

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 26, 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 October 31, 1985 and November 15, 1985, and Estimated Payroll for November 16 through December 31, 1985 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards
 - 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--
Hearing Impaired Program Exhibit VIII-A-2
 - B. RECOMMENDATION: Adoption of Adjunct Faculty Compensation Schedule for 1986 Exhibit VIII-B
 - C. RECOMMENDATION: Distinguished Scholar Awards for High School Graduates Exhibit VIII-C
 - D. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-D
- IX. Other Business: Report from the Institutional Planning Committee--Dr. Bonnie Henry
- X. President's Report
- IX. 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 Tuesday, November 26, 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 Tuesday, November 26, 1985 at 8:05 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard welcomed Michael Held, Student Senate, and Linda Pones, newly elected Chairman of the Classified Employee Council, to the meeting.

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

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; Steven Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; Bill Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Don Mistic, Director of Business Services; Jeanne Pankanin, Director of Student Activities and Elaine Stoermer, Director of College Relations. Faculty: Larry Knight, President, Faculty Senate. Classified Staff: Stephan Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual Technician; Linda Pones, Chairman, Classified Employee Council; and Laurie Wren, Executive Secretary. Student: Michael Held, Student Senate. Other guests: Joan Carreon, Paddock Publications; Cindy Bowers, and Mark Leininger, district residents; Mike Gilfillan, Legat Associates, and Joseph Naylor, United States Army Recruiting Battalion, Chicago.

Member Torisky entered the meeting at 8:07 p.m.

APPROVAL OF MINUTES: Member Coste moved, Member Barton seconded, approval of the minutes as corrected of the Regular Board Meeting of October 24, 1985, the Executive Session of October 24, 1985, the Special Board Meeting of November 7, 1985 and the Reorganization Meeting of November 7, 1985.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Bills Payable,
Payroll,
Estimated
Payroll,
Bond Payments,
and Auxiliary
Fund, Restricted
Purposes Fund,
Trust & Agency
Fund, Audit,
Liability and
Protection Fund,
Federal Funds,
Liability,
Protection &
Settlement
Fund

Member Norwood moved, Member Barton 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).

Educational Fund (Oct. 12-31)	\$198,609.83
Educational Fund (Nov. 1-7)	91,047.41
Operations, Building & Maintenance Fund (Oct. 12-31)	124,296.09
Operations, Building & Maintenance Fund (Nov. 1-7)	96,357.17
Auxiliary Fund (Oct. 12-31)	175,345.68
Auxiliary Fund (Nov. 1-7)	150,427.74
Restricted Purposes Fund (Oct. 12-31)	14,037.26
Trust & Agency Fund (Oct. 12-31)	37,321.93
Audit, Liability & Protection Fund (Oct. 12-31)	30,893.17
Federal Funds (Oct. 12-31)	77,504.21
Liability Protection & Settlement Fund (Oct. 12-31)	39,421.98

The payroll of October 31, 1985 in the amount of \$876,278.02; the payroll of November 15, 1985 in the amount of \$869,341.80; the estimated payroll of November 16, 1985 through December 31, 1985 in the amount of \$2,644,615.39; the estimated utility bills in the amount of \$120,000.00; First Commercial Bank for bond payment, principal and interest, in the amount of \$511,975.00; First National Bank of Chicago, bond payment, principal and interest, in the amount of \$541,195.00; and Harper College Auxiliary Fund, subsidy to Inter-Collegiate Athletics in the amount of \$149,090.00.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky

Nays: None

Motion carried. Member Hutchinson voted aye.

Financial Statements

Vice President Manke commented on the low fund balances, adding that state apportionment funds should be received soon. A budget transfer to the Auxiliary Enterprises Fund will probably be needed in December.

Bid Awards

There were no bid awards.

Purchase Orders

Member Torisky moved, Member Coste seconded, approval of the purchase orders as listed in Exhibit V-E (1-2), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

DISBURSEMENTS: V-E1 Approve after-the-fact issuance of a change
Purchase order to purchase order D-29926 to Althoff Industries
Orders for relocation work in the amount of \$3,213.00
(cont.) for a final cost of \$66,013.00.

V-E2 Approve after-the-fact issuance of a purchase
order to Legat Architects, P.C. for architectural
and engineering services in the amount of \$16,114.67.

Vice President Manke explained that it was necessary to proceed with relocations of furnaces for Buildings T and U in order for the work to be completed before the winter months. Member Coste commented that the architectural and engineering fees are very high, and Mr. Manke explained that the fees involved include work on the preliminary study to determine options for heating and air conditioning equipment as well as preparation of plans and supervision of the installation of equipment.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky

Nays: None

Motion carried. Member Hutchinson voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED

BUSINESS:

Committee

Reports

--I.C.C.T.A.

Member Norwood reported that February 17-23 has been designated Community College Week. The Illinois Community College Trustees Association has requested the Governor to designate those dates as Illinois Community College Week. The I.C.C.T.A. will hold a workshop for newly elected trustees in January.

--Educational
Foundation

Member Torisky reported that total cash gifts to the College by the Educational Foundation last year equalled \$53,857.25. That figure has already been surpassed and additional funds are anticipated during the closing weeks of 1985.

--Student
Trustee

Member Hutchinson reported that Paul Giancola and Jamie Baenen will serve as President and Vice President of the Student Senate this year. Member Hutchinson reviewed services and facilities of the Adult Educational Development Program.

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

Administrative Appointment

Victor Berner, Dean of Business Services & Finance,
1/06/86, \$50,286

Classified and SEIU Appointments

Azad Mazboudi, LRC Clerk II, p/t, 10/15/85, \$6,435
Bonnie Smith, Clinical Facilities Asst., 10/21/85, \$15,390
Thomas Choice, Athletic Academic Coord., 10/21/85, \$21,000
Kristi Stillson, Clerk Typist II, 10/21/85, \$11,586
Susan Paulsen, Receptionist, p/t, 10/21/85, \$7,722
Barbara Baker, Cashier, p/t, 11/04/85, \$9,266
Dennis McInerney, Painter, 11/05/85, \$17,784
William Porm, III, Maintenance Mechanic, 11/11/85, \$20,904
Colleen Burra, Clerk, p/t, 11/11/85 \$7,940
Irene Pinion, Receptionist, 11/18/85, \$9,660

Classified and SEIU Terminations

Beth Calendo, Offset Press Operator, 10/07/85
Charles Gibson, Custodian, 10/18/85
Joan Kosmoski, Clerk, 10/31/85
Michael Smith, Electronic Technician, 11/06/85
Joan Gray, Secretary I, 11/08/85

Chairman Howard commented that the new position of
Dean of Business Services and Finance combines the
responsibilities of the Director of Finance and Director
of Business Services positions.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky
Nays: None

Motion carried. Member Hutchinson voted aye.

President McGrath remarked that Mr. Berner was chosen
by a College-wide committee for the position of
Dean of Business Services and Finance. He will begin
his responsibilities in January, 1986 and work with
Director of Business Services Donald Mistic who will
retire in May, 1986.

Concerning the appointment of Thomas Choice as Athletic
Academic Coordinator, President McGrath commented
that Mr. Choice will work with athletes and coaches
to cut the attrition rate among athletes and help them
to maintain the 1.9 grade point average required for
athletic participation.

NEW BUSINESS: Member Torisky moved, Member Barton seconded, approval of an extension of leave of absence without pay for Student Affairs faculty member Paul Chamberlain (as described in Exhibit VIII-A-2, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Personnel
Actions
(cont.)

Member Coste inquired how many faculty members are on leave in a typical year. Dr. Williams replied that in a typical year, two or three faculty members are on leave without pay and six on sabbatical leave with half pay.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky
Nays: None

Motion carried. Member Hutchinson voted aye.

Adjunct
Faculty
Compensation
Schedule

Member Norwood moved, Member Hutchinson seconded, approval of the Adjunct Faculty Compensation Schedule for 1986 (as described in Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Williams explained that the schedule is the basis for salaries for part-time faculty and is the same as the overload salary schedule for full-time faculty. The schedule is determined by negotiations between the administration and the faculty union. The schedule is implemented fall semester following negotiations for full-time faculty and the spring semester for part-time faculty. Member Barton asked what pay schedule is used in the fall for part-time faculty. Dr. Williams replied the schedule in effect the previous spring semester is used. Consequently, there is a one-semester lag in pay increases for part-time faculty.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky
Nays: None

Motion carried. Member Hutchinson voted aye.

Distinguished
Scholar Awards
for High
School
Graduates

Member Barton moved, Member Norwood seconded, approval of a Distinguished Scholar Awards Program (as described in Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

President McGrath explained that the administration has been studying a program to attract excellent high school students in the College district. Scholarships will be

NEW BUSINESS: offered to in-district high school graduates who
Distinguished rank in the top five percent of their classes. The
Scholar Awards scholarships will pay tuition and student activity fees,
(cont.) but not laboratory fees. The scholarship students will
be counted in state apportionment reimbursements.
The administration hopes to attract approximately 50
students. The program will begin fall semester. High
school principals are enthusiastic about the proposal.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky
Nays: None

Motion carried. Member Hutchinson voted aye.

Grants and There were no changes in the Grants and Gifts Status
Gifts Report.
Status
Report

OTHER BUSINESS: Chairman Howard asked Dean Bonnie Henry to report on
Institutional the work of the Institutional Planning Committee.
Planning Dean Henry explained that the Committee has been
Committee composed of representatives from all areas of the College
She thanked all those members who have devoted so much
time to the planning process. The main issues were
presented to the Board of Trustees in strategic planning
sessions held last spring. She described work done by
the Committee in tying the planning process to the
budgetary process. Chairman Howard thanked Dean Henry
and members of the Committee for their service to
the College in this important effort.

Committee Chairman Howard asked members of the Board of Trustees
Assignments if the following committee assignments are satisfactory:
Finance and Building and Grounds: John Coste, Chairman,
Donald Torisky, Albert Vajda and Donald Albrecht;
Academic and Student Affairs: Barbara Barton, Chairman,
Albert Vajda, John Coste and Ann Hutchinson. Negotiations
and Employee Relations: Donald Torisky, Chairman, Donald
Albrecht and Molly Norwood. Legislation and Public
Affairs: Molly Norwood, Chairman, Barbara Barton and
Ann Hutchinson. Board Liaison assignments are as
follows: Educational Foundation - Donald Torisky;
Friends of Harper - Barbara Barton; Illinois Community
College Trustees Association Representative - Molly
Norwood; and Outstanding Faculty Selection Committee -
Donald Albrecht.

OTHER BUSINESS:
Committee
Assignments
(cont.)

Member Coste commented that three Board members on each committee would be more effective than two members, and suggested four committees might be more than needed. Chairman Howard noted the importance of the Finance Committee which will be combined with the Building and Grounds Committee, adding that the Academic Affairs and Student Affairs Committees will also be combined. Member Norwood suggested that the Negotiations and Employee Relations Committee and the Legislation and Public Affairs Committees meet as needed.

Chairman Howard asked if it is the consensus of the Board that four committees will be satisfactory. Board members concurred.

PRESIDENT'S
REPORT:

President McGrath began his report by thanking Dean Bonnie Henry and members of the Institutional Planning Committee for an outstanding accomplishment, adding that Vice President David Williams and members of an earlier committee began working on this project by determining a committee structure for the College.

President McGrath congratulated members of the football team for a good season and thanked Board members for attending a reception for the team. The team experienced three good quarters in the Like Cola Bowl game in Cedar Falls, Iowa on November 24, but lost the game 10-5.

Vice President Manke explained a proposal for insurance coverage of the Cardiac Rehabilitation Program which has been offered to the College by the St. Paul Company through the Fred S. James Insurance Co. of Illinois. Because of an industry-wide cycle of years of heavy losses, the property and casualty companies are restructuring coverage. The proposal under consideration is a "claims made" policy and will not cover liability claims for incidents which occurred prior to the acceptance of the policy. Vice President Manke stated that the cost quoted for the claims made policy will be approximately \$12,000 for \$5 million coverage the first year of the policy, with substantial increases in premiums anticipated in subsequent years.

In addition to coverage for the Cardiac Rehabilitation Program, the proposal includes liability coverage of all of the allied health programs in which malpractice claims are considered to be a risk. If Harper College ever discontinues its coverage through the St. Paul Company, it would be necessary to purchase a "tail coverage" endorsement to ensure against retroactive claims made for incidents which occurred prior to the effective date of the new policy.

PRESIDENT'S
REPORT:
(cont.)

Vice President Manke concluded his remarks by commenting that the representative from Fred S. James and Co. of Illinois has stated that the quotation for insurance with the St. Paul Company is valid for 30 days, and the administration anticipates that the matter will be decided before that time.

President McGrath thanked Executive Assistant to the President Felice Avila for her work on the 1985-86 Harper College Profile. Copies of the publication have been given to Board members, and additional copies may be requested.

Regarding recent activities and accomplishments by administrators, faculty and students, President McGrath noted that Professor Ray DePalma was honored at a special "Poet's Day" banquet in Des Moines, Iowa for his prize-winning poem "Depression." The contest was sponsored by CRS Publications, Iowa City, Iowa.

Director of Library Services Eileen Dubin was elected vice president/president-elect of the Illinois Association of College and Research Libraries (IACRL).

Professors Jerome A. Stone and J. Harley Chapman presented papers at the meeting of the Illinois Association for the Development of Philosophy Teaching (ADOPT) held recently at the College of DuPage. Professor Chapman was elected president and Professor Stone was reelected secretary-treasurer of the organization.

Faculty and staff members of the English as a Second Language Program Cathy Holper, Julie Henning and Joan Marubio presented discussion topics at the 1985 Fall Conference of the Northern Area Adult Education Service Center. Coordinator of the Adult Educational Development Program Pat Mulcrone also participated in a panel discussion at the conference.

President McGrath concluded his report by congratulating Women's Tennis Coach Martha Bolt and team members Eva Vanderhoest, Margaret Tully, Liz Tully, Carole Grund, Cindy Charles and Stacy Ehlert for placing second in the NJCAA Region IV Regional Tennis Tournament, qualifying the Harper team to participate in the National Tennis Tournament.

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 9:40 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary