

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 25, 1985

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Appointment to the Board of Trustees Exhibit IV
- V. Citizen Participation
- VI. Approval of Disbursements
 - A. Bills Payable, Payroll for March 29, 1985 and April 15, 1985, and Estimated Payroll for April 16 through May 31, 1985 Exhibit VI-A
 - B. Financial Statements Exhibit VI-B
 - C. Budget Transfers
 - D. Bid Awards Exhibit VI-D
 - E. Purchase Orders
- 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. Contract Rider--Acting Director of Nursing Exhibit IX-A-2
 - 3. Early Retirement--Faculty, TM/PS Exhibit IX-A-3
 - 4. Extension of Leave of Absence Without Pay--Faculty, Special Programs and Services Exhibit IX-A-4
 - 5. Summer Workweek Exhibit IX-A-5
 - B. RECOMMENDATION: Cooperative Agreement--Americana Healthcare Center Exhibit IX-B
 - C. RECOMMENDATION: Agreement With Real Estate Broker Exhibit IX-C
 - D. RECOMMENDATION: Employment of Architect for Academic Computing Center Exhibit IX-D
 - E. BOARD INFORMATION: Grants and Gifts Status Report Exhibit IX-E

X. Other Business

Academic Computing Committee Report

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 Thursday, April 25, 1985

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 25, 1985 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard introduced Ann Hutchinson, newly elected student trustee, to the Board and welcomed her to the meeting.

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

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; Pat Bourke, Dean of Life Science and Human Services; Bonnie Henry, Dean of Student Development; 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; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Liz McKay, Director of Special Programs and Services; Don Mistic, Director of Business Services; Elaine Stoermer, Director of College Relations. Faculty: Larry Knight, President, Faculty Senate; Jane Allendorph. Classified staff: Peter Gart, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Tim Johnson, Audiovisual; Students: Todd Burger, President, Student Senate. Other guests: Joan Chojnacki, Paddock Publications; Kenneth Burger and Mary Kay Simonsen, district residents; Sharon Lackey, Harper College graduate; and Arnis Putrenieks, President, Trinity Realty and Investment Corp.

APPROVAL OF MINUTES: Member Torisky moved, Member Norwood seconded, approval of the minutes of the Committee of the Whole Meeting of March 27, 1985, the Regular Board Meeting of March 28, 1985, and the Executive Session of March 28, 1985.

In a voice vote, the motion carried.

APPOINTMENT
TO BOARD OF
TRUSTEES:

Member Bone moved, Member Norwood seconded, that Mrs. Barbara Barton be appointed to the Board of Trustees to fill the vacancy created by the resignation of David Tomchek and to serve until the next Board election on November 5, 1985, the expiration date of Mr. Tomchek's term of office.

In a voice vote, the motion carried. Chairman Howard welcomed Member Barton to the Board and invited her to be seated with the Board.

CITIZEN
PARTICIPATION:

Dean Pat Bourke introduced Ms. Sharon Lackey, a 1978 graduate in the Dietetic Technician Program. Ms. Lackey has been selected by the American Dietetic Association as the Outstanding Dietetic Technician in Illinois. Chairman Howard presented a paperweight to Ms. Lackey in recognition of her achievements.

DISBURSEMENTS: Member Norwood moved, Member Bone seconded, approval of Bills Payable, the bills payable as presented in Exhibit VI-A as follows:

Restricted Purposes Fund,	Educational Fund (Mar. 16-31)	\$337,600.71
Payroll,	Educational Fund (Apr. 1-12)	102,164.19
Estimated	Building Fund (Mar. 16-31)	401,728.26
Payroll, and	Building Fund (Apr. 1-12)	16,251.89
Estimated	Site & Construction Fund #2	350.00
Utility	Bond & Interest Fund	52,820.00
Bills	Auxiliary Fund (Mar. 16-31)	329,041.25
	Auxiliary Fund (Apr. 1-12)	42,261.52
	Restricted Purposes Fund	194,992.41

The payroll of March 31, 1985 in the amount of \$791,490.51; the payroll of April 15, 1985 in the amount of \$807,714.59; the estimated payroll of April 16 through May 31, 1985 in the amount of \$2,422,795.73 and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Bone, Coste, Howard, Norwood
and Torisky

Nays: None

Motion carried. Member Hutchinson voted aye.

Financial
Statements

There were no questions regarding the financial statements.

DISBURSEMENTS: Member Norwood moved, Member Bone seconded, approval
(cont.) of the bid awards as listed in Exhibit VI-D(1-9) (attached
Bid Awards to the minutes in the Board of Trustees' Official Book
of Minutes).

- Ex. VI-D1 Award bid Q7445 for software compilers and maintenance as requested by Academic Computing for the Educational Services Department to Mitchell Associates in the amount of \$5,500.00 and Prime Computer, Inc. in the amount of \$4720.00, the low bidders, for a total of \$10,220.00.
- Ex. VI-D2 Award bid Q7552 for terminals and modems as requested by Academic Computing for the Educational Services Department to Networx Data Products Company in the amount of \$6,584.00 and Advanced Data Products, Inc. in the amount of \$1,720.00, the low bidders, for a total of \$8,304.00.
- Ex. VI-D3 Award bid Q7553 for Data PABX and associated communications hardware as requested by Academic Computing for the Educational Services Department to Gandalf Data, Inc., the low bidder, in the amount of \$24,686.25.
- Ex. VI-D4 Award bid Q7554 for a Howard 727 Turf Blazer riding mower as requested by the Physical Plant Division for the Roads and Grounds Department to Rowland's Equipment Inc. in the amount of \$8,788.00.
- Ex. VI-D5 Award bid Q7557 for Macintosh computers and peripheral equipment as requested by the Technology, Math and Physical Science Division and Learning Resource Center for the Media Services Department to Midwest Computer Equipment Company, as the installing dealer for all of the computer equipment and supplier of items not bid by Apple Computer, in the amount of \$1,364.00; and an additional purchase order to Apple State Buy in the amount of \$5,765.67 for a total of \$7,129.67.
- Ex. VI-D6 Award bid Q7247 for an IBM XT personal computer and peripheral equipment as requested by the Office of Director of Development to IBM Corporation in the amount of \$3,745.12 and Nabih's Incorporated, in the amount of \$1,764.00, the low bidders, for a total of \$5,509.12.

- DISBURSEMENTS: Ex. VI-D7 Award bid Q7435 for a maintenance contract for
Bid Awards IBM typewriters for fiscal year 1985-86 to
(cont.) Burke Computer Maintenance, the low bidder,
in an amount not to exceed \$5,600.00.
- Ex. VI-D8 Award bid Q7448 for printing of the 1986-87
College Bulletin (catalog) to Phillips Brothers
Printers, the low bidder according to specifi-
cations, in the amount of \$26,976.00.
- Ex. VI-D9 Award bid Q7449 for printing of the Fall 1985,
Spring 1986 and Summer 1986 Course Schedules
to Free Press, Inc., the low bidder according to
specifications, in the amount of \$41,824.00.

Member Coste inquired why other vendors did not bid for the purchase of the Howard 727 Turf Blazer riding lawn mower, adding that an alternative model more competitively priced might be suitable. Mr. Bakas replied that the particular model specified has proved to be reliable for College use and parts are stocked because two of these machines were purchased previously.

Chairman Howard asked if the quantity of College Bulletins (catalogs) ordered would result in leftover catalogs (Ex. VI-D8). Director of College Relations Elaine Stoerme replied that the number ordered is not excessive. In addition to providing catalogs to students upon request, catalogs are used for recruitment and informational purposes. Even if a fee for catalogs is charged there is no way to measure if students and potential students have requested more than one catalog.

Member Bone referred to Ex. VI-D9 regarding the printing of course schedules, expressing concern that possible future postal increases might make mailing the schedules to district residents prohibitively expensive. She asked if the Board would be consulted in this case. President McGrath replied that informing district residents of course offerings is essential, and costs would be carefully monitored.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: Member Bone stated that a communication regarding an academic program will be referred to the Administration. A letter has been received from Lawrence Moats, a district resident, regarding the second site.

UNFINISHED BUSINESS:
Committee Reports
--Educational Foundation
Member Torisky reported that new subcommittees will meet this month: the Development Committee chaired by Herbert Muehl and the Professional Relations Committee chaired by Dr. Orwin Carter. Potential scholarship recipients are being interviewed. A gift of \$98,825 worth of computer equipment has been received from the Hamilton Hotel.

--Finance Committee
Member Torisky reported that the Finance Committee met on April 16, 1985 for the purpose of discussing selection of a real estate broker for a possible sale of the second site.

--Academic Affairs
Member Bone reported that the Academic Affairs Committee met on April 3, 1985 and discussed student assessment, placements, continuing education offerings and other matters.

--Friends of Harper
Member Norwood reported that "Rolling Meadows Night" will be held on April 29, 1985. The Annual Meeting of the Friends of Harper will be May 1, 1985 at 7:00 p.m.

--Student Trustee
Student Member Hutchinson reviewed student events and activities.

NEW BUSINESS:
Personnel Actions
Member Norwood moved, Member Torisky seconded, approval of the personnel actions as listed in Exhibit IX-A-1 through Exhibit IX-A-5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Staff Appointments

Vera Suvada, Tutor Coordinator, p/t, 3-25-85, \$7,656
Carrie Gorr, Information Spec., p/t, 3-29-85, \$7,943
Phyllis Zinsky, Secretary I, 4-01-85, \$11,924
Patricia Wicklund, Secretary I, 4-16-85, \$11,924

Classified Staff and SEIU Terminations

Rick Bergbower, Maintenance Mechanic, 4-01-85
Peggy Birzer, Secretary II, 4-15-85
Henry Vessell, Maintenance Foreman, 5-03-85

Faculty Termination

Gregory Naples, Associate Professor, 5-20-85

NEW BUSINESS: Administrative Appointment

Personnel

Actions
(cont.)

Margaret Burbach, Acting Director of Nursing, 1985-86
Academic Year

Faculty Early Retirement

Charles K. Barton, Professor, May 20, 1985

Faculty Leave of Absence

David Dolman, Professor, Extension of Leave Without Pay,
August 26, 1985 through May 18, 1986.

Summer
Workweek

In addition to personnel actions listed in Exhibits IX-A-1 through IX-A-4 listed above, the Summer Workweek Schedule (Ex. IX-A-5) was approved effective from June 3, 1985 through August 17, 1985.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Bone, Coste, Howard, Norwood
and Torisky

Nays: None

Motion carried. Member Hutchinson voted aye.

President McGrath mentioned that Professor Gregory Naples, a skilled professor of law and accounting, will join the faculty of Marquette University. President McGrath wished him well in his new position.

Cooperative
Agreement
with Americana
Healthcare
Center

Member Torisky moved, Member Bone seconded, approval of the Cooperative Agreement between William Rainey Harper College and the Americana Healthcare Center in Rolling Meadows.

President McGrath commented that the agreement sets parameters of responsibility. Harper College students are sent to the Americana Healthcare Center for training. Dean of Life Science and Human Services Pat Bourke added that legal counsel has advised that the agreement without a hold harmless clause is more appropriate than an agreement containing the clause.

In a voice vote, the motion carried.

Agreement
with Real
Estate
Broker

Chairman Howard stated that discussion of the agreement with the Real Estate Broker will be deferred to Executive Session.

NEW BUSINESS: Member Coste moved, Member Bone seconded, approval of
 (cont.) the contract with Legat/PSA in the amount of \$8,085.00
 Employment of Architect for for the preparation of final designs and the preparation
 Academic Computing Center of construction and bidding documents for the expansion
 of the Academic Computing Center which is located in
 rooms D131 and D132.

Chairman Howard commented that the project was discussed in the meeting of the Building and Grounds Committee on April 16, and that enlargement of the vestibule area was suggested. Mr. Bakas stated that plans for the vestibule area are included.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Bone, Coste, Howard, Norwood
 and Torisky

Nays: None

Motion carried. Member Hutchinson voted aye.

Grants and Gifts Status Report Dr. Voegel mentioned that the primary item on the donations report is the gift of computer equipment from the Hamilton Hotel valued at \$98,825.00.

Academic Computing Committee Report Director of Academic Computing Larry Haffner reported that the Academic Computing Task Force recommended last year that a Director of Academic Computing be hired and a committee formed. The committee, chaired by Professor Paul Holdaway, is studying computer equipment used throughout the College. The purchase of the Prime Computer equipment will provide a valuable resource for the College. The Computing Center will also become a useful area. Mr. Haffner plans to help others achieve their computer objectives and will hold informational workshops.

Strategic Planning Sessions Chairman Howard stated that two strategic workshops for Board members have been planned: May 29 and June 5. Member Norwood added that the regular meeting of the Illinois Community College Trustees Association will be held May 30 at Oakton Community College.

PRESIDENT'S REPORT: President McGrath began his report by announcing that a bequest from the estate of the late Henriette Gebert, former coordinator of the Dietetic Technician Program, will provide funds for Dietetic Technician students.

Vice President Donn Stansbury received a citation and honorary membership in the American Association of Collegiate Registrars and Admissions Officers (AACRAO). The honor was given at the convention of the organization held this month.

PRESIDENT'S
REPORT:
(cont.)

The citation awarded to Mr. Stansbury states that "Donn will long be remembered, respected, and lauded for his typical hard work and innovative participation in the development of on-line registration systems, his contributions to the formulation of a version of Management of Data Systems for community colleges, and his encouragement of community college colleagues with regard to AACRAO membership."

Director of Planning and Research John Lucas has been selected as the 1984-85 Practitioner Award recipient by the National Council for Research and Planning.

Board Member Jan Bone led a panel discussion sponsored by the Palatine League of Women Voters on the subject of "Getting in Print: The Thrills, Chills and Problems."

Director of Library Services Eileen Dubin has written an article entitled "New Research Strategy for Library Use: Community Interlibrary Cooperation Grant" which will be published in the summer 1985 issue of Community and Junior College Libraries. Ms. Dubin has been nominated for the position of President of the Illinois Association of College and Research Libraries.

Purchasing Agent Thea Keshavarzi received a certificate as Certified Purchasing Manager conferred by the National Association of Purchasing Management, Inc.

Dean of Instruction Charles Harrington helped organize and coordinate the recent Illinois Vocational Association workshop held at Harper College on March 22.

Professor Sharon Alter recently presented a paper on "Louise DeKoven Bowen, Social Reformer and Political Activist" at the annual meeting of the Organization of American Historians in Minneapolis.

Professor Elizabeth Hull has written an article entitled "A Cartoon for Ages 12 to Adult" which was published in the March issue of the Popular Culture Association newsletter.

Dr. Joann Powell, serving as a member of the North Central Accreditation Team, visited Cleary College in Ypsilanti, Michigan.

Professor Lee Kolzow conducted a workshop on managing and supervising student learning at Colorado State University in Ft. Collins, Colorado.

PRESIDENT'S REPORT:
(cont.) Presidential Fellow Jamil Khoury, Award for Excellence winner, will receive the Phi Theta Kappa Scholarship.

Rotary Club District 664 has selected Legal Technology student Nicholette Brown as the vocational scholarship winner.

Former student and active member of the Harper Theatre Company John Loprieno has signed a three-year contract to perform on the TV soap opera "Search for Tomorrow".

President McGrath concluded his report by announcing that the Illinois Board of Higher Education will meet at the College on May 7.

ADJOURNMENT TO EXECUTIVE SESSION: Member Coste moved, Member Bone seconded, that the Board adjourn to Executive Session for the purpose of discussing the appointment, employment, salary or dismissal of personnel, and sale of the second site.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Following the Executive Session, Member Norwood moved, Member Torisky seconded, that the regular meeting be reconvened.

In a voice vote, the motion carried.

Member Coste moved, Member Torisky seconded, that in the absence of Member Bone, who left the meeting during the Executive Session, Member Norwood be appointed secretary pro tem.

In a voice vote, the motion carried.

Agreement with Real Estate Broker Member Torisky moved, Member Norwood seconded, to approve an agreement with Bennett & Kahnweiler Associates, real estate brokers, as exclusive agent for the sale of College-owned property, consisting of approximately 117 acres and located at Palatine and Schoenbeck Roads in Arlington Heights.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Norwood and Torisky
Nays: None
Present: Member Coste

Motion carried. Member Hutchinson voted aye.

ADJOURNMENT: Member Coste moved, Member Norwood seconded, that the meeting be adjourned.

In a voice vote, the motion carried, and the meeting was adjourned at 9:55 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary

Molly Norwood
Secretary pro tem