

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

SPECIAL BOARD MEETING

AGENDA

July 23, 1986

7:30 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 June 30, 1986 and July 15, 1986,
and Estimated Payroll for July 16 through August 29, 1986 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Committee Reports Exhibit VI-D
 - E. Grants and Gifts Status Report Exhibit VI-E
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Resolution for the Bond Sale Exhibit VIII-B
 - C. RECOMMENDATION: Granting of License--Palatine Park District Exhibit VIII-C
 - D. RECOMMENDATION: Award of Employee Benefit Insurance Coverage Exhibit VIII-D
 - E. RECOMMENDATION: Resource Allocation and Management Plan
for Community Colleges (RAMP/CC) Document Exhibit VIII-E
 - F. BOARD INFORMATION: 1986-87 Institutional Goals Exhibit VIII-F
- 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 Special Board Meeting of Wednesday, July 23, 1986

CALL TO ORDER: The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Wednesday, July 23, 1986 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

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; Ruth Williams, Recording Secretary; Vic Berner, Dean of Business Services and Finance; George Dorner, Dean of Technology, Math and Physical Science; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; 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; John Lucas, Director of Planning and Research; 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: Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Chris Kungie, Audiovisual Technician; Linda Pones, Chairman, Classified Employee Council; Laurie Wren, Executive Secretary. Other guests: Joan Carreon, Paddock Publications; Donald Eslick and Philip McKenna, Kane, McKenna and Associates, Inc.; Charles Kraemer, Kraemer Associates; Michael Balsan, Allstate Life Insurance Company.

Chairman Howard noted that the regular meeting of Thursday, July 24, 1986 was cancelled and the special meeting called for Wednesday, July 23, 1986 because several board members were unable to attend on July 24.

CITIZEN
PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS: Member Norwood read a letter from Dr. David Pierce, executive director of the Illinois Community College Board, acknowledging receipt of the request from the Board of Trustees concerning the length of time required to appoint a member of the Board of Trustees following a vacancy. Member Norwood stated that a letter concerning a student grievance would be discussed in executive session.

CONSENT AGENDA: Member Barton moved, Member Norwood 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, Lissner, Norwood and Torisky
 Nays: None

Motion carried.

Minutes There were no corrections to the minutes of the Regular Board Meeting of Thursday, June 26, 1986 or the Special Board Meeting of July 2, 1986.

Bills Payable,	Educational Fund	\$383,502.80
Payroll,	Operations, Building & Maintenance Fund	223,163.00
Estimated	Operations, Building & Maintenance	
Payroll,	Fund (Restricted)	2,419.00
Estimated	Auxiliary Fund	53,860.33
Utility Bills,	Restricted Purposes Fund	33,601.65
Illinois	Trust & Agency Fund	49,770.68
Dept. of	Federal Funds	14,973.25
Revenue,		

Restricted Purposes Fund, Althoff Industries, R.J. Galla, Kemper Investors Life Insurance, Media Professional Insurance, Petty Cash

The payroll of June 30, 1986 in the amount of \$740,969.85; the payroll of July 2, 1986 in the amount of \$334,151.51; the payroll of July 15, 1986 in the amount of \$758,219.52; the estimated payroll of July 16, 1986 through August 31, 1986 in the amount of \$2,777,511.43; estimated utility bills in the amount of \$120,000.00; Illinois Department of Revenue for sales tax of June, 1986 in the amount of \$10,511.97; Restricted Purposes Fund for group medical in the amount of \$264,074.00; Althoff Industries for repair of parking lot lights in the amount of \$21,200.00; R.J. Galla for liability insurance in the amount of \$346,172.00; Kemper Investors Life Insurance for tax sheltered annuity payment in the amount of \$5,000.00; Media Professional Insurance for insurance binder in the amount of \$5,625.00; and Petty Cash for fall cash refunds in the amount of \$70,000.00.

CONSENT AGENDA: There were no questions concerning the financial statements.
(cont.)

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 Torisky moved, Member Lissner seconded, approval
of the bid awards as listed in Exhibit VII (1-8),
(attached to the minutes in the Board of Trustees'
Official Book of Minutes).

Ex. VII-1 Award bid Q7786 for an endloader and backhoe
to Lewis International, Inc., the low bidder,
in the amount of \$28,000.00.

Ex. VII-2 Award bid Q7787 for a skid loader to Buck
Brothers Inc., the low bidder, in the amount of
\$16,175.00.

Ex. VII-3 Award bid Q7785 for a 1987 dump truck to Reed
Randle Ford, the low bidder, in the amount of
\$30,149.00.

Ex. VII-4 Award bid Q7784 for floor scrubbers and other
janitorial equipment to Jon-Don Products, Inc.
for \$821.00, Diamond Chemical Co. for \$1,132.00,
Ramrod Chemical Co. for \$3,987.00, and L.M.
Brownsey Supply Co. for \$11,932.80, the low
bidders meeting specifications, for a total
award of \$17,872.80.

Ex. VII-5 Award bid Q-7768 for maintenance of Storage
Technology computer equipment to Storage Technology
Corp., the only remaining bidder, in the amount
of \$16,368.00.

Ex. VII-6 Award bid Q7770 for computer paper, to
Office Electronics, Inc., the low bidder,
in the amount of \$21,023.79.

Ex. VII-7 Award bid Q7788 for paper to Chicago Paper Co.,
the low bidder, in the amount of \$41,760.98.

Ex. VII-8 Award bid Q7793 for a Bridgeport vertical mill
to Chicago Machine Tool Company, the low bidder,
in the amount of \$5,042.00.

BID AWARDS:
(cont.) Chairman Howard asked Vice President Manke to comment on Exhibit VII-5 for the bid for a maintenance agreement covering Storage Technology computer equipment. Mr. Manke explained that when other bidders were informed the maintenance agreement covered only the Storage Technology equipment and none of the other computer equipment, the other bidders asked to withdraw their bids.

Concerning Exhibit VII-7 for paper used by the Print Shop, Mr. Manke explained that the Chicago Paper Co. offered the low bid for the total order. However, by splitting the order into more than one bid it would be possible to lower the cost slightly. Mr. Manke stated that the quality of paper and the overall service could be lower if the bid were split into more than one order.

Upon roll call, the vote was as follows:

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

Motion carried.

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

Faculty Appointment

Lynn Ann Bryan, Instructor, Dental Hygiene, 8-19-86, \$22,606

Classified Staff Appointments

Leila Pepper, Graphic Artist, 6-23-86, \$14,360
Kathleen Kangail, Secretary to Vice President, 6-30-86,
\$20,821
Sheherazad Mazboudi, LRC Clerk II, p/t, 6-30-86, \$5,676
Kathryn Lindvig, Administrative Secretary, 7-01-86, \$17,502
Gladys Lawson, Program Assistant, 7-16-86, \$15,796
Sahar Mikhail, Program Assistant, 7-28-86, \$14,500
Rebecca Santeler, College Nurse, 8-01-86, \$22,971
Diane Flores, Secretary I, 8-04-86, \$13,000
Karen Hale, HIP Interpreter Supervisor, 8-15-86, \$16,056
Lynda Bingham, Secretary I, 8-18-86, \$11,728
Jay Routson, Lab Asst., Computer Operator, p/t, 8-25-86,
\$9,965

Classified Staff Leave of Absence

Gayle Hatlak, Administrative Secretary, 7-2-86 to 3-23-87

NEW BUSINESS: Administrative Terminations

Personnel

Actions
(cont.)

G. Daniel Blagg, Director of Development, 8-29-86
Eileen Dubin, Director, Library Services, 8-27-86

Classified Staff Terminations

Ronald Lanham, Sports Writer, 6-30-86
Jeralyn Richardson, Information Specialist, 6-30-86
Carol Mazzarella, Clerk Typist, 7-01-86
Alisa Cook, Clerk I, 7-23-86
Marianne Ungaro, Program Assistant, 7-31-86

Upon roll call, the vote was as follows:

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

Motion carried.

President McGrath introduced Ms. Joan Kindle, recently appointed Dean of Student Development. He expressed best wishes to Director of Development Daniel Blagg and Director of Library Services Eileen Dubin for success in their new positions and thanked them for their services to Harper College.

Resolution
for Bond
Sale

Member Coste moved, Member Torisky seconded, to adopt the Resolution directing the advertisement of sale of Community College Bonds, Series 1986 of Community College District No. 512.

Member Coste commented that he strongly endorsed the motion which will result in improved cash flow. He explained that the bond sale will not provide more money and does not exceed the legal limit. Member Torisky added that the timing of the sale was beneficial because of current low interest rates. Member Norwood expressed thanks to the Finance Committee for clarifying the issue. Chairman Howard noted that there will be no increase in tax rates.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
(cont.)

License --
Palatine
Park
District

Member Coste moved, Member Barton seconded, approval of the License Agreement, contingent upon the installation of proper signalization on Euclid Avenue, to allow the Palatine Park District to construct and maintain a bicycle path from Euclid Avenue to the Upper Salt Creek retention reservoir, as shown in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste inquired whether there had been any further developments concerning the license that had not already been discussed in the Finance Committee meeting of July 9, 1986. Mr. Manke replied that nothing further has been received from the Palatine Park District which is waiting for a response from County authorities concerning cost of the signal and whether any County or highway funds will be available for the project. Square D Company is unwilling to contribute funds for the signal.

Member Torisky added that perhaps the College might make a contribution to the cost of the signal but funds would be required from other groups as well. Chairman Howard noted that a response to a letter from the Homeowners' Association stipulated that approval of the License Agreement is contingent upon a light being installed.

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Lissner, Norwood and Torisky
- Nays: None

Motion carried.

Employee
Benefit
Insurance
Coverage

Member Torisky moved, Member Lissner seconded, approval of the insurance proposals covering life, accidental death and dismemberment, health, dental, disability and stop loss insurance coverage, as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard noted that the insurance proposals were discussed in the Finance Committee Meeting of July 9, 1986. Mr. Manke reviewed the bidding process followed by the College and introduced Mr. Charles Kraemer of Kraemer Associates and Mr. Michael Balsan of Allstate Life Insurance Company.

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

Employee
Benefit Ayes: Members Barton, Coste, Howard, Lissner, Norwood
Insurance and Torisky
Coverage Nays: None
(cont.)

Motion carried.

RAMP/CC
Document

Chairman Howard asked Director of Planning and Research John Lucas to explain the procedure for submission of the Resource Allocation and Management Plan for Community Colleges (RAMP/CC) document. Dr. Lucas explained that the Illinois Board of Higher Education requires yearly submittal of the RAMP/CC document which forms the basis for requests to the legislature for capital funding. It is the official request for capital funding for the College.

Member Norwood moved, Member Barton seconded, approval of the Resource Allocation and Management Plan for Community Colleges (RAMP/CC) document for submission to the Illinois Board of Higher Education.

In a voice vote, the motion carried.

1986-87
Institutional
Goals

Chairman Howard asked Vice President Henry to review the institutional planning process. Dr. Henry explained that all employee groups as well as students provided suggestions for institutional goals. The goals were presented to the administration and were reviewed in terms of personnel and fiscal constraints. The Institutional Planning Committee will review progress toward achievement of the goals.

Member Torisky inquired which of the goals will be the most difficult to achieve. Dr. Henry replied that staff development will be difficult to plan. Dr. Williams added that a successful Learning Assistance Center will be difficult to establish. President McGrath noted that academic advising is extremely important.

Chairman Howard asked if a timetable has been set for accomplishment of the goals, adding that many of the goals will require more than a year to accomplish. Dr. Williams replied that each vice president will be responsible for monitoring progress of some of the goals. Timetables will be developed. Chairman Howard asked that a report concerning progress toward achievement of the goals be submitted at the July 1987 Board meeting.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that Northrop Corporation has made a \$5,000 unrestricted donation to the Educational Foundation. Former Foundation Director Richard Goode, vice president of Human Resources at Northrop, was instrumental in arranging the donation.

In accordance with the Illinois Public Community College Act, the Illinois Community College Board has awarded a Certificate of Recognition to Harper College.

Personnel Director Larry Bielawa has been elected vice president of the Northwest Industrial Council.

Student Activities Advisor Mike Nejman was elected vice president of the Illinois Community College Student Activities Association.

Professor Elizabeth Hull presented a paper at the World Science Fiction meeting in Vancouver. She also attended the Eighth Congress of the Union of Writers of the U.S.S.R. in Moscow. In addition, Professor Hull served as a judge for the international John W. Campbell Award and will attend presentation ceremonies for the award at the University of Kansas.

Dean of Technology, Math and Physical Science George Dorner has worked very hard to ensure smooth operation of the CAD/CAM Center during the moving period from the Plum Grove Executive Center to Building H.

A Harper College information booth was visited by approximately 400 persons during the "Taste and Touch of Palatine" event last weekend. The Harper College Jazz Band and the Steel Drum Band played on Saturday and Sunday. The Public Safety Department transported a portable display board prepared by the Graphics Department. Employees staffing the booth were George Dorner, Bev Hoffman, Donna Maykut, Liz McKay, Rosemary Murray, Val Schetter, Vicki Sebela, Elaine Stoermer, Mary Kay Waldron, Joan Young and Mike Held.

The Harper Community/Festival Chorus completed a tour of Italy featuring a performance at the Vatican. The chorus is directed by Mr. Tony Mostardo.

Harper College will be represented on a Regional Blue Ribbon Committee formed by the Greater Woodfield Convention and Visitors Bureau. The committee will work toward the construction of a Convention Center for the area.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Member Norwood has been recognized by the Illinois Community College Trustees Association for her leadership in the organization. President McGrath presented a desk pen set to her from the organization, and Chairman Howard thanked Member Norwood for her service.

Dean of Technology, Math and Physical Science George Dorner expressed his appreciation to recently retired division secretary Phyllis Scherer for her contributions since 1968 to the College and the Technology, Math and Physical Science Division.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Norwood moved, Member Barton seconded, that the Board adjourn to Executive Session for the purpose of discussing litigation and collective bargaining.

Upon roll call, the vote was as follows:

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

Motion carried and the Board adjourned to Executive Session at 8:40 p.m.

ADJOURNMENT:

Member Norwood moved, Member Coste seconded, that the Special Meeting be reconvened.

In a voice vote, the motion carried.

Member Barton moved, Member Norwood seconded, that the Special Meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 10:12 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary