

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

EXECUTIVE SESSION

TO: Members of the Board of Trustees of Community
College District 512, Counties of Cook, Kane,
Lake and McHenry and State of Illinois

NOTICE IS HEREBY GIVEN that there will be an executive
session of the Board of Trustees of William Rainey Harper
College on Thursday, April 26, 1984, at the conclusion of
the regular Board meeting. The purpose of the executive
session is to discuss collective bargaining.

DATED this 19th day of April, 1984 at Palatine,
Illinois.



KRIS HOWARD
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 26, 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 March 30, 1984 and April 15, 1984, and Estimated Payroll for April 16 through May 31, 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 Reports
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheet Exhibit VIII-A-1
 - 2. Leave of Absence, BUS/SS Exhibit VIII-A-2
 - B. RECOMMENDATION: Integrated Financial Accounting System Exhibit VIII-B
 - C. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-C
- IX. Other Business: Discussion of Second Site Exhibit IX
- 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, April 26, 1984

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 26, 1984 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 Barch, Coste, Howard, Norwood, Torisky and Student Member Cynthia Bowers
Absent: Members 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; Ruth Williams, Recording Secretary; Steven Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Engineering, Math and Physical Science; 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; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; John Lucas, Director of Planning and Research; Don Misic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Sharon Alter. Classified staff: Peter Gart, Chairman, Classified Employee Council; Frank Firak, Accounting Manager; Don Malzahn, Programmer Analyst; Eric Ryan, Audiovisual; Laurie Wren, Executive Secretary. Students: Matt Scallon, Student Senate President; Robert Kerans, Wendy LeVine, Lisa Vargas, Patricia Wren. Other guests: Dave Urbanek, Paddock Publications; Joan Norsworthy, Barrington Press; Fred Lifton, Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd.; Ed Winder and Jim Stockholm, Cullinet Software.

Chairman Howard welcomed newly elected Student Trustee Lisa Vargas to the meeting. Retiring Student Trustee Cynthia Bowers introduced Lisa Vargas to the Board.

ROLL CALL:
(cont.)

Chairman Howard thanked Ms. Bowers for her conscientious attendance at meetings and commended her for initiating the Student Trustee Report. Chairman Howard presented a plaque of appreciation to Ms. Bowers.

Chairman Howard commented that Mr. Dave Urbanek, Paddock Publications, has been transferred to Springfield. She thanked Mr. Urbanek for his accurate coverage of Harper College events and wished him well in his new assignment.

APPROVAL OF MINUTES:

Member Norwood moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of March 22, 1984.

In a voice vote, the motion carried.

Member Tomchek entered the meeting at 8:07 p.m.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes

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

Fund, Payroll, Estimated	Educational Fund (Mar. 3-10)	\$731,959.68
Payroll, Estimated	Educational Fund (Apr. 1-16)	282,444.56
Utility Bills	Building Fund (Mar. 3-10)	334,068.38
	Building Fund (Apr. 1-16)	47,398.36
	Site & Construction Fund #2 (Mar. 3-10)	2,180.00
	Site & Construction Fund #2 (Apr. 1-16)	340.00
	Auxiliary Fund (Mar. 3-10)	248,119.90
	Auxiliary Fund (Apr. 1-16)	122,447.94
	Restricted Purposes Fund	150,710.47

The payroll of March 31, 1984 in the amount of \$794,483.33; the payroll of April 15, 1984 in the amount of \$813,547.61; the estimated payroll of April 16, 1984 through May 31, 1984 in the amount of \$2,436,166.87 and estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Financial Statements

There were no questions regarding the financial statements.

DISBURSEMENTS: There were no budget transfers.

(cont.)

Budget Transfers

Bid Awards Member Norwood moved, Member Coste seconded, approval of the bid awards 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-7257 for printing of the Fall 1984 Women's Program brochure to Printech, the low bidder, in the amount of \$6,798.70.

Ex. V-D2 Award bid Q-7248 for printing of the Fall 1984 Course Schedule to Shaw-Free Press, the low bidder, in the amount of \$15,228.20.

Ex. V-D3 Award bid Q-7250 for diploma covers as requested by the Registrar's office to Josten's, Inc., the low bidder, in the amount of \$5,575.00.

Ex. V-D4 Award bid Q-7251 for spirit duplicator paper as requested by the Bookstore to Ace Paper Co., the low bidder, in the amount of \$16,425.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Vargas voted aye.

Purchase
Orders

Member Norwood moved, Member Torisky seconded, approval of the purchase order as described in Exhibit V-E (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-23182 to Domestic Services for linen service as requested by the Food Services Department in the amount of \$1,900.00 for a new total of \$7,065.35.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Vargas voted aye.

COMMUNICATIONS: Discussion of communications was postponed because of the absence of Member Bone.

UNFINISHED BUSINESS: Chairman Howard appointed Member Bone to serve as Chairman of the Committee to Select the Distinguished Faculty Member for 1983-84.

Finance Committee Member Torisky reported that the Finance Committee met on April 12, 1984 to review budget matters which will be presented to the Board. The committee discussed the integrated accounting system and the student accounts receivable program recommended by the administration.

Building and Grounds Committee Members discussed the status of HB 1587, the Health, Life and Safety Act. The Chairman of the Board sent letters to legislators in the Harper College district urging their support of this legislation.

Member Coste suggested that the Board consider a meeting of the committee-of-the-whole to consider capital improvements, the second site and the Northeast Center. Chairman Howard replied his suggestion would be taken under advisement.

Legislation and Public Affairs Committee Chairman Howard reported that she and Mr. Bakas went to Springfield to testify in support of HB 1587 at a meeting of the House Higher Education Committee. She added that there is support for passage of the legislation and suggested that other Board members may wish to call legislators. Member Torisky reported that he had met with Senator Percy and Congressmen Crane and Hyde and that they are aware of the perilous state of education, but are very careful of expenditures at this time.

Friends of Harper Member Norwood reported that Barrington Night on April 10, 1984 was a great success. She invited Board Members to attend the annual meeting of the Friends of Harper on May 2, 1984.

Educational Foundation Member Torisky reported that the College has received a gift of nine etchings, two lithographs and one collage from Mr. Martin Cassell. Mr. Cassell is a member of the Arts Committee of the Foundation.

Candidates are being interviewed for the position of Executive Director of the Educational Foundation.

Student Trustee Member Vargas reported that members of the Program Board are organizing support for Sarah's Circle, a charitable organization.

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

Classified Staff and SEIU Appointments

Louise Murphy, Clerk Typist II, p/t, 3-26-84, \$4,859
Ann Rintz, Graphic Artist, 3-29-84, \$13,372
Vicki Atkinson, Information Specialist, p/t, 4-01-84,
\$8,658
Kay Lowell, Groundsman, 4-02-84, \$16,016
Frances Sinnott, Accounting Secretary, 4-16-84, \$14,033
Helen Pokot, Programmer Analyst II, 5-01-84, \$21,942

Administrative Termination

Elizabeth McKay, Director of Special Services, 7/27/84

Classified Staff and SEIU Terminations

Mike Ramon, Custodian, 3-19-84
Michael Losurdo, Custodian, 4-05-84
John Reichardt, Power Plant Operator, 4-05-84
Nancy Tatarek, Clerk Typist I, 4-06-84
Faheem Khan, Computer Operator, 4-15-84
James Cupuro, Custodian, 4-30-84

Faculty Termination

Marlene Eisen, Associate Professor, 5-31-84

Faculty Leave of Absence

Professor Dennis Brennen - Fall semester 1985

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

President McGrath commented that Professor Marlene Eisen is entering private practice after 10 years of dedicated service to Harper College. He added that Mr. James Cupuro of the Physical Plant is retiring because of a disability. President McGrath expressed appreciation for the contributions made by Director of Special Services Elizabeth McKay. Ms. McKay has resigned to join her husband in Albuquerque, New Mexico.

NEW BUSINESS: Member Torisky commented on the frequent turnover of personnel in the Physical Plant and asked how this turnover compares with other departments of the College. President McGrath replied that because of the nature of the work responsibilities, the Physical Plant has the highest turnover of employees. Member Torisky asked if exit interviews are given. President McGrath said that although exit interviews are conducted, SEIU members frequently do not come to the interviews. The practice of exit interviews is more useful for classified staff members.

Financial
Accounting
System

Chairman Howard stated that a request was made at the Finance Committee meeting on April 12, 1984 that Mr. Bakas attempt to obtain a more favorable interest rate for financing the purchase of the Financial Accounting System than the 16 percent simple interest specified by Cullinet Software, Inc. She added that Mr. Bakas was able to obtain a more favorable interest rate of 10 percent simple interest with no prepayment penalty from the Mount Prospect State Bank. President McGrath distributed to Board Members a revision of Exhibit VIII-B, Recommendation No. 1.

Member Torisky moved, Member Coste seconded, approval of the Financial Accounting System as described in revised Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Tomchek mentioned that he did not understand the system being discussed. Chairman Howard commented that former Board Member Al Vajda, an expert in the computer field, has reviewed the proposal and expressed a favorable opinion. Mr. Stansbury stated that the system would be operational during the 1985-86 academic year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Gifts and
Grants
Status
Report

Dr. Voegel reported that no reason was given in the case of grant requests which were not funded (Section D, Exhibit VIII-C).

Student Senate President Matt Scallon inquired about the use of funds provided by the ICCB for the Educationally Disadvantaged. Dr. Voegel replied that salaries for English as a second language instruction are provided by the grant.

Member Bone entered the meeting at 9:00 p.m.

OTHER BUSINESS:
Second Site

Chairman Howard introduced the discussion of the disposition of the second site by saying an exhibit had been prepared at the Board's request detailing procedures to be followed for sale of the property (as described in Exhibit IX, attached to the minutes in the Board of Trustees' Official Book of Minutes). She requested that Board members discuss the possible sale of the property, whether the entire parcel of land should be sold, and which option for handling the sale should be chosen. Member Coste commented that he had mentioned the comprehensive land use plan for development of the northeast section of Arlington Heights at the meeting of the Finance Committee on April 12, 1984. If the plan is approved, a great deal of land would be zoned for commercial use which would increase the value of the second site. He added that he has been approached by several prospective buyers and there is considerable interest in the property. Member Coste said it is his opinion that the property should be sold. A possibility to be considered is the purchase of the Northeast Center. He inquired about the lease on the Center. Dr. Williams replied that the College has a five-year lease with an option to buy. The second year of the lease is nearing completion.

Member Coste said several other related matters should be discussed at a committee-of-the-whole meeting. He believes a decision is necessary soon and mentioned that no money is allocated in next year's budget for projects to repair serious structural problems. Member Barch stated that in order to understand the problems involved it is important not to act in a hurried fashion. Chairman Howard suggested that a committee-of-the-whole meeting or an open retreat might be held. She added that public comments might be encouraged at the regular Board meeting in May. She said that it is important to consider the opinions of residents in the northeastern portion of the College district and requested that Dr. John Lucas, Director of Planning and Research, conduct a survey of residents in that area to determine their opinions as taxpayers and their feelings about the Northeast Center (Stevenson School). Member Torisky mentioned that several issues are interconnected. Use of proceeds from sale of the site would have to be considered with overall funding. He stated he believes the Administration does a good job in financial planning. The budget process is unusually critical this year because of the shortfall in funding, and very careful planning is needed. Chairman Howard inquired whether Board members wished to continue

OTHER BUSINESS: the discussion at a separate meeting or at a
Second Site committee-of-the-whole meeting following a regular
(cont.) meeting. Member Norwood said that she has no preference; Member Tomchek replied that he prefers the second alternative. Chairman Howard stated that the regular meeting followed by a committee-of-the-whole meeting would be planned. Member Bone concurred with the advisability of a committee-of-the-whole meeting.

Chairman Howard added that the Administration wishes to use the services of an attorney or a real estate broker for consultation. President McGrath added that an appraisal of the property is necessary to determine the price to be asked. An expert in real estate should examine the terms of the sale. Member Coste agreed that services of an attorney are necessary, but engaging the services of a real estate broker would be costly. Member Bone suggested that the question of using the services of experts in the real estate field be examined at the meeting. Chairman Howard stated the meeting will be planned and a tentative agenda will be prepared and submitted to members of the Board for comment.

Member Coste asked if the fate of HB 1587, the Health, Life and Safety Act, would be known by the next meeting. Chairman Howard replied that after a vote in the House of Representatives the following week, the bill will go to the Senate and, if passed, to the Governor for signature unless he decides to veto the bill. Final disposition of the legislation may not be known until the end of June.

Member Coste asked about the Foundation Tax bill. Mr. Bakas replied that the legislation is still in committee. Member Coste stated that the proposed budget is a deficit budget. Member Tomchek commented that he did not agree. In his opinion, there is a deficit budgeted, but there is not a deficit budget. He asked what was the lowest amount invested during the year. Mr. Bakas said that he estimates that the lowest amount would be approximately \$5 million. Member Coste noted that the figure is meaningless unless used in a comparison of investment funds over a period of years. Member Tomchek mentioned that he does not believe public agencies should maintain fund balances.

PRESIDENT'S
REPORT:

Chairman Howard said that she hoped Board members would be able to attend a dinner meeting with trustees from the College of DuPage on June 14, 1984. The informal dinner meeting will provide a good opportunity for Harper College and College of DuPage trustees to meet one another and discuss common concerns. Board members will receive official invitations from President Harold McAninch and the Board of Trustees of the College of DuPage.

President McGrath reported that meetings regarding salary negotiations have been held with the faculty team, SEIU, Local 11 and the Classified Employee Council.

The Harper Health Fair was held on April 11, and more than 1500 community residents took advantage of the free testing services and received informational materials and counseling.

Nanci Vanderweel, a member of the Board of Directors of Friends of Harper, has been appointed to the Board of Directors of Alexian Brothers Medical Center.

Music Department instructor Cathy Albergo has written an article entitled "Intermediate Repertoire" which was published in Clavier Magazine.

Professor Joseph Bauer of the Chemistry Department co-authored the third edition of Laboratory Experiments for Chemistry and the Living Organism.

Coordinator of Disabled Student Services Tom Thompson recently published an article entitled "Harper Continues to Emphasize Academic Excellence" in the official publication of the Illinois Association of the Deaf.

Dr. John Lucas, Director of Planning and Research, will present a paper at the Association for Institutional Research Forum to be held May 6-9 in Fort Worth/Dallas.

The Seventh Annual Regional High School Drafting Competition was held at Harper College. Dean George Dorner presented a program following the competition and Mr. Jim Wertz, CAD/CAM Center Manager, discussed the CAD/CAM Center.

A reception was held by the Journalism Department on April 26 and awards were presented to two sophomore students in the program, Allen Tatara and Kay Hedenberg.

The community may participate in testing exercises from May 7 - 11 at the National Fitness Testing Center in Building M.

Publication has been announced of Jan Bone's newest book Opportunities in Telecommunications. This is the third book Jan has written in the last 18 months.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by mentioning the names of students who have been nominated for inclusion in "Who's Who Among Students in American Junior Colleges". The students' names are as follows: Martha Balogh, Cynthia Bowers, Bonnie Campbell, Wendy Levine, Kenneth Marek, Jeanne Niemann, Janice Rahn, Vicki Sebela, Keiko Tajima, Allen Tatara and Patricia Wren.

A letter of appreciation from Mr. James Galloway, Assistant Superintendent, Department of Adult Vocational Technical Education (DAVTE) mentioned the spirit of cooperation between Harper College and the high school districts.

President McGrath introduced Professor Sharon Alter of the Political Science Department and Patricia Wren, Presidential Fellow. Professor Alter and Ms. Wren attended the Fifteen Annual Student Symposium sponsored by the Center for the Study of the Presidency in Washington, D.C. on March 22-25, 1984. Ms. Wren stated that the Conference provided a valuable opportunity to exchange views with students from four-year universities throughout the United States as well as students from two-year colleges. Professor Alter reported that the subject matter of the presentations was the 1984 political campaign.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Torisky moved, Member Bone seconded, that the Board adjourn to Executive Session for the purpose of discussing negotiations.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye, and the Board adjourned to Executive Session at 9:30 p.m.

Following the Executive Session, it was moved and seconded that the Regular Meeting be resumed.

In a voice vote, the motion carried and the Regular Meeting was called to order at 11:20 p.m.

ADJOURNMENT:

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

ADJOURNMENT: Upon roll call the vote was as follows:

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

Motion carried. Member Vargas voted aye, and the meeting was adjourned at 11:21 p.m.

Kris Howard
Chairman

Donald Torisky
Secretary pro tem

Jan Bone
Secretary