
Pay Tuition
in Gold and
Silver Coin

Chairman Howard recalled that student John Kurr had appeared at the last two meetings of the Board and had not been satisfied with a response to his question by the Administration. Legal Counsel therefore recommended that action be taken by the Board on the request.

Member Barch moved, Member Norwood seconded, approval of the recommendation that (1) Mr. Kurr not be exempt from his tuition liability; (2) the collection of tuition and fees remain an administrative matter; and (3) the legal opinions furnished the Board of Trustees regarding tuition payment are privileged documents and remain the property of the Board of Trustees.

In a voice vote, the motion carried.

Grants and
Gifts
Status
Report

Dr. Voegel reported that an employee training grant (ISBE/HITS) has been submitted for funding.

PRESIDENT'S
REPORT:

Chairman Howard announced that President McGrath has been reelected to a second three-year term as a director of the Northwest Suburban Association of Commerce and Industry. She praised President McGrath's work in the community, adding that she received a letter from the Association commenting upon the importance of the President's contributions to the Association. Chairman Howard stated that she presented to President McGrath a five-year recognition pin at the recent recognition ceremony for employees.

President McGrath thanked Dr. Elizabeth McKay, Director of Special Services, for her work as Chairman of this year's Crusade of Mercy drive. The total contribution from Harper College employees was \$20,297.87, an increase of 37 percent over last year's sum. There were 129 "Fair Share" givers, a 40 percent increase from the 1982 campaign. President McGrath thanked administrators, faculty, classified staff and SEIU employees for their generous donations.

In previous years the Illinois Community College Board conducted a comprehensive audit every six years. In the past few years, however, the ICCB has made a one-day audit every three years. Although the College is in compliance with most of the rules adopted by the ICCB, all community colleges must work on one area concerning withholding state grants to students for classes which are repeated. All community colleges in the state have experienced difficulties in computerizing the information.

Mr. David Anderson, an artist from Santa Fe, New Mexico, visited the College last week as a participant in the Artist-in-Residence program supported by the Educational Foundation. He has loaned one of his works to the College for one year as part of the exhibition of outdoor sculpture. Mr. Anderson conducted four lectures, a very enlightening experience for students. Sculptures by three artists from Northern Illinois University, Mr. Bruce White, Mr. Tom Stancliff and Mr. Scott Wallace are also part of the exhibition, and an additional work by Terrence Karpowicz is expected to arrive soon. Mr. Martin Ryan, Dean of Liberal Arts, has worked hard to implement this program.

Mr. Robert Randall of Dun and Bradstreet Corporation and Mr. Robert Healy of Union Oil Company are members of the advisory board of the Banking, Finance and Credit program. They made suggestions regarding expanding the program which have been incorporated into the curriculum. Mr. Randall recently donated \$1,000 to be used for a scholarship to a graduate of Fremd or Palatine High School. In accordance with the policy

PRESIDENT'S
REPORT:

followed by Dun and Bradstreet Corporation, the company has given a matching grant of \$4,000 to the College. Square D has recently funded a \$16,000 scholarship program at the University of Transylvania in Kentucky. This scholarship will be available to a liberal arts graduate from Harper College.

President McGrath continued his report by announcing that Ms. Eileen Dubin, Director of Library Services, delivered a paper at the North Suburban Library Association workshop entitled "A New Research Strategy for Library Use."

Dr. Roger Mussell, Professor of Electronics Technology, is chairman of the Great Lakes Region of the American Technical Education Association and delivered the opening remarks at their conference.

President McGrath thanked Officer Bruce McConnell for his work on the Harper Public Safety exhibit at the recent Chicagoland Law Enforcement Week display at Randhurst Shopping Center.

A congratulatory telegram from the Board of Trustees and the College was sent to retired Student Development Faculty member Ray Hylander. Mr. Hylander received the C.A. Michelman Award, the highest award given by the Illinois Guidance and Personnel Association.

Mr. David Dolman of the Special Services Department wrote an article entitled "A Study of the Relationship between Syntactic Development and Concrete Operations in Deaf Children" which was published recently in the American Annals of the Deaf.

Ms. Linda Cardarelli, coordinator of the Professional and Community Development Program, presented a workshop held November 7 - 9 at the Holiday Inn O'Hare.

Professor of Mathematics Ray Moehrlin and his wife Cynthia Moehrlin, a professor at Elgin Community College, gave a presentation at the Fall Conference of the Northern Area Adult Education Service Center.

President McGrath congratulated Ms. Kathy Brinkman, Women's Volleyball Coach, and Mr. John Eliasik, Football Coach, for being named 1983 Coach of the Year for their sports by the North Central Community College Conference (N4C).

PRESIDENT'S
REPORT:
(cont.)

President McGrath stated that a recent report from Dr. John Lucas, Director of Planning and Research, indicated that 42,500 residents in the Harper College district subscribe to either Cablenet or Warner Amex cable systems.

President McGrath introduced Ms. Sandy Clark, instructor in the Fashion Design Program. Ms. Clark described highlights of the program and presented the winner and four finalists in a recent competition held by the Fashion Group of Chicago. Ms. Sandra Dubinsky, winner of the \$1,500 scholarship and the finalists showed their award winning garments to the Board.

President McGrath concluded his report by showing to the Board a new book by Member Bone entitled "Opportunities in Cable Television". The book was published by the National Textbook Company and acknowledges the assistance of Dr. George Voegel, Dean of Educational Services, and Professor Henry Roepken and Ms. Susanne Havlic of the Journalism faculty.

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 9:20 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary