

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 24, 1985

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 December 15 and 31, 1984 and January 15, 1985, and Estimated Payroll for January 16 through January 31, 1985 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers/Interfund Loan Repayment Exhibit V-C
 - D. Bid Awards
 - 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 Sheets Exhibit VIII-A-1
 - 2. Early Retirement, Faculty--LIB ART Exhibit VIII-A-2
 - 3. Early Retirement, Faculty--TM/PS Exhibit VIII-A-3
 - 4. Early Retirement, Classified Staff Exhibit VIII-A-4
 - B. RECOMMENDATION: Cooperative Agreements
 - 1. Saint Francis Hospital Exhibit VIII-B-1
 - 2. The Medical Center of Lake County Exhibit VIII-B-2
 - C. RECOMMENDATION: Joint Agreement for Northwest Suburban Career Cooperative Exhibit VIII-C
 - D. RECOMMENDATION: Designation of Persons to Prepare the Tentative Budget Exhibit VIII-D
 - E. RECOMMENDATION: Intergovernmental Cooperation Agreement Exhibit VIII-E
 - F. RECOMMENDATION: RTA Passenger Shelter Agreement Exhibit VIII-F

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| G. RECOMMENDATION: Student Service Grants--Fall 1984 | Exhibit VIII-G |
| H. BOARD INFORMATION: Grants and Gifts Status Report | Exhibit VIII-H |
| 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

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District #512 was called to order by Chairman Howard on Thursday, January 24, 1985 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Member Bone, it was moved and seconded that Member Barch be appointed secretary pro tem.

In a voice vote, the motion carried.

Chairman Howard announced the resignation of Lisa Vargas as student trustee, adding that Ms. Vargas had made a valuable contribution as a member of the Board. The Student Senate will appoint a student trustee to serve the remainder of the unexpired term.

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

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; Bill Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Daniel Blagg, Director of Development; 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; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate. Classified Staff: Peter Gart, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Tim Johnson, Audiovisual. Students: Matthew Scallon, Cindy Bowers. Other guests: Rob Mark, Barrington Press; Charles Riggle, Paddock Publications; Terry Parke, State Representative.

APPROVAL OF MINUTES: Member Torisky moved, Member Norwood seconded, approval of the minutes of the Regular Board Meeting of December 20, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: State Representative Terry Parke expressed his interest in cooperative vocational education, stating that the cooperative agreements presented a great opportunity for community residents.

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

Bills Payable, Restricted Purposes Fund,	Educational Fund (Dec. 8-30)	\$238,784.80
Payroll, Estimated	Educational Fund (Jan. 1-14)	140,716.14
Payroll, and Estimated	Building Fund (Dec. 8-30)	410,508.59
Utility Bills	Building Fund (Jan. 1-14)	14,791.32
	Auxiliary Fund (Dec. 8-30)	316,847.95
	Auxiliary Fund (Jan. 1-14)	80,780.75
	Restricted Purposes Fund	240,730.76

The payroll of December 31, 1984 in the amount of \$629,411.19; the payroll of January 15, 1985 in the amount of \$604,400.48; the estimated payroll of January 16, 1985 to February 28, 1985 in the amount of \$1,869,224.69; 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.

Financial Statements There were no questions regarding the financial statements. Chairman Howard commented on the diminishing fund balance.

Budget Transfer/ Loan Repayment Member Coste moved, Member Norwood seconded, to authorize the Treasurer to repay and re-transfer the loan of \$400,000 made from the Educational Fund to the Auxiliary Fund on March 22, 1984.

Mr. Bakas commented that for two years it has been necessary for cash flow reasons to transfer funds. The funds must be repaid within a year.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Budget

Transfer
(cont.)

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

Nays: None

Motion carried.

Purchase
Orders

Member Norwood moved, Member Coste seconded, approval of the purchase orders as shown 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 purchase order to Applicon Inc. for a maintenance and access agreement for the CAD/CAM system, in a total amount of \$51,198.00.

Ex. V-E2 Approve issuance of a purchase order to Cullinet Software, Inc. for maintenance of the Cullinet Data Base Management System in the amount of \$28,200.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

COMMUNICATIONS: Member Torisky reported that he received a letter from parents of a student regarding difficulties experienced by the student in scheduling classes. Chairman Howard stated that the complaint would be referred to the administration for investigation.

UNFINISHED

BUSINESS:

Committee
Reports

--Educational
Foundation

Member Torisky reported that Executive Director of the Foundation Daniel Blagg has met individually with Foundation Directors. A major fund raising event is scheduled for March 24 during the Shakespeare Festival. Proceeds from the March 24 performance will be used to aid the Arts Scholarship Fund. Gifts in kind and cash donations obtained by the Foundation totaled \$214,926 in 1984 and \$107,237.70 in 1983.

--Buildings
and Grounds

Member Coste reported that the Buildings and Grounds Committee met on January 14. Member Coste requested that the Board meet in Executive Session to discuss matters related to HB 1587.

Member Tomchek expressed his objections to involvement by the Board of Trustees in recommendations regarding projects to be accomplished. He stated that the

UNFINISHED

BUSINESS:

Committee

Reports

--Building
and Grounds
(cont.)

recommendations should be presented to the Board by the administration.

Chairman Howard stated that the matter would be taken under advisement.

--Friends
of Harper

Member Norwood reported that the Friends of Harper met on January 16. Directors and members of the organization have been working on the referendum. Rolling Meadows Night will be held in the spring.

With regard to service by a Board member on more than one board, Member Tomchek stated that he believes College policy prohibiting service on more than one school board is illegal.

President McGrath commented that the policy will be reviewed.

PERSONNEL
ACTIONS:

Member Torisky moved, Member Barch seconded, approval of the personnel actions as listed in Exhibit VIII-A-1 to VIII-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Staff Appointments

Gay Henderson, AV Technician III, 12-10-84, \$17,150
Ellen Levine, Secretary I, 1-02-85, \$11,924
Marie Downing, Secretary I, 1-02-85, \$12,675
Sandra Vilumis, Clerk, 1-02-85, \$9,465
Samuel Hochberg, Training Spec., 1-14-85, \$24,500
Sheryl Kneidek, Clerk Typist II, p/t, 1-16-85, \$5886
E. James Wertz, Coordinator, 2-01-85, \$29,450

Classified Staff and SEIU Terminations

David Schmidt, Interpreter III, 12-11-84
Joan Hession, Lab Asst., 12-14-84
Mark Bogdan, Utility Operator, 12-14-84
Gregg Atamian, AV Technician III, 12-26-84
Kathryn Lindvig, Administrative Secretary, 1-02-85
Rita Meinhardt, Secretary I, 1-04-85
Susan Baker, Secretary II, 1-18-85
Judith Kaiser, Information Specialist, 1-18-85
Frank Firak, Accounting Manager, 1-31-85
Torsten Hansen, Warehouse/Driver, 4-30-85
Vivienne Manson, Secretary to VP, 5-31-85

NEW BUSINESS: Faculty Termination

Personnel

Actions

(cont.)

Jacqueline Hooper, Instructor, 12-15-84

Faculty Retirements

William Foust, Professor, 1-1-86

Jordan Siedband, Professor, 5-20-85

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Chairman Howard expressed condolences on behalf of the Board to the friends and family of Gregg Atamian who died suddenly on December 26. President McGrath added that members of the College community attended the wake and funeral services for Mr. Atamian.

President McGrath wished Accounting Manager Frank Firak well in his new business, noting his seven years of service to the College. He also extended best wishes to Torsten Hansen of the Physical Plant and thanked him for his work for the College. Mr. Stansbury expressed the appreciation of the College to Ms. Vivienne Manson for her valuable service and wished her well in retirement.

Cooperative
Agreements

Member Torisky moved, Member Norwood seconded, approval of the Cooperative Agreement between the College and St. Francis Hospital in Evanston and the Cooperative Agreement between the College and the Medical Center of Lake County (as described in Exhibits VIII-B-1 and VIII-B-2, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Northwest
Suburban
Career
Cooperative

Member Norwood moved, Member Barch seconded, approval of the joint agreement for the Northwest Suburban Career Cooperative as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard noted that the information in the agreement has been presented to the Board previously, and final approval is now required. An initial payment of \$5,000 is required.

NEW BUSINESS:
Northwest
Suburban
Career
Cooperative
(cont.)

President McGrath commented that administrative costs are shared by the participating districts. The \$5,000 is an advance payment and the College will be reimbursed. President McGrath thanked Dean of Instruction Charles Harrington for his work on the project.

In a voice vote, the motion carried.

Designation
of Persons
to Prepare
Tentative
Budget

Member Coste moved, Member Norwood seconded, approval of the Resolution designating a person or persons to prepare a tentative budget for 1985-86 as follows:

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that James J. McGrath and Peter R. Bakas be and are hereby appointed to prepare a tentative budget for said college district for the fiscal year beginning July 1, 1985 and ending June 30, 1986, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

In a voice vote, the motion carried.

Intergovern-
mental
Cooperation
Agreement

Mr. Bakas explained that approval of this agreement will enable the Village of Palatine and the Village of Schaumburg to construct a bicycle path and a bridge crossing in the area of the Plum Grove Reservoir. The bicycle path will be adjacent to the perimeter road. No expense will be incurred by the College.

Member Torisky moved, Member Coste seconded, approval of the Intergovernmental Cooperation Agreement between the Village of Schaumburg and the Palatine Park District with the acknowledgement and approval of the Metropolitan Sanitary District and the Board of Trustees of William Rainey Harper College, Community College District No. 512.

In a voice vote, the motion carried.

RTA
Passenger
Shelter
Agreement

Member Norwood moved, Member Coste seconded, approval of the RTA Passenger Shelter Agreement as shown in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste commented that the efforts of Mayor Charles Zettek of Elk Grove Village had been helpful in obtaining this shelter for the College. Mayor Zettek is a member of the RTA Board. President McGrath expressed thanks to the students who have worked on the project.

In a voice vote, the motion carried.

NEW BUSINESS: Member Torisky moved, Member Norwood seconded, approval of student service grants for fall 1984 as listed in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student
Service
Grants

Upon roll call, the vote was as follows:

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

Nays: Member Tomchek

Grants and
Gifts
Status
Report

There were no questions regarding the Grants and Gifts Status Report.

PRESIDENT'S
REPORT:

President McGrath mentioned the retirement of two senior faculty members, Professor William Foust and Professor Jordan Siedband. Professor Foust was one of the first employees of the College, and his work has had a great influence on his art students, particularly in the area of lithography. Professor Siedband came to Harper College following a long career at Wright College and has been an outstanding faculty member in the Technology, Math and Physical Science Division.

Jill Terreberry, daughter of Physical Plant employee Robert Terreberry, is hospitalized in Pittsburgh following a liver transplant operation. Members of the College community have contributed funds to assist the family to pay the large cost of the operation.

Installation of new heating and air conditioning equipment has resulted in a water bill savings of \$14,056.16 over last year's expenses.

The switchboard operators handled one call every 11 seconds for a total of 44,147 calls during the recent registration period. President McGrath thanked Paula Blacker and members of the switchboard staff for an excellent job.

Elaine Stoermer and John Coste are attempting to have a Harper College directional sign installed at the new tollway exit on Roselle Road.

Upcoming cultural events are the third annual Harper art show and concerts performed by pianist Ralph Votapek, the Harper Chamber Orchestra, the Harper Jazz Band, and soprano Barbara Dalheim and pianist Eric Dalheim.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Student Activities Advisor Mike Nejman participated in making arrangements for a special Christmas party for terminally ill children. The event was sponsored by the Northwest Suburban Association of Commerce and Industry (NSACI).

Political Science Professor Sharon Alter was selected to be a delegate to the Illinois Jefferson Meeting in Chicago.

Spring semester enrollment has decreased by 10 percent from enrollment of spring 1984.

ADJOURNMENT
TO EXECUTIVE
SESSION:

It was moved and seconded that the Board adjourn to Executive Session for the purpose of discussing pending litigation.

Upon roll call, the vote was as follows:

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

Motion carried at 9:00 p.m.

ADJOURNMENT:

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

In a voice vote, the motion carried and the Regular meeting was called to order at 9:34 p.m.

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

In a voice vote, the motion carried and the meeting was adjourned at 9:35 p.m.

Kris Howard
Chairman

Brian Barch
Secretary pro tem