

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

March 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 February 28, 1986 and March 15, 1986, and Estimated Payroll for March 16 through April 30, 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. 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 Promotions Exhibit VII-A-2
 - B. RECOMMENDATION: Local Plan for Vocational Education, FY 1987 Exhibit VII-B
 - C. RECOMMENDATION: Appointment of a College Auditor Exhibit VII-C
 - D. RECOMMENDATION: Space Utilization Study Exhibit VII-D
 - E. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VII-E
 - F. RECOMMENDATION: Request to Dispose of Obsolete and Unrepairable Equipment Exhibit VII-F
- 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, March 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, March 27, 1986 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Vernon Manke, V.P. Administrative Affairs; Bonnie Henry, 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; Bill Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Al Dunikoski, Director of Media Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations. Faculty: Larry Knight, President, Faculty Senate. Classified/Professional Technical Staff: Stephan Dudek, Accounting Manager; Peggy Gorman, Personnel Specialist; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual Technician; Linda Pones, Chairman, Classified Employee Council. Students: Michael Held, Student Senate; Toby Ann Suberlak, Student Trustee-elect; Debbie Hansen, Nicole Johnson, Z. Johnson, Eva Lipski, Jackie Sullivan, Sue Therp and Rob Toenies. Other guests: Leo Prantis, Paddock Publications; Sharon Vajda, district resident.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Norwood read a letter from Mr. James Lancaster, vice president of the Educational Foundation, stating there was 100 percent participation by Foundation Directors and the Board of Trustees in the 1985 solicitation campaign. The average gift of \$348 per person totaled \$14,221.00, double the amount given in 1984.

UNFINISHED
BUSINESS:
Student
Trustee
Report

In the absence of Student Member Hutchinson, Mike Held, Student Senate, reported that 500 persons attended the recent "Dance Extravaganza". Proceeds will be used for student leadership grants. Mr. Held introduced newly-elected Student Member Toby Ann Suberlak to the Board.

Member Vajda entered the meeting at 8:10 p.m.

CONSENT AGENDA: Member Norwood moved, Member Barton 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 Albrecht, Barton, Coste, Howard,
Norwood and Vajda
Nays: None

Motion carried.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, February 27, 1986.

Bills Payable,	Educational Fund (Feb. 14-28)	\$ 82,612.10
Payroll,	Educational Fund (March 1-13)	133,422.23
Estimated	Operations, Building & Maintenance	
Payroll,	Fund (Feb. 14-28)	113,073.09
Estimated	Operations, Building & Maintenance	
Utilities	Fund (March 1-13)	27,581.67
and Inter-	Auxiliary Fund (Feb. 14-28)	18,453.64
fund	Auxiliary Fund (March 1-13)	56,076.52
Payables	Restricted Purposes Fund (Feb. 14-28)	16,186.75
	Restricted Purposes Fund (March 1-13)	3,675.84
	Trust & Agency Fund (Feb. 14-28)	71,464.27
	Trust & Agency Fund (March 1-13)	494,716.97
	Federal Funds (Feb. 14-28)	41,919.03
	Audit, Liability, Protection &	
	Settlement Fund (Feb. 14-28)	3,437.57
	Audit, Liability, Protection &	
	Settlement Fund (March 1-13)	7,385.29

The payroll of February 28, 1986 in the amount of \$895,075.77; the payroll of March 15, 1986 in the amount of \$898,074.27; the estimated payroll of March 16, 1986 through April 30, 1986 in the amount of \$2,716,622.31; estimated utility bills in the amount of \$120,000.00 and Interfund Payables in the amount of 1,901,600.44.

Financial
Statements

There were no comments concerning the Financial Statements.

CONSENT AGENDA: Ex. VI-D1 Award bid Q7721 for six illuminated campus
Bid Award directories as requested by Student Affairs
for the 1985 class gift to Acme-Wiley
Corporation, the low bidder, in the amount of
\$10,332.00.

Purchase Ex. VI-E1 Approve renewal of the IBM typewriter
Order service contract for fiscal year 1986/87 with
Burke Computer Maintenance in an amount not
to exceed \$5,600.

Board Committee There were no comments concerning the Board Committee
Reports Reports.

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

NEW BUSINESS: Member Norwood moved, Member Barton seconded, approval
Personnel of the personnel actions as listed in Exhibit VII-A-1
Actions and VII-A-2 (attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Classified Staff Appointments

Mary Lou Olhava, Clerk III, p/t, 2-01-86, \$7,605
Teresa Bachara, Clerk Typist II, 3-10-86, \$13,898
Constance DeBoey, Secretary I, 10 mo., 3-10-86, \$11,000
Anne Frost, Editor/NewsWriter, 3-31-86, \$17,750
Alice Kupchinsky, Secretary I, 4-07-86, \$14,250

Classified Leaves of Absence

Kevin Clarke, Graphics Designer, 3-17-86 to 3-16-87
Christine Harvey-Stamatopolos, Secretary I, 2-27-86 to
8-19-86

Classified Staff Terminations

Colleen Burra, Clerk, 3-06-86
Roy Ori, Lab Asst., Computer Operator, 3-07-86
Deborah Kurowski, LRC Clerk II, 3-14-86
Eileen Anderson, Editor/NewsWriter, 3-31-86
Patricia Laskowski, Secretary I, 4-15-86

Faculty Promotions

To Assistant Professor: Cecilia Cooper, Marianne Holt
To Associate Professor: Dominic Magno, Patricia Mulcrone
To Professor: Robert Held, William Jedlicka, David
Macaulay, LeRoy Mottla, Robert Nolan and Gilbert
Tierney

NEW BUSINESS: Upon roll call, the vote was as follows:

Personnel

Actions

(cont.)

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

Motion carried.

President McGrath congratulated the faculty members receiving promotions, adding that the committee responsible for recommending faculty members for promotion had done an excellent job.

Local Plan
for Vocational
Education
FY 1987

Member Norwood moved, Member Barton seconded, approval of the Local Plan for Vocational Education, FY 1987 as a guideline document subject to annual review (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Appointment of
Certified
Public
Accounting
firm

Member Coste moved, Member Vajda seconded, to retain Peat, Marwick, Mitchell and Company to perform annual financial audits for the 1985-86 fiscal year at a cost not to exceed \$27,200.

Member Barton inquired whether the firm of Peat, Marwick, Mitchell and Company had been employed by the College in the past. Vice President Manke replied that the Board solicited proposals from other firms two years ago before selecting the present firm. He added that this year is the first one for the new accounting system which is a good reason for continuing with the same firm. Member Albrecht added that changing accounting firms requires considerable time in educating the new firm.

Upon roll call, the vote was as follows:

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

Motion carried.

Space
Utilization
Study

Member Coste moved, Member Norwood seconded, approval of a contract with Legat/PSA in an amount not to exceed \$9,500 to conduct a Space Utilization Study and to provide a comprehensive report and recommendations.

Member Barton inquired whether other firms had been contacted to perform this study. Vice President Manke replied that the firm of Legat/PSA has performed architectural work for the College and is familiar with the facilities; consequently, Legat/PSA will be able to

NEW BUSINESS: perform the work more quickly. Member Norwood asked
Space if it is necessary to ask for bids for the work.
Utilization Mr. Manke replied that the bidding process is not
Study required for professional services. Chairman Howard
(cont.) added that the firm has a good reputation.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Renewal of Member Vajda moved, Member Norwood seconded, approval of
Treasurer's the two-year renewal of the Treasurer's Bond issued by
Bond American Motorists Insurance Company in the amount of
\$9,000,000.00 at a cost of \$3,255.00 (as described in
Exhibit VII-E, attached to the minutes in the Board of
Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Disposal of Member Coste moved for discussion purposes, Member
Obsolete Vajda seconded, approval of the disposal of obsolete
and Unre- and unrepairable personal property owned by the
pairable College through a sealed bid sale, an open sale to
Equipment the College Community, sale to a scrap dealer, or
other appropriate disposal of the property (as
described in Exhibit VII-F, attached to the minutes
in the Board of Trustees' Official Book of Minutes).

Member Coste asked for clarification of the second step in the proposed policy for the disposal of equipment whereby equipment not purchased by sealed bid would then be offered for sale to the College Community. Member Coste stated that he believes offering property for sale to employees is not good practice. Member Norwood noted that perhaps a conflict of interest might arise if an employee who designated a piece of equipment for disposal then purchased the equipment. Member Coste expressed the opinion that other government agencies as well as the private sector prohibit employees from participating in such a sale.

NEW BUSINESS:
Disposal of
Obsolete
and Unre-
pairable
Equipment
(cont.)

Member Vajda disagreed, stating that in his experience employees in the private sector were allowed to purchase unwanted equipment. Provided that the sale is open to students and advertised in the student newspaper, Member Vajda stated he perceived no problem caused by employee participation.

President McGrath suggested that the wording of the proposed policy be changed by deleting the word "College" and removing the capitalization of the word "Community." This change would make it clear the sale is open to all. Vice President Manke stated that the first step of the proposed policy would be to request sealed bids. All material not sold by sealed bids would be offered by sale to the community. Following this sale, the remaining items would be offered to a scrap dealer, and finally any remaining items would be given to charitable organizations or discarded.

Member Barton asked what procedures were used in past years. Vice President Manke asked Purchasing Agent Thea Keshavarzi to explain procedures used in prior years. Ms. Keshavarzi stated that in the past two-day sales have been advertised in the local newspaper and throughout the college community. Ms. Keshavarzi priced the items at a fair market value. In earlier sales, approximately 75 percent of unwanted equipment was disposed of in this manner, with the remainder being discarded. The administration believes more money could be realized by offering the items by sealed bid before conducting a sale. The intention of the policy is for students to participate in the sale. Ms. Keshavarzi expressed the opinion that if the college community is excluded from participation in the sale, there will be few interested buyers.

Mr. Manke said that it is the intention of the administration to conduct the sale in an uncontroversial manner, and it is the recommendation of the College attorney that items to be sold be offered first by sealed bid. Mr. Manke said that other institutions with which he is familiar use this procedure.

Chairman Howard inquired whether a change in wording from "the College Community" to "the community" would be agreeable to Member Coste. Member Coste replied he did not believe College employees should purchase items under any circumstances.

Member Barton moved, Member Albrecht seconded, to
table the motion.

In a voice vote, the motion carried.

NEW BUSINESS: Chairman Howard stated that practices of other
Disposal of institutions would be studied and the question would
Obsolete be brought to the Board again.
and Unre-
pairable
Equipment
(cont.)

OTHER BUSINESS: Vice President Manke explained that an acceptable bid
No award bid meeting specifications for printing of the 1986-87
course schedules was not received. The cost of the
only bid which met specifications exceeded the amount
budgeted by \$8,000. Because of time limitations, it
was not possible to postpone this matter until the
April Board meeting. The administration will modify
the specifications to make the printing less costly.

Member Coste moved, Member Norwood seconded, to reject
all bids and rebid the project.

Upon roll call, the vote was as follows:

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

Motion carried.

Basketball
Exhibition Member Coste inquired about a basketball exhibition
to be given at the College on April 13. He stated that
he had seen an announcement describing the event during
which members of the audience may pay to play basket-
ball with the Chicago Bears. He asked if members
of the Bears team are being paid for their participation.
Director of College Relations Elaine Stoermer stated
that the event is being held by an outside group not
affiliated with the College which has rented the
facilities. When facilities are rented by outside groups,
College personnel are not involved in financial arrange-
ments between the lessor and performers. Member Coste
requested that information be obtained regarding payment
of the Chicago Bears by the lessor.

PRESIDENT'S
REPORT: President McGrath began his report by announcing that
the meeting of the Legislation and Public Affairs
Committee regularly scheduled for April 2 has been
postponed to April 15 at 4:00 p.m.

President McGrath congratulated students selected to
represent Harper College in the 1985-86 Who's Who Among
Students in American Junior Colleges: Ellen L. Grabner,
Michael Held, Deborah Minton, Angela Reinhofer, Virginia
Swanson, Albert Tshimanga, Beth Allison Watson and
Phyllis Wilson.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Maggie Trevor, daughter of Women's Program Coordinator Rena Trevor, has been granted a fellowship at Columbia University to pursue a graduate degree in political science. Maggie was granted an undergraduate degree with honors in chemistry by the University of Chicago.

Professor Lee Kolzow recently published her third book with Prentice Hall. She also presented a workshop on "Critical Thinking Skills in the College Classroom" at the Chicago Conference of the National Association of Developmental Education.

Professor Jerome Stone will present a paper on the philosophy of Henry Nelson and Bernard Meland at a conference at Park College, Missouri on April 19.

An article by Professor Paul Sipiara was published in the January 1986 edition of Chemical Geology.

The Fine Arts Committee of the Educational Foundation is sponsoring "Merely Players", a one-man portrayal of Shakespearean characters. The presentation by Bertrand Fay will be held in the Dining Room at 8:00 p.m. on April 23.

Harper Wellness Week will be held April 15-17.

ADJOURNMENT:

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

In a voice vote, the motion carried and the meeting was adjourned at 8:50 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary