

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

June 27, 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 May 31, 1985 and June 15, 1985, and Estimated Payroll for June 16 through August 30, 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 Sheets Exhibit VIII-A-1
    - 2. Salary Programs
      - a. Classified Staff Exhibit VIII-A-2a
      - b. Administrative Exhibit VIII-A-2b
  - B. RECOMMENDATION: Notice of 1985-86 Budget Hearing Date Exhibit VIII-B
  - C. RECOMMENDATION: Student Service Grants--Spring 1985 Exhibit VIII-C
  - D. BOARD INFORMATION: 1984-85 Goals Accomplishment Report Exhibit VIII-D
  - E. BOARD INFORMATION: 1985-86 Administrative Organization Charts Exhibit VIII-E
  - F. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-F
- IX. Other Business: Report on French Program--Professor Irene Lavelle
- 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

Minutes of the Regular Board Meeting of Thursday, June 27, 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, June 27, 1985 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Peter R. Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; Liz McKay, Dean of Special Programs and Services; Martin Ryan, Dean of Liberal Arts; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Don Mistic, Director of Business Services; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Vera Davis; Irene Lavelle; Paul Sipiera. Classified Staff: Rena Trevor, Classified Employee Council; Ray Beckman, Audiovisual; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent. Other guests: Jeff Graunke, Paddock Publications; Mr. and Mrs. Patrick Leonard; Kathleen Leonard; Paul Leonard; and Professor Ed Olson, University of Illinois.

APPROVAL OF MINUTES: Molly Norwood moved, Barbara Barton seconded, approval of the minutes of the Regular Board Meeting of May 23, 1985 and the Adjourned Board Meeting of May 29, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: Chairman Howard extended a warm welcome to Professor Paul Sipiera. In addition, she introduced Professor Ed Olson, University of Illinois at Chicago Circle, who presented a medal and citation to Professor Sipiera for his recent Antarctic expedition. Professor Olson, a member of a previous expedition team and past recipient of the award, noted that he has had the pleasure of working with Paul at the Field Museum on meteorite studies. Professor Sipiera expressed his appreciation for the honor and extended his gratitude to the Board and administration for granting him a sabbatical leave to participate in this endeavor.

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

Restricted Purposes Fund,	Educational Fund (May 10-31)	\$ 150,471.49
Payroll, Estimated	Educational Fund (June 1-12)	96,210.66
Payroll, Estimated	Building Fund (May 10-31)	366,193.12
Utility Bills	Building Fund (June 1-12)	24,460.82
	Site & Construction Fund (May 10-31)	1,454.40
	Auxiliary Fund (May 10-31)	223,816.94
	Auxiliary Fund (June 1-12)	42,962.33
	Restricted Purposes Fund	141,804.80

The payroll of May 31, 1985 in the amount of \$790,212.81; the payroll of June 15, 1985 in the amount of \$620,021.93; the estimated payroll of June 16 through July 31, 1985 in the amount of \$2,136,505.63; and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

#### Financial Statements

There were no questions regarding the financial statements.

#### Bid Awards

Member Norwood moved, Member Barton seconded, approval of the bid awards as listed in Exhibit V-D (1-6) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q7575 for vending machine service to Lyng Canteen Service Company, the bidder offering the highest commissions.

Ex. V-D2 Award bid Q7589 for paper as requested by the Media Services Department to Whitaker Carpenter Paper Company, the low bidder, in the amount of \$40,709.65.

Ex. V-D3 Award bid Q7582 for printing of the Fall 1985 Women's Program Brochure to Consolidated Press, Inc., the low bidder, in the amount of \$5,210.00.

Ex. V-D4 Award bid Q7586 for athletic uniforms and equipment to Hayden's Sport Center in the amount of \$6,234.35, Player Sports in the amount of \$1,852.40, and Sports Nut, Inc. in the amount of \$635.94, the low bidders, for a total award of \$8,722.69.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- Ex. V-D5 Award bid Q7599 for athletic training supplies to Logan Medical Supply in the amount of \$69.25, Metro Medical and Surgical Supply in the amount of \$193.09, Karel Medical in the amount of \$107.43, Geneva Hospital Supply, Inc. in the amount of \$217.68, and School Health Supply in the amount of \$5,046.53, the low bidders, for a total award of \$5,633.98.
- Ex. V-D6 Award bid Q7579 for milk and dairy products to Hedlin's Dairy, the low bidder, in the amount of \$10,835.65.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Purchase  
Orders

Member Norwood moved, Member Barton seconded, approval of the purchase orders as listed in Exhibit V-E (1-5) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-E1 Approve issuance of a purchase order to Browning-Ferris Industries of Illinois, Inc. for trash removal service for 1985/86 in an amount not to exceed \$16,800.00.
- Ex. V-E2 Approve issuance of a purchase order to Computervision Corporation, for maintenance of the Designer M system, in the amount of \$14,880.00.
- Ex. V-E3 Approve issuance of a change order to purchase order D-28940 to Four-Phase Systems, for a maintenance agreement covering a mini-computer and peripheral equipment, in the amount of \$1,884.00, for a new total of \$12,684.00.
- Ex. V-E4 Ratify issuance of a purchase order to Dictaphone Corporation, for 24 Dictaphone Transcribers, in the amount of \$11,040.00.
- Ex. V-E5 Approve issuance of a purchase order to the IBM Corporation for parts for IBM Personal Computers in the amount of \$7,568.00.

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

Purchase

Orders (cont.)

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

Nays: None

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED

BUSINESS:

Committee

Reports

--Educational  
Foundation

Member Torisky reported that the quarterly meeting of the Board of Directors of the Educational Foundation was held on June 11 and the following actions were taken: The Board authorized the final payment of the original \$10,000 loan made by the College to the Foundation in 1973; approved a strategy statement and organizational structure for the new Annual Campaign for Harper College; established recognition clubs for the Annual Campaign; and reappointed Clarine Hall, Dick Goode, Herb Muehl, Bill Simpson and John Sternberg to the Board of Directors. In addition, the Board reluctantly accepted the resignations of Virginia Hayter and Eugene Marzelli from the Board of Directors. The meeting also included a report from Professor Sharon Alter and selected Harper students who recently participated in the Model United Nations project in New York. This activity was partially funded by the Educational Foundation. Member Torisky also reported that the Foundation received cash gifts totalling \$70,166.38 and equipment gifts valued at \$286,006.05 during FY1985. These figures represent significant increases over previous years. Member Torisky commended the Directors for their efforts in making the Educational Foundation a success.

--Friends of  
Harper

Member Norwood reported that the Friends of Harper are planning to meet in September. Sarah Born was elected President at the annual meeting held in May. Member Norwood also reported that she had attended the annual convention of the Illinois Community College Trustees Association held in Springfield on June 7-8, 1985. The newly-elected President of the Association is Dr. Jerry Lacey.

--Student  
Trustee

Student Member Hutchinson has been appointed to the Student Advisory Committee to the Illinois Community College Board.

--Finance

Member Torisky reported that the Finance Committee met on June 6 and reviewed the preliminary budgets for the Educational and Building Funds. In addition, the recently-held strategic planning sessions were discussed. Member Torisky felt that these sessions will be very helpful to the Board in the future.

ADJOURNMENT  
TO EXECUTIVE  
SESSION:

Member Bone, moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing the appointment, employment, salary or dismissal of personnel, as outlined in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hutchinson voted aye. The Board adjourned to Executive Session at 8:23 p.m.

RETURN TO  
REGULAR  
SESSION:

Member Norwood moved, Member Bone seconded, that the Board return to Regular Session.

In a voice vote, the motion carried.

NEW BUSINESS:  
Personnel  
Actions

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

Administrative Appointment

Vernon F. Manke, V.P. Administrative Services,  
9/1/85, \$62,000

Classified Staff and SEIU Appointments

Lynda Bingham, Secretary II, 5/20/85, \$15,200  
Alisa Cook, Clerk I, 5/21/85, \$10,222  
Pamela Toomey, Secretary II, 5/28/85, \$13,518  
Christopher Kungie, AV Technician I, 5/29/85, \$12,877  
Paula Blacker, Chief Switchboard Oper., 6/1/85, \$14,755  
Margaret Kevorkian, Secretary I, 6/3/85, \$11,924  
William Roesner, Maintenance Mechanic, 6/3/85, \$19,906  
Bridget Calendo, Secretary I, 6/10/85, \$13,180  
Diane Flores, Receptionist, 6/10/85, \$11,040  
Bette Boubal, LRC Clerk II, p.t., 6/17/85, \$4,290  
Martha Mulligan, Secretary I, 6/17/85, \$13,000

Administrative Termination

Peter R. Bakas, V.P. Administrative Services, 8/31/85

Classified Staff and SEIU Terminations

Robert Reynolds, Utility Operator, 5/16/85  
Valorie Krieman, Lab Assistant, 5/17/85  
Gail Geltner, Secretary I, 5/31/85  
Jean Ray, Clerk, 6/27/85  
Barbara Emma, Secretary, ESL, 7/3/85  
Debra Doner-Karr, Child Care Assistant, 7/25/85

NEW BUSINESS:

Personnel

Actions

(cont.)

Classified Staff and SEIU Terminations (cont.)

George Curry, Supervisor, Roads and Grounds, 7/31/85  
Geraldine Sexton, Correspondence Secretary, 7/31/85  
Vern Schroeder, Warehouse Foreman, 8/30/85

Faculty Termination

Mary Lou Wessendorf, Instructor/Librarian, 5/18/85

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Hutchinson voted aye.

President McGrath stated that the retirement of Vice President Bakas was noted both with regret and with a great deal of appreciation for four years of dedicated service. He offered best wishes for the future. The President also noted the resignations of George Curry and Vern Schroeder, Physical Plant employees, both of whom have performed valuable services for the College for sixteen years. In addition, both Geraldine Sexton and Mary Lou Wessendorf have done fine jobs for eight years. The President extended his thanks to all these employees and wished them well in their retirement.

On behalf of the Board, Chairman Howard expressed deep appreciation to Vice President Bakas. She felt that he provided a greater understanding of the complicated finances of a community college and cited especially the work he had done with both the Finance and the Buildings and Grounds Committees. Member Torisky stated that Vice President Bakas was one of the finer finance persons he had met in his 23-year career and would be greatly missed by the College community.

Salary Program  
for  
Classified and  
Professional/  
Technical  
Employees

Member Norwood moved, Member Bone seconded, approval of the sum of \$403,879 to implement the increases in salaries and fringe benefit expenses for the Classified, Professional/Technical employees for 1985/86 effective July 1, 1985, as outlined in Exhibit VIII-A-2a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried, Student Member Hutchinson voted aye.

NEW BUSINESS:  
Administrative  
Employment  
Contracts

Member Bone moved, Member Barton seconded, approval of the sum of \$87,189 for adjustments in salaries and fringe benefit expenses and authorization to the Board Chairman and Secretary to execute the Administrative Employment Contracts on behalf of the Board of Trustees effective July 1, 1985, as outlined in Exhibit VIII-A-2b (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Hutchinson voted aye.

President's  
Contract

Member Bone moved, Member Torisky seconded, adoption of the resolution concerning the President's Contract, as outlined in Exhibit VIII-A-2b1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Hutchinson voted aye.

Member Torisky felt that President McGrath has done an excellent job in building a lasting team and his work with the administration is testimony to his leadership. Chairman Howard added that the Harper community is fortunate to have President McGrath as he is reputed to be one of the finest college presidents in the State of Illinois. Student Member Hutchinson expressed appreciation for his willingness to meet with members of the student body.

President McGrath stated that his experiences at Harper have been most rewarding and he is pleased and proud to work with all members of the Harper community.

Budget  
Hearing Date

Member Torisky moved, Member Bone seconded, adoption of the resolution providing for the annual Budget Hearing and the required public notice as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

NEW BUSINESS: Member Torisky moved, Member Barton seconded, approval of the student service grants for spring 1985 as listed in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Service Grants  
Spring - 1985

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hutchinson voted aye.

1984-85 Goals Accomplishment Report

Chairman Howard stated that the 1984-85 Institutional Goals Accomplishment Report was for Board information. She noted that the report did not reflect the recent strategic planning sessions and requested that the Board receive a progress report, possibly in October. Member Torisky stated that there is a great deal of work involved between goal setting and goal accomplishment. Many of the goals have been attained and additional achievements will be accomplished in the future.

1985-86 Organization Charts

Chairman Howard explained that the 1985-86 Organization Charts were for Board information. Member Bone noted that the names were included this year and expressed appreciation for this change.

Grants and Gifts Status Report

Dr. Voegel reported on various changes regarding the current status of grants. The Displaced Homemakers grant has been renewed for another year. In addition, the Basic Academic Pre-Employment Skills grant and the Disabled Students grant have been approved for funding. Chairman Howard commended Dr. Voegel's efforts to obtain funds for these projects. President McGrath called attention to the cash donations which totalled \$18,970 during the past month. He expressed gratitude for these gifts, especially the significant donations from Square D Foundation and Borg-Warner Acceptance Corporation for scholarships.

OTHER BUSINESS: Report on French Program

President McGrath introduced Professor Irene Lavelle, a faculty member in the foreign language program at Harper College. Professor Lavelle and several Harper students participated in a French Immersion Weekend Program recently and she agreed to share this experience with members of the College community. Using a slide presentation, Professor Lavelle explained the various activities which were held during the three days in Byron, Illinois, approximately two hours from campus. A complete French atmosphere is recreated in a setting of 200 acres with a magnificent view. French was the only language spoken during the weekend as the students participated in skits, miniclasses, songs, dancing, and enjoyed meals together. Professor Lavelle felt that

OTHER BUSINESS: learning experiences such as this enhance the students' awareness of the French language. Members of the Board and the administration thanked Professor Lavelle for sharing this unique experience.

Report on French Program (cont.)

PRESIDENT'S REPORT: President McGrath reported that the Nursing Club has presented a \$250 check to the Educational Foundation for an "Outstanding Nurse" award. It is hoped that a matching award will be donated by a company or an individual.

Dean of Instruction Charles Harrington gave a presentation to the Instructional Services Commission of the Illinois Council of Community College Administrators at Lincoln Land Community College. This presentation was extremely well received.

The schedule of telecourses for the fall 1985 semester is now available. Copies of the brochure were distributed to Board members. President McGrath expressed appreciation to Media Services Director Al Dunikoski and members of his staff.

According to information received from Professor Frances Brantley, Illinois Institute of Technology reports that seven Harper College transfer students have the highest grade point averages of all community colleges represented at I.I.T.

Steven Spethmann, a 1985 Harper College graduate, has been selected as the Harper scholar to I.I.T. and will receive a \$3,000 tuition award from I.I.T. to attend the College of Engineering. This recommendation was made by the Transfer Scholarship Selection Committee, chaired by Professor Roy Mottla.

The Transfer Scholarship Selection Committee has also recommended Roosevelt University Scholarships for several Harper students. These awards range from \$1,000 to over \$5,040.00, which is equivalent to full tuition. The recipients are Kenneth Schaeffer, Kelly Staten, Donna Maykut, Nancy Ponczek, Julius Colangelo, Ellen Grabner, LuAnn Meyer, Paul Ingram, Jean Richardson, Susan Johnston and Diane Kraus. President McGrath extended congratulations to these students.

Director of Personnel Larry Bielawa was elected President of the Northwest Industrial Council at the annual meeting held on June 14, 1985. President McGrath noted that several offspring of Harper College employees have been recipients of the Northwest Industrial Council scholarships.

Professor Carole Bennett's daughter, Roberta, has been awarded a \$500 scholarship from the Northwest Industrial Council this year. Five recipients were selected from 150 applicants.

PRESIDENT'S  
REPORT:  
(cont.)

Professor Bob Nolan was recently honored at the University of Illinois/Chicago Circle 1985 athletic scholarship banquet for his service as a former head coach at Navy Pier, which is now known as the U. of I. Chicago campus. He served as head track and cross country coach from 1960 to 1968.

President McGrath concluded his report by stating that it is a pleasure to report on the accomplishments of members of the Harper College community.

ADJOURNMENT TO  
EXECUTIVE  
SESSION:

Member Bone moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing the appointment, employment, salary or dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Hutchinson voted aye, and the Board adjourned to Executive Session at 10:17 p.m.

ADJOURNMENT:

Member Norwood moved, Member Bone seconded, that the Regular Meeting be reconvened.

In a voice vote, the motion carried.

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

In a voice vote, the motion carried and the meeting was adjourned at 11:05 p.m.

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Kris Howard  
Chairman

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Janet W. Bone  
Secretary