

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 22, 1987

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 December 19, 1986 and
January 15, 1987. Estimated Payroll for January 16
through February 27, 1987 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: Establishment of Trust Fund for Construction
Defects/Life Safety Repairs Exhibit VIII-B
 - C. RECOMMENDATION: Resolution Designating Person(s) to Prepare
1987-88 Tentative Budget Exhibit VIII-C
 - D. RECOMMENDATION: Student Service Grants Exhibit VIII-D
 - E. RECOMMENDATION: Litigation Settlement--Construction Defects Exhibit VIII-E
(To Be Handcarried)
- IX. Other Business
- X. President's Report
Field Biology in Cape Cod--Jack Gallagher
- 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, January 22, 1987

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 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

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; Pat Bourke, Dean of Life Science and Human Services; Steven Catlin, Dean of Admissions and Registrar; Al Dunikoski, Dean of Learning Resources Center; 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; Bruce Bohrer, Director of Admissions; 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; Russell Mills, Director of Placement; and Elaine Stoermer, Director of College Relations. Faculty: Phil Stewart, President, Faculty Senate; Jack Gallagher. Classified/professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual Technician; Mike Nejman, Student Activities Advisor. Student: Laurie Lada, Student Senate. Other guests: Steve Gorecki, Daily Herald; Mike Gilfillan, Legat Associates.

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 Miller asked that the financial statements be removed from the Consent Agenda.

Chairman Howard asked that the Grants and Gifts Status Report be removed from the Consent Agenda.

Member Torisky moved, Member Barton seconded, approval of the Consent Agenda as listed in Exhibits VI-A through VI-D (and excluding the Financial Statements and Grants and Gifts Status Report), 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, Lissner, Miller,
Norwood and Torisky
- Nays: None

Motion carried. Member Suberlak voted aye.

Minutes

There were no corrections to the minutes of Thursday, December 18, 1986.

Bills Payable,	Educational Fund	\$401,587.21
Payroll,	Operations, Building & Maintenance Fund	251,395.29
Estimated	Bond & Interest Fund	2,000.00
Payroll,	Auxiliary Fund	370,304.02
Estimated	Restricted Purposes Fund	80,623.15
Utility	Trust & Agency Fund	114,657.46
Bills, VALIC,	Protection, Health & Safety Fund	30.00
Walsh,Case,	Federal Funds	20,096.22
Coale &		

Brown, Harper
College
Bookstore,
Illinois
Dept. of
Revenue,
Prime
Focus
Communica-
tions

The payroll of December 31, 1986 in the amount of \$907,912.39; the payroll of January 15, 1987 in the amount of \$722,466.37; the estimated payroll of January 16, 1987 through February 28, 1987 in the amount of \$2,470,023.82; estimated utility bills in the amount of \$120,000.00; VALIC for annuity payment in the amount of \$1,000.00; Walsh, Case, Coale & Brown for legal expense in the amount of \$437.50; Harper College Bookstore for December Bookstore charges in the amount of \$332.24; Illinois Department of Revenue for Sales Tax - December 1986 in the amount of \$2,041.65 and Prime Focus Communi- cations for Satellite Receiving System in the amount of \$10,656.00.

CONSENT

Member Miller inquired about an entry of \$91,533.61 in the Educational Fund. Vice President Manke replied that the entry concerns renovation of the tennis courts.

AGENDA:

Items

Excluded:

Financial Statements

Member Miller inquired whether the financial statements reflect recent audit reports. Mr. Manke replied that some changes have been made in the statements, but additional information from Peat, Marwick, Mitchell & Co. has not yet been received. Mr. Manke stated that conforming to new state requirements is very complex. Most changes have been made such as establishing separate accounts for medical insurance, but additional adjustments must be made.

Grants and Gifts Status Report

Chairman Howard expressed gratitude to the family of former trustee Donald Albrecht for the donation to Harper College of \$17,500. The income from the gift will be sufficient to provide a memorial scholarship.

Chairman Howard also expressed appreciation to Precision Scientific Co. for contributing \$115,051 in scientific materials to the College.

ICCTA Report

Member Norwood reported that she attended meetings in Springfield on January 16 and 17 of the Illinois Community College Trustees Association. Executive Director of the ICCTA Dr. Gary Davis will visit Harper College on February 2. The dues structure will be presented to the Finance Committee in March. Issues discussed at the meetings included the length of time allowed for the appointment of new trustees and a request to delete the word "building" from referendum ballots because it is misleading to voters.

Friends of Harper

Member Barton reported that the Friends of Harper met on January 21, 1987. The social activity for spring will be the dinner/theatre performance of "Man of La Mancha." A village night honoring Mt. Prospect and Prospect Heights is being planned for April.

BID AWARDS/
PURCHASE
ORDERS:

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

Ex. VII-A1 Award bid Q7853 to American Acoustics and Plastering Co., Inc., the low bidder for the cafeteria ceiling and electrical work, in the amount of \$62,150.00.

Ex. VII-A2 Award bid Q7854 to The Larson Equipment and Furniture Company, the low bidder meeting specifications for the cafeteria chairs, in the amount of \$22,263.75.

BID AWARDS/
PURCHASE
ORDERS:
(cont.)

- Ex. VII-A3 Award bid Q7855 to The Larson Equipment and Furniture Company, the low bidder for cafeteria tables, in the amount of \$24,766.00.
- Ex. VII-A4 Award bid Q7856 to The Larson Equipment and Furniture Company, the low bidder for cafeteria carpeting, in the amount of \$27,895.00.
- Ex. VII-A5 Award bid Q7858 to Great Lakes Printing in the amount of \$12,965.00 and to Tompkins Printing Equipment Company in the amount of \$1,895.00, the low bidders meeting specifications for a collator and stapler and an air feed roto-fit kit for a paper folder, for a total award of \$14,680.00.
- Ex. VII-A6 Award bid Q7857 to Josten's, the low bidder for diploma covers, in the amount of \$5,400.00.
- Ex. VII-A7 Award bid Q7852 to Prime Focus Communications Systems, the low bidder for a satellite receiving system, in the amount of \$10,656.00.
- Ex. VII-A8 Award bid Q7850 to Uarco, Incorporated, the low bidder meeting specifications for a decollator and burster, in the amount of \$11,117.00.
- Ex. VII-A9 Award bid Q7859 to Althoff Industries, Inc., the low bidder for the base bid plus alternates one, two and four for new chillers and rebuilding the cooling towers, in the amount of \$695,072.00. Also approval of a fee of 7.5 percent of the project cost to Legat Architects, Inc. for architect and engineering fees for this project.
- Ex. VII-B1 Approve issuance of a purchase order to Integral Systems, Inc. for a Human Resource System in the total amount of \$150,000.00 with the provision that \$75,000.00 be paid out of the 1986-87 budget and \$75,000.00 be paid out of the 1987-88 budget after July 1, 1987.
- Ex. VII-B2 Approve issuance of a purchase order to Applicon Inc. for maintenance of Applicon/VAX CAD hardware and software in the amount of \$19,127.22.
- Ex. VII-B3 Approve issuance of a purchase order to Cullinet Software, Inc., for maintenance of the Cullinet Data Base Management System and its features, in the amount of \$38,750.00.

BID AWARDS/
PURCHASE
ORDERS:
(cont.)

EX. VII-B4 Approve issuance of a change order to purchase order D-32346, which designates EBSCO Subscription Services as the Library periodicals subscription agent, to increase the encumbrance in the amount of \$5,000.00 for a new total not to exceed \$45,203.56.

Member Norwood inquired whether the items listed in Exhibit VII-A5 had received separate bids for each item. Mr. Manke replied that bids are prepared so items may be separated; in most cases this procedure is feasible.

Member Torisky inquired whether the architect's fee described in Exhibit VII-A9 to Legat Architects is for a customary amount. Mr. Manke replied that the 7.5 percent fee charged by Legat Architects is very reasonable. Fees are frequently higher for this type of work because of the complexity of air conditioning systems. Member Torisky asked why the company was willing to submit such a reasonable fee. Mr. Manke replied that Legat Architects is a Schaumburg company wishing to become established in the area. Because the company is located close to the College experts from the firm may travel to Harper easily.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Personnel
Actions

Member Torisky moved, Member Norwood 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).

Administrative Appointments

Elizabeth McKay, Dean, Special Programs & Services, contract adjustment, 1-12-87, \$1,500
Lee Kolzow, Director, Learning Assistance Center, 1-23-87, \$42,500

Classified Staff Appointments

Beverley Roeschel, Buyer, Bookstore/Supplies, 1-01-87, \$13,033
Gail Forshall, Child Care Office Asst., p/t, 1-05-87, \$3,119

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified Staff Terminations

- Nancy Lambert, Clerk, 12-23-86
- Katherine Setser, Registration Supervisor, 12-31-86
- Karen Lepore, Receptionist, 1-07-87
- Patricia O'Connor, Child Care Office Asst., 1-07-87
- Barbara Connolly, Clerk, 1-16-87
- Patricia Pinianski, TV Producer/Director, 1-23-87
- Stephanie Nelson, Clerk II, 1-24-87

President McGrath introduced Mr. Russell Mills to the Board. Mr. Mills was appointed to the position of Director of Placement at the regular board meeting of December 18, 1986.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Establish-
ment of Trust
Fund for
Construction
Defects/
Life Safety
Repairs

Member Torisky moved, Member Norwood seconded, approval for the establishment of a trust fund to cover the Harper College share of the cost for the construction defects and for life safety repair projects being administered by the Capital Development Board and that \$600,000 be transferred from the Life Safety funds which are separately and currently accounted for by the College in its Operations, Building and Maintenance Fund (Restricted) (Exhibit VIII-B).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Resolution
Designating
Persons to
Prepare
1987-88
Tentative
Budget

Member Miller moved, Member Norwood seconded, approval of the Resolution designating James J. McGrath and Vernon Manke as persons to prepare a tentative budget for 1987-88, as described 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, Howard, Lissner, Miller,
Norwood and Torisky
- Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS: Member Suberlak moved, Member Barton seconded, approval of the student service grants for fall 1986 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, Howard, Lissner, Miller,
 Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

PRESIDENT'S
REPORT:

President McGrath asked Dean of Admissions and Registrar Steven Catlin to report current enrollment information. Dean Catlin reported a slight increase in head count enrollment from the same period last year. The current head count is approximately 16,800, and full-time equivalent (F.T.E.) count is 6,400. President McGrath expressed appreciation to Switchboard Supervisor Paula Blacker and the switchboard staff for their efficiency and courtesy in handling the large volume of calls.

Professor Gene Kimmet, who is teaching in London this spring in the International Studies Program, has recently published a book of poems entitled In Fee Simple.

Ms. Yvonne Thompson, grades and records supervisor in the Registrar's Office, has written a poem which has been chosen for publication in the American Collegiate Poets Anthology.

A textbook by Professor of Biology Mary Lou Mulvihill was published recently. The book is entitled Human Diseases: A Systematic Approach.

Professor of Biology Jack Gallagher will give a lecture at the Shedd Aquarium on March 11 concerning Cape Cod ecology.

Dean of Admissions and Registrar Steven Catlin has been nominated to the nominations and elections committee of the Association of Community College Admissions and Records Personnel.

Director of College Relations Elaine Stoermer has been named chairman of the Public Relations and Marketing Commission of the Illinois Community College Administrators Association.

President McGrath encouraged Board members to attend the Shakespeare Festival performance of "A Midsummer Night's Dream" on February 27.

PRESIDENT'S
REPORT:
(cont.)

Board members received copies of the Harper College Profile which is prepared annually by Executive Assistant to the President Felice Avila.

Professor Jack Gallagher of the Biology Department gave an informational presentation concerning field trips by biology students to Cape Cod.

Chairman Howard stated that Board members had responded that the most convenient dates to hold strategic planning sessions were March 30 and 31, beginning at 5:30 p.m.

Member Barton reminded Board members to attend Women's History Week events beginning on Monday, March 9. Illinois Poet Laureate Gwendolyn Brooks will present the keynote address.

Member Torisky commented that because of the generous gift from Unocal Coporation for the Shakespeare Festival, the box office receipts can be used for funding of a fine arts scholarship.

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, Lissner, Miller,
Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye and the Board adjourned to Executive Session at 9:00 p.m.

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

In a voice vote, the motion carried.

Litigation
Settlement

Member Norwood moved, Member Barton seconded to approve the execution of the settlement agreements concerning Phase I construction defects - William Rainey Harper College vs. CRS/Sirrine, Fitch/LaRocca Associates, et al, as described in Exhibit VIII-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, Howard, Lissner, Miller,
Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

Litigation
Settlement
(cont.)

Member Norwood moved, Member Torisky seconded, to instruct the Treasurer to deposit funds received from the settlement in the Operations, Building and Maintenance Fund (restricted).

Upon roll call, the vote was as follows:

Ayes: Members Barton, 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 9:45 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary