

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 20, 1984

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Election of Officers
- IV. Approval of Minutes
- V. Citizen Participation
- VI. Approval of Disbursements
 - A. Bills Payable, Payroll for October 31, 1984 and November 15, 1984, and Estimated Payroll for November 16 through December 28, 1984 Exhibit VI-A
 - B. Financial Statements Exhibit VI-B
 - C. Budget Transfers
 - D. Bid Award Exhibit VI-D
 - E. Purchase Order Exhibit VI-E
- VII. Communications
- VIII. Unfinished Business
 - A. Committee Reports
 - B. Student Trustee Report
- IX. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit IX-A-1
 - 2. Faculty Leave of Absence--
Student Development Exhibit IX-A-2
 - B. BOARD INFORMATION: Northwest Suburban Career Cooperative Exhibit IX-B
 - C. BOARD INFORMATION: Sabbatical Leave Report--Professor Paul Sipiera Exhibit IX-C
 - D. BOARD INFORMATION: Grants and Gifts Status Report Exhibit IX-D
- X. Other Business
- XI. President's Report
- XII. 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 Tuesday, November 20, 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 Tuesday, November 20, 1984 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Chairman Howard welcomed Student Senate President Todd Berger to the meeting.

It was moved and seconded that Member Barch be appointed secretary pro tem in the absence of Secretary Bone.

In a voice vote, the motion carried.

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

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; Steven Catlin, Dean of Admissions and Registrar; 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; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Programs and Services; Don Misic, Director of Business Services; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Paul Sipiera. Classified staff: Peter Gart, Chairman, Classified Employee Council; Tim Johnson, Audiovisual. Students: Todd Berger, Student Senate; Cindy Bowers. Other guests: Mike Javos, Paddock Publications and Robert Mark, Barrington Press.

ELECTION OF OFFICERS:

Member Norwood moved, Member Barch seconded, that Chairman Howard be reelected to the office of Board Chairman for a one-year term.

In a voice vote, the motion carried unanimously.

ELECTION OF OFFICERS:
(cont.)

Member Norwood moved, Member Barch seconded, that Member Torisky be reelected to the office of Vice Chairman of the Board for a one-year term.

In a voice vote, the motion carried unanimously.

Member Norwood moved, Member Barch seconded, that Member Bone be reelected to the office of Secretary of the Board for a one-year term.

In a voice vote, the motion carried unanimously.

APPROVAL OF MINUTES:

Member Barch moved, Member Norwood seconded, approval of the minutes of the Regular Board Meeting of October 25, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted

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

Purposes		
Fund,	Educational Fund (Oct. 16-31)	\$ 301,584.89
Payroll,	Educational Fund (Nov. 1-8)	138,300.26
Estimated	Building Fund (Oct. 16-31)	339,622.39
Payroll, and	Building Fund (Nov. 1-8)	20,294.93
Utility	Site & Construction Fund #2 (Oct. 16-31)	17.20
Bills	Bond & Interest Fund (October 16-31)	1,444,972.50
	Auxiliary Fund (Oct. 16-31)	298,219.24
	Auxiliary Fund (Nov. 1-8)	51,361.17

The payroll of October 31, 1984 in the amount of \$837,630.96; the payroll of November 15, 1984 in the amount of \$853,141.60; the estimated payroll of November 16, 1984 through December 31, 1984 in the amount of \$2,561,520.43; and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial
Statements

There were no questions regarding the financial statements.

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

Bid Award

Ex. VI-D1 Award bid Q-7393 for overhead projectors and video monitors as requested by the Liberal Arts Division for the Foreign Language department and by the Learning Resource Center for Media Services to Burke Audio Visual Service for \$2,439.00 and Swiderski Electronics for \$7,535.00, the low bidders, for a total of \$9,974.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Purchase Order

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

Ex. VI-E1 Approve issuance of a change order to purchase order D-26567 to EBSCO Subscription Services for service as the Library periodicals subscription agent, in the amount of \$5,000.00 for a new total of \$29,582.77.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS:
Committee Reports
--Friends of Harper

Member Norwood reported that the Friends of Harper met on November 7, 1984 for a strategic planning session. A meeting to discuss the referendum will be held on December 5, 1984.

NEW BUSINESS:
Personnel Actions

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

NEW BUSINESS:
Personnel
Actions
(cont.)

Administrative Appointment

Lawrence J. Haffner, Dir. Academic Computing, 1-25-85,
\$32,000

Classified Staff Appointments

Hazel Rilki, Programmer Analyst, 11-19-84, \$19,500
Jane Harris, GED Student Advisor, 11-20-84, \$19,000
Marjorie Adamson, Buyer, Bookstore, 9-01-84, \$15,393

Classified Staff Leave of Absence

Lynn Osuchowski, Lab Asst., 11-01-84 - 4-30-85

Classified Staff Terminations

Alice Keenan, Program Service Asst., 11-02-84
Dorothy Giese, Coordinator, 11-02-84
James Bulka, AV Tech III, 11-08-84

Faculty Leave of Absence

Paul Chamberlain, Disabled Stu. Ser. Counselor, 1-09-85 -
5-18-85

Chairman Howard asked Dr. Williams to comment on the position of Director of Academic Computing. Dr. Williams stated that a task force engaged in strategic planning has recommended hiring a full-time administrator to coordinate instructional computing. The need is critical in order to purchase and utilize high technology equipment in an effective manner.

Upon roll call, the vote was as follows:

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

Motion carried.

Northwest
Suburban
Career
Cooperative
Joint
Agreement

Chairman Howard asked Dean William Howard to comment on the draft Northwest Suburban Career Cooperative Joint Agreement. Dean Howard stated that the draft presented for the Board's Information is a joint agreement for vocational education between Harper College, Township High School District 211, Township High School District 214, and Community Unit School District 220. This agreement will establish one of the first programs in the state. Seven programs will be established next year and others added in 1986-87. President McGrath commented that bringing the College and high school districts together is a very positive development. Maximum use will be made of tax dollars.

Grants
and Gifts
Status
Report

There were no changes in the Grants and Gifts Status Report.

PRESIDENT'S
REPORT:

President McGrath reported that an annual survey by the Illinois Board of Higher Education indicated that the average class size at Harper College is 26.6 students. The state average for community colleges is 23.0 students. Harper College was rated highly for facility utilization. President McGrath thanked Dr. Williams, the deans and faculty members for their effective usage of facilities.

Director of Library Services Eileen Dubin was elected President of the Learning Resource Commission at the annual meeting of the Illinois Council of Community College Administrators.

Former Harper College student Cathy Cook has been nominated for the 1984 Presidential Award for Excellence in Mathematics Teaching. Ms. Cook, a former student of Professor William Schooley, teaches at Elk Grove Junior High School.

Approximately 780 persons attended performances of "Play It Again, Sam" directed by Professor John Muchmore.

President McGrath introduced Professor Paul Sipiera and asked him to report on his studies during his recent sabbatical leave at the University of Otago and his participation in the Antarctic Expedition of the National Science Foundation.

ADJOURNMENT:

Following Professor Sipiera's presentation, Member Norwood moved, Member Barch seconded, that the meeting be adjourned.

In a voice vote, the motion carried, and the meeting was adjourned at 9:10 p.m.

Kris Howard
Chairman

Brian Barch
Secretary pro tem