

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

February 27, 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 January 31, 1986 and February 15, 1986, and Estimated Payroll for February 16 through March 28, 1986 Exhibit VI-B
  - C. Financial Statements Exhibit VI-C
  - D. Bid Awards
  - E. Purchase Orders Exhibit VI-E
  - F. Committee Reports Exhibit VI-F
  - G. Grants and Gifts Status Report Exhibit VI-G
- VII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VII-A-1
    - 2. Faculty Leave of Absence--Student Development Exhibit VII-A-2
    - 3. Sabbatical Leaves Exhibit VII-A-3
    - 4. Dismissal Resolution for Non-tenured Faculty Exhibit VII-A-4
    - 5. Temporary Reassignments--Business and Social Science Exhibit VII-A-5
    - 6. Appointment--Acting Dean of Student Development Exhibit VII-A-6
  - B. RECOMMENDATION: 1986-87 Fee Schedule Exhibit VII-B
  - C. RECOMMENDATION: Budget Transfer/Interfund Loan
    - 1. Interfund Loan Repayment Exhibit VII-C-1
    - 2. Interfund Loan Exhibit VII-C-2

- D. RECOMMENDATION: Second Reading and Approval of  
Amendments to Board Policy Manual Exhibit VII-D
- E. RECOMMENDATION: Project Application for Repair and  
Renovation Grant Funds Exhibit VII-E
- F. BOARD INFORMATION: North Central Association  
Reaccreditation Process Exhibit VII-F

VIII. Other Business

IX. President's Report

X. Adjournment

Exhibit VI-A  
March 27, 1986

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, 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 Mistic, 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; 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:  
Donn B.  
Stansbury

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 Trustee Report  
 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.

Bills Payable,	Educational Fund (Jan.11-31)	\$ 5,742.32
Payroll,	Educational Fund (Feb.1-13)	253,872.08
Estimated	Operations, Building & Maintenance	
Payroll,	Fund (Jan.11-31)	171,218.56
Estimated	Operations, Building & Maintenance	
Utility	Fund (Feb.1-13)	62,640.48
Bills,	Auxiliary Fund (Jan.11-31)	2,501.36
IBM and	Auxiliary Fund (Feb.1-13)	211,703.58
Director	Restricted Purposes Fund (Jan.11-31)	52,690.36
of Labor	Restricted Purposes Fund (Feb.1-13)	10,019.98
	Trust & Agency Fund (Jan.11-31)	117,336.78
	Trust & Agency Fund (Feb.1-13)	37,437.85
	Federal Funds (Jan.11-31)	110,852.71
	Audit, Liability, Protection &	
	Settlement Fund (Jan.11-31)	7,143.75
	Audit, Liability, Protection &	
	Settlement Fund (Feb.1-13)	79,993.00

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

There were no comments concerning the 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  
Jeralyn 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

NEW BUSINESS: Correction To January 23, 1986 Board Appointments

Personnel  
Actions  
(cont.)

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 Fojo (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: 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).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

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).

Upon roll call, the vote was as follows:

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

Motion carried. Member Hutchinson voted aye.

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.

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: Member Vajda moved, Member Hutchinson seconded, Interfund to authorize the Treasurer to repay and re-transfer Loan Repayment the loan of \$400,000 made from the Educational Fund to and Interfund the Auxiliary Fund and to effect a \$600.000 loan 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:

Upon roll call, the vote was as follows:

Application  
for use of  
1986 Repair  
and Renova-  
tion Grant  
Funds

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

Motion carried. Member Hutchinson voted aye.

North Central  
Association  
Reaccredita-  
tion 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.

PRESIDENT'S  
REPORT:  
(cont.)

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

PRESIDENT'S  
REPORT:  
(cont.)

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 Lorence 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

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Molly Norwood  
Secretary