

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

May 23, 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 April 30, 1985 and May 15, 1985, and Estimated Payroll for May 16 through June 28, 1985 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. Extension of Leave of Absence without Pay--Faculty, Student Development Exhibit VIII-A-2
  - B. RECOMMENDATION: Contract Riders
    - 1. Career Program Coordinators Exhibit VIII-B-1
    - 2. Student Affairs Staff Exhibit VIII-B-2
  - C. RECOMMENDATION: Resolution for Health and Safety Projects Exhibit VIII-C
  - D. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-D
- IX. Other Business: Academic Standards Committee Report
- X. President's Report
- XI. Adjournment to May 29, 1985 at 5:00 p.m.

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, May 23, 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, May 23, 1985 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Member Bone, Member Torisky moved, Member Coste seconded, that Member Norwood be appointed Secretary pro tem.

In a voice vote, the motion carried.

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

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Steven Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Math and Physical Science; 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; Daniel Blagg, Director of Development; 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 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; Therese Cummings. Classified staff: Christopher Catton, Audiovisual; Thea Keshavarzi, Purchasing Agent. Other guests: Ted Gregory, Paddock Publications; Michael Gilfillan, Legat Associates; Linda Layva, area resident; Arnis Putrenieks, Trinity Realty and Investment Corp.

APPROVAL OF MINUTES: Member Torisky moved, Member Coste seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of April 25, 1985.

In a voice vote, the motion carried.

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

Restricted Purposes	Educational Fund (Apr. 13-30)	\$314,479.30
Fund, Payroll, Estimated	Educational Fund (May 1-9)	72,363.83
Payroll, Estimated	Building Fund (Apr. 13-30)	244,096.18
Utility Bills, Software	Building Fund (May 1-9)	14,732.86
	Auxiliary Fund (Apr. 13-30)	197,023.22
	Auxiliary Fund (May 1-9)	27,076.92
	Restricted Purposes Fund	247,555.27

The payroll of April 30, 1985 in the amount of \$795,978.38; the payroll of May 15, 1985 in the amount of \$829,651.15; the estimated payroll of May 16, 1985 through June 30, 1985 in the amount of \$2,462,828.74; the estimated utility bills in the amount of \$120,000.00 and Mt. Prospect State Bank for 4th quarter payment for Cullinet Software in the amount of \$14,209.25.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Financial Statements

Chairman Howard commented on the diminishing fund balance and asked if cash flow problems are anticipated. Mr. Bakas replied none is anticipated although the balance in the Building Fund is very low. Member Barch inquired if interfund loans are permissible. Mr. Bakas replied that interfund loans are allowed but must be repaid within a year.

Bid Awards

Member Barch moved, Member Norwood seconded, approval of the bid awards as listed in Exhibit V-D (1-3) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-D1 Award bid Q7570 to UARCO, the low bidder for computer paper, as requested by the Computer Services Department, in the amount of \$24,727.56.
- Ex. V-D2 Award bid Q-7573 to Chicago Paper Co., the low bidder meeting quality requirements, for duplicator paper as requested by the Bookstore, in the amount of \$15,517.50.
- Ex. V-D3 Award bid Q-7567 to General Electric Company, the low bidder for a Programmable Controller and associated software, as requested by the Technology, Mathematics and Physical Science Division for the Electronics Department in the amount of \$11,311.00.

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

Bid Awards  
(cont.)

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

Motion carried. Member Hutchinson voted aye.

Emergency  
Bid  
Request

Member Coste moved, Member Norwood seconded, approval of the emergency bid request for repair of the Building H chiller as described in Exhibit V-D4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D4 Award bid Q-7591 to United Technologies, the low bidder for the base bid and additive alternates 5 and 6, in the amount of \$15,872.00.

Mr. Bakas reported that repairs to the chiller in Building H have been unsuccessful and air conditioning cannot be provided. A contractor was consulted and he reported that major repairs exceeding \$10,000 were required. A consulting engineer confirmed this estimate. Because of the emergency nature of the situation, it was not possible to publish a legal notice and submit bids at the June Board meeting. Three sealed bids were obtained and opened in the presence of staff members. Mr. Bakas referred to a memorandum from Dean George Dorner (attached to the minutes in the Board of Trustees' Official Book of Minutes) citing the need to dismiss or relocate classes because of the high temperatures.

Chairman Howard asked the age of the chiller unit in Building H. President McGrath replied that the chiller was installed in 1973.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Purchase  
Orders

Member Torisky moved, Member Norwood seconded, approval of the purchase orders as listed in Exhibit V-E (1-10) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

DISBURSEMENTS:  
Purchase  
Orders  
(cont.)

- Ex. V-E1 Approve issuance of a purchase order to Nexus Office Systems, Inc. in the amount of \$35,844.00 for rental of 14 copiers for an additional year as requested by the Learning Resource Center for the Media Services department.
- Ex. V-E2 Approve issuance of a purchase order to Storage Technology Corporation in the amount of \$18,816.00 for a maintenance agreement covering two disk sub-systems as requested by the Computer Services department.
- Ex. V-E3 Approve issuance of a purchase order to IBM Corporation in the amount of \$12,300.00 for maintenance of computer software as requested by the Computer Services department.
- Ex. V-E4 Approve issuance of a purchase order to Four-Phase Systems, Inc. in the amount of \$10,800.00 for a maintenance agreement covering a minicomputer and the peripheral equipment as requested by the Computer Services department.
- Ex. V-E5 Approve issuance of a purchase order to Corodale Incorporated in the amount of \$9,156.00 for the one-year renewal of the lease of computer software as requested by the Computer Services department.
- Ex. V-E6 Approve issuance of a purchase order to Braegen Corporation in the amount of \$11,048.00 for maintenance of computer equipment as requested by the Computer Services department.
- Ex. V-E7 Approve issuance of a change order to purchase order D-26088 to Alpha Omega Consulting Group, Ltd. for consulting services and system software support, in an amount not to exceed \$5,000.00 for a new total not to exceed \$30,000.00 as requested by the Computer Services department.
- Ex. V-E8 Approve issuance of a purchase order to Alpha Omega Consulting Group, Ltd. in the amount not to exceed \$25,000.00 for consulting services and system software support as requested by the Computer Services Department.
- Ex. V-E9 Approve issuance of a purchase order to IBM Corporation in the amount of \$30,300.00 for the renewal of the rental of one piece of hardware and computer software for one year as requested by the Computer Services department.

DISBURSEMENTS: Ex. V-E10 Approve issuance of a purchase order to  
Purchase Macro 4, Inc. in the amount of \$10,370.00  
Orders for rental of software for the Computer  
(cont.) Services department.

Vice President Stansbury commented that Purchase Order V-E8 to Alpha Omega Consulting Group, Ltd. will result in savings in salary costs to the College. Work performed by a consultant as needed eliminates the need to pay salary and fringe benefits to an employee serving as a technical services manager.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: Member Norwood read a note from former Board Chairman Joan Klussmann expressing appreciation for flowers sent during her convalescence.

UNFINISHED Member Torisky reported that Reverend John Sternberg  
BUSINESS: will serve as liaison from the Educational Foundation  
Committee to the Friends of Harper. Award for Excellence scholars  
Reports were presented to the audience at the Honors Convocation  
--Educational and Commencement exercises.  
Foundation

--Finance Member Torisky reported that the Finance Committee met  
Committee on May 23, 1985 to discuss preliminary budget preparation,  
the second site and other financial matters.

--Student Student Member Hutchinson reported that she has asked  
Trustee students for opinions of the faculty evaluation process  
and plans to conduct a formal survey on this subject  
at a later date.

Chairman Howard reported that she attended the Honors Convocation, Trustees Scholarship Reception and Commencement. Member Norwood attended the Student Activities Awards Banquet. Chairman Howard commented on the careful planning of the Commencement ceremonies.

President McGrath thanked Ms. Vera Davis and members of the Graduation Committee for their careful planning. Member Coste suggested that two lines of graduates instead of one would expedite the proceedings.

Member Norwood commented that the reception and dinner for the Illinois Board of Higher Education were very impressive and well planned. President McGrath complimented Elaine Stoermer for her work in planning the event.

NEW BUSINESS: Member Barch moved, Member Norwood seconded, approval of Personnel Actions the personnel actions as listed in Exhibits 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

Max Netzeband, Security Guard, 5/6/85, \$12,064  
Mary Cay Waldron, Secretary I, 5/8/85, \$12,170  
Timothy Johnson, AV Technician II, 5/13/85, \$14,933  
Timothy Hanahan, Training Specialist, 5/13/85, \$25,000  
Peggy Greenquist, Clerk, 5/28/85, \$9,465

Classified Staff and SEIU Terminations

Jeannie Ritzman, Tutor Coordinator, 4/1/85  
Gay Henderson, AV Technician III, 4/30/85  
Patricia Wicklund, Secretary I, 5/3/85  
Scott Ryan, Clerk, 5/23/85  
Richard Klug, Maintenance Supervisor, 5/31/85  
Margaret Doyle, Secretary I, 5/31/85

Extension of Leave of Absence Without Pay

Instructor Paul Chamberlain, 8/26/85 through 12/21/85

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Contract Riders Member Norwood moved, Member Torisky seconded, approval of the contract riders as listed in Exhibit VIII-B-1 and VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barch commented that the money spent on contract riders could be used to hire two full-time faculty members and questioned the value of issuing the riders. He asked what factors determine the selection of faculty members receiving riders. President McGrath replied that the riders are pro rated on faculty salaries. Those receiving riders are selected on the basis of seniority. Member Torisky asked if reports are submitted by faculty members with riders. President McGrath replied that those faculty members working on internships submit reports. Others work on campus on student orientation.

PRESIDENT'S  
REPORT:  
(cont.)

The following faculty members from the English as a Second Language Program gave presentations at a recent conference of Illinois Teachers of English to Speakers of Other Languages: Carroll Pollock, Jean Chapman, Susan Cusack, Vicki Hathaway, Marcha Howes, Maureen Rehusch and Peggy Kazkaz. Ms. Kazkaz was elected chairman of the Adult Education Interest Section of the organization.

Director of Special Programs and Services Liz McKay was elected to a three-year term on the Board of Directors of the Illinois Prairie Girl Scout Council and will also chair the suburban college 1985 Crusade of Mercy campaign and serve as vice chair of the Suburban Advisory Council.

Ms. Barbara Schmeltz, Special Programs and Services, has been appointed to the Board of Trustees of Lourdes High School in Chicago.

Former Harbinger editor Chuck Riggle has been accepted at Georgetown University.

Presidential fellow Jamil Khoury has been accepted by the School of Foreign Service at Georgetown University.

Transylvania University scholarship winner Robert Smedley transferred from Harper College and achieved a 4.0 grade point average.

Dean of Continuing Education William Howard reported that the Northwest Suburban Career Cooperative will be located in the office of High School District 211. A manager has been appointed and a budget approved.

ADJOURNMENT:

Member Torisky moved, Member Norwood seconded, that the meeting be adjourned to the Adjourned Board Meeting of May 29, 1985.

In a voice vote, the motion carried.

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Kris Howard  
Chairman

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Molly Norwood  
Secretary pro tem