

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

August 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 July 31, 1984 and August 15, 1984, and Estimated Payroll for August 16 through September 28, 1984 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards
 - 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 Exhibit VIII-A
 - B. RECOMMENDATION: Ratification of Collective Bargaining Agreements
 - 1. Faculty Senate Local #1600 Exhibit VIII-B-1
 - 2. SEIU Local #11 Exhibit VIII-B-2
 - C. RECOMMENDATION: Salary Programs
 - 1. Administrative Exhibit VIII-C-1
 - 2. Classified Staff Exhibit VIII-C-2
 - D. RECOMMENDATION: Resolution for 1984 Tax Levies Exhibit VIII-D
 - E. RECOMMENDATION: Policy on Access to Personnel Records Exhibit VIII-E
 - F. RECOMMENDATION: Policy on Alcoholic Beverages Exhibit VIII-F
 - G. RECOMMENDATION: Approval of Career Program Advisory Committee Appointments Exhibit VIII-G
 - H. RECOMMENDATION: Resources Allocation and Management Plan for Community Colleges (RAMP/CC) Document Exhibit VIII-H

I. BOARD INFORMATION: Grants and Gifts Status Report

Exhibit VIII-I

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, August 23, 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, August 23, 1984 at 8:07 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Bone, Coste, Howard, Norwood, Torisky and Student Member Lisa Vargas
Absent: Members Barch and Tomchek

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Affairs; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Steven Catlin, Dean of Admissions and Registrar; 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; Al Dunikoski, Director of Media Services; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Programs and Services; Don Mistic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Classified Staff: Frank Firak, Accounting Manager; Peter Gart, Chairman, Classified Employee Council; Lori Guminski, Payroll Clerk; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual Technician; Joan Young, College Relations Specialist. Other guests: Michele Blecher, Paddock Publications; Toni Vargo, Palatine Area League of Women Voters.

APPROVAL OF MINUTES:

Member Norwood moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of July 26, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

Ms. Toni Vargo, representative of the Palatine Area League of Women Voters, stated that a voter registration drive will be held at Harper College on September 17, 18 and 19. The Palatine Area League of Women Voters will also assist with the Student Senate election on September 18 and 19.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes

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

Fund,	Educational Fund (July 18-31)	\$193,949.76
Payroll,	Educational Fund (August 1-13)	197,170.11
Estimated Pay-	Building Fund (July 18-31)	309,515.13
roll, and	Building Fund (August 1-13)	15,145.61
Estimated	Site & Construction Fund #2 (July 18-31)	4,642.08
Utility	Auxiliary Fund (July 18-31)	400,906.18
Bills	Auxiliary Fund (August 1-13)	291,161.52
	Restricted Purposes Fund	117,540.66

The payroll of July 26, 1984 in the amount of \$296,657.27; the payroll of July 31, 1984 in the amount of \$675,189.76; the payroll of August 15, 1984 in the amount of \$584,445.70; the estimated payroll of August 16, 1984 through September 30, 1984 in the amount of \$2,357,783.49; and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

Financial Statements

Vice President Bakas stated that a deficit of \$800,000.00 had been budgeted in the Educational Fund. The actual deficit was \$379,690.00. The budgeted deficit was reduced by \$420,310.00 by a receipt of \$88,000.00 in additional revenue; a contingency of \$103,000.00 was not needed; and \$229,000.00 was saved in other accounts. However, in the Building Fund, the actual deficit of \$450,477.00 exceeded the \$200,000.00 budgeted deficit because \$205,000.00 in estimated tax revenue was not received and interest income on the fund balance was less than anticipated. Also, \$44,000.00 of the deficit resulted from increased utility costs.

Chairman Howard stated that figures for the Educational and Building Funds indicated that the results approximated the amounts that were budgeted.

DISBURSEMENTS:

(cont.)

Budget Transfers There were no budget transfers.

Bid Awards There were no-bid awards.

Purchase Orders Member Torisky 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 Approve issuance of a purchase order to Coca-Cola USA for various cola post-mix syrups as requested by the Food Services Department in the amount of \$7,752.50.

Ex. V-E2 Approve issuance of a purchase order to IBM Corporation for a Displaywriter, printer and peripheral equipment as requested by Business Services for use by the Word Processing Department in the amount of \$8,902.90.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

COMMUNICATIONS:

Member Bone stated that a note of appreciation had been received from former Chairman of the Board of Trustees Joan Klussmann expressing gratitude for flowers sent during her hospitalization. A report was received from Speaker Michael J. Madigan, Illinois House of Representatives, listing legislation affecting education. Member Bone also mentioned that a letter was received from the Illinois Emergency Services and Disaster Agency requesting that a representative from the College be sent to a conference on September 5, 1984.

UNFINISHED

BUSINESS:

Committee Reports

--Student Affairs

Member Norwood reported that the Student Affairs Committee met on August 14, 1984. Member Norwood thanked Director of Student Activities Jeanne Pankanin for an excellent review of the Student Activities budget.

--Friends of Harper

Member Norwood reported that the Board of Directors of the Friends of Harper will meet on September 5, 1984 at 8:00 p.m.

UNFINISHEDBUSINESS:

Committee

Reports

(cont.)

--Finance

Committee

Member Torisky reported that the Finance Committee met on August 21, 1984 to interview representatives from six real estate brokerage firms. Each firm submitted proposals regarding sale of the second site. No determination was made on the choice of a brokerage firm in the event that the Board of Trustees should decide to sell the property.

--Educational

Foundation

Member Torisky reminded members of the Board of Trustees of the Planning Session to be held on September 8, 1984 and encouraged them to participate.

NEW BUSINESS:

Personnel

Actions.

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

Classified Staff and SEIU Appointments

Nancy Caldron, Clerk III, p/t, 7-01-84, \$9,672
 Mark Bostrom, Asst. Suprv., 7-23-84, \$11,050
 Warren Hill, Security Guard, 8-01-84, \$11,170
 Sharon Kryszak, Secretary II, 8-06-84, \$12,877
 Maureen Koscielak, Clerk Typist I, p/t, 8-06-84, \$5,030
 David Hindes, Custodian, 8-06-84, \$15,184
 Jo Ann Mears, Child Care Spec., 8-18-84, \$10,973
 William Fisher, Custodian, 8-16-84, \$15,184
 Cynthia Poppen, Phototypesetter, 8-20-84, \$15,100
 Marcia Brandt, Admin. Secretary, 8-23-84, \$16,900
 Susan McGinty, Secretary I, 8-27-84, \$11,924

Faculty

Rex S. Burwell, Instructor, 8-14-84, \$20,288
 Barbara Njus, Instructor, 8-14-84, \$20,288
 Trygve Thoreson, Instructor, 8-14-84, \$24,620

Classified Leave of Absence

Lynn Osuchowski, DPR Lab Asst., 8-09-84 to 1-14-85
 Judith Kaiser, Information Spec., 8-01-84 to 10-01-84

Terminations

Karen Smith-Harris, Lab Asst., 7-26-84
 Ben Gardner, Custodian, 8-01-84
 Douglas O'Hearn, Offset Press Operator, 8-09-84
 Carolyn Robertson, Secretary I, 8-09-84
 Sahar Mikhail, Secretary I, 8-17-84
 Hersene Goodwin, Custodian, 8-27-84

NEW BUSINESS: President McGrath complimented the faculty committee responsible for the selection of three English instructors.
Personnel
Actions (cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Bone moved, Member Norwood seconded, adjournment to Executive Session for the purpose of discussing the appointment, employment and dismissal of personnel; for the Finance Committee to report on the interviews with six real estate brokerage firms held on August 21, 1984 for the purpose of employing a firm to sell the second site; and to discuss collective bargaining.

Upon roll call, the vote was as follows:

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

Motion carried. Member Vargas voted aye, and the meeting was adjourned to Executive Session at 8:20 p.m.

RETURN TO
REGULAR
SESSION:

Member Norwood moved, Member Bone seconded, that the Board return to Regular Session.

In a voice vote, the motion carried.

Collective
Bargaining
Agreements

Member Norwood moved, Member Bone seconded, ratification of the two-year (1984/86) Collective Bargaining Agreement with the Faculty Senate, Local 1600 and the Collective Bargaining Agreement with SEIU Local #11 (as shown in Exhibits VIII-B-1 and VIII-B-2, 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, Howard, Norwood and
Torisky
Nays: None

Motion carried. Member Vargas voted aye.

Salary Pro-
grams for
Administra-
tors,
Classified
Staff and
President

Member Bone moved, Member Norwood seconded, approval of Salary Programs for Administrators, the President, and Classified/Professional Technical staff as listed in Exhibits VIII-C-1, VIII-C-1a, and VIII-C-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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

Personnel

Actions

(cont.)

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

Motion carried. Member Vargas voted aye.

Chairman Howard stated that she was delighted that the salary programs were agreed upon in an amicable atmosphere, adding that the increases in salary are an indication of the confidence of the Board of Trustees in the performance of the faculty, administrators and classified/professional technical staff. Member Norwood added that she is very appreciative of the conduct of the negotiations. Chairman Howard expressed her appreciation to Dr. David Williams, Director of Personnel Larry Bielawa and other members of the negotiating teams.

1984 Tax
Levies
Resolution

Member Torisky moved, Member Vargas seconded, adoption of the resolution providing for the tax levies for 1984.

Member Coste asked if it is correct that the approved tax rate is applied to the assessed valuation. Mr. Bakas confirmed Member Coste's comment, adding that the levy is probably higher than what the actual extension will be.

In a voice vote, the motion carried.

Policy on
Maintenance,
Inspection
and Dissem-
ination of
Personnel
Records

Member Norwood moved, Member Torisky seconded, approval of the policy on maintenance, inspection and dissemination of personnel records as shown in Exhibit VIII-E.

Member Bone commented that the Board Policy Manual states that the College must be in compliance with state laws. However, the Manual states further that action is not to be taken until the meeting following introduction of a proposal. President McGrath stated that the rule to wait one month has been waived in the past.

Member Norwood moved, Member Torisky seconded, to withdraw the motion regarding access to personnel records.

In a voice vote, the motion carried.

Member Norwood moved, Member Torisky seconded, to suspend the rules on adoption of policies.

In a voice vote, the motion carried.

NEW BUSINESS:
Policy on
Maintenance,
Inspection and
Dissemination
of Personnel
Records
(cont.)

Member Bone moved, Member Torisky seconded, approval of the policy on maintenance, inspection and dissemination of personnel records as shown in Exhibit VIII-E (as described in the minutes of the Board of Trustees' Official Book of Minutes).

Member Coste inquired about the time limit of two years mentioned in the policy. Mr. Bakas replied that a former employee has the right to inspect his personnel records during a two-year period after his employment has been terminated. Member Torisky asked how it is determined whether a third person has a legitimate reason to inspect personnel records. Director of Personnel Larry Bielawa replied that permission from the individual whose file is requested must be obtained and would be applicable to cases such as a union representative seeking information to represent the employee in a grievance matter.

In a voice vote, the motion carried.

Policy on
Compliance
with the
Liquor
Control Act

Chairman Howard stated that legislation has been passed enabling community colleges to serve alcoholic beverages when approved by the Board of Trustees. The attorneys for the College have recommended adoption of a written policy. Member Coste inquired why it would benefit the College to serve alcoholic beverages. Chairman Howard replied that at some cultural activities it has seemed socially appropriate to serve wine or champagne. Member Coste asked if the Village of Palatine has issued liquor licenses to serve alcoholic beverages at events such as art receptions. Assistant to the President Felice Avila stated that a license may be obtained from the Village of Palatine on a one-time basis. Member Coste asked why the procedure required change. Chairman Howard replied that each occasion where alcohol is served must still be approved by the Board of Trustees or sponsored by the Educational Foundation, but the attorneys have recommended a written policy. Member Bone said that she felt that the Board policy requiring a second reading and allowing time for deliberation before a vote is taken is wise.

Member Bone moved, Member Vargas seconded, approval of the Policy on Alcoholic Beverages (as described in Exhibit VIII-F Revised, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone moved, Member Coste seconded, to table the motion to approve the Policy on Alcoholic Beverages until the September meeting of the Board of Trustees.

In a voice vote, the motion carried.

NEW BUSINESS:
(cont.)
Career
Advisory
Committee
Appointments

Member Torisky moved, Member Bone seconded, approval of the Career Advisory Committee appointments for the 1984-85 academic year.

Member Bone commended members of the Career Advisory Committees for their invaluable contributions to the College. Chairman Howard stated that she customarily sends letters of appreciation to each member.

In a voice vote, the motion carried.

Resources
Allocation
and Manage-
ment Plan
for Community
Colleges

Member Norwood moved, Member Torisky seconded, approval of the Resources Allocation and Management Plan for Community Colleges (RAMP) document (as shown in Exhibit VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes).

Director of Planning and Research John Lucas commented that the document is required by the state and constitutes an official request for capital funds.

In a voice vote, the motion carried.

Grants and
Gifts
Status
Report

Chairman Howard noted that a generous gift of laboratory furniture and equipment has been received from E.I. duPont de Nemours and Company, Inc.

PRESIDENT'S
REPORT:

Dean of Admissions and Registrar Steven Catlin stated that latest enrollment figures indicate an 11 percent decrease in enrollment from the previous year. President McGrath noted that increased employment opportunities are a cause of the decline.

Dean of Continuing Education and Program Services William Howard reported that good cooperation exists between Harper College and the high school districts in vocational planning. Key programs have been identified, and joint agreements between Harper College and the high schools will be presented to the Board for approval.

President McGrath mentioned that Purchasing Agent Thea Keshavarzi has completed the first two modules of the Purchasing Manager's Certification Program. He added that Student Activities Advisor Mike Nejman wrote an article on "Promotional Techniques for Commuter Audiences" which was published in Programming magazine. President McGrath thanked Mr. Nejman for his hard work on behalf of the NSACI (Northwest Suburban Association of Commerce and Industry) film festival.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by stating that Director of Library Services Eileen Dubin has been appointed to the Illinois Library Association 1985 Conference Committee. Dean Martin Ryan and Professors Don Sedik and Michael Ostrowski have completed video-tape presentations to be used in telecourses.

Director of Media Services Al Dunikoski has received an Ed.D. degree from Northern Illinois University. Professor William Jedlicka has been awarded a Ph.D. degree in Industrial Psychology from the Illinois Institute of Technology. Professor Harley Chapman has been awarded a doctorate in theology from the University of Chicago.

Letters of appreciation have been received from the Illinois State Board of Education and Northern Illinois University thanking members of the CAD/CAM staff for their cooperation during the recent in-service/curriculum sessions for drafting teachers.

ADJOURNMENT:

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

In a voice vote, the motion carried, and the meeting was adjourned at 10:05 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary