

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

November 20, 1986

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Election of Officers
- IV. Citizen Participation
- V. Communications
- VI. Unfinished Business
  - Student Trustee Report
- VII. Approval of Consent Agenda (Roll Call Vote)
  - A. Approval of Minutes Exhibit VII-A
  - B. Bills Payable, Payroll for October 31, 1986 and November 15, 1986, and Estimated Payroll for November 16 through December 31, 1986 Exhibit VII-B
  - C. Financial Statements Exhibit VII-C
  - D. Committee Reports Exhibit VII-D
  - E. Grants and Gifts Status Reports Exhibit VII-E
- VIII. Approval of Bid Awards/Purchase Orders/No Award Exhibit VIII
- IX. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit IX-A-1
    - 2. Adoption of Adjunct Faculty Compensation Schedule for 1987 Exhibit IX-A-2
    - 3. Early Retirement, Faculty---Life Science and Human Services Exhibit IX-A-3
  - B. RECOMMENDATION: Tax Levy Hearing and Adoption of Levy Resolution Exhibit IX-B
  - C. RECOMMENDATION: Resolution for Abatement of 1986 Bond and Interest Levy Exhibit IX-C
  - D. RECOMMENDATION: 1985-86 Financial Audit Exhibit IX-D
  - E. RECOMMENDATION: Project Application for Repair and Renovation Grant Funds for 1987 Exhibit IX-E

- F. RECOMMENDATION: Illinois Consortium for International  
Studies Scholarship Exhibit IX-F
- G. BOARD DISCUSSION: Cafeteria Renovation Exhibit IX-G
- H. BOARD DISCUSSION: Board Committees
- I. BOARD DISCUSSION: Appointments of Attorney and Auditor
- X. Other Business
- XI. President's Report  
Computer Aided Instruction--Art Department
- XII. 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, November 20, 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, Howard, Miller, Norwood and Suberlak  
Absent: Members Coste, Lissner 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; Ruth Williams, Recording Secretary. Vic Berner, Dean of Business Services and Finance; George Dorner, Dean of Technology, Math and Physical Science; Al Dunikoski, Dean of Learning Resources Center; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Phil Stewart, President, Faculty Senate; Michael Brown, Ken Dahlberg. Classified/Professional Technical Staff: Steve Dudek, Accounting Manager; Peggy Gorman, Personnel Specialist; Kevin O'Rourke, Audiovisual Technician; Laurie Wren, Secretary to Vice President; Carol Zack, Financial Aid Specialist. Student: Gregory Miller, Student Senate. Other guests: Jim Sullivan, Paddock Publications; Bernard Lee, Elk Grove Township Assessor; Mike Gilfillan, Legat Architects; Mark Germano and Len Siemborski, United Way/Crusade of Mercy; Walter Bransen, Peat, Marwick, Mitchell and Co.; and Loren Slutsky, Robbins, Schwartz, Nicholas, Lifton and Taylor.

ELECTION OF OFFICERS:

Member Miller moved, Member Norwood seconded, that Chairman Howard be reelected Chairman of the Board.

On behalf of Member Coste, Member Barton moved that Member Torisky be elected Chairman of the Board. There was no second to the motion.

In a voice vote, the motion to reelect Chairman Howard Chairman of the Board carried unanimously.

Member Norwood moved, Member Barton seconded, that Member Torisky be reelected Vice Chairman of the Board.

In a voice vote, the motion carried unanimously.

Member Barton moved, Member Miller seconded, that Member Norwood be reelected Secretary of the Board.

In a voice vote, the motion carried unanimously.

CITIZEN PARTICIPATION:

Mr. Mark Germano of the United Way/Crusade of Mercy presented to President McGrath an award for the most outstanding volunteer. Mr. Germano stated that Harper College has achieved the highest per capita donation record of any college or university in the area, including Northwestern University and the University of Chicago. President McGrath thanked all Harper employees for their generosity and commended Dean Liz McKay, Dean Tom Johnson and Mr. Tom Thompson for their efforts in managing the successful campaigns.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS:

Student Trustee Report

Student Member Suberlak reported on services performed by the Tutoring Center.

CONSENT AGENDA:

Member Miller requested that an item in Exhibit VII-B for a payment of \$161.95 to Gould, Inc. be removed from the Consent Agenda. Member Miller commented that approval of the item might represent a conflict of interest for him. Vice President Manke stated that the payment would be done as an imprest check which would not require Board approval at this meeting but would be presented on the imprest list of checks for Board approval next month.

Member Barton moved, Member Norwood seconded, approval of the Consent Agenda as listed in Exhibit VII-A through Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

CONSENT AGENDA: Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
 Nays: None

Motion carried. Member Suberlak voted aye.

Minutes There were no corrections to the minutes of the Regular Board Meeting of Thursday, October 23, 1986.

Bills Payable,	Educational Fund	\$593,209.23
Payroll	Operations, Building & Maintenance Fund	208,367.83
Estimated Payroll, Estimated	Operations, Building & Maintenance Fund (Restricted)	94,847.71
Utility Bills,	Bond & Interest Fund	9,782.00
Harper College,	Auxiliary Fund	267,094.30
Manufacturer's	Restricted Purposes Fund	161,780.54
Life Insurance,	Trust & Agency Fund	198,332.61
Director of	Audit & Liability Fund	7,200.00
Labor	Protection, Health & Safety Fund	54,098.00
	Federal Funds	87,519.52

The payroll of October 31, 1986 in the amount of \$947,874.87; the payroll of November 15, 1986 in the amount of \$926,831.52; the estimated payroll of November 16, 1986 through December 31, 1986 in the amount of \$2,840,180.17; the estimated utility bills in the amount of \$120,000.00; Harper College in the amount of \$91,151.22; Manufacturer's Life Insurance in the amount of \$3,595.37 and Director of Labor in the amount of \$4,437.43.

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/  
PURCHASE  
ORDERS/  
NO AWARD Member Norwood moved, Member Barton seconded, approval of the Bid Awards/Purchase Orders/No Award as listed in Exhibit VIII (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller inquired about the wide range of bids submitted for printing of the 1987-88 College Bulletin (Ex. VIII-A4). Vice President Manke replied the bids are often determined by the type of equipment used by the printer. The lowest bid was unacceptable because an inferior grade of paper would be used.

BID AWARDS  
PURCHASE  
ORDERS/  
NO AWARD:  
(cont.)

Concerning Exhibit VIII-A1 for shrubs, Member Miller inquired whether the bidders were aware that they must bid on the entire list of materials. Mr. Manke replied that the bidders were informed they must bid on the entire list. Additionally, bidders were required to supply plantings for the fall planting season and some vendors couldn't guarantee their delivery by the end of the fall planting season.

Member Miller asked whether specifications would be changed in the case of the no award bid (Exhibit VIII-C1). Mr. Manke replied that specifications for the satellite receiving system would not be changed but more vendors would be solicited. He added that it would not be advisable for the College to make an advance payment on such a system, as was required by some of the vendors because the College would be unprotected if the vendor declared bankruptcy.

Chairman Howard stated that Board members had been contacted by telephone concerning Exhibit VIII-B2 for approval to issue a change order to purchase order D-33283 for the renovation of the tennis courts for a new total of \$126,455.75.

- Ex. VIII-A1 Award bid Q7833 for shrubs, trees, ground cover and timbers to Adam Fritz Co., the low bidder who can supply all items, in the amount of \$14,512.00.
- Ex. VIII-A2 Award bid Q7831 for a television production switcher, a high speed audio duplication system and other audiovisual equipment to United Visual Aids in the amount of \$141.00, Advanced Video Communications in the amount of \$676.00, Columbia Audio/Video in the amount of \$5,442.20, Burke Audio Visual Service in the amount of \$6,535.00, and Video Images in the amount of \$11,952.00, the low bidders, for a total award of \$24,746.20.
- Ex. VIII-A3 Award bid Q7840 for printing of the Spring 1987 Women's Program Brochure to F.C.L. Graphics, Inc., the low bidder, in the amount of \$6,351.00.

BID AWARDS  
PURCHASE  
ORDERS/  
NO AWARD:  
(cont.)

- Ex. VIII-A4 Award bid Q7839 for printing of the 1987-88 College Bulletin to Phillips Brothers, the low bidder meeting specifications, in the amount of \$28,416.00.
- Ex. VIII-B1 Approve issuance of a change order to purchase order D28947 to Nexus Office Systems, Inc. in the amount of \$6,984.40 for a new total of \$42,828.40.
- Ex. VIII-B2 Approve issuance of a change order to purchase order D33283 to Dekaf Paving, Inc. in the amount of \$8,293.75 for a new total of \$126,455.75.
- Ex. VIII-C1 Approve a no award of bid request Q7830 for a satellite receiving system and authorize the administration to rebid this piece of equipment at a later date.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS  
Personnel  
Actions

Member Miller moved, Member Norwood seconded, approval of the personnel actions as described in Exhibits IX-A1, IX-A2 and IX-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller asked for clarification of the roles of the Director of Development and Executive Director of the Educational Foundation. President McGrath replied that fundraising throughout the business community is the major responsibility. The incumbent of the position reports to the College administration. An additional responsibility is to oversee the grants program and assist with grant proposals.

Administrative Appointment

Raymond F. Devery, Director of Development, 11-21-86,  
\$45,000

Faculty Appointment

Susan E. Cusack, Instructor, 1-07-87, \$25,359

NEW BUSINESS:

Personnel

Actions  
(cont.)

Classified and SEIU Appointments

Kevin Courtney, HVAC Mechanic Operator, 10-27-86, \$24,211  
Timothy Johnson, AV Technician III, 10-27-86, \$18,549  
Lawrence Olsen, AV Electronic Technician, 11-03-86, \$21,000  
Janette Kwitchoff, Clerk Typist I, p/t, 11-03-86, \$4,971  
Betty Cords, Receptionist, 11-03-86, \$10,423  
Raymond J. Stone, Computer Operator, 11-10-86, \$20,300  
James Blasky, Coordinator, CE/PE, p/t, 11-10-86, \$12,480  
Georgia Casper, Cashier, 11-11-86, \$9,100  
Helen Pokot, Project Leader, 12-01-86, \$29,052

Classified Staff Terminations

Irene Pinion, Receptionist, 10-24-86  
Margaret Adler, Clerk Typist I, p/t, 10-15-86  
Lewis Daniels, Equipment Room Attendant, 11-14-86

Adjunct  
Faculty  
Compensation  
Schedule

There were no questions concerning the adjunct faculty compensation schedule.

Early  
Retirement  
Request

Early Retirement Request

Professor John H. Thompson, Biology Department, 8-16-87

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

President McGrath introduced Mr. Raymond Devery, newly appointed Director of Development, to the Board. President McGrath stated that Professor John H. Thompson has been an outstanding and dedicated biology teacher. President McGrath expressed his thanks to Professor Thompson for his years of service to the College.

Tax Levy  
Hearing

Chairman Howard declared the regular meeting to be recessed for the tax levy hearing.



Tax Levy  
Hearing

Vice President Manke explained that the College is legally required to ascertain what funds will be required to meet expenses for the next year. Taxes must be levied so that the assessors may prepare the tax extensions.

Elk Grove Township Assessor Bernard F. Lee addressed the Board. He explained that he has received complaints from taxpayers. A recent article in The Daily Herald contained erroneous information because the effect of the equalizer was not taken into consideration. Mr. Lee commented that the owner of a \$100,000 house will pay approximately \$80 to the College, not \$40 as had been stated by the Herald.

Mr. Lee commented that Harper officials have been very conscientious in the past concerning financial requirements. He stressed the necessity of carefully studying ways to reduce taxes. Mr. Lee predicted a further decline in students and other school districts and community groups are offering similar courses. Senior citizens are particularly opposed to increased taxes.

Mr. Manke replied the reason for the significant increase was voter approval of the tax rate referendum. Unless assessed valuations increase, the tax levy will remain the same next year. The financial plan now in place should enable the College to stabilize rates. Prior to passage of the referendum, the College had been operating on deficit budgets and fund balances had eroded.

Chairman Howard commented that expenses have been carefully examined and the Board of Trustees is very conscious of the need for careful and prudent financial management. She thanked Mr. Lee for his comments and concluded the tax levy hearing.

Member Miller moved, Member Barton seconded, to adopt the tax levy resolution as shown in Exhibit IX-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, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

Tax Abatement  
Resolution

Member Norwood moved, Member Suberlak seconded, approval of the resolution for abatement of the 1986 Bond and Interest tax levy as described in Exhibit IX-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:  
Tax Abatement  
Resolution  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

1985-86  
Financial  
Audit

Member Barton moved, Member Norwood seconded, acceptance of the 1985-86 annual financial audit and the various financial aid audits.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

Project  
Application  
for 1987  
Repair and  
Renovation  
Grant Funds

Member Miller moved, Member Barton seconded, approval of the project application for use of 1987 Repair and Renovation Grant funds for repair of College parking lot no. 2 as described in Exhibit IX-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller inquired whether the application could be submitted again if the application to the state is not approved at this time. Mr. Manke replied that officials at the Illinois Community College Board had indicated to him that there should be no difficulties concerning approval of the project.

Member Miller inquired if the reason the repairs were not included in the College budget was a budget constraint. Mr. Manke indicated that the College budget at this time could not accommodate an expense of this nature.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

International  
Studies  
Scholarship

Member Suberlak moved, Member Barton seconded, approval of an Illinois Consortium for International Studies Scholarship as described in Exhibit IX-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Chairman Howard commented that Member Coste suggested the International Studies Scholarship. Member Miller asked from what fund the scholarship would be paid and how many scholarships would be awarded. President McGrath replied that one scholarship per semester would be paid from the Educational Fund.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye.

DISCUSSION: Mr. Michael Gilfillan, Legat Architects, reviewed Cafeteria Renovation plans for renovation of the College cafeteria. He commented that ceilings, floors and furnishings are now 17 years old and need repair and replacement.

Member Miller inquired whether the seating capacity would be changed. Mr. Manke replied that the seating capacity would remain the same.

Mr. Manke commented that bid specifications would be prepared and bid results would be presented to the Board in January or February.

Board Committees Chairman Howard inquired whether members were satisfied with the Board committee system. Members replied that they approved of the system. Member Barton stated that she would be willing to serve on the Distinguished Faculty Committee.

Appointments of Attorneys and Auditors Chairman Howard commented that appointments of attorneys and auditors are normally made in November; however, proposals have not yet been received from auditing firms. She asked Mr. Manke to request proposals from the firms.

Member Miller asked how many firms would be solicited. Mr. Manke replied that proposals would be requested from Big 8 firms in the College district. Proposals will be reviewed at a Finance Committee meeting.

Member Miller inquired whether current fees are reasonable. Mr. Manke replied that it is difficult to compare fees of the different firms because some fees are based on an hourly rate and others are not. The quality of service is very important.

DISCUSSION: President McGrath commented that changes in personnel Appointments of Attorneys and Auditors have taken place at the law firm currently serving the College. He added that negotiating skill is a very important qualification in selecting the firm of attorneys.

PRESIDENT'S REPORT President McGrath began his report by stating that Professor Roger Mussell and other members of the Technology, Math and Physical Science Division hosted and organized the American Technical Education Association Great Lakes Regional Conference held recently at the Willow Creek Hotel.

Three of ten finalists in the Annual Fashion Design Contest sponsored by the Fashion Group of Chicago were Harper students. A Harper student won the first prize, a \$3,000 scholarship.

Vice President Vern Manke has been elected to the Board of Directors of the Illinois Association of Community College Chief Financial Officers.

Dean of Educational Services George Voegel edited a new book entitled Advances in Instructional Technology as well as contributing an article to the book.

Professor Joseph Sternberg and Professor Peter Sherer, English Department faculty members, have written a book entitled Narrative Skills. The book was published by Kendall Hunt.

Professor William Schooley conducted a session at the annual convention of the American Mathematical Association of Two-Year Colleges in San Francisco.

Student Activities Advisor Mike Nejman has recently assumed the presidency of the Illinois Community College Student Activities Association.

English as a Second Language faculty member Susan Cusak and Disabled Student Services Counselor Martha Brown presented a paper at the Midwest Regional Teachers of English to Speakers of Other Languages (TESOL) Conference. The paper was entitled "ESL for American Hearing Impaired Students."

Ms. Kathi Holper and Ms. Julie Hennig, part-time faculty members, conducted an all-day workshop on "Teaching Spontaneous and Natural ESL Conversation" for the Illinois English as a Second Language Service Center.

PRESIDENT'S  
REPORT:  
(cont.)

President McGrath continued his report by announcing that Ms. Jean Chapman, Chairman of the ESL Department, gave a presentation entitled "Networking for ESL Administrators" at the National Association for Foreign Student Affairs. Ms. Peggy Kazkaz and Ms. Julie Hennig, part-time faculty members, also presented "Using Dialog Journals in Intermediate and Advanced ESL Reading Classes" at the conference.

A play by Sharon Sassone of the College Tutoring Center has been presented by the Chicago Dramatists Workshop. She also is directing her latest play "An Educated Man" which will be presented at the Victory Gardens Theater.

Dean Martin Ryan introduced Professors Michael Brown and Ken Dahlberg of the Art Department. Professors Brown and Dahlberg gave a demonstration showing computer applications for art instruction.

ADJOURNMENT  
TO EXECUTIVE  
SESSION:

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

Upon roll call, the vote was as follows:

Ayes: Members Barton, Howard, Miller and Norwood  
Nays: None

Motion carried. Member Suberlak voted aye, and the Board adjourned to Executive Session at 9:55 p.m.

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

In a voice vote, the motion carried.

ADJOURNMENT:

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

In a voice vote, the motion carried and the meeting was adjourned at 9:55 p.m.

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Kris Howard  
Chairman

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Molly Norwood  
Secretary