

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

October 24, 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 September 30, 1985 and October 15, 1985, and Estimated Payroll for October 16 through November 29, 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. Retirement--Administrative Services Exhibit VIII-A-2
 - B. RECOMMENDATION: CAD/CAM Training Center Lease Extension Exhibit VIII-B
 - C. RECOMMENDATION: 1984-85 Financial Audit Exhibit VIII-C
 - D. RECOMMENDATION: Resolution to Transfer Funds Exhibit VIII-D
 - E. RECOMMENDATION: Adoption of 1986-87 Academic Calendar Exhibit VIII-E
 - F. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-F
- 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

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, October 24, 1985 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard welcomed Professor Robert Zilkowski and the students from the dictation and transcription class to the meeting.

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

Also present: James J. McGrath, President; Vernon Manke, 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; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; William 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; Daniel Blagg, Director of Development; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Al Dunikoski, Director of Media Services; Larry Haffner, Director of Academic Computing; Don Mistic, Director of Business Services; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Kathi Hock, Ailene K. Novack and Robert Zilkowski. Classified Staff: Stephan Dudek, Accounting Manager; Peter Gart, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual Technician; and Laurie Wren, Executive Secretary. Students: Jamie Baenen, Student Senate; Gena Casey, Kimberly Collins, Joy Droll, Pam Hanson, Mickie Heaps, Diane Heinlein, Eileen Kuzel, Stella Neles, Virginia Nelson, Lori Scavo, Sue Steffersen, Terri Yowell and Beth Yaeger. Other guests: Peter R. Bakas, former V.P. Administrative Services; Joan Carreon, Paddock Publications; Donald Albrecht, candidate for the Board of Trustees; Mike Gilfillan, Legat Associates and Walter Bransen, Peat, Marwick, Mitchell & Co.

RESOLUTION
FOR PETER R.
BAKAS:

Member Torisky read the following resolution of commendation for former Vice President of Administrative Services Peter R. Bakas:

WHEREAS, Peter R. Bakas served as Vice President of Administrative Services and Treasurer of William Rainey Harper College in Palatine from August, 1981 to August, 1985; and,

WHEREAS, he devoted time, talent and energy to professional organizations to strengthen and improve administrative services in Illinois community colleges; and,

WHEREAS, he was a leader in initiating, drafting and supporting legislation for life, health and safety improvements on community college campuses; and,

WHEREAS, Peter R. Bakas gave to Harper College care and concern in compiling financial materials for use in the successful referendum effort for Harper College in 1985; and,

WHEREAS, at all times Peter R. Bakas demonstrated commitment throughout his career to education in general and especially to Harper College and the community college system; now therefore be it

RESOLVED, that the Board of Trustees of William Rainey Harper College, on behalf of the College and the citizens of District 512, expresses deep appreciation for the dedication, loyalty, leadership and continuing friendship of Peter R. Bakas.

October 24, 1985

(Kris Howard)
Chairman, Board of Trustees

(Janet W. Bone)
Secretary, Board of Trustees

William Rainey Harper College

Member Torisky presented a plaque to Mr. Bakas, and Mr. Bakas expressed his appreciation.

APPROVAL OF
MINUTES:

Member Norwood moved, Member Hutchinson seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of September 26, 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, Payroll, Estimated Payroll, Peat, Marwick Mitchell & Co., Computervision bills payable as listed in Exhibit V-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Payroll,	Educational Fund (Sept. 10-30)	\$108,669.58
Estimated	Educational Fund (Oct. 1-11)	144,306.01
Payroll,	Operations, Building &	
Peat, Marwick	Maintenance Fund (Sept. 10-30)	57,981.33
Mitchell & Co.,	Operations, Building &	
Computervision	Maintenance Fund (Oct. 1-11)	42,113.33
	Auxiliary Fund (Sept. 10-30)	141,072.73
	Auxiliary Fund (Oct. 1-11)	55,255.69
	Operations, Building & Maintenance	
	Fund (Restricted) Sept. 10-30)	272.50
	Operations, Building & Maintenance	
	Fund (Restricted) Oct. 1-11)	10,725.75
	Restricted Purposes Fund (Sept. 10-30)	32,461.53
	Restricted Purposes Fund (Oct. 1-11)	5,822.30
	Trust & Agency Fund (Sept. 10-30)	35,732.44
	Trust & Agency Fund (Oct. 1-11)	1,166.30
	Audit, Liability & Protection	
	(Sept. 10-30)	20,844.56
	Federal Funds (Sept. 10-30)	60,108.88
	Liability, Protection and	
	Settlement Fund (Sept. 10-30)	3,227.04
	Liability, Protection and	
	Settlement Fund (Oct. 1-11)	2,500.00

The payroll of September 30, 1985 in the amount of \$855,457.53; the payroll of October 15, 1985 in the amount of \$870,607.73; the estimated payroll of October 16, 1985 through November 30, 1985 in the amount of \$5,229,977.74; estimated utility bills in the amount of \$120,000.00; Peat, Marwick, Mitchell & Co. in the amount of \$9,000.00 and Computervision in the amount of \$103,251.01.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

DISBURSEMENTS: Vice President Manke explained that a different format (cont.) is being used for the Combined Balance Sheet because of a requirement from the Illinois Community College Board (I.C.C.B.) that two additional funds be established.

Financial Statements
Bid Awards
Member Norwood moved, Member Hutchinson 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 Q-7650 for TV Studio equipment as requested by the Learning Resource Center for the Media Services Department to Roscor, the bidder meeting specifications, in the amount of \$14,732.00.

Ex. V-D2 Award bid Q-7651 for audio-visual equipment as requested by the Learning Resource Center for the Media Services Department to Columbia Audio/Video for \$2,563.60, United Visual Aids for \$4,437.00, Video Images, Inc. for \$7,725.00 and Roscor for \$13,158.00, the low bidders, for a total award of \$27,883.60.

Ex. V-D3 Award bid Q-7662 for diploma covers as requested by the Registrar's Office to Josten's, the low bidder, in the amount of \$5,475.00.

Ex. V-D4 Award bid Q-7640 for printing of the Spring 1986 Women's Program brochure to Consolidated Press, Inc., the low bidder, in the amount of \$5,300.00.

Ex. V-D5 Award bid Q-7638 for Auto-CADD Software as requested for the Continuing Education and Program Services Division for the CAD/CAM Center to Computer Outpost, Inc., the low bidder, in the amount of \$7,300.00.

Ex. V-D6 Award bid Q-7644 for IBM personal computers and peripheral equipment as requested by various departments to IBM Corporation for \$46,218.40; Nabih's, Inc. for \$37,225.40, and Inacomp Computer Centers for \$12,952.00, the low bidders, for a total award of \$96,395.80.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

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

- Ex. V-E1 Approve issuance of a purchase order to the Carolina Biological Supply Company for biology testing equipment in the amount of \$5,304.00.
- Ex. V-E2 Approve issuance of a change order to purchase order D-29185 to the Frederick Quinn Corporation for supplying and installing mini-blinds in D-131 and D-132, in the amount of \$4,383.50.
- Ex. V-E3 Approve issuance of a purchase order to United Technologies for additional repairs made to the Building H chiller in the amount of \$6,924.00.
- Ex. V-E4 Approve issuance of a change order to purchase order D-28531 to Legat/PSA Architects for architectural engineering and site planning services for the expansion of the Academic Computing Center located in rooms D-131 and D-132, in the amount of \$2,640.75, for a new total of \$10,725.75.
- Ex. V-D5 Approve issuance of a purchase order to Gandalf Data, Inc. for communications hardware and maintenance in the amount of \$8,043.40.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS: Member Torisky reported that the Finance Committee met on October 23, 1985 to discuss the computerized accounting system and the annual audit.

Committee Reports
--Finance Committee

--Educational Foundation Member Torisky reported that a new team of volunteers representing six area companies will contact business establishments to solicit funds on an annual basis. Recent gifts to the College include a \$1,000 donation from Gould, Inc. for Women's History Week, a \$1,000 gift certificate from the Bank and Trust of Arlington Heights to help launch a donation program and a \$2,000 commitment from Allstate Foundation to fund a study to determine the feasibility of a Medical Records Coder Program.

UNFINISHED
BUSINESS:
Committee
Reports
(cont.)
--Friends
of Harper

Member Norwood reported that the Board of Directors of the Friends of Harper will meet on November 6, 1985.

Academic
Affairs

Member Bone reported that the Academic Affairs Committee met on October 19, 1985 to discuss College planning for prospective standards to be set by the Illinois Board of Higher Education.

NEW BUSINESS:
Personnel
Actions

Member Norwood moved, Member Torisky 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

Alice Galvin, LRC Clerk I, p/t, 9/10/85, \$2,746
Virginia Bures, Clerk/Dispatcher, 10/01/85, \$11,500
Stephen McCarthy, Maintenance Mechanic, 10/01/85, \$20,904
Kevin Courtney, Utility Operator, 10/01/85, \$18,762
Cathleen Paprocki, Tutor Coord., p/t, 10/01/85, \$5,888
Michael Knutson, Power Plant Operator, 10/07/85, \$20,904
Jackquelin Angelotti, Chemistry Lab. Asst. I, p/t, 10/07/85,
\$4,077
Thomas Foley, Maintenance Mechanic, 10/08/85, \$20,904
Gregory Dalessandro, Maintenance Mechanic, 10/14/85, \$20,904

Classified Leave of Absence

Carol Krol, Cashier, 10/03/85 to 10/03/86

Classified, SEIU Terminations

Mark West, Chem. Lab. Asst., 9/26/85
Kathy Garrity, Bindery Operator I, 9/27/85
Jack Darling, Maintenance Mechanic, 10/04/85
Nancy Nelson, LRC Clerk II, 10/10/85
Bette Sullivan, Food Service Helper II, 10/14/85
Connie Tennell, Receptionist, CAD/CAM, 10/17/85
Barbara Mudroncik, Clerk Typist II, 10/18/85

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

NEW BUSINESS: Member Bone moved, Member Norwood seconded, approval of Personnel Actions (cont.) of the early retirement request for Donald M. Misic, Director of Business Services (as described in Exhibit VIII-A-2, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone stated that she enjoyed working with Mr. Misic and considered him a very capable administrator.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

President McGrath wished Mr. Misic well in his retirement and thanked him for his services to the College.

CAD/CAM
Lease
Extension

Member Bone moved, Member Norwood seconded, approval of the one-year lease extension for the CAD/CAM Training Center located at the Plum Grove Executive Center.

Member Bone inquired whether the lease may be continued if desired after the proposed lease extension expires. President McGrath replied that the lease may be renewed again. Member Coste added that consideration should be given to moving the Center to the College campus and that bids should be solicited for any future lease. Dr. Williams added that revenue from the program has not been satisfactory. Technological changes have taken place and decisions regarding the future of the program will be made in March.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Annual
Financial
Audit

Member Coste moved, Member Torisky seconded, acceptance of the annual financial audit for fiscal year 1984-85 and the various financial aid audits (as shown in Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Upon roll call, the vote was as follows:
Annual Ayes: Members Bone, Coste, Howard, Norwood and
Financial Torisky
Audit Nays: None
(cont.)

Motion carried. Member Hutchinson voted aye.

Resolution
to Transfer
Funds

Chairman Howard commented that the proposed resolution is necessary to establish the medical insurance fund as a separate entity.

Member Torisky moved, Member Hutchinson seconded, approval of the resolution to permit the transfer of the \$785,308.20 liabilities and fund balance for the health and dental insurance from the Educational Fund to the Employee Medical Insurance Fund, as shown in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

1986-87
Academic
Calendar

Member Torisky moved, Member Norwood seconded, approval of the 1986-87 Academic Calendar, as shown in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Grants and
Gifts Status
Report

There were no comments regarding the Grants and Gifts Status Report.

OTHER
BUSINESS:
Meeting
Dates

Chairman Howard stated that the Special Board Meeting to canvass the election returns and elect officers of the Board of Trustees will be held on November 7, 1985 at 7:30 p.m. provided that the necessary materials are received from the County Clerk. An alternate meeting date will be November 12, 1985 at 5:00 p.m. The regular meeting will be held November 26, 1985 and the regular meeting the following month will be held December 19, 1985.

PRESIDENT'S
REPORT:

President McGrath began his report by thanking Member Coste for his assistance in obtaining a bus shelter for the College. The new shelter has been installed in front of Building A.

The third edition of Member Bone's book Understanding the Film has just been published.

Dean Bonnie Henry and Student Development faculty member Nancy Fojo gave presentations at the October 8 workshop on AA and AS Degree Admission Requirements conducted by the Illinois Board of Higher Education.

Coordinator of the English as a Second Language Program Jean Chapman and part-time faculty member Tony Nelson gave presentations recently at a meeting of the Midwest Teachers of English to Speakers of Other Languages.

Director of College Relations Elaine Stoermer has been appointed to serve on the School District 15 Advisory Committee for Educational Excellence.

Professor Elizabeth Hull participated in a writing assessment project conducted by the Illinois State Board of Education.

The Second Annual GED Commencement was held on October 4, 1985. More than 300 persons attended the event which was organized by Coordinator of the Adult Educational Development Department Pat Mulcrone.

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 Bone, Coste, Howard, Norwood and
Torisky
Nays: None

Motion carried. Member Hutchinson voted aye and the Board adjourned to Executive Session at 8:40 p.m.

Member Norwood moved, Member Hutchinson seconded, that regular meeting be reconvened.

In a voice vote, the motion carried.

Member Bone moved, Member Torisky seconded, acceptance of the resignation of Barbara Benson and authorized the Chairman and Secretary of the Board of Trustees to sign the resignation agreement and release concerning Barbara Benson.

Acceptance of
Resignation
Agreement

Upon roll call, the vote was as follows:

Ayes: Members Bone, Coste, Howard and Torisky
Nays: Member Norwood

Motion carried. Member Hutchinson voted nay.

ADJOURNMENT:

Member Bone moved, Member Torisky seconded, that the Regular Meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:15 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary