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

   Exhibit VI-A
   Exhibit VI-B
   Exhibit VI-C
   Exhibit VI-D
   Exhibit VI-E
   Exhibit VI-F
   Exhibit VI-G

VII. New Business
   A. RECOMMENDATION: Personnel Actions
      1. Personnel Action Sheets
      2. Faculty Promotions
   B. RECOMMENDATION: Local Plan for Vocational Education, FY 1987
   C. RECOMMENDATION: Appointment of a College Auditor
   D. RECOMMENDATION: Space Utilization Study
   E. RECOMMENDATION: Renewal of Treasurer's Bond
   F. RECOMMENDATION: Request to Dispose of Obsolete and Unrepairable Equipment

   Exhibit VII-A-1
   Exhibit VII-A-2
   Exhibit VII-B
   Exhibit VII-C
   Exhibit VII-D
   Exhibit VII-E
   Exhibit VII-F

VIII. Other Business

IX. President's Report

X. Adjournment
WILLIAM RAINNEY 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 Dunikowski, 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 Pranitis, 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.
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.

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.

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

| Bills Payable, Payroll, Estimated Payroll, Estimated Utilities and Inter-fund Payables |
|-----------------------------------------------|-----------------------------------------------|
| Educational Fund (Feb. 14-28)                 | Educational Fund (March 1-13)                  |
|                                               | Operations, Building & Maintenance Fund (Feb. 14-28) |
|                                               | Operations, Building & Maintenance Fund (March 1-13) |
|                                               | Auxiliary Fund (Feb. 14-28)                     |
|                                               | Auxiliary Fund (March 1-13)                     |
|                                               | Restricted Purposes Fund (Feb. 14-28)           |
|                                               | Restricted Purposes Fund (March 1-13)           |
|                                               | Trust & Agency Fund (Feb. 14-28)                |
|                                               | Trust & Agency Fund (March 1-13)                |
|                                               | Federal Funds (Feb. 14-28)                      |
|                                               | Audit, Liability, Protection & Settlement Fund (Feb. 14-28) |
|                                               | Audit, Liability, Protection & Settlement Fund (March 1-13) |

The payroll of February 28, 1986 in the amount of $895,075.77; the payroll of March 15, 1986 in the amount of $890,074.27; 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.

There were no comments concerning the Financial Statements.
CONSENT AGENDA:

Bid Award
Ex. VI-D1  Award bid Q7721 for six illuminated campus 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 Order
Ex. VI-E1  Approve renewal of the IBM typewriter service contract for fiscal year 1986/87 with Burke Computer Maintenance in an amount not to exceed $5,600.

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 Norwood moved, Member Barton seconded, approval of the personnel actions as listed in Exhibit VII-A-1 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
Minutes of the Regular Board Meeting of Thursday, March 27, 1986

NEW BUSINESS: Personnel
Actions (cont.)

Upon roll call, the vote was as follows:

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:
Space Utilization Study (cont.) perform the work more quickly. Member Norwood asked if it is necessary to ask for bids for the work. Mr. Manke replied that the bidding process is not required for professional services. Chairman Howard 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 Treasurer's Bond Member Vajda moved, Member Norwood seconded, approval of the two-year renewal of the Treasurer's Bond issued by 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 Obsolete and Unreparable Equipment Member Coste moved for discussion purposes, Member Vajda seconded, approval of the disposal of obsolete and unrepairable personal property owned by the College through a sealed bid sale, an open sale to 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: Disposal of Obsolete and Unrepaireable Equipment (cont.)
Chairman Howard stated that practices of other institutions would be studied and the question would be brought to the Board again.

OTHER BUSINESS: Vice President Manke explained that an acceptable 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 basketball with the Chicago Bears. He asked if members of the Bears team are being paid for their participation. Director of College Relations Elaine Stoeber 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 arrangements 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 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 Sipiera 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.

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.