

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

NOTICE OF BOARD MEETING

TO: Members of the Board of Trustees of Community College
District No. 512, Counties of Cook, Kane, Lake, and
McHenry, and State of Illinois

NOTICE IS HEREBY GIVEN that due to lack of a quorum, the
regular August 22 meeting of the Board of Trustees of William
Rainey Harper College has been rescheduled to Monday, August 26,
1985 at the hour of 8:00 p.m. in the Board Room of Building A.

DATED this 23rd day of August, 1985 at Palatine, Illinois.

Kris Howard KF

KRIS HOWARD
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

REVISED AGENDA

August 22, 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 July 31, 1985 and August 15, 1985, and Estimated Payroll for August 16 through October 31, 1985 Exhibit V-A
 - B. Financial Statements
 - C. Budget Transfers/Interfund Loan Exhibit V-C
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- IV. Communications
- V. 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. Leave of Absence--Faculty, Life Science and Human Services Exhibit VIII-A-2
 - 3. Early Retirement--Administrator, Business Services Exhibit VIII-A-3
 - B. RECOMMENDATION: Budget Hearing and Adoption of Budget Resolution Exhibit VIII-B
 - C. RECOMMENDATION: Tax Levy Hearing and Adoption of Levy Resolution and Health and Safety Resolution Exhibit VIII-C
 - D. RECOMMENDATION: Appointment of College Treasurer Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of Custodian of the Imprest Fund Exhibit VIII-E

- F. RECOMMENDATION: Resolutions for Facsimile Signatures Exhibit VIII-F
- G. RECOMMENDATION: Approval of Career Program Advisory
Committee Appointments Exhibit VIII-G
- H. RECOMMENDATION: Resource Allocation and Management Plan
for Community Colleges (RAMP/CC) Document Exhibit VIII-H
- I. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-I
- 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

Minutes of the Regular Rescheduled Board Meeting of Monday, August 26, 1985

CALL TO ORDER: The Regular Rescheduled Meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Monday, August 26, 1985 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Because of the lack of a quorum on the regular meeting date of August 22, 1985, the Regular Meeting was rescheduled for August 26, 1985.

Chairman Howard welcomed Juliann Anderson, Barrington Press; Tony Perri, Paddock Publications; and Al Vajda, former Board member, to the meeting.

Chairman Howard commented that Member Coste was hospitalized following a cardiac incident and wished him a rapid recovery.

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 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; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Anton Dolejs, Director of Finance; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Don Misic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations and Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate. Classified Staff: Ray Beckman, Audiovisual Technician; Stephan Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Orville Northstrum, CAD/CAM Center Manager; Laurie Wren, Executive Secretary. Other guests: Tony Perri, Paddock Publications; Juliann Anderson, Barrington Press; Vernon Manke, incoming V.P. Administrative Services; Chuck Bokar, Computervision; Mike Gilfillan, Legat Architects; and Al Vajda, citizen.

APPROVAL OF MINUTES:

Member Torisky moved, Member Barton seconded, approval of the minutes of the Special Board Meeting of July 17, 1985, the Regular Board Meeting of July 25, 1985 and the Executive Session of July 25, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Member Bone moved, Member Norwood seconded, approval of the bills payable as listed in Exhibit V-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Bills Payable,
Payroll,
Estimated
Payroll,
Estimated
Utility
Bills and
Unemployment
Taxes

Educational Fund (July 16-31)	\$339,820.74
Educational Fund (Aug. 1-8)	133,790.22
Operations, Building and Maintenance Fund (July 16-31)	184,551.78
Operations, Building and Maintenance Fund (Aug. 1-8)	56,278.68
Auxiliary Fund (July 16-31)	220,592.63
Auxiliary Fund (Aug. 1-8)	299,193.20
Restricted Purposes Fund (July 16-31)	7,910.28
Trust & Agency Fund	16,505.56
Audit, Liability & Protection Fund (July 16-31)	500.00
Audit, Liability & Protection Fund (Aug. 1-8)	7,000.00
Federal Funds	248.17

The payroll of July 25, 1985 in the amount of \$293,897.39; the payroll of July 31, 1985 in the amount of \$707,721.96; the payroll of August 15, 1985 in the amount of \$633,500.39; the estimated payroll of August 16, 1985 through September 30, 1985 in the amount of \$2,031,951.87; the estimated utility bills in the amount of \$120,000.00; and second quarter unemployment taxes in the amount of \$5,870.38.

Chairman Howard mentioned the large number of items exceeding \$1,000.00 in the Imprest Fund. Mr. Bakas explained that installing the integrated accounting system had caused delays in payment to vendors and many invoices were received late in June and missed the cutoff date for July Board approval.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

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DISBURSEMENTS: Mr. Bakas commented that financial statements are not
(cont.) available at this time because the fiscal year concluded
Financial recently and year-end closing entries are being prepared
Statements by the auditors.

Interfund Member Torisky moved, Member Bone seconded, approval of
Loan the interfund loan as described in Exhibit V-C (attached
to the minutes in the Board of Trustees' Official Book
of Minutes).

Mr. Bakas explained that the interfund loan is necessary because of the establishment of two new funds, the Audit Fund and the Liability, Protection and Settlement Fund, as required by the new Illinois Community College Board Fiscal Management Manual.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

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

Ex. V-D1 Award bid Q-7618 for photo supplies as requested by the Learning Resource Center for the Media Services department to Helix Limited in the amount of \$3,439.95; Standard Photo in the amount of \$2,179.13; Arlington Heights Camera in the amount of \$207.34; and Lion Photo in the amount of \$128.00, the low bidders, for a total award of \$5,954.42.

Ex. V-D2 Award bid Q-7621 for paper towels, toilet tissue and trash can liners as requested by the Physical Plant Division to Runge Paper Co., Inc. in the amount of \$7,950.00; Total Management Systems, Inc. in the amount of \$606.50; and Inlander Brothers, Inc. in the amount of \$2,228.00 for a total award of \$10,784.50.

Ex. V-D3 Award bid Q-7628 for alterations and repair of the HVAC equipment in Buildings T and U as requested by the Physical Plant Division to Althoff Industries, Inc., the low bidder, in the amount of \$62,800.00.

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

Bid Awards

(cont.)

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

Nays: None

Motion carried. Member Hutchinson voted aye.

Purchase
Orders

Member Bone moved, Member Barton seconded, approval of the purchase orders as shown in Exhibit V-E (1-3) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a purchase order to Computervision Corporation for nine Personal Designer Standard Systems, one Personal Designer Advanced System and peripheral equipment in the amount of \$124,019.00.

Ex. V-E2 Approve issuance of a change order to purchase order D#29091 to Domestic Garment and Linen Supply, Inc., for linen service, in an amount not to exceed \$3,739.35, for a new total not to exceed \$8,639.35.

Ex. V-E3 Approve issuance of a purchase order to On-Line Software International, Inc. for a three-year lease agreement for an InterTest On-Line Test/ DeBug software package for a total of \$10,800.00, the 1985/86 contribution.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: Chairman Howard noted that acknowledgment had been received from Professor Irene Lavelle for flowers sent on the occasion of the death of her husband. Member Bone stated she had discussed an academic program with a citizen.

UNFINISHED

BUSINESS:

Committee

Reports

--Finance

Committee

Member Torisky reported that the Finance Committee met on August 21, 1985 to discuss the bid awards, interfund loan and other related matters.

--Educational
Foundation

Member Torisky reported that Mr. Allan Hamilton has agreed to serve as General Chairman of the new Annual Campaign for Harper College. The quarterly meeting of the Board of Directors of the Foundation will be held September 10.

UNFINISHED

BUSINESS:

Committee

Reports

--Student

Affairs

Member Norwood reported that the Student Affairs Committee met on August 19, 1985 to discuss the Student Affairs budget.

---Friends

of Harper

Member Norwood reported that the Board of Directors of the Friends of Harper will meet on September 4, 1985.

---Student

Trustee

Member Hutchinson expressed thanks to Dean Steven Catlin and Mr. Bruce Bohrer for their hard work during the registration period.

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).

Classified, SEIU Appointments

Sandeno Palmer, Utility Operator, 7/18/85, \$18,762
Robert Loitfellner, Maintenance Foreman, 7/22/85, \$27,116
Barbara Connolly, Clerk, p/t, 7/29/85, \$5,200
Carl Butterfield, Maintenance & Utility Suprv., 8/01/85
\$34,327
Kevin Oates, AV Technician I, 8/05/85, \$13,406
Margaret Adler, Clerk Typist I, p/t, \$5,280
Gloria Pfeifer, Payroll Clerk II, 8/12/85, \$14,300
Joan Keeler, Cashier, 8/14/85, \$11,586
Nancy Caldron, Secretary I, 8/19/85, \$11,554
Jana Dahlin, Child Care Office Asst., p/t, 8/19/85, \$9,687
Kathe Oster, Child Care Spec., 8/19/85, \$11,330
William Walsh, Warehouse Foreman, 9/01/85, \$20,291

Faculty Appointment

Dale L. Ford, Instructor, Nursing, 8/20/85, \$24,859

Classified Leave of Absence

Geetha Murthy, Lab. Asst., 8-16-85 to 1/02/86

Classified Terminations

Lynn Osuchowski, Lab. Asst., 7/01/85
JoAnn Mears, Child Care Spec., 7/10/85
Janet Callahan, Secretary I, 7/30/85
Caryn Murphy, Graphic Designer, 8/01/85
Diane Zimmerman, Career Information Spec., 8/01/85
Patrick Reynolds, Equipment Room Attendant, 8/15/85

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NEW BUSINESS: Upon roll call, the vote was as follows:

Personnel

Actions
(cont.)

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

Motion carried. Member Hutchinson voted aye.

Member Barton moved, Member Bone seconded approval of the faculty leave of absence request for Instructor Carolyn Moats (as described in Exhibit VIII-A-2, 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. Member Hutchinson voted aye.

Member Barton moved, Member Torisky seconded, approval of the early retirement request for Director of Finance Anton A. Dolejs (as described in Exhibit VIII-A-3, 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. Member Hutchinson voted aye.

President McGrath expressed thanks from the administration and faculty for Mr. Dolejs' long and loyal service to the College. Chairman Howard expressed her best wishes.

Budget
Resolution

Chairman Howard stated that the budget hearing took place on Thursday, August 22, 1985. There was no public comment at the hearing.

Member Torisky moved, Member Norwood seconded, adoption of the budget resolution as shown in Exhibit VIII-B Revised (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. Member Hutchinson voted aye.

NEW BUSINESS:
(cont.)

Tax Levy
Resolution
and Health
and Safety
Resolution

Chairman Howard stated that a public hearing on the tax levy resolution and health and safety resolution was held Thursday, August 22, 1985. There was no public comment at the hearing.

Member Norwood moved, Member Hutchinson seconded, adoption of the tax levy resolution and health and safety resolution as shown in Exhibit VIII-C (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. Member Hutchinson voted aye.

Appointment
of College
Treasurer

Member Torisky moved, Member Barton seconded, approval of the resolution appointing Vernon F. Manke as Treasurer of Community College District No. 512 (Exhibit VIII-D).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Member Torisky expressed his appreciation for the financial leadership provided by retiring vice president Peter Bakas.

Appointment
of Custodian
of Imprest
Fund

Member Bone moved, Member Norwood seconded, approval of the resolution appointing Vernon F. Manke as custodian of the imprest fund (Exhibit VIII-E Revised).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Resolutions
for
Facsimile
Signatures

Member Norwood moved, Member Barton seconded, approval of the resolution for facsimile signatures as described in Exhibit VIII-F Revised, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky inquired how many facsimile signatures are needed. Mr. Bakas replied only one facsimile signature is needed to comply with a request from the American National Bank and Trust Company of Chicago. Monthly checks are written on two accounts with the bank in which

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NEW BUSINESS: National Direct Student Loans and Federal Nursing Loan Resolutions collections are deposited.

for

Facsimile
Signatures
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

Career
Advisory
Appointments

Chairman Howard explained that members of the career advisory committees serve without financial compensation. An Advisory Committee Night is being planned for this fall to thank committee members for their contribution.

Member Norwood moved, Member Torisky seconded, approval of the career advisory committee appointments for the 1985-86 academic year (as listed in Exhibit VIII-G, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

RAMP/CC
Document

Member Norwood moved, Member Barton seconded, approval of the Resources Allocation and Management Plan for Community Colleges (RAMP/CC) document for submission to the Illinois Board of Higher Education (Exhibit VIII-H).

Chairman Howard commented that the document is very impressive and provides useful information.

In a voice vote, the motion carried.

Grants and
Gifts
Status
Report

Dr. Voegel commented that the figures shown in Exhibit VIII-I for grants funded by the Illinois Community College Board are final figures.

PRESIDENT'S
REPORT:

President McGrath began his report by expressing thanks to the individuals who worked hard to assemble the distinguished group of professionals who will serve as advisors to the career programs.

President McGrath thanked Director of Planning and Research John Lucas and Dean of Instruction Charles Harrington for their work on the Resources Allocation and Management Plan for Community Colleges (RAMP/CC).

President McGrath thanked retiring Vice President Peter Bakas for his service to the College. Member Bone initiated a motion of warm commendation to Mr. Bakas, and other members concurred, mentioning the value of his financial expertise in the referendum effort.

PRESIDENT'S REPORT: Mr. Bakas thanked the President and Board Members for their remarks and also expressed thanks to Executive Secretary Laurie Wren for her assistance.

Regarding enrollment figures, Registrar Steven Catlin reported that open registration results were 33 percent better than last year for full-time equivalent students. Total enrollment figures indicate a decrease of less than 4.5 percent full-time equivalent students from last year.

President McGrath reported that a certificate of appreciation to the College from the Service Corps of Retired Executives (SCORE) acknowledges services rendered to the small business community by Dean of Continuing Education Bill Howard and his staff.

Acting Dean of Business and Social Science Tom Johnson was commended by the director of the American Council on Education for his contributions in determining credit recommendations for training programs at the Institute of Financial Education.

Director of Library Services Eileen Dubin served on the program committee for the Tri-State Conference of Library Association Members.

Professor Paul Sipiera will conduct a class at the Field Museum of Natural History on the subject of meteorites and the origin of the solar system.

Coordinator of the Fire Science Technology Program Mike Lackman participated in a workshop held by the Illinois Fire Chiefs Association to ensure the success of a smoke detector campaign. Additionally, he was promoted to lieutenant on the Elk Grove Village Fire Department.

President McGrath expressed gratitude to Director of Finance Anton Dolejs for his long and loyal service to the College.

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

In a voice vote, the motion carried and the meeting was adjourned at 8:45 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary