

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

October 23, 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 September 30, 1986 and
October 15, 1986, and Estimated Payroll for October 16
through November 28, 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 Action Sheets Exhibit VIII-A
 - B. RECOMMENDATION: 1987-88 Academic Calendar Exhibit VIII-B
 - C. RECOMMENDATION: Resolution for 1986 Tax Levies Exhibit VIII-C
 - D. RECOMMENDATION: Interfund Transfer--Operations, Building
and Maintenance Fund (Restricted) to Bond
and Interest Fund Exhibit VIII-D
 - E. RECOMMENDATION: Approval of Depositories Exhibit VIII-E
 - F. BOARD INFORMATION: ICCTA Long-range Planning Exhibit VIII-F
- IX. Other Business
- X. President's Report
Academic Support System for Student Athletes
- 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, October 23, 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 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Howard, Lissner, Miller, Norwood, Torisky and Student Member Suberlak
Absent: None

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; John Gelch, Dean of Physical Education, Athletics and Recreation; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; 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; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career and Employment Services. Faculty: George Evans, Faculty Senate. Classified/Professional Technical Staff: Steve Dudek, Accounting Manager; Tom Choice, Academic Advisor to Athletic Department; Thea Keshavarzi, Purchasing Agent; Kevin O'Rourke, Audiovisual Technician; Linda Pones, Chairman, Classified Employee Council; Laurie Wren, Secretary to Vice President. Physical Plant: Jack Beltz, Don Brady, Mike Casper, Richard Geary, Richard Johnson, Mike Knutson, Sandino Palmer, R. G. Terneberry, Kay Turner and Donald Wille. Local 11, Service Employees International Union: Pat Isom, Karen Lore, Marvin Lore, George Rubenschlager, Joe Stehle, Pauline Wentworth, Dennis Willard and Gayle Willard. Other guests: Cindy Bowers, local resident.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Student
Trustee
Report

Student Member Suberlak reported that 350 persons attended Career Day, a function held by the Student Development Office. Information was presented to students concerning resources available to assist in vocational and educational decisions.

CONSENT
AGENDA:

Member Barton moved, Member Norwood seconded, approval of the Consent Agenda as described 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, Miller
Norwood and Torisky
- Nays: None

Motion carried. Member Suberlak voted aye.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, September 25, 1986.

Bills Payable,	Educational Fund	393,636.73
Payroll,	Operations, Building & Maintenance Fund	206,077.01
Estimated	Operations, Building & Maintenance	
Payroll,	Fund (Restricted)	28,146.52
Estimated	Bond & Interest Fund	89,538.20
Utility	Auxiliary Fund	164,792.03
Bills,	Restricted Purposes Fund	21,828.58
Applicon,	Trust & Agency Fund	68,800.06
Uniwear	Federal Funds	60,708.31
Canteen		

Corp.,
R.J. Galla

The payroll of September 30, 1986 in the amount of \$918,988.28; the payroll of October 31, 1986 in the amount of \$938,838.10; the estimated payroll of October 16, 1986 through November 30, 1986 in the amount of \$2,814,606.96, the estimated utility bills in the amount of \$120,000.00; Applicon in the amount of \$6,300.00; Uniwear in the amount of \$5,253.80; Canteen Corp. in the amount of \$7,071.74 and R. J. Galla Co. in the amount of \$25,000.00.

Financial
Statements

There were no questions concerning the financial statements.

Committee
Reports

Member Torisky announced that Mr. Raymond Devery has accepted the position of Director of Development and Executive Director of the Educational Foundation. The appointment will be submitted to the Board of Trustees for approval on November 20, 1986. Mr. Devery will serve as a consultant from November 10 until his appointment is approved.

There were no further comments concerning committee reports.

CONSENT

AGENDA:

(cont.)

Grants and
Gifts
Status
Report

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

BID AWARDS/
PURCHASE
ORDERS:

Member Norwood moved, Member Torisky seconded, approval of the Bid Awards and Purchase Orders as shown in Exhibits VII-A (1-2) and VII-B (1-3) (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, Miller,
Norwood and Torisky
Nays: None

Motion carried. Member Suberlak voted aye.

- Ex. VII-A1 Award bid Q7827 to Canon Ambassador Office Equipment, Inc., the low bidder for electronic typewriters, in the amount of \$5,915.00.
- Ex. VII-A2 Award bid Q7825 to Moore Business Center in the amount of \$142.35, Computerland of Mount Prospect in the amount of \$745.88, Gateway Computer in the amount of \$1,495.93, Nabih's, Inc. in the amount of \$4,519.00, and IBM Corporation in the amount of \$44,867.70, the low bidders for the IBM PCs and peripheral equipment, for a total award of \$51,770.86.
- Ex. VII-B1 Approve issuance of a purchase order to Motorola Communications for four portable radios and peripheral equipment in the amount of \$6,403.25.
- Ex. VII-B2 Approve issuance of a purchase order to the Mount Prospect Park District for the rental of classroom space in an amount not to exceed \$6,000.00.
- Ex. VII-B3 Approve issuance of a purchase order to A.B. Dick and Co. for a maintenance agreement covering automatic duplicating equipment, in the amount of \$7,187.70.

NEW BUSINESS: Member Norwood moved, Member Torisky seconded, approval
Personnel of the personnel actions as listed in Exhibit VIII-A
Actions (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, Miller,
Norwood and Torisky
Nays: None

Motion carried. Member Suberlak voted aye.

Classified Staff Appointments

Paula Ann Wise, Clerk Typist, p/t, 7-01-86, \$6,396
Marcia Nordlund, Instructional Disability Specialist, p/t,
9-01-86, \$11,745
Patricia Roberts, Editor/News writer, 9-24-86, \$18,000
Nicki Salmons, Superv., Weight Mgt. Center, p/t, 9-29-86,
\$12,948
Clarice Elders, Food Service Helper II, 10-01-86, \$13,007
Ethel Atkinson, Food Service Helper I, p/t, 10-01-86, \$6,300
James Gleich, Food Service Helper I, p/t, 10-01-86, \$6,300
Toni DeOrio, Student Outreach Associate, 10-07-86, \$21,500
Michele Heuser, Library Asst. III, 10-13-86, \$13,406
Paul Risoya, Messenger, p/t, 10-14-86, \$7,722
Lynette Dickens, Bindery Operator I, 10-20-86, \$11,158
Robert Brown, Programmer Analyst I, 10-20-86, \$19,426
Ellen McFall, Messenger, 10-20-86, \$10,023

Classified, SEIU Terminations

Phyllis Zinsky, Secretary I, 9-26-86
Carol Krol, Cashier, 10-03-86
Rosario Citta, Custodian, 10-15-86

Academic
Calendar

Member Torisky moved, Member Barton seconded, adoption of
the 1987-88 Academic Calendar, as listed in Exhibit VIII-B
(attached to the minutes in the Board of Trustees' Official
Book of Minutes).

Vice President of Academic Affairs David Williams explained
that the calendar is developed by a faculty committee and
complies with rules established by the Illinois Community
College Board.

In a voice vote, the motion carried.

NEW BUSINESS:
(cont.)
1986 Tax
Levies
Resolution

Member Torisky moved, Member Miller seconded, adoption of the Resolution for 1986 Tax Levies as shown in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste asked Vice President Manke to summarize the legal requirement for the 1986 Tax Levies Resolution. Mr. Manke explained that the College is required by law to estimate the 1986 tax levies for district residents. Because of numerous factors that are not yet known, the levies have been estimated and may change since assessed valuations for 1986 have not yet been determined. If the assessed valuations increase, the tax rate could decrease. A 7.204 percent increase established by the College does not include the Bond and Interest Fund. Because the tax levies excluding the Bond and Interest Fund exceed the tax extensions for the previous year by five percent, a public notice and a public hearing are required.

Member Barton inquired whether residents customarily challenge an increase at a public meeting. Mr. Manke replied that a challenge would be an unusual occurrence.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Interfund
Transfer

Member Miller moved, Member Norwood seconded, to authorize the Treasurer to effect a permanent transfer of funds from the Operations, Building and Maintenance Fund (Restricted) as described in Exhibit VIII-D (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,
Miller, Norwood and Torisky
Nays: None

Motion carried. Member Suberlak voted aye.

Approval of
Depositories

Member Barton moved, Member Suberlak seconded, approval of the resolution naming the financial institutions to be used as depositories for the district as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Approval of
Depositories
(cont.)

Member Miller commented that the subject of the College investment program was discussed extensively at the meeting of the Finance Committee on October 8, 1986. He added that it is appropriate to develop an investment policy specifying what sort of instruments would be used and what guidelines should be established concerning the quality of banks. Additionally, he mentioned the possibility of utilizing services of professional financial managers.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Lissner, Miller, Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

ICCTA
Long-range
Planning

Member Norwood explained that a new Long-range Planning Committee established by the Illinois Community College Trustees Association has requested that College Boards of Trustees submit information concerning the role the ICCTA should perform. Member Norwood suggested that a letter be written to the ICCTA explaining the position Board members have taken regarding the organization.

Chairman Howard suggested that the letter recommend that the ICCTA utilize its funds and time on its most important function, representing the interests of the College to the legislature. Other less important functions are to promote community colleges and provide orientation and training for new trustees. Rather than having many conferences, Chairman Howard suggested that two high quality conferences of general interest be held every year.

President McGrath concurred with Chairman Howard that the most important function of the ICCTA is liaison with the legislature. Member Miller commented that the organization should provide frequent status reports on legislation.

Member Norwood stated that a letter will be prepared and copies sent to other community colleges. She asked other members to attend the November 7 meeting of the ICCTA at the Arlington Park Hilton. A reception will be held for Dr. Gary Davis, newly appointed Executive Director of the ICCTA.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing the death of retired Professor of Engineering Kelly Barton. Professor Barton died from injuries suffered in a fall at his home. Anyone wishing to send memorial contributions may do so to the Alzheimer's Association, 45 Chicago Ave., Room 200, Evanston, IL 60202.

PRESIDENT'S
REPORT:

Concerning hospitalized employees, President McGrath noted that English Professor Betty Hull is in intensive care at Northwest Community Hospital following a heart attack. Sociology Professor Edward Ponczek suffered severe head injuries following a heart attack, and Facilities Coordinator Audree Walsh is recovering from surgery for a broken hip. Both Mr. Ponczek and Ms. Walsh are in Northwest Community Hospital

Community Day activities and the dinner for employees on October 19 were very successful. President McGrath expressed gratitude to Committee Chairman Rosemary Murray, the committee and all employees who worked to make the program a success.

Music Department faculty members Lou Ann Yackley and Deborah Endean have been named winners of the prestigious D.H. Baldwin Fellowships in piano pedagogy for 1986.

Professor of Biology Jack Gallagher gave a presentation at the National Association of Biology Teachers Convention on October 10 in Baltimore, Maryland entitled "Ten Reasons to Take Your Students to Cape Cod to Study Marine Biology."

One hundred persons have completed an alcohol awareness course designed for bartenders. The course was developed by Criminal Justice Professor Phil Stewart.

Ms. Marlee Matlin, actress starring in the film "Children of a Lesser God" attended Harper College and was active in local deaf theatre groups.

Director of Career and Employment Services Fred Vaisvil has been designated a Paul Harris Fellow by the Rotary Foundation.

Professor Jerome Stone presented a paper at the Tillich Centennial Conference at Hope College in Holland, Michigan in June, 1986.

Professor Lee Kolzow conducted an in-service workshop for Oakton College faculty on "Critical Thinking Across the Curriculum" on September 26, 1986.

Professor David Dolman, Special Programs and Services, contributed an article entitled "Sign Languages in Jamaica" to the fall 1986 issue of Sign Language Studies.

Coordinator of Disabled Student Services Tom Thompson gave a presentation entitled "Making the Match: Finding the Best 'Fit' for Postsecondary Success" at the Illinois Association for Citizens with Learning Disabilities Conference.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by noting that Disabled Student Services tutor Nancy Prussian was designated a Deaf Evaluator by the National Registry of Interpreters following completion of a national evaluation.

Professor Pat Mulcrone gave a presentation entitled "Revising Your GED Curriculum to Reflect Higher Level Cognitive Skills" at the National Conference of the American Association for Adult and Continuing Education.

Professor Sharon Alter served as a moderator for a panel discussion entitled "Evaluating the Illinois Real Estate Tax System" at the Crossroads 86 Conference on Illinois Government and Politics.

Fire Science personnel from northern Illinois attended Fire Ground Commander School at Harper College. The Conference was arranged by Lt. Mike Lackman, coordinator of the Harper Fire Science Technology Program and a member of the Elk Grove Village Fire Department.

Registration for spring semester 1987 will begin November 12.

Dean of Physical Education, Athletics and Recreation John Gelch introduced Mr. Tom Choice, Athletic Academic Coordinator. Mr. Choice reported on the program to advise athletes and monitor their academic performance at Harper College.

ADJOURNMENT
TO EXECUTIVE
SESSION:

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

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye and the Board adjourned to Executive Session at 9:25 p.m.

Member Barton moved, Member Norwood seconded, that the Board return to Regular Session.

In a voice vote, the motion carried.

Collective
Bargaining
Agreement
SEIU
Local 11

Member Miller moved, Member Barton seconded, to ratify the 19866-88 Collective Bargaining Agreement with the Service Employees International Union, Local 11, as shown in Exhibit VIII-A-1 (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,
Miller, Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

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 10:50 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary