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
   B. Financial Statements
   C. Budget Transfers
   D. Bid Awards
   E. Purchase Orders

VI. Communications

VII. Unfinished Business
   A. Committee Reports
   B. Student Trustee Report

VIII. New Business
   A. RECOMMENDATION: Personnel Actions
      1. Personnel Action Sheet
      2. Extension of Leave of Absence without Pay--Faculty, Student Development

   B. RECOMMENDATION: Contract Riders
      1. Career Program Coordinators
      2. Student Affairs Staff

   C. RECOMMENDATION: Resolution for Health and Safety Projects

   D. BOARD INFORMATION: Grants and Gifts Status Report

IX. Other Business: Academic Standards Committee Report

X. President's Report

XI. Adjournment to May 29, 1985 at 5:00 p.m.
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 VoegeI, 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 Masic, 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 of the bills payable as presented in Exhibit V-A as follows:

<table>
<thead>
<tr>
<th>Restricted Purposes</th>
<th>Educational Fund (Apr. 13-30)</th>
<th>$314,479.30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Fund (May 1-9)</td>
<td>72,363.83</td>
<td></td>
</tr>
<tr>
<td>Fund, Payroll, Estimated</td>
<td>Building Fund (Apr. 13-30)</td>
<td>244,096.18</td>
</tr>
<tr>
<td>Payroll, Estimated</td>
<td>Building Fund (May 1-9)</td>
<td>14,732.86</td>
</tr>
<tr>
<td>Auxiliary Fund (Apr. 13-30)</td>
<td>197,023.22</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Fund (May 1-9)</td>
<td>27,076.92</td>
<td></td>
</tr>
<tr>
<td>Utility Bills, Software</td>
<td>Restricted Purposes Fund</td>
<td>247,555.27</td>
</tr>
</tbody>
</table>

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 07570 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 0-7573 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 0-7567 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.
Minutes of the Regular Board Meeting of Thursday, May 23, 1985

DISBURSEMENTS:
Bid Awards
(Cont.)

Upon roll call, the vote was as follows:

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).
Minories of the Regular Board Meeting of Thursday, May 23, 1985 4.

DISBURSEMENTS:  

Ex. V-E1 Purchase Orders (cont.)  
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 Coradale 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.
Minutes of the Regular Board Meeting of Thursday, May 23, 1985

DISBURSEMENTS: 

Ex. V-E10 Approve issuance of a purchase order to Macro 4, Inc. in the amount of $10,370.00 for rental of software for the Computer 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 BUSINESS:

Committee Reports
--Educational Foundation

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

--Finance Committee

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

--Student Trustee

Student Member Hutchinson reported that she has asked 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:

Personnel Actions

Member Barch moved, Member Norwood seconded, approval of 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 VII-B-1 and VII-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.
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.

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.

Kris Howard  
Chairman  

Molly Norwood  
Secretary pro tem