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
   C. Financial Statements
   D. Bid Awards
   E. Purchase Orders
   F. Committee Reports
   G. Grants and Gifts Status Report

VII. New Business
   A. RECOMMENDATION: Personnel Actions
      1. Personnel Action Sheets
      2. Faculty Leave of Absence--Student Development
      3. Sabbatical Leaves
      4. Dismissal Resolution for Non-tenured Faculty
      5. Temporary Reassignments--Business and Social Science
      6. Appointment--Acting Dean of Student Development
   B. RECOMMENDATION: 1986-87 Fee Schedule
   C. RECOMMENDATION: Budget Transfer/Interfund Loan
      1. Interfund Loan Repayment
      2. Interfund Loan

Exhibit VI-A
Exhibit VI-B
Exhibit VI-C
Exhibit VI-E
Exhibit VI-F
Exhibit VI-G
Exhibit VII-A-1
Exhibit VII-A-2
Exhibit VII-A-3
Exhibit VII-A-4
Exhibit VII-A-5
Exhibit VII-A-6
Exhibit VII-B
Exhibit VII-C-1
Exhibit VII-C-2
D. RECOMMENDATION: Second Reading and Approval of Amendments to Board Policy Manual

E. RECOMMENDATION: Project Application for Repair and Renovation Grant Funds

F. BOARD INFORMATION: North Central Association Reaccreditation Process

Exhibit VII-D
Exhibit VII-E
Exhibit VII-F

VIII. Other Business

IX. President’s Report

X. Adjournment
MINUTES OF THE REGULAR BOARD MEETING OF THURSDAY, FEBRUARY 27, 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, February 27, 1986 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Vernon Manke, V.P. Administrative Affairs; 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; Charles Harrington, Dean of Instruction; 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; Daniel Blagg, Director of Development; Don DeBiase, Director of Physical Plant; John Lucas, Director of Planning and Research; Don Masic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoerner, Director of College Relations and Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Bob Tillotson. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Stephan Dudek, Accounting Manager; Peg Gorman, Personnel Specialist; Kevin O'Rourke, Audiovisual Technician; Ray White, Photographer. Students: Paul Giancola, President, Student Senate; Mike Held and Toby Ann Suberlak, Student Senate. Other guests: Joan Carreon, Paddock Publications; Joseph Immordino, Conant High School student.
RESOLUTION:  Chairman Howard read a letter from Governor Thompson congratulating Vice President Donn Stansbury on his retirement and citing his contributions to education in the State of Illinois.

Chairman Howard read the following resolution:

WHEREAS, Donn B. Stansbury began service at William Rainey Harper College in 1966 as Director of Admissions and Registrar and helped set the direction for the College; and

WHEREAS, he helped develop the first on-line registration system for colleges and universities; and

WHEREAS, he has held leadership positions in the Illinois and the American Associations of Collegiate Registrars and Admissions Officers and has been awarded lifetime honorary membership in the national organization; and

WHEREAS, he has supported the community college concept and has treated each student as an important individual; and

WHEREAS, he has demonstrated the highest standards as a loyal friend and dedicated colleague; and

WHEREAS, he has shown commitment throughout his career to education in general and in his current office as Vice President of Student Affairs at Harper College; 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 Donn B. Stansbury.

Chairman, Board of Trustees

February 27, 1986

Secretary, Board of Trustees

Retiring Vice President Donn Stansbury thanked Chairman Howard for her remarks and the Board of Trustees for the Resolution.

CITIZEN PARTICIPATION: There was no citizen participation.
COMMUNICATIONS: Member Norwood mentioned a letter she has received from the Institute of Industrial Relations at Loyola University concerning a conference to be held at Moraine Valley Community College and asked interested Board Members to contact her. She reminded the Board of the upcoming referendum for District 15 to be held March 18.

UNFINISHED BUSINESS: Student Member Hutchinson reported that 100 representatives from different colleges visited Harper College on College Transfer Day. A Career Day will be held March 4 and Student Trustee elections on March 25 and 26.

CONSENT AGENDA: Member Torisky moved, Member Norwood seconded, approval of the Consent Agenda as listed in Exhibit VI-A through VI-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, January 23, 1986.

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<td></td>
<td>$5,742.32</td>
<td>253,872.08</td>
<td>171,218.56</td>
<td>62,640.48</td>
<td>2,501.36</td>
<td>211,703.58</td>
<td>52,690.36</td>
<td>10,019.98</td>
<td>117,336.78</td>
<td>37,437.85</td>
<td>110,852.71</td>
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<td>7,143.75</td>
<td>79,993.00</td>
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The payroll of January 31, 1986 in the amount of $669,484.88; the payroll of February 15, 1986 in the amount of $685,085.46; the estimated payroll of February 16, 1986 through March 31, 1986 in the amount of $2,729,459.24; the estimated utility bills in the amount of $120,000.00; IBM for Lease/Rental Agreement in the amount of $9,626.39 and Director of Labor for unemployment compensation in the amount of $3,437.57.
CONSENT AGENDA: (cont.)
Financial Statements

Bid Awards

Ex. VI-E1 Approve issuance of a purchase order to Wenger Corporation for music posture chairs in the amount of $6,218.00.

Ex. VI-E2 Approve issuance of a change order to purchase order D-30246 for rent on the CAD/CAM Center from October 1, 1985 through September 30, 1986 to John Buck Management Company, in the amount of $8,523.56, for a new total of $80,580.92.

Board Committee Reports

There were no comments concerning the Board Committee Reports.

Grants and Gifts Status Report

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

NEW BUSINESS: Personnel Actions

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

Classified, SEIU Appointments

Randall Schietzelt, Lab Asst., p/t, 1-28-86, $8,775
David Hanson, Bindery Operator I, 2-03-86, $9,934
Kevin O'Rourke, AV Technician I, 2-06-86, $13,406
Barbara Paez, Baker I, 2-13-86, $12,773
Julie Hunter, Program Suprv., Craf, 2-17-86, $25,000
Joe Pras, Custodian, 2-17-86, $16,744
Dan Florance, Custodian, 2-17-86, $16,744
Marie Griffin, Adult Ed. Dev. Spec., 2-24-86, $22,000
Jeraldyn Richardson, Info. Spec., p/t, 2-24-86, $8,281
Beverley Roeschel, Clerk, 2-24-86, $10,530
Carole Johnson, LRC Clerk II, 3-03-86, $11,000

Leave of Absence

Beverly Hoffman, Student Outreach, 2-01-86 to 8-15-86

Terminations

Margaret Long, Credentials Analyst, 1-17-86
Louise Murphy, Clerk Typist II, 1-31-86
Michael Krizsanitz, Clerk/Dispatcher, 2-07-86
Kristi Stillson, Clerk Typist II, 2-17-86
Minutes of the Regular Board Meeting of Thursday, February 27, 1986

NEW BUSINESS:
Personnel Actions (cont.)

Correction To January 23, 1986 Board Appointments
Scott Graves, From Offset Press Operator II to Bindery Operator II, 1-21-86, $11,586

Leave of Absence

Member Norwood moved, Member Vajda seconded, approval of a one year leave of absence without pay for Professor of Student Development Nancy Pojo (Ex. VII-A-2).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Sabbatical Leaves

Member Norwood moved, Member Vajda seconded, approval of sabbatical leaves for the 1986-87 academic year (as described in Exhibit VII-A-3), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Michael Bartos, Partial Load Both Semesters 86-87
J. Harley Chapman, Spring Semester, 1987
Susanne Havlic, Partial Load Both Semesters 86-87
Gertrude Lempp Kerbis, 86-87 Academic Year
Michael Oester, Fall Semester, 1986
Joann Powell, Spring Semester, 1987
William Punkay, Fall Semester, 1986

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

President McGrath commented that the Faculty Leave Committee has done an excellent job studying the requests for sabbatical leaves. The leaves will provide enrichment and increase knowledge of the faculty.

Dismissal Resolution for Non-Tenured Faculty

Member Torisky moved, Member Norwood seconded, approval of the dismissal resolution for non-tenured faculty and the issuance of notices of dismissal (as listed in Exhibit VII-A-4, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.
NEW BUSINESS:

<table>
<thead>
<tr>
<th>Personnel Actions (cont.)</th>
<th>Temporary Reassignments</th>
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<tr>
<td>Member Norwood moved, Member Vajda seconded, approval of the extension of the temporary assignment of Professor Larry King to faculty status and the temporary assignment of Professor Thomas Johnson as Acting Dean, Business and Social Science Division for the 1986-87 academic year (as described in Exhibit VII-A-5, attached to the minutes in the Board of Trustees' Official Book of Minutes).</td>
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Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

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<th>Appointment Acting Dean Student Development</th>
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<tr>
<td>Member Vajda moved, Member Torisky seconded, approval of the appointment of Anne Rodgers Scott as Acting Dean of Student Development (as described in Exhibit VII-A-6, attached to the minutes in the Board of Trustees' Official Book of Minutes).</td>
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</table>

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

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<th>Fee Schedule</th>
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<td>Chairman Howard asked Dr. Charles Harrington to explain the process of determining the fee schedule. Dr. Harrington stated that each year faculty members submit suggestions for fees. The fees are charged only for classes with expensive supplies required such as art classes. Member Torisky remarked that fees were not listed in the past for some mechanical engineering classes, but are required this year. Dr. Harrington replied that in instances where fees are initiated this year the classes are new offerings. Some of the new classes offered require extensive computer time and others utilize expensive equipment.</td>
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Member Torisky moved, Member Vajda seconded, approval of the fee schedule for the 1986-87 academic year as listed 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 Howard, Norwood, Torisky and Vajda
- **Nays:** None

Motion carried. Member Hutchinson voted aye.
NEW BUSINESS: Interfund Loan Repayment and Interfund Loan

Member Vajda moved, Member Hutchinson seconded, to authorize the Treasurer to repay and re-transfer the loan of $400,000 made from the Educational Fund to the Auxiliary Fund and to effect a $600,000 loan from the Educational Fund to the Auxiliary Fund (as described in Exhibits VII-C-1 and VII-C-2, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Manke stated that Board approval is required for these transactions. The deficit in the Auxiliary Fund is being studied, and steps to reduce and eventually eliminate the deficit will be taken. Significant deficits exist in the Food Service and CAD/CAM Center areas.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

Amendments to Board Policy Manual

Following the second reading of the amendments to the Board Policy Manual, Member Torisky moved, Member Vajda seconded, approval of the amendments.

In a voice vote, the motion carried.

Application for use of 1986 Repair and Renovation Grant Funds

Member Vajda moved, Member Norwood seconded, approval of the application for use of 1986 Repair and Renovation Grant funds as described in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke reviewed the situation concerning the application for 1986 Repair and Renovation Grant funds. An earlier application for funds to repair the tennis courts was denied by the Capital Development Board and the Illinois Board of Higher Education. The Illinois Community College Board requested that the College submit an alternative proposal. The second application requests funding for the repair and renovation of the College roadway and walkway lighting fixtures and poles as well as a repair and renovation request for the computer room air conditioning unit. The sum of $162,076 from the Build Illinois Program will be available to the College when the bonds are sold, and construction should take place this summer. Until the project is bid, the cost of the lighting project will not be known. If the cost is less than $162,076, the remaining amount may be applied toward repair of the computer room air conditioning unit. Bids will be solicited for that project if funds are available following the bidding of the lighting project.
NEW BUSINESS: Application for use of 1986 Repair and Renovation Grant Funds

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

North Central Association Reaccreditation Process

Dr. Williams reviewed the reaccreditation process as described in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes). The North Central Association site visitation will be conducted during fall 1987 and action taken in spring 1988.

PRESIDENT'S REPORT:

President McGrath began his report by stating that 195 local businesses, municipalities, agencies and school districts have entered into educational service agreements for their employees enabling employees of in-district firms and organizations to attend Harper College at in-district tuition rates.

The Employee Assistance Program initiated by the College this year has been successful. Seven percent of the employees of the College have taken advantage of the program.

Employee response to the Annual Campaign for Harper has been outstanding with pledges totaling $26,458. The campaign is coordinated by Director of Development Dan Blagg through a committee of Harper employees.

Hoffman Estates High School won the annual TEAMS (Test of Engineering Aptitude, Math and Science) competition for high school students held at Harper College on March 21.

A staff development conference for the Harper Area Planning Council was held at the College on February 22. The Council is composed of representatives from Districts 211, 214 and Harper College.

The Technology, Math and Physical Science Division hosted a meeting of the Chicago Metropolitan Roundtable No. 5, an association of high school industrial education teachers on February 7.

Director of Computer Services Art Bowers will coordinate the conference of the Illinois Community College Data Processing Directors Association on March 7.
Art Professor John Knudsen will host the 10th Annual Illinois Print and Drawing Exhibition reception on March 2.

President McGrath congratulated the men's and women's swimming and wrestling teams for winning regional meets and qualifying for the national championships. Men who qualified for the national swimming competition are Todd Horndasch, Brian Olsen, Tom Kuczek, Brad Martini and Mike Frayder. Qualifying women swimmers are Kristin Budinger, Becky Zukowski, Deanne Maday, Christine Rovetto and Susan McCauley. Members of the wrestling team who will compete nationally are Doug Hernandez, Dave Ryan, Mike Sobotta, Pete Malecke and Brian Rathje.

The Region IV Coach of the Year swimming award was presented to Harper Coach Joe Nitch. Also concerning sports, the women's basketball team qualified for the Region IV state tournament.

Concerning administrative and faculty accomplishments, President McGrath reported that Dean of Admissions and Registrar Steven Catlin has been invited by the Illinois Board of Higher Education to serve on an Advisory Committee on Admissions Requirements.

An article by English Professor Frank Smith has been published in Personnel Journal, a management magazine for personnel professionals. The article is entitled "Communication: Does Your Writing Send the Wrong Signals?"

Coordinator of the Legal Technology Program Sharrie Hildebrandt has been named to "Who's Who in American Law".

The following part-time faculty members in the English as a Second Language Program gave presentations at the recent conference of the Illinois Teachers of English to Speakers of Other Languages: Maureen Rehusch, Joan Marubio, Julie Hennig, Kathi Holper, Susan Cusack and Peggy Kazkaz.

President McGrath concluded his report by expressing appreciation for the long service of retiring Vice President Donn Stansbury.

Chairman Howard inquired how Harper College would be affected by stricter requirements for high school students which have recently been established by the State of Illinois. President McGrath replied that the new requirements would have little effect on the College. The best recruitment tool the College has is its
reputation for excellence. Chairman Howard mentioned that the Distinguished Scholar Award brochure will be sent to district high school students in the top five percent of their classes and to the parents of the students.

**ADJOURNMENT TO EXECUTIVE SESSION:**

Member Torisky moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing several litigation matters.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye and the Board adjourned to Executive Session at 8:50 p.m.

Member Norwood moved, Member Vajda seconded, that the regular meeting be reconvened.

In a voice vote, the motion carried.

**Resolution**

Member Torisky moved, Member Norwood seconded, approval of the following resolution: BE IT RESOLVED to settle the Chemistry Laboratory litigation in accordance with the Settlement Agreement, joint mutual release of all claims, that Lorenc H. Slutzky, legal counsel for the College, is authorized to execute the release and the College should issue a check in the amount of $25,475.00 to Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. Trust Fund Account to pay the settlement.

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

**ADJOURNMENT:**

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

In a voice vote, the motion carried and the meeting was adjourned at 9:36 p.m.

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Kris Howard  
Chairman

Molly Norwood  
Secretary