

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 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 November 30 and December 15, 1983, and Estimated Payroll for December 16 through January 31, 1984 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
 - A. Committee Reports
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheet Exhibit VIII-A-1
 - 2. Early Retirement--Life Science and Human Services Exhibit VIII-A-2
 - B. RECOMMENDATION: Appointment of New Member to the Foundation Board of Directors Exhibit VIII-B
 - C. BOARD INFORMATION: Report of the Joint Faculty/ Administrative Committee Exhibit VIII-C
 - D. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-D
- IX. Other Business
- 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 Thursday, December 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, December 22, 1983 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Bone, a motion was made and seconded that Member Torisky be appointed Secretary pro tem.

In a voice vote, the motion carried.

ROLL CALL: Present: Members Coste, Howard, Norwood, Torisky and Student Member Cynthia Bowers
Absent: Members Barch, Bone and 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; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Don DeBiase, Director of Physical Plant; Anton Dolejs, Director of Finance; John Lucas, Director of Planning and Research; Don Misic, Director of Business Services; and Elaine Stoermer, Director of College Relations.
Faculty: Larry Knight, President of Faculty Senate.
Classified staff: Linda Cardarelli, Coordinator, Continuing Education; Frank Firak, Accounting Manager; Peter Gart, Classified Employee Council; Lori Guminski, Payroll; and Thea Keshavarzi, Purchasing Agent.
SEIU: Thomas Taylor. Students: Chris Bunt, Tracee Gillen, Cora Liener, Barbara Lowe of the Dental Hygiene Program; Wendy Levine, Student Senate. Other guests: Thomas de Seve, U.S. Department of Commerce, and Kathleen de Seve; Dave Urbanek, Paddock Publications; Bob Duer and Olaf Schaeider, Rotary Club of Palatine.

APPROVAL OF MINUTES: Member Torisky moved, Member Norwood seconded, approval of the minutes of the Regular Board Meeting of Monday, November 21, 1983.

In a voice vote, the motion carried.

Resolution
of
Appreciation

Chairman Howard expressed pleasure in presenting a resolution of appreciation to Mr. Thomas de Seve, Senior International Trade Specialist with the United States Department of Commerce. Chairman Howard welcomed Mr. and Mrs. de Seve to the meeting and read the following resolution:

BE IT RESOLVED that the Board of Trustees of William Rainey Harper College express appreciation to Thomas J. de Seve for contributions made to the educational and cultural life of the College and the community.

Mr. de Seve, Senior International Trade Specialist with the United States Department of Commerce, has worked with College officials and area businesses to enrich the educational program at the College, promote good relations between the College and business communities, and contribute to the economic growth of the area.

He has offered strong leadership in the establishment and continuing success of the export seminar series, "The Small Business Market is the World" and the Diplomat in Residence program which brings to the College diplomatic officials from many nations.

Within the business community, he has provided expertise and leadership in forming the Northwest Industrial Trade Club and giving assistance to companies seeking to enter or expand participation in foreign trade.

Mr. de Seve has acted as a resource person for College faculty, administration and students through his own expertise and the resource library established by the United States Department of Commerce.

The Board of Trustees also commends the United States Department of Commerce for establishing an auxiliary office at the College and selecting Mr. de Seve to develop a strong and positive program in international trade within the educational and business communities.

James J. McGrath
President

December 22, 1983

Kris Howard
Chairman, Board of
Trustees
Jan Bone
Secretary, Board of
Trustees

- Resolution of Appreciation (cont.) Chairman Howard asked Mr. de Seve to speak to the Board and audience. Mr. de Seve mentioned that the establishment of the Department of Commerce office in the northwest suburbs was encouraged by 12 chambers of commerce in the area. A position paper was prepared describing the northwest suburban area and the industries which have located here. In 1977 the office of the Department of Commerce was established in the Elk Grove Village Chamber of Commerce office. In 1978 the office was moved to Harper College. The establishment of the office has resulted in seminars on exports for local industry, the formation of the Northwest International Trade Club, library resources for local companies, and the Diplomat in Residence program. The Diplomat in Residence program is an effort to broaden understanding of foreign countries. Diplomats from Israel, Syria, the United Kingdom, Brazil and South Africa have visited the College. The spring 1984 program will include visits from diplomatic representatives of Poland, Ireland, the Philippines, Syria and Egypt. Chairman Howard thanked Mr. de Seve for his remarks, adding that Harper College is the only community college in the United States which has a U.S. Department of Commerce office on campus.
- Motorola Award Chairman Howard showed to the Board an Award for Excellence in Industrial Education plaque which was presented to the College by Mr. Ray Farmer, Senior Vice President and General Manager, Communications Sector, Motorola, Inc. The award was presented at the CAD/CAM Center on December 13, 1983.
- Private Donation Chairman Howard read a letter from Mrs. Doris Semler of Arlington Heights expressing her appreciation for the opportunities for citizens of all ages offered by the College. Mrs. Semler stated that she had enjoyed the special tuition rates for senior citizens and wished to make a contribution of \$500.00 to the College.
- CITIZEN PARTICIPATION Ms. Barbara Lowe introduced herself and Ms. Tracee Gillen as students in the Dental Hygiene program. Ms. Lowe expressed her hopes that the Dental Hygiene program will be maintained. She mentioned that the only other dental hygiene programs in the area, at Loyola University and Northwestern University, are too expensive and located too far away for her to attend. Continuing education courses in the field are very important for dental hygiene professionals. The program serves the community by providing dental care at low cost, and 125 patients completed questionnaires containing favorable comments about the program; there were no negative comments.

CITIZEN PARTICIPATION:
(cont.)

Ms. Gillen stated that she had received excellent training at the College. Dental Hygiene students have made excellent scores on National Board exams, ranking among the top twenty percent in the country. Ms. Gillen continued by saying it is important to the careers of graduates of the program that the Harper College program continues to be recognized as an excellent program. The job outlook for dental hygienists is excellent. Chairman Howard stated that the views of the students would be considered.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes
Fund, Payroll,
Estimated
Payroll,
Estimated
Utility
Bills and
Welding
Power
Supply Co.

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

Educational Fund (November 8-30)	\$285,999.97
Educational Fund (December 1-9)	109,540.21
Building Fund (November 8-30)	450,712.73
Building Fund (December 1-9)	78,166.33
Site and Construction Fund #2 (Nov. 8-30)	5,873.70
Auxiliary Fund (November 8-30)	170,820.15
Auxiliary Fund (December 1-9)	133,007.82
Restricted Purposes Fund	76,660.06

The payroll of November 30, 1983 in the amount of \$833,797.14; the payroll of December 15, 1983 in the amount of 880,873.46; the estimated payroll of December 16, 1983 through January 31, 1984 in the amount of \$2,597,725.96; the estimated utility bills in the amount of \$120,000.00; and U.S. Welders Supply Co. in the amount of \$2,899.00.

Upon roll call, the vote was as follows:

Ayes: Members Coste, Howard, Norwood and Torisky
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 Award

Member Norwood moved, Member Torisky 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: Ex. V-D1 Award bid Q-7202 for seven electronic typewriters as requested by various departments to Canon Ambassador Office Equipment Co., the lowest bidder, in the amount of \$5,097.00.
Bid Award
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Purchase Orders There were no purchase orders.

COMMUNICATIONS: Chairman Howard reported that two letters have been received regarding the Dental Hygiene program. Copies of the letters will be given to Board members.

UNFINISHED BUSINESS:
Committee Reports

Educational Foundation Member Torisky mentioned that the Board will vote upon confirmation of John Hug as a new member of the Board of Directors of the Educational Foundation. Mr. Hug has excellent credentials and will be a valuable addition to an already impressive list of community leaders.

Friends of Harper Member Norwood reported that the Board of Directors of the Friends of Harper will meet on January 11, 1984 at 8:00 p.m.

Legislative Chairman Howard stated that State Representative Bernard Pedersen attended a luncheon at the College on December 13, 1983 and discussed legislation affecting the College with College officials.

Student Trustee Member Bowers reported that results of the survey conducted in the fall were not complete. A new survey will be conducted in January. She reported on upcoming student activities and thanked Board members and administrators for attending a dinner held by the Student Senate.

NEW BUSINESS: Member Torisky moved, Member Norwood seconded,
Personnel approval of the personnel actions as described in
Actions Exhibits VIII-A-1 and VIII-A-2 (attached to the minutes
in the Board of Trustees' Official Book of Minutes).

SEIU Appointment

Leo Flanders, Power Plant Operator, 11/21/83, \$20,779

Classified Terminations

Linda Denier, Prog. Analyst, 11/23/83
Kenneth Sandford, Mgr. Tech. Serv., 12/02/83
Vicki Plotz, LRC Clerk II, 12/15/83

Classified Leave of Absence

Sarah Wellbank, Library Asst. I, 1/16/84

Faculty Early Retirement

Frank Vandever, Professor, Dental Hygiene, 8/17/84

President McGrath commented upon the retirement of Professor Frank Vandever who has been with the College since 1967 and was instrumental in developing the Dental Hygiene program. President McGrath wished him well in his retirement.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Educational
Foundation
Appointment

Member Norwood moved, Member Torisky seconded,
confirmation of the appointment of Mr. John Hug as a
member of the Board of Directors of the Harper College
Educational Foundation.

Member Coste commented that there was an error in the bylaws of the Foundation regarding Board approval of Foundation directors. Chairman Howard replied that in revising the Foundation bylaws, a reference to that approval was inadvertently omitted. The error will be corrected.

In a voice vote, the motion carried.

NEW BUSINESS:
Report of
Joint Faculty/
Administrative
Committee

Chairman Howard stated that the report for Board information has been developed in response to a request from the Board to establish criteria in the event program reduction is required.

Member Coste asked if figures quoted in an article published in the Daily Herald on December 12, 1983 were correct. Dr. Williams replied that the first listing of program costs contained some indirect costs and was an error; this error was corrected, and the report in the press contained the revised figures. Dr. Williams reported that in the case of the Cardiac Exercise Technology program expenses were high because the cost of capital equipment needed to initiate the program was included. The cost of new equipment cannot be amortized; it must be included in the budget in the year the equipment is purchased. President McGrath added that the purchase of capital equipment is considered to be an operating expense. In future years costs for the Cardiac Rehabilitation program and the CAD/CAM program will decrease because equipment costs have already been paid. Member Coste stated that in order to compute the cost of a program it is not realistic to charge all new equipment costs to one year's budget. President McGrath said that after the year in which the cost of capital equipment is charged to the budget, costs will decrease and program costs are computed over a period of years. Member Coste commented upon the distortion of figures for the year in which the equipment charges are made. Dr. Williams stated that the program financial index was designed so that anyone wishing to perform an audit in any particular year could compare the index with actual revenue and expenditures for that year. He added that no single criterion would be used to determine program cuts, and agreed that purchase of capital equipment will always distort figures for one year. Before making any decision regarding elimination of any program, the program financial index could be reviewed over several years. Student Member Bowers thanked Dr. Williams for explaining to the Student Senate how costs are figured.

Grants and
Gifts
Status
Report

Dr. Voegel reported that a grant for \$160,000 for computerized drafting equipment has been received. Two projects for employee training are being considered (H.I.T.S. grants). Another grant for employee training has not been funded because of lack of funds at the state level. Chairman Howard commended Dr. Voegel's efforts to obtain grants.

APPROVAL OF
MINUTES:

Member Torisky moved, Member Norwood seconded, approval of the minutes of the Special Board Meeting of November 14, 1983 and the Reorganization Meeting of November 14, 1983.

In a voice vote, the motion carried.

Member Coste inquired whether it was appropriate for him to vote upon approval of the minutes of the Special Board Meeting of November 14, 1983 since he was not officially a Board member at that time. Chairman Howard replied the matter would be investigated.

Chairman Howard stated that an executive session for the purpose of discussing collective bargaining would be held on January 30, 1984.

Rotary Club
of Palatine

Mr. Bob Duer of the Rotary Club of Palatine asked to be recognized. Chairman Howard welcomed Mr. Duer and Mr. Olaf Schaeider who expressed appreciation to the Board for their efforts on behalf of the community and extended Christmas greetings. Chairman Howard thanked the representatives of the Rotary Club of Palatine.

Member Torisky expressed his appreciation to members of the audience who attended the meeting despite the cold weather. He commended the efforts of the roads and grounds staff in keeping the campus in good condition.

PRESIDENT'S
REPORT:

President McGrath thanked Member Torisky for his remarks regarding roads and grounds personnel. Chairman Howard suggested that a commendation from the entire Board be extended to Mr. DeBiase and the staff of the Physical Plant.

President McGrath distributed brochures describing courses offered at the CAD/CAM Center for Motorola employees.

President McGrath expressed his appreciation to the directors of the Educational Foundation for their generous donations to the College. Through the efforts of Mr. James Lancaster, vice president of the Educational Foundation, nearly all of the directors have made contributions. Also, Foundation members have been instrumental in obtaining gifts of equipment for the College. Allstate Insurance Company donated 50 computer terminals which are now installed. Mr. Dan Thomson, president of the Halo Lighting Division of McGraw Edison Corp. and a member of the Foundation Board has obtained a power scrubber for the College. The equipment is worth \$6,000.00 and will be used to clean floors.

PRESIDENT'S
REPORT:
(cont.)

A donation of \$1,500.00 for disabled student services has been received from Motorola, Inc. Motorola has also given two computer terminals which will be installed with the pay telephone that provides communications on a printing terminal for hearing impaired students.

President McGrath said that Dr. Charles Harrington, Dean of Instruction, has prepared a list for the Board's information of community colleges which have reciprocal agreements with Harper College. The report lists programs which Harper College district residents may take at other community colleges at in-district tuition rates as well as programs which residents from other districts may take at Harper College.

Enrollment for the spring semester after preregistration is now 60 percent of the budgeted figure, approximately the same percentage as was recorded last year at this time. It is anticipated that the remaining 40 percent required to meet the enrollment goal will be achieved after telephone registration and open registration in January.

The American Dental Association Accreditation team visited the Harper College Dental Hygiene program, and the program received accreditation.

The Eighth Annual Illinois Print and Drawing Competition will be held at the College from March 4 through March 28, 1984. A reception to open the competition will be sponsored by the Educational Foundation on Sunday, March 4, 1984.

The Arts Committee of the Educational Foundation has organized a benefit concert featuring the Vermeer String Quartet following the reception on March 4, 1984. Proceeds from ticket sales will fund scholarships for students in theatre arts, visual arts and music.

Renowned pianist James Tocco will present a concert at the College on February 5, 1984. Mr. Tocco is a professor of piano at Indiana University and has performed with the Chicago Symphony, the Detroit Symphony, the Los Angeles Philharmonic and the National Symphony.

President McGrath continued his report by mentioning the activities of students and alumni. Ken Marek, President of the Student Senate, will transfer to Indiana University after achieving a high grade point average at Harper College. James Brennan has been chosen as the recipient of the Universal Oil Products (UOP) scholarship for computer science. A former Presidential Fellow, Beverly Wegrzyn, has sent greetings

PRESIDENT'S
REPORT:
(cont)

from the University of Santa Clara where she is studying for a master's degree.

With regard to achievements by faculty members, President McGrath stated that Dr. Carol Neuhauser, Professor of Child Development, was the keynote speaker at the Northwest Association of Schoolteachers and led two seminars, one at the DuPage Association for the Education of Young Children and another at the National Association for the Education of Young Children in Atlanta, Georgia. Professor Ann Dice of the Mathematics Department has been appointed to serve as the advertising editor of the publication of the American Mathematical Association of Two-Year Colleges. The work of Professor Gertrude Kerbis of the Architectural Technology Department is represented in the Chicago architecture show on exhibit in Paris.

Board member Donald Torisky has been elected to be a director of the Bank and Trust Company of Arlington Heights.

Many Harper College athletes have received recognition including Jeff McGuire, John Werdell and Scott Tourtellott for football; Fernando Galvin for soccer; Shelli Swaim for volleyball as well as scholarship awards for football players Bob Moynihan and Jay Menzel.

Board Chairman Kris Howard recently served as Cochairman of a Girl Scouts U.S.A. conference "Women Are History". The conference featured presentations by black, Hispanic, Asian and American Indian women who are national leaders in their fields. In addition to her duties as Chairman of the Harper Board, Mrs. Howard continues to be very active in the Girl Scouts organization and the board of directors of Northwest Community Hospital.

President McGrath introduced Dean William Howard of the Continuing Education and Program Services Division, adding that the purpose of the presentation by Dean Howard is to inform Board members of services performed by the division for business concerns in the area.

Dean Howard presented an overview of the Continuing Education and Program Services Division and introduced Ms. Linda Cardarelli, Coordinator for Professional and Community Advancement. Ms. Cardarelli explained the functions of the Professional and Community Advancement Department.

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

Donald Torisky
Secretary pro tem