

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 23, 1986

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. Approval of Minutes Exhibit VI-A
 - B. Bills Payable, Payroll for December 19, 1985 and January 15, 1985. Estimated Payroll for January 16 through February 28, 1986 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Bid Awards Exhibit VI-D
 - E. Purchase Orders Exhibit VI-E
 - F. Committee Reports Exhibit VI-F
 - G. Personnel Actions
 - 1. Personnel Action Sheets Exhibit VI-G-1
 - 2. Early Retirement, Vice President of Student Affairs Exhibit VI-G-2
 - H. Designation of Persons to Prepare the Tentative Budget Exhibit VI-H
 - I. Grants and Gifts Status Report Exhibit VI-I
- VII. New Business
 - A. RECOMMENDATION: Board Authorization on Administrative Employment Contracts Exhibit VII-A
 - B. RECOMMENDATION: Project Application for Repair and Renovation of Tennis Courts Exhibit VII-B
 - C. RECOMMENDATION: Student Service Grants Exhibit VII-C
 - D. BOARD INFORMATION: First Reading--Proposed Amendments to the Board Policy Manual Exhibit VII-D
- VIII. Other Business
- IX. President's Report
- X. 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, January 23, 1986

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, January 23, 1986 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard welcomed newly appointed Dean of Business Services and Finance Victor Berner to the meeting.

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

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; Victor Berner, Dean of Business Services and Finance; Steven Catlin, Dean of Admissions and Registrar; Bonnie Henry, Dean of Student Development; 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; Daniel Blagg, Director of Development; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Dave Macaulay. Classified/Professional Technical Staff: Stephan Dudek, Accounting Manager; Fred Johnson, Audiovisual Technician; Bill Neumann, Classified Employee Council; Orville Northstrum, CAD/CAM Center Manager; Laurie Wren, Executive Secretary. Students: Randy Dorsch, Michael Held, Toby Suberlak. Other guests: Joan Carreon, Paddock Publications; John Ivory, district resident.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS: Member Hutchinson reviewed student activities. Proceeds from a Dance Extravaganza will be donated to the Annual Campaign for Harper College.
Student Trustee Report

I.C.C.T.A. Member Norwood reported that the week of February 17-23 has been designated Community College Week. The Illinois Community College Trustees Association will submit articles and advertising to the press. Member Norwood has information concerning a legislative seminar to be held in Washington, D.C. on February 23.

APPROVAL OF CONSENT AGENDA: Member Norwood moved, Member Vajda seconded, that Board Policy 1.11 (Suspension of Policy or Procedure) be followed and that the Order of Business as indicated on the Agenda be in effect.

Chairman Howard explained that the Consent Agenda has been suggested as a method of expediting the proceedings and that Board members may request that items they wish to discuss separately be removed from the Consent Agenda. The Board Policy Manual specifies the Order of Business, and it is therefore necessary to suspend the policy in order to alter the Agenda.

Member Coste requested that the Purchase Orders and the summary of the meeting of the Finance and Building and Grounds Committee be removed from the Consent Agenda.

Member Vajda requested that the Schedule of Investments be removed from the Consent Agenda.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Member Norwood moved, Member Barton seconded, approval of the Consent Agenda.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

CONSENT AGENDA: There were no corrections to the minutes of the Regular Board Meeting of Thursday, December 19, 1985.

Bills Payable,	Educational Fund (Dec. 7-31)	\$ 67,113.15
Payroll,	Educational Fund (Jan. 1-10)	99,679.21
Estimated	Operations, Building & Maintenance	
Payroll,	Fund (Dec. 7-31)	113,208.15
Estimated	Operations, Building & Maintenance	
Utility Bills	Fund (Jan. 1-10)	26,181.41
and Reed	Auxiliary Fund (Dec. 7-31)	234,621.98
Randle	Auxiliary Fund (Jan. 1-10)	78,749.34
Motors	Restricted Purposes Fund (Dec. 7-31)	19,339.98
	Restricted Purposes Fund (Jan. 1-10)	19,043.30
	Trust & Agency Fund (Dec. 7-31)	25,576.69
	Trust & Agency Fund (Jan. 1-10)	44,640.08
	Federal Funds (Dec. 7-31)	6,875.50
	Protection, Health & Safety Fund (Dec. 7-31)	97.00
	Protection, Health & Safety Fund (Jan. 1-10)	44,174.00

The payroll of December 31, 1985 in the amount of \$854,064.16; the payroll of January 15, 1986 in the amount of \$665,249.40; the estimated payroll of January 15, 1986 through February 28, 1986 in the amount of \$2,301,760.04; estimated utility bills in the amount of \$120,000.00 and Reed Randle Motors for purchase of a truck in the amount of \$32,588.00.

Bid Award Ex. VI-D1 Award bid Q-7697 to Runge Paper Co., the only bidder meeting specifications for paper towels in the amount of \$9,450.00 and to D and B Products, the low bidder for toilet tissue, in the amount of \$2,535.00, for a total award of \$11,985.00.

Personnel Administrative Appointment
Actions

Bonnie Henry, Vice President, Student Affairs, 3-01-86, \$55,281

Classified Staff Appointments

Mary Strama, Secretary I, 1-01-86, \$14,330
 Mary Lett, Secretary I, 1-01-86, \$13,646
 Halina Polakowski, Clerk Typist III, p.t, 1-01-86, \$12,194
 Ellen McFall, Messenger, p/t, 1-02-86, \$7,486
 Keith Jauch, Senior Electronic Tech., 1-06-86, \$25,200
 Suzanne Sons, Credentials Analyst, 1-06-86, \$19,000
 Gail Forshall, Child Care Attendant, p/t, 1-06-84, 4,581
 Germaine Hesiak, LRC Clerk II, p/t, 1-14-86, \$4,290
 Stephanie Nelson, Clerk II, p/t, 1-21-86, \$4039
 Scott Granes, Offset Press Operator II, 1-21-86, \$11,586

CONSENT AGENDA: Classified Staff Terminations

Personnel

Actions
(cont.)

Mary Greco, Child Care Attendant, 12-20-85
Susan Lello, Messenger, 12-23-85
Angela Stephenson, LRC Clerk I, 1-03-86
Sandra Vilumis, Clerk, 1-03-86
Kenneth Warrick, Public Safety Officer, 1-08-86
Sharon McAllister, Public Safety Officer, 1-08-86
Raymond Beckman, AV Technician I, 1-10-86
Christine Yarlett, Information Specialist, 1-11-86
Mary Huff, Clerk II, 1-15-86
Fred Inden, Facilities Manager, 4-20-86

Early Retirement Request

Donn B. Stansbury, Vice President of Student Affairs
1-28-86

President McGrath commented that the College will be diminished by the retirement of Vice President Stansbury. He added that Mr. Stansbury has done an excellent job and will be missed. President McGrath noted that Facilities Manager Fred Inden will also be retiring. Mr. Inden has been a loyal employee of the College, and President McGrath wished him a happy retirement.

President McGrath congratulated Dean Bonnie Henry on her new appointment as Vice President of Student Affairs which will be effective on March 1, 1986. Vice President David Williams explained the nationwide search which was conducted and the procedure followed by the nine-person committee. Three semifinalists were chosen by the committee, and their names submitted to the President for his decision.

Resolution to
Prepare
Tentative
Budget

BE IT RESOLVED by the Board of Trustees of Community College District No. 512, in the Counties of Cook, Kane, Lake and McHenry, State of Illinois, that James J. McGrath and Vernon Manke be and are hereby appointed to prepare a tentative budget for said college district for the fiscal year beginning July 1, 1986 and ending June 30, 1987, which tentative budget shall be filed with the Secretary of this Board and notice of public inspection shall be timely published in accordance with the law.

Grants and
Gifts
Status
Report

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

ITEMS REMOVED
FROM CONSENT
AGENDA:

Schedule of
Investments

With regard to the Schedule of Investments contained in the Financial Reports, Member Vajda inquired why investment funds were placed in banks located out of the district, adding that the College has an opportunity to patronize local banks which would be more likely than out-of-district banks to donate funds to the Educational Foundation.

Vice President Manke replied that when certificates of deposit mature, telephone inquiries are made to at least three banks to determine the highest rate of return available. Obtaining the maximum return on investments is the primary objective. The College investment policy which was approved by the Board of Trustees sometimes limits the amount which the College can invest in any one bank due to the fact that the bank may not be large enough to provide the collateral required for the College's investments. Additionally, some local banks do not bid competitively for short term deposits. Mr. Manke added that a report would be prepared for the next meeting of the Finance and Building and Grounds Committee listing the banks customarily patronized by the College.

Member Coste inquired whether Member Vajda believed that the procedure specifying an objective of obtaining the highest rate of return should be changed. Member Vajda replied that he was not suggesting a change in that procedure, but rather requesting that more inquiries be directed to in-district banks and that deposits be made in local banks which have competitive rates.

Purchase
Orders

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

- Ex. VI-E1 Approve issuance of a purchase order to Perkin-Elmer Corporation for an Infrared Spectrophotometer as requested by the Technology, Mathematics and Physical Science Division in the amount of \$9,655.00.
- Ex. VI-E2 Approve issuance of a purchase order to Applicon Inc. for a maintenance and access agreement for the CAD/CAM system in a total amount of \$51,483.00.
- Ex. VI-E3 Approve issuance of a purchase order to Cullinet Software, Inc. for maintenance of the Cullinet Data Base Management System and its features in the amount of \$29,200.00.

ITEMS REMOVED
FROM CONSENT

AGENDA:

Purchase
Orders
(cont.)

Member Coste inquired whether the three purchase orders listed in Exhibit VI-E (1-3) were included in earlier bid awards. Vice President Manke replied the items were not listed in earlier bid awards. There is only one supplier available for each of the three items. In the case of Exhibit VI-E1, the Perkin-Elmer Corporation is the sole distributor for the Spectrophotometer requested. Faculty members of the Chemistry Department conducted a thorough study of the equipment required and determined that the item listed is the best of its kind.

With regard to Exhibit VI-E2, Mr. Manke stated that Applicon is the only vendor able to provide maintenance of the CAD/CAM equipment under a warranty. Chairman Howard added that Applicon originally donated \$350,000 in equipment to the CAD/CAM Center.

Mr. Manke noted that the Cullinet Data Base Management System (Exhibit VI-E3) is very specialized and fits with the College data base system. No other vendor would be able to provide maintenance for the system.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Hutchinson voted aye.

Finance and
Building and
Grounds
Committee
Report

Member Coste inquired if committee reports would henceforth be included in the Consent Agenda format. President McGrath noted that the committee reports are submitted for information only. Approval of the minutes will be voted upon at the next committee meeting.

Chairman Howard added that the summary reports included in the Consent Agenda will take the place of verbal reports at Board meetings.

Member Coste stated he would like to address the matter of the complaint from Rowlands Equipment, Incorporated of Barrington concerning the bidding procedure. Member Coste added that this matter was thoroughly discussed at the last meeting of the committee, and the committee concluded the bidding procedure was correct. He recommended that the bid award exhibits submitted at regular Board meetings include items for which an acceptable bid was not received.

ITEMS REMOVED
FROM CONSENT
AGENDA:
Finance and
Building and
Grounds
Committee
Report

Vice President Manke stated that the procedure used in preparing bid award exhibits is specified in the Administrative Procedures Manual. All bidding forms contain a statement that bids may be rejected. Member Coste expressed the opinion that the Board should vote in instances where all bids are rejected. Mr. Manke added that the requirement for bid approval conforms to state law which specifies that expenditures require Board approval. Rejection of a bid does not involve an expenditure, and Board approval of a rejection is not legally required. Mr. Manke added that this procedure can be changed to include Board approval of rejected bids if the Board so wishes.

Chairman Howard requested that the Administration prepare information concerning the bidding procedure for members of the Finance and Building and Grounds Committee to study. Member Vajda inquired whether an answer had been sent to Rowlands Equipment, Incorporated. Mr. Manke replied that the vendors had been notified that an acceptable bid was not received, and he had spoken with the owner of the Rowlands Equipment company and provided an explanation of the procedures followed by the College.

Member Vajda suggested that the Board receive only the minutes of committee meetings rather than the informational summaries. Chairman Howard noted that several of the exhibits included in the Consent Agenda are of an informational nature and do not require Board approval.

NEW BUSINESS:
Non-renewal of
Administrative
Contracts

Member Norwood moved, Member Barton seconded, to authorize the Administration to provide a preliminary notice by February 1, which will be in advance of final notice, to individuals whose contracts may not be renewed on July 1 (as described in Exhibit VII-A, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Application for
Tennis Court
Repair and
Renovation
Grant Funds

Member Torisky moved, Member Hutchinson seconded, approval of the application for 1986 repair and renovation grant funds in the amount of \$162,076 for repair of the College tennis courts (as described in Exhibit VII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

NEW BUSINESS: Member Barton moved, Member Norwood seconded, approval of fall 1986 student service grants as shown in Exhibit VII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student
Service
Grants

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson abstained.

Amendments
to Board
Policy
Manual

Chairman Howard noted that the Board Policy amendments are submitted for the first reading. The second reading will take place at the February Board meeting.

PRESIDENT'S
REPORT:

President McGrath began his report by noting that enrollment for the spring 1986 semester shows a six percent decline. Dean Bonnie Henry will chair a marketing committee which will recommend methods of increasing enrollment.

A scholarship for a Harper College transfer student has recently been established at Ripon College in Wisconsin. Ripon is the eleventh private school which has designated a transfer scholarship for Harper College students.

The achievements of United Airlines Captain William Norwood, husband of Member Molly Norwood, were featured in a recent issue of a United Airlines publications.

Student Activities Advisor Mike Nejman will be a featured presenter at two sessions of the National Association of Campus Activities conference.

Harper student Debbie Gentry has been appointed editor-in-chief of the Harbinger.

Dean of Continuing Education and Program Services Bill Howard has been appointed to the Economic Development Commission of Hoffman Estates by the Village of Hoffman Estates.

Continuing Education Coordinator Linda Cardarelli received a certificate of appreciation from the Northwest Suburban Association of Commerce and Industry for outstanding service to the Small Business Committee.

Member Norwood and Ms. Nancy Humphrey, faculty members of the Willow Bend School, have prepared for classroom use a pamphlet entitled "Poets, Poems, Poetry."

PRESIDENT'S
REPORT:
(cont.)

Food Service Program Coordinator Lou Buchenot and Harper students participated in the "Cookie Cook Off" competition inaugurating the 1986 Girl Scout Cookie Sale.

Chicago Tribune columnist Carol Kleiman will be the keynote speaker at the Women's History Week dinner on March 3, 1986.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Norwood moved, Member Barton 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, Coste, Howard, Norwood,
Torisky and Vajda
Nays: None

Motion carried. Member Hutchinson voted aye and the Board adjourned to Executive Session at 9:06 p.m.

ADJOURNMENT:

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

In a voice vote, the motion carried.

Member Coste moved, Member Barton seconded, that the Regular Meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 9:26 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary