

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

June 26, 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 May 31, 1986 and
June 15, 1986, and Estimated Payroll for June 16
through July 31, 1986 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Committee Reports Exhibit VI-D
 - E. Grants and Gifts Status Reports Exhibit VI-E
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement--Classified Staff Exhibit VIII-A-2
 - B. RECOMMENDATION: Student Service Grants Exhibit VIII-B
 - C. RECOMMENDATION: Notice of 1986-87 Budget Hearing Date Exhibit VIII-C
 - D. RECOMMENDATION: Interfund Loans
 - 1. Education/Bond and Interest Exhibit VIII-D-1
 - 2. Operations, Building and Maintenance/
Operations, Building and Maintenance
(Restricted) Exhibit VIII-D-2
 - E. RECOMMENDATION: Employment of Financial Advisor and Bond
Counsel for the Creation of a Working
Cash Fund Exhibit VIII-E
 - F. RECOMMENDATION: Transfer of Protection, Health and
Safety Funds Exhibit VIII-F
 - G. RECOMMENDATION: Credit Cards for Tuition, Fees and
Bookstore Purchases Exhibit VIII-G

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| H. RECOMMENDATION: Employment of Architect for Renovation/
Repair of College Tennis Courts | Exhibit VIII-H |
| I. BOARD INFORMATION: 1985-86 Goals Accomplishment Report | Exhibit VIII-I |
| J. BOARD INFORMATION: 1986-87 Organization Charts | Exhibit VIII-J |

IX. Other Business

X. President's Report

XI. 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, June 26, 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, June 26, 1986, at 8:04 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; Al Dunikoski, Dean of Learning Resources Center; John Gelch, Dean of Physical Education, Athletics and Recreation; Charles Harrington, Dean of Instruction; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phillip Stewart, President, Faculty Senate; Pat Mulcrone. Classified/Professional Technical Staff: Shirley Acks, Secretary; Bruce Bohrer, Coordinator of Admissions; Steve Dudek, Accounting Manager; Elizabeth Fink, Library Assistant (retired); Thea Keshavarzi, Purchasing Agent; Kevin O'Rourke, Audiovisual Technician; Linda Pones, Chairman, Classified Employee Council; Ray White, Photographer. Other guests: Joan Carreon, Paddock Publications; Susan Cunningham-Davis, Memorex Corporation; Eugene Acks and George Fink, district residents.

Chairman Howard extended a warm welcome to Harper retirees Shirley Acks and Elizabeth Fink who have been dedicated staff members in the Library Services department for many years. She wished them well in retirement. Chairman Howard also introduced Phillip Stewart, newly-elected Faculty Senate President.

CITIZEN

PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS:

Student Trustee Report
Student Member Suberlak reported that she is serving as a student orientation leader and explained some of the duties involved in this process. In addition, she called attention to the Student Activities Interest Survey and expressed hope that this would encourage more students to participate in College activities.

CONSENT AGENDA:

Member Barton moved, Member Lissner seconded, approval of the Consent Agenda, as shown in Exhibits VI-A through VI-E (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 and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Minutes

There were no corrections to the minutes of the Regular Board meeting of Thursday, May 22, 1986.

Bills Payable,	Educational Fund	\$766,542.15
Payroll, Esti-	Operations, Building & Maintenance Fund	260,893.44
mated Payroll,	Operations. Building & Maintenance	
Estimated	Fund (Restricted)	5,560.00
Utility Bills,	Auxiliary Fund	171,172.98
Kemper	Restricted Purposes Fund	161,613.13
Investors Life	Trust & Agency Fund	77,997.39
Insurance,	Audit, Liability & Protection Fund	9,712.91
T.I.A.A.	Protection, Health & Safety Fund	112,784.00
	Federal Funds	6,093.78

The payroll of May 31, 1986 in the amount of \$840,165.61; the payroll of June 15, 1986 in the amount of \$654,037.57; the estimated payroll of June 16 through July 31, 1986 in the amount of \$2,263,717.81; estimated utility bills in the amount of \$120,000.00; Kemper Investors Life Insurance for tax-sheltered annuity payments in the amount of \$1,667.00; and T.I.A.A. for tax-sheltered annuity payments in the amount of \$16,000.00.

Financial Statements

There were no questions concerning the financial statements.

Committee Reports

There were no questions concerning the committee reports.

Grants and Gifts Status Report

There were no questions concerning the grants and gifts status report.

BID AWARDS:

Member Barton moved, Member Lissner seconded, approval of the bid awards as listed in Exhibit VII-A (1-11), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q7773 for one year of elevator maintenance and the option for a one-year renewal to Millar Elevator of Chicago, Inc., the low bidder, in the amount of \$5,688.00.
- Ex. VII-A2 Award bid Q7758 for a maintenance agreement covering computer equipment to TRW Information Systems Group, the low bidder, in the amount of \$34,868.28.
- Ex. VII-A3 Award bid Q7774 for printing of the Fall 1986 Women's Program Brochure to Rush Graphics, the low bidder, in the amount of \$6,373.77.
- Ex. VII-A4 Award bid Q7760 for printing of the Harper College Transfer Booklet to Printech, Inc., the low bidder, in the amount of \$8,550.00.
- Ex. VII-A5 Award bid Q7769 for printing of the Harbinger (student newspaper) to Des Plaines Publishing Co., the only bidder, in the amount of \$15,215.00.
- Ex. VII-A6 Award bid Q7761 for uniforms for the Physical Plant Division to Uniwear, the low bidder, in the amount of \$6,499.25.
- Ex. VII-A7 Award bid Q7762 for football uniforms and supplies to Hayden's Sports Center for \$530.34, Midwest Athletics Inc. for \$572.40, McGovern's Athletic Equipment for \$1,897.80, and Player Sports for \$2,735.00, the low bidders, for a total award of \$5,735.54.
- Ex. VII-A8 Award bid Q7738 for the rental of copiers for use throughout the campus to Dual Office Suppliers, the low bidder, in the amount of \$50,098.92.
- Ex. VII-A9 Award bid Q7766 for a one-year contract with four one-year renewal options for food service management to Canteen Food and Vending Service, the bidder best meeting specifications, for \$53,586.00 plus three percent of sales.

BID AWARDS:
(cont.)

- Ex. VII-A10 Award bid Q7775 for IBM Personal Computers, peripheral equipment and software to Computerland of Mount Prospect for \$6,270.00, Nabih's, Inc. for \$8,957.58, Software and Beyond for \$9,320.00, and IBM Corporation for \$81,967.92, the low bidders, for a total award of \$106,515.50.
- Ex. VII-A11 Award bid Q7759 for the lease purchase of a Magnetic Tape Sub-System to Memorex Corporation, the low bidder, in the amount of \$14,233.08 per year for a total of \$71,165.40 on a 60-month lease purchase.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

PURCHASE
ORDERS:

Member Coste moved, Member Barton seconded approval of the purchase orders as listed in Exhibit VII-B (1-12), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-B1 Approve issuance of a purchase order to Motorola Computer Systems, Inc., for a maintenance agreement covering a mini-computer and peripheral equipment, in the amount of \$9,288.00.
- Ex. VII-B2 Approve issuance of a purchase order to IBM Corporation, for maintenance of computer software, in the amount of \$15,840.00.
- Ex. VII-B3 Approve issuance of a purchase order to Braegen Corporation, for maintenance of computer equipment, in the amount of \$11,048.00.
- Ex. VII-B4 Approve issuance of a purchase order to Computervision Corporation, for maintenance of the Designer M system, in the amount of \$12,960.00.
- Ex. VII-B5 Approve issuance of a purchase order to Alpha Omega Consulting Group, Ltd., for consulting services for system software support, in an amount not to exceed \$15,579.00.

PURCHASE
ORDERS:
(cont.)

- Ex. VII-B6 Approve issuance of a purchase order to UCCEL Corporation, for the one-year renewal of the lease of computer software (System Manager), in the amount of \$9,528.00.
- Ex. VII-B7 Approve issuance of a purchase order to On-Line Software International, Inc. for the second year payment of a three-year lease agreement for an InterTest On-Line Test/Debug software package, in the amount of \$12,960.00.
- Ex. VII-B8 Approve issuance of a purchase order to IBM Corporation, for the rental of one piece of hardware and computer software for one year, in the amount of \$37,524.00.
- Ex. VII-B9 Approve issuance of a purchase order to Pansophic Systems, Inc., for an agreement to provide support for Pansophic products, in the amount of \$8,700.00.
- Ex. VII-B10 Approve issuance of a purchase order to MACRO 4, Inc., for the rental of software, in the amount of \$14,452.00.
- Ex. VII-B11 Approve issuance of a purchase order to Scan-Tron Corporation, for two optical scanners, in the amount of \$7,690.00.
- Ex. VII-B12 Approve issuance of a purchase order to Browning-Ferris Industries of Illinois, Inc., for trash removal service for the 1986/87 fiscal year, in an amount not to exceed \$25,000.00.

Chairman Howard noted the significant number of bid awards and purchase orders for computer equipment and requested that the administration comment on these purchases for the benefit of Board members. Vice President Manke explained that some of the purchase orders cover remaining years on existing lease agreements. In addition, the beginning of any fiscal year generates a larger number of purchase orders due to renewal of annual service contracts which expire on June 30 and to purchase of new equipment necessary for the start of the fall semester. He added that these purchases have been reviewed very carefully and, based on his past experiences, he felt that Harper College has shown fiscal responsibility in this regard. Chairman Howard agreed that the College will receive a substantial amount of equipment and services for the expended funds and thanked Vice President Manke for his comments.

PURCHASE
ORDERS:
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Personnel
Actions

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

Administrative Appointments

Bruce Bohrer, Director of Admissions, 7-1-86, \$39,532
Joan Kindle, Dean, Student Development, 7-14-86, \$40,000

Faculty Appointment

Martha Brown, Instructor, Counseling, 8-19-86, \$20,353

Classified Staff Appointments

Mary Ann Crist, Clerk, p/t, 5-19-86, \$4,897
Frances Larue, Information Spec., p/t, 6-2-86, \$8,840
Sharon Sassone, Clerk Typist II, p/t, 6-2-86, \$6,980
Catheline Lomatch, LRC Clerk II, 6-2-86, \$10,728
Kevin Geiger, Theatre Manager, 6-9-86, \$21,000
Marlene Hunt-Brasch, Graphics Supervisor, 6-16-86, \$18,502
Diane Kinn, Secretary I, 6-16-86, \$13,516
Sheila Williams, Clerk Typist II, 6-17-86, \$11,586
Azad Mazboudi, Clerk Typist II, p/t, 6-23-86, \$6,396
Jacqueline Chalmers, Program Assistant, 6-23-86, \$14,563
Kathleen Cordell, Secretary I, 6-23-86, \$12,412
Jean Hoffman, Administrative Secretary, 6-30-86, \$17,011
Dennis Ryther, Facilities Manager, 6-25-86, \$27,000

Classified Staff Leaves of Absence

Diane Thomas, Interpreter III, 5-16-86 to 5-15-87
Madonna O'Hearn, Clerk Typist II, 6-5-86 to 6-4-87

Classified Staff/SEIU Terminations

Walter Clay, Custodian, 5-15-86
Kathe Oster, Child Care Specialist, 5-16-86
Richard Smolarchuk, Program Leader, 5-30-86
Chevela Morales, Clerk Typist II, 6-5-86
Steven Eul, Supv., Pool & Comm. Recreation, 6-5-86
Patricia DePue, College Nurse, 6-9-86
Nancy Leonchik, Theatre Manager, 6-12-86
Janice Wagner, Secretary II, 6-12-86
Christine Harvey-Stamatopoulos, Secretary I, 6-16-86
Ann Rintz, Graphic Designer, 6-26-86
Ruth Tresselt, Program Assistant, 6-20-86

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

Personnel

Actions

(cont.)

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

President McGrath stated that Ms. Joan Kindle, who has been selected as Dean of Student Development, will be a very valuable addition to the administrative staff. In addition, he extended congratulations to Mr. Bruce Bohrer on his appointment as Director of Admissions.

Early

Retirement

Request

Member Coste moved, Member Barton seconded, approval of the early retirement request for Phyllis Scherer as described in Exhibit VIII-A-2 (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 and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Student

Service Grants -

Spring 1986

Member Barton moved, Member Coste seconded, approval of the student service grants for spring 1986 as listed in Exhibit VIII-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 and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Resolution -

Budget

Hearing Date

Member Coste moved, Member Lissner seconded, adoption of the resolution providing for the annual budget hearing date and the required public notice as outlined in Exhibit VIII-C (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 and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Interfund
Loans

Member Barton moved, Member Lissner seconded, to authorize the Treasurer to effect a \$2,600,000 loan from the Bond and Interest Fund to the Education Fund and a \$6,000,000 loan from the Operations, Building and Maintenance Fund (Restricted) to the Operations, Building and Maintenance Fund, according to the resolutions as outlined in Exhibit VIII-D (1-2), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste requested additional clarification regarding the interfund loans. Vice President Manke explained that these loans are necessary because of cash flow problems and low fund balances. The College expects to receive the second installment of personal property tax money in August; however, there are immediate needs due to salaries and other expenditures.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Working
Cash Fund

Member Lissner moved, Member Barton seconded, the authorization for employment of Kane, McKenna and Associates, Inc. as financial advisors and Chapman and Cutler as bond counsel to develop and coordinate the establishment of a working cash fund, as outlined in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard requested that Vice President Manke explain the reason for the recommendation. Vice President Manke explained that the State statute provides for the creation of a Working Cash Fund. Due to proposed changes regarding tax-exempt borrowing and current low interest rates, this would be an appropriate time to consider the creation of this fund. Chairman Howard added that the creation of this fund was advocated for a number of years by former Vice President Bakas. As representatives of the taxpayers, Board members have been elected to manage the finances of the College and she felt that a Working Cash Fund would contribute to the stable handling of these funds. She added that many community colleges and school districts have funds of this type.

In response to Member Coste, Vice President Manke stated this matter had been discussed with the Finance Committee on June 11, 1986 and the College has the option to finance a bond sale up to \$10 million. A portion of that amount would be used to pay off the existing bonds

NEW BUSINESS:
Working Cash
Fund (cont.)

and the remainder would be invested in order to obtain interest income. Chairman Howard added that it was the consensus of the Finance Committee that a recommendation to employ a financial advisor and bond counsel for the creation of a Working Cash Fund be presented to the Board of Trustees.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Transfer of
Protection,
Health and
Safety Funds

Member Coste moved, Member Barton seconded, to authorize the transfer of the Protection, Health and Safety funds to the Operations, Building and Maintenance Fund (Restricted) in a self-balancing set of accounts, as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Manke explained that the transfer has been requested in order to comply with the Illinois Community College Fiscal Management Manual.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Use of
Credit Cards
for Tuition,
Fees and
Bookstore
Purchases

Member Suberlak moved, Member Coste seconded, the implementation of a Master Card/Visa credit card payment plan on a one-year trial basis through the Mount Prospect State Bank at a fee rate not to exceed 2.4 percent of monthly charges, as outlined in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Manke explained the benefits to be gained from the use of a credit card system at Harper College. Based on Board approval, the administration will proceed immediately to implement the system.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

Renovation/
Repair of
Tennis Courts

Member Coste moved, Member Lissner seconded, the authorization for employment of Legat Architects at a

NEW BUSINESS:
Renovation/
Repair of
Tennis Courts
(cont.)

fee of 7.5 percent of the construction costs to provide complete architectural and engineering services for the renovation and repair of the College tennis courts, as outlined in Exhibit VIII-H (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 and Lissner
Nays: None

Motion carried. Member Suberlak voted aye.

1985-86 Goals
Accomplishment
Report

Chairman Howard stated that the 1985-86 Institutional Goals Accomplishment Report was for Board information. She requested additional information from Vice President Williams who commented on Goal I-B, writing skills. He explained that the faculty and administration continue to focus efforts on the improvement of writing skills of students. Due to concerns in this regard, a Learning Assistance Center will be established.

Chairman Howard congratulated the administration and faculty on the accomplishment of goals during the past year.

1986-87
Administrative
Organization
Charts

Chairman Howard explained that the 1986-87 Administrative Organization Charts were for Board information. President McGrath noted that the reorganization changes in Academic Affairs and Student Affairs are included. In addition, the 1986-87 budget includes a Director of Placement and, based upon budget approval, the position will be filled.

PRESIDENT'S
REPORT:

President McGrath reported that summer enrollment has reached 100 percent of budget projections. This is the first time in eight semesters that this level has been reached.

The Harper College grove area will be used during the weekend of June 28 by a group of local radio amateurs who are participating in a national contest and emergency exercise which is held annually at this time. Dean George Dorner is a participant in this event which involves thousands of radio amateurs nationwide. The Harper Air Hawks have placed first in the country for their category for the past two years.

Political Science Professor Sharon Alter graduated cum laude with an M.A. degree in public administration from Roosevelt University. Her thesis is entitled: "The William Rainey Harper College Tax Rate Referendum: A Case Study of a Community College's Campaign Strategy, Organization, Tasks and Tactics, and Management." The Harper College Library will be provided with a bound copy of her thesis.

PRESIDENT'S
REPORT:
(cont.)

Director of Library Services Eileen Dubin was elected vice chair/chair elect of the Community and Junior College Libraries Section of the Association of College and Research Libraries.

Professor of Criminal Justice George Evans and Personnel Specialist Peggy Gorman were members of the planning committee for a recent conference on Labor Relations in Community Colleges which was held at Moraine Valley Community College. Peggy and Professor of English Michael Bartos presented workshops during the conference.

ADJOURNMENT
EXECUTIVE
SESSION:

Member Barton moved, Member Lissner seconded, that the Board adjourn to Executive Session for the purpose of discussing collective bargaining, pending litigation, and the appointment, employment, salary or dismissal of personnel.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Lissner
Nays: None

Motion carried at 9:00 p.m. Member Suberlak voted aye.

ADJOURNMENT:

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

In a voice vote, the motion carried.

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

In a voice vote, the motion carried and the meeting was adjourned at 10:26 p.m.

Kris Howard
Chairman

Barbara Barton
Secretary pro tem