

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 18, 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 November 28, 1986 and December 15, 1986, and Estimated Payroll for December 16 through January 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 Exhibit VIII-A
 - B. RECOMMENDATION: Approval of Life Safety Projects Exhibit VIII-B
 - C. RECOMMENDATION: Lease Agreement--Northeast Center Exhibit VIII-C
 - D. RECOMMENDATION: Cooperative Agreement--Hines Veterans Administration Medical Center Exhibit VIII-D
 - E. RECOMMENDATION: Enrollment Planning Guidelines Exhibit VIII-E
- IX. Other Business
- X. President's Report
Status Report--Student Affairs Projects: Steve Catlin and Frances Brantley
- 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, December 18, 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 and Torisky
Absent: 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; Ruth Williams, 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; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; John Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate; Frances Brantley, Phil Troyer. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual Technician. Student: Katy Ginger. Other guests: Rich Carter, Paddock Publications; Mike Gilfillan, Legat Architects; Anne Ginger, Suzanne Ginger, district residents; Jerry Kelly, Harris Co.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Student
Trustee
Report

There was no Student Trustee Report.

CONSENT
AGENDA:

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

Member Miller commented that it was necessary for him to abstain from voting because a payment of \$161.95 to Gould, Inc. was listed on the imprest check payments and voting on this matter would represent a conflict of interest for him.

Upon roll call, the vote was as follows:

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

Motion carried.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, November 20, 1986.

Bills Payable,	Educational Fund	\$515,679.80
Payroll,	Operations, Building & Maintenance Fund	248,977.82
Estimated	Operations, Building & Maintenance	
Payroll,	Fund (Restricted)	115.00
Estimated	Auxiliary Fund	212,289.52
Utility Bills	Restricted Purposes Fund	23,721.12
	Trust & Agency Fund	71,147.68
	Protection, Health & Safety Fund	64,886.43
	Federal Funds	20,212.36

The payroll of November 30, 1986 in the amount of \$920,497.39; the payroll of December 15, 1986 in the amount of \$920,925.77; the estimated payroll of December 16, 1986 through January 31, 1987 in the amount of \$2,789,757.58 and the estimated utility bills in the amount of \$120,000.00.

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

Concerning Exhibit VII-A1 for an Industrial Hydraulics training system, Member Barton inquired what impact would be experienced by the robotics training program if only one item is purchased at this time.

Vice President Manke explained that the bids received for the entire system exceeded the amount that was budgeted and that Dean of Technology, Math and Physical Science George Dorner had informed him that no significant impact on the program would result from purchasing only one item at this time.

Member Miller inquired what sum had been budgeted. Purchasing Agent Thea Keshavarzi replied that approximately \$8,000 was budgeted.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS: Member Miller 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).

Personnel
Actions

Upon roll call, the vote was as follows:

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

Motion carried.

President McGrath commented that he was very pleased with the appointment of Mr. Russell S. Mills as Director of Placement. Member Torisky inquired whether the Director of Placement will work with students. President McGrath replied that the Director will work with students, high school representatives and industry representatives. Vice President Henry added that the appointment will rectify a weakness mentioned by the North Central Accreditation team.

Administrative Appointment

Russell S. Mills, Director of Placement, 1/14/87, \$33,500

Classified Staff Appointments

Margaret Precilio, Secretary II, 11-13-86, \$16,000
Bonnie Meltesen, Area Tutor, p/t, 11-14-86, \$8,634
Donald Malzahn, Programmer Analyst II, 12-01-86, \$25,158
Michael Plontke, Equip. Room Attendant, 12-05-86, \$9,295
Mary Lochner, Clerk, p/t, 12-08-86, \$6,538

Classified Staff Terminations

Lisa Resner, Clerk, 11-21-86
Bernice Franz, Buyer/Supplies, 11-28-86

Life Safety
Projects

Concerning the scope of projects to alter and repair facilities at the College, Member Coste asked Vice President Manke to review the subject.

Mr. Manke stated that Legat Architects presented a study of various building and repair items at the last meeting of the Finance Committee. He explained that improvements to the cooling systems for Building A and Building H are very important. If the chillers are not replaced, repairs exceeding the value of the chillers will be required. New chillers will provide maximum cooling capacity and will be energy efficient. During the past summer it was necessary to cool the entire area of Building H when cooling was necessary only in the CAD/CAM Center. Two chillers in Building H will make it possible to cool only the necessary area of the building. An additional chiller also provides back-up insurance in case of a malfunction.

Member Coste moved, Member Barton seconded, to adopt the resolution and approve application to the Illinois Community College Board for the construction project to alter and repair facilities pursuant to Section 3-20.3.01 of the Illinois Public Community College Act.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW
BUSINESS:
Lease
Agreement
Northeast
Center

Member Norwood moved, Member Lissner seconded, approval of the Wheeling School District No. 21 lease agreement for the Stevenson School facility as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President of Academic Affairs Williams explained that the lease for the Northeast Center (Stevenson School) was reviewed at the finance committee meeting of October 8, 1986. The administration has determined that a definite need for the facility exists. Enrollment in the English as a Second Language program is very strong. Day care facilities at the Center insure adequate daytime enrollment. Personal computing classes at the Center are well attended.

Member Barton inquired whether another review of the need for the facility would be made. Dr. Williams replied that the administration will remain in close contact with District 21 officials concerning need for the facility. Because enrollment in the lower elementary school grades is increasing, it is likely that the school district will require the space in three years.

Member Norwood inquired how many students had attended classes at the Northeast Center. Dean of Continuing Education and Program Services Howard replied that 25,000 students have attended the Center in the past four years.

Upon roll call, the vote was as follows:

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

Motion carried.

Cooperative
Agreement
Hines Veterans
Administration
Medical Center

Member Barton moved, Member Norwood seconded, approval of the cooperative agreement between the Hines Veterans Administration Medical Center at Maywood and William Rainey Harper College as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Williams explained that the agreement will permit dental hygiene students to spend one day at the Veterans Administration Center for clinical education. The agreement, which is required by the Veterans Administration, has been reviewed by the College attorney.

NEW
BUSINESS:
Cooperative
Agreement
(cont.)

Member Torisky inquired whether insurance coverage was maintained for Harper students while studying at the Center. Dean of Life Science and Human Services Pat Bourke explained that the Medical Center and the College maintain insurance for the students. In this case, the College has secondary exposure. The College provides certificates of insurance to the Center.

In a voice vote, the motion carried.

Enrollment
Planning
Guidelines

Member Barton moved, Member Torisky seconded, to accept the Enrollment Planning Guidelines - Quantitative Responses as shown in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President of Student Affairs Henry explained that the guidelines have been developed in meetings between the vice presidents, Director of College Relations Elaine Stoermer and Director of Planning and Research Jack Lucas. Member Miller commented that the document constitutes a good start to the marketing process and represents an attempt to bring goals and assumptions together in one document.

In a voice vote, the motion carried.

OTHER BUSINESS:

Chairman Howard suggested that two evenings in the spring be designated as strategic planning sessions. Chairman Howard stated that specific dates would be proposed at a later meeting.

Chairman Howard stated that she has discussed committee appointments with board members and all members wish to continue their current assignments. Member Barton will add membership on the Distinguished Faculty Member Committee to her other responsibilities.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that Piano Department Chairman Cathy Albergo presented a paper at the National Conference of Piano Pedagogy at the University of Michigan in October.

Choral Director Tom Stauch and the Camerata Singers and Concert Choir will tour Europe, departing December 26. The tour was partially funded by the Educational Foundation.

Professor Mary Jo Willis chaired the Convention Board meeting of the Illinois Theatre Association in October.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by stating that Philosophy professors Harley Chapman and Jerome Stone attended the American Academy of Religion meeting in Atlanta in November. Dr. Stone delivered a paper and was elected to the Board of Directors of the Paul Tillich Society.

Professor Betty Hull has written a short story entitled "Second Best Friend" which was published in the December issue of the science fiction periodical Aboriginal.

Coordinator of the Legal Technology Program Sharrie Hildebrandt has written an article entitled "Non-Certification Models" which appeared in the Legal Assistants Update.

Director of Planning and Research John Lucas wrote an introduction to articles on four aspects of the adult learner in the fall 1986 publication of The Association for Institutional Research.

Harper student Imtiaz Choughale has been chosen to receive the International Program scholarship for 1987.

Three members of the Harper College football team have been named to the NJCAA All American Team for 1986: Steve Klekamp, Guy Danhoff and Donald Harnack.

Karen Villano and members of the Food Service Department initiated a Toys for Tots collection for needy children throughout the Chicago area. More than 300 toys have been collected.

Nursing Program Director Judy Dincher has been chosen to participate in the National Institute for Leadership Development. Women administrators from Harper College have participated in the program for the past three years.

Sign Language Department Chair Sally Koziar recently achieved National Evaluator status from the National Registry of Interpreters for the Deaf.

Adult Educational Development Department Chair Pat Mulcrone and part-time faculty members Janice Phillips and Karen Fox gave a presentation at the annual fall conference of the Northern Area Adult Education Service Center. Part-time faculty members Kathy Michas and Eileen LeBarre also gave a presentation at the conference.

PRESIDENT'S
REPORT:

President McGrath continued his report by announcing that Harper College, Kishwaukee College and Moraine Valley Community College are participating in a three-year grant recently awarded to Northern Illinois University on serving learning disabled students in postsecondary education.

A high impact training (H.I.T.S.) Grant of \$7,013 has been received from the Department of Adult, Vocational and Technical Education to conduct a training program for Aeroquip Corporation of Barrington.

Board Chairman Kris Howard was elected chairman of the United Way of Suburban Chicago at the November annual meeting.

Dean of Business Services and Finance Vic Berner has been appointed Vice Chairman for Research on the Community College Research Committee of the Association of School Business Officials.

Tom Thompson, Coordinator of the Harper Crusade of Mercy campaign, has presented \$25,000 received from College employees to the United Way of Palatine.

Dean of Admissions and Registrar Steven Catlin presented information concerning the Educational Service Agreement and computerized transcript. Student Development faculty member Frances Brantley and Katy Ginger, Harper student, presented information concerning the Distinguished Scholar Program.

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, Coste, Howard, Lissner,
Miller, Norwood and Torisky

Nays: None

Motion carried. The Board adjourned to Executive Session at 9:05 p.m.

ADJOURNMENT:

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

In a voice vote, the motion carried.

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 9:35 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary