

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

February 23, 1984

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 January 31, 1984 and February 15, 1984, and Estimated Payroll for February 16 through March 30, 1984 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
 - A. Committee Report
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement, Faculty - BUS/SS Exhibit VIII-A-2
 - 3. Sabbatical Leave Exhibit VIII-A-3
 - 4. President's Contract Exhibit VIII-A-4
 - B. RECOMMENDATION: Employee Assistance Program Exhibit VIII-B
 - C. RECOMMENDATION: 1984-85 Fee Schedule Exhibit VIII-C
 - D. RECOMMENDATION: Personal Banking Certificate Program Exhibit VIII-D
 - E. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-E
- 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, February 23, 1984

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Torisky on Thursday, February 23, 1984 at 8:10 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Vice Chairman Torisky commented that Chairman Howard was unable to be present because of attendance at a conference in Washington, D.C.

ROLL CALL:

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

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; Patricia Bourke, Dean of Life Science and Human Services; Steven Catlin, Dean of Admissions; George Dorner, Dean of Technology, Math and Physical Science; John Gelch, Dean of Physical Education, Athletics and Recreation; 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; Al Dunikoski, Director of Media Services; Will Hoffman, Director of Human Performance Lab; John Lucas, Director of Planning and Research; 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, Faculty Senate; Marguerite Ewald, and Robert Zilkowski. Classified staff: Frank Firak, Accounting Manager; Peter Gart, Chairman, Classified Council; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual. Students: Matt Scallon, President, Student Senate; Chuck Riggle and Dan Coit, Harbinger; Irene Kiekisz, Journalism Program; Lauren Carlson, Diane Flores, Christine Johansson, Joan Kyllonen, Lenore Lillwitz, Ellen McNulty, Maria Pierini, Julie Vanderwest, Heidi Wodek, Lisa Zankel, all of the Dictation and Transcription Class; Robert Kerans. Other guests: Diane Dungey, Paddock Publications; Debra Black-Hayward, Palatine League of Women Voters; Bayard E. Hardt and Barry Komie, Alexian Brothers Medical Center; and Al Vajda, local resident.

ROLL CALL:
(cont.)

Vice Chairman Torisky introduced Mr. Matt Scallon, newly elected president of the Student Senate; and Ms. Diane Dungey, Paddock Publications; and welcomed former Trustee Al Vajda to the meeting.

INFORMATIONAL PRESENTATION:

Vice Chairman Torisky introduced Dr. Willard Hoffman, director of the Cardiac Rehabilitation Program and the Human Performance Lab. Dr. Hoffman stated that the response to the introduction of the program has been overwhelming. There are 80 students enrolled in the program. Dr. Hoffman presented a slide show and discussed various aspects of the program.

Member Coste entered the meeting at 8:25 p.m.

APPROVAL OF MINUTES:

Member Norwood moved, Member Bone seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of Thursday, January 26, 1984.

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,
Group Health
Insurance

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

Educational Fund (January 7-31)	\$188,474.40
Educational Fund (February 1-13)	175,266.21
Building Fund (January 7-31)	425,404.60
Building Fund (February 1-13)	115,307.83
Site & Construction Fund (Jan. 7-31)	5,325.77
Auxiliary Fund (January 7-31)	349,147.64
Auxiliary Fund (February 1-13)	86,612.73
Restricted Purposes Fund	304,862.81

The payroll of January 30, 1984 in the amount of \$582,006.08; the payroll of February 15, 1984 in the amount of \$642,936.06; the estimated payroll of February 16, 1984 to March 31, 1984 in the amount of \$1,952,503.34; the estimated utility bills in the amount of \$120,000.00; and Harper College Group Health Insurance in the amount of \$58,000.00.

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS: Member Coste inquired about the purpose of interfund payables. Mr. Bakas replied the payables are needed for payroll purposes and also result from reimbursements to the Bookstore and Food Services Departments for expenses charged to their budgets from other cost centers.

Financial Statements

Bid Award Member Coste 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).

Ex. V-D1 Award bid Q-7225 for printing of the Summer 1984 Course Schedule to Shaw/Free Press, Inc., the low bidder, in the amount of \$7,618.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Purchase Orders Member Bone moved, Member Norwood seconded, approval of the purchase orders as described in Exhibit V-E (1-2) (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-24787 issued to Canon Ambassador Office Equipment for four electronic typewriters and peripheral equipment in the amount of \$2,145.00 for a new total of \$7,257.00.

Ex. V-E2 Approve issuance of a purchase order to Tele-Visual Division, Dave Beatty Studios, for videocassettes as requested by Educational Services for the Media Services department in the amount of \$9,780.00.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS: Member Bone reported she received an invitation for a March meeting of Trustees to be held at the Marriott Lincolnshire and an invitation to a conference for women administrators at Illinois State University. Board members may request copies of the invitations if they are interested in attending.

UNFINISHED

BUSINESS:

Committee

Reports

--Friends of
Harper

Member Norwood reported that the Board of Directors of the Friends of Harper will meet on March 7. The Book Sale will be held on April 14 and 15 and the proceeds from the sale will be used for the Friendship Grove project. Barrington Village Night is scheduled for April 10. The Student Affairs Committee met on February 21 to discuss matters pertaining to the Student Affairs area.

Member Coste inquired about the purpose of Barrington Village Night. Member Norwood explained that the Village Night program is intended to provide information to village officials about Harper College. President McGrath added that a Village Night will be held for each Village in the College district. Several of the villages have already been invited to the programs.

--Educational
Foundation

Vice Chairman Torisky reminded Board Members that the Executive Committee of the Educational Foundation will meet on March 5 at 7:30 a.m. to prepare for the March 13 Quarterly Meeting. He added that he hoped members would attend the opening of the Illinois Print and Drawing Show and the concert of the Vermeer Quartet on March 4.

NEW BUSINESS:
Personnel
Actions

Member Norwood moved, Member Bone seconded, approval of the Personnel Actions as described in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified and SEIU Appointments

Gwen Brown, Library Asst. I, 1-16-84, \$11,293
Kathleen Cordell, Clerk Typist, p/t, 1-16-84, \$5,760
Mike Ramon, Custodian, 1-18-84, \$15,184
William Schneider, Custodian, 1-18-84, \$15,184
Michael Losurdo, Custodian, 1-23-84, \$15,184
Christine Harvey, Receptionist, 1-23-84, \$11,000
Susan LeFebvre, Head Bookkeeper, 1-23-84, \$18,731
Beth Cannon, Bindery Operator II, 1-23-84, \$10,880
Connie Tennell, Receptionist, 1-23-84, \$7,410
Ronald Lanham, Sports Info. Writer, p/t, 1-30-84, \$4,800
Sharyn Shepard, Clerk Typist, p/t, 1-31-84, \$4,296
Mary Hartl, Programmer Analyst I, 2-6-84, \$20,000
Douglas Kangail, Bindery Operator I, 2-20-84, \$9,579
Herbert Muehl, Bookkeeper, 2-27-84, \$13,372

Classified Terminations

Janice Lavey, Food Service Helper II, 2-15-84
Lynn Bocage, Secretary I, 2-17-84
Marie Ruetten, Secretary I, 2-22-84

Classified Leave of Absence

Kathryn Lindvig, Administrative Secretary, 1-30-84

NEW BUSINESS:

Personnel

Actions

(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

President McGrath commented upon the departure of Jan Lavey who did an outstanding job during her six years in the Food Service Department. He also mentioned the fine work of Lynn Bocage of the Life and Health Sciences Division in helping with the Crusade of Mercy campaign.

Member Bone moved, Member Norwood seconded, that Professor Rebecca McLoughlin be granted the early retirement benefits, effective July 30, 1984, as stated in Article IX of the Faculty Collective Bargaining Agreement (1982-84).

Member Bone expressed gratitude for the contributions Professor McLoughlin has made in developing the Word Processing Program at the College. Vice Chairman Torisky and Dr. Williams concurred.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Norwood moved, Member Coste seconded, that sabbatical leaves be granted to Professors Marguerite Ewald, Robert Held, William Schooley and Frank Smith.

Member Coste expressed his approval of granting sabbatical leaves. He inquired about the policy for granting the requests and the duration of the leaves. President McGrath replied that a faculty member must serve the College for a six-year period before applying for a leave. Requests are reviewed by a faculty committee and require approval by a dean and vice president before being submitted for Board approval. The maximum period of time allowed is one year. Leaves granted for one-half year are paid at full salary. Faculty Senate President Larry Knight expressed his appreciation of the sabbatical policy, adding that the faculty is becoming older and renewal is important, particularly in new developments such as computer technology.

NEW BUSINESS: Upon roll call, the vote was as follows:

Personnel

Actions

Sabbatical

Leaves

(cont.)

Ayes: Members Bone, Coste, Norwood and Torisky

Nays: None

Motion carried.

President McGrath congratulated Professors Ewald, Held, Schooley and Smith for earning the sabbatical leaves. He added that granting of leaves had been suspended for awhile and he is pleased that it is possible to award the sabbatical leaves for post-graduate work.

President's
Contract

Member Norwood moved, Member Bone seconded, approval of the extension of the President's contract as shown in Exhibit VIII-A-4.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Coste, Norwood and Torisky

Nays: None

Motion carried.

Employee
Assistance
Program

Member Bone moved, Member Norwood seconded, approval of the implementation of the Employee Assistance Program as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bone, Coste, Norwood and Torisky

Nays: None

Motion carried.

Member Bone commented that she considers an Employee Assistance Program to be an excellent idea. President McGrath added that the program will be similar to the program at High School District 211. He added that Dean Patricia Bourke, Dean Martin Ryan, Dean Bonnie Henry and Personnel Director Larry Bielawa have worked very hard to prepare the program. The College has experience already in working with Alexian Brothers Medical Center.

Fee Schedule
1984-85

Member Norwood moved, Member Bone seconded, approval of the Fee Schedule for the 1984-85 academic year as shown in Exhibit VIII-C (attached to the minutes in the Board of Trustees Official Book of Minutes).

Member Coste stated that he understood the necessity for nominal increases, but asked why some increases were substantial. Dr. Williams replied that analyses

NEW BUSINESS:
Fee Schedule
1984-85

of program costs had shown that some of the programs are much more costly than others and it is preferable to increase those costs to a realistic level rather than deplete the resources of other programs. Students enrolled in programs that are more expensive to operate are assessed higher fees than students in less expensive programs. All fees have been reviewed by deans and program coordinators. Dean Patricia Bourke added that she has met with Dental Hygiene students who have expressed support for increased fees. Member Bone mentioned that short-term loans are available through the College for students who might have difficulty in paying the fees. Vice Chairman Torisky mentioned that patients who come to the Dental Hygiene Program for treatment also must pay higher fees, and the treatment is still a bargain.

Upon roll call, the vote was as follows:

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

Motion carried.

Personal
Banking
Certificate
Program

Member Norwood moved, Member Bone seconded, that the Board of Trustees approve submission of the proposed Personal Banking Certificate Program to the Illinois Community College Board as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice Chairman Torisky remarked that the banking industry needs properly trained personnel and he is very pleased that the program is being submitted.

Upon roll call, the vote was as follows:

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

Motion carried.

Grants and
Gifts
Status
Report

Dr. George Voegel reported there are no changes in the Grants and Gifts Status Report. Member Bone expressed her pleasure at the number of gifts the College had received.

Student
Senate

Student Senate President Matt Scallon reported that the first project of the Senate this spring is the Birthday Club which is open to all.

PRESIDENT'S
REPORT:

President McGrath reported that the revised Harper College Profile is ready for distribution and expressed appreciation to Ms. Felice Avila for her work on the publication.

President McGrath commented that the cover of the 1984-85 Harper College Bulletin is very attractive and asked Media Services Director Al Dunikoski to express his appreciation to the graphics designers who worked on the cover.

President McGrath asked Faculty Senate President Larry Knight to comment on Professor Paul Sipiery's Antarctic Expedition. Professor Knight stated that despite Professor Sipiery's burns suffered in an accident, the expedition had been extremely successful in recovering meteorites. Prompt medical attention was secured and Professor Sipiery has recovered from his injuries and will return to Harper College in August.

On February 18, 1984 approximately 225 area high school students participated in the Illinois Speech and Theatre Debate Competition held at the College. High School students will compete in the Sixth Annual Test of Engineering Aptitude, Mathematics and Science (TEAMS) on February 24, 1984.

President McGrath added that the Guidance Department of Palatine High School will present the Ray Mills Review on March 2. Proceeds will be used to fund student projects.

President McGrath commented that Professor Roger Mussell will give a presentation on March 26 at the conference of the American Society of Mechanical Engineers.

Board Chairman Kris Howard and the Executive Board of the Girl Scouts of America have been invited to a luncheon at the White House in March. The Executive Board will hold meetings in Washington, D.C. at that time.

Regarding gifts to the College, President McGrath stated that a \$200 donation has been received from the Borg Warner Foundation and a book of Judaica has been presented to the library by the Jewish Chautauqua Society.

President McGrath said that Professor Jerome Stone has been elected Secretary/Treasurer for 1984 of the Association for the Development of Philosophy Teaching.

PRESIDENT'S
REPORT:

President McGrath commended the Nursing Program faculty for the fine preparation of students. A letter from a local surgeon praised the work of Wendy Hall, Harper nursing student.

Presidential fellow and honor student Patricia Wren has organized the March 9 Humanities Conference at the College. The Conference is sponsored by the Illinois Community College Trustees Association.

President McGrath concluded his report by welcoming Professor Robert Zilkowski and his class of Dictation and Transcription students to the meeting.

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 9:25 p.m.

Donald Torisky
Vice Chairman

Janet W. Bone
Secretary