

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

February 26, 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 January 30, 1987 and February 15, 1987. Estimated Payroll for February 16 through March 31, 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
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirements--Faculty
 - a. Speech Department, Liberal Arts Division Exhibit VIII-A-2-a
 - b. English Department, Liberal Arts Division Exhibit VIII-A-2-b
 - c. Math Department, Technology, Mathematics and Physical Science Division Exhibit VIII-A-2-c
 - d. French Department, Liberal Arts Division Exhibit VIII-A-2-d
 - 3. Dismissal Resolution, Non-tenured Faculty Exhibit VIII-A-3
 - 4. Sabbatical Leaves Exhibit VIII-A-4
 - 5. Extension of Leave of Absence--Student Development Exhibit VIII-A-5
 - B. RECOMMENDATION: Resolution on the Illinois Nursing Act Exhibit VIII-B
 - C. RECOMMENDATION: 1987-88 Fee Schedule Exhibit VIII-C
 - D. RECOMMENDATION: Cooperative Agreement--Children's Memorial Medical Center Exhibit VIII-D
 - E. RECOMMENDATION: Administrative Merit Awards Exhibit VIII-E
 - F. RECOMMENDATION: Interfund Repayment/Loan
 - 1. Repayment---Auxiliary Fund/Educational Fund Exhibit VIII-F-1
 - 2. Loan--Educational Fund/Auxiliary Fund Exhibit VIII-F-2

- G. RECOMMENDATION: Image and Needs Analysis Survey Exhibit VIII-G
- H. BOARD INFORMATION: Faculty Tenure Status Report Exhibit VIII-H
- I. BOARD INFORMATION: 1987-88 Administrative Organization
Charts Exhibit VIII-I
- J. BOARD INFORMATION: Policy on Chronic Communicable
Diseases--First Reading Exhibit VIII-J
- IX. Other Business
- X. President's Report
- 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, February 26, 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 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

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; 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; Liz McKay, Dean of Special Programs and Services; Martin Ryan, Dean of Liberal Arts; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; Judy Dincher, Director of Nursing; Larry Haffner, Director of Academic Computing; Jack Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations and Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate; Bob Zilkowski. Classified/Professional Technical Staff: Steve Dudek, Accounting Manager; Kevin O'Rourke, Audiovisual Technician; Rosemary Murray, Supervisor of Health Services; Laurie Wren, Secretary to Vice President. Students: Jon Harnisch, President, Student Senate; Laurie Lada and Gregory Miller, Student Senate; Laura Barefoot, Carol Borgerding, Tammy Casso, Julie Gardzelewski, Laura Grefenstein, Nancy Guzzo, Dawn Hanson, Kristin Howlett, Laurie Hutton, Lisa Kaufman, Medine Kowalczyk, Sandy Moellenkamp, Susan Pfendert, and Nancy Vertresca, Dictation and Transcription Class. Other guests: Karl Bates, Pioneer Press; John Carpenter, Paddock Publications and Michael Gilfillan, Legat Architects.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS: Student Member Suberlak reported on services for students offered by the Learning Assistance Center.
Student Trustee Report

CONSENT AGENDA: Chairman Howard stated that she would abstain from voting on an item in the bills payable concerning a payment to Northwest Community Hospital because of her position on the hospital board.

Member Barton moved, Member Norwood seconded, approval of the Consent Agenda as listed 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 (excepting the bills payable), Norwood and Torisky
Nays: None
Abstain: Member Howard (bills payable)

Motion carried. Member Suberlak voted aye.

Minutes There were no corrections to the minutes of Thursday, January 22, 1987.

Bills Payable,	Educational Fund	\$497,881.51
Payroll,	Operations, Building & Maintenance	
Estimated	Fund	128,635.23
Payroll,	Bond & Interest Fund	190.82
Estimated	Auxiliary Fund	216,500.33
Utility	Restricted Purposes Fund	25,964.91
Bills	Trust & Agency Fund	143,541.08
	Federal Funds	74,057.29

The payroll of January 31, 1987 in the amount of \$738,593.99; the payroll of February 15, 1987 in the amount of \$739,828.44; estimated payroll of February 16, 1987 through March 31, 1987 in the amount of \$2,979,021.20 and estimated utility bills in the amount of \$120,000.00.

CONSENT
AGENDA:
(cont.)
Committee
Reports
ICCTA

Member Norwood supplemented the report of the Illinois Community College Trustees Association by stating that she and Director of College Relations Elaine Stoermer attended a legislative seminar in Washington, D.C. sponsored by the American Community College Trustees Association. Member Norwood and Ms. Stoermer met with Senators and Congressmen from Illinois concerning current legislation. President McGrath added that membership in the ACCTA was not renewed in 1979 because of budget considerations, but membership would be reconsidered.

BID AWARD/
PURCHASE
ORDER:

Member Torisky moved, Member Norwood seconded, approval of the bid award and purchase order as described in Exhibit VII-A and VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q-7864 for a 1987 mini-van patrol vehicle to Dodge City, the low bidder, in the amount of \$11,243.00.

Ex. VII-B1 Approve issuance of a purchase order to the Mount Prospect Park District for rental of classroom space in an amount not to exceed \$6,500.00.

Chairman Howard asked Vice President Williams to comment on the rental of classroom space. Member Barton asked if rental costs had increased. Dr. Williams replied that the cost has not increased. He added that because of the Northeast Center facility the use of other off-campus locations would not be increased.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Personnel
Actions

Member Barton moved, Member Torisky seconded, approval of the personnel actions as described in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:

Personnel

Actions

(cont.)

Classified Staff Appointments

Elizabeth Rockstad, Interpreter III, 1-05-87, \$14,347
Mary Jane Austensen, Child Care Attendant, p/t, 1-05-87,
\$2,311
Kathleen Stewart, Clerk II, p/t, 1-22-87, \$4,550
Elaine Kolasa, Receptionist, p/t, 1-28-87, \$7,436
Julie Hennig, ESL Supervisor, 2-01-87, \$29,139
Joyce Fields, Receptionist, p/t, 2-05-87, \$7,436
Jeffrey Havranek, Clerk, 2-09-87, \$10,430
Tom Metz, LRC Clerk II, p/t, 2-09-87, \$5,826
Linda Goers, Clerk, p/t, 2-16-87, \$5,460
Karen Morstad, Clerk Typist, p/t, 2-16-87, \$5,400
Katherine Setser, Registration Suprv., 2-16-87, \$19,858

Administrative Reassignment

Larry King, Dean, 6-30-87, Resignation from Administrative position to return to tenured faculty position

Classified and SEIU Terminations

Sheherazad Mazboudi, LRC Clerk II, 1-05-87
Paula Wise, Clerk Typist, 1-29-87
Mary Ann Scimeca-Gibbons, Weekend Suprv., 2-07-87
Dan Florance, Custodian, 2-13-87
Jackuelin Angelotti, Lab Asst., 2-19-87
Pat Moughamian, Lab Asst., 2-27-87

Other Personnel Notice

Keith Jackson, Maintenance Mechanic, Died 2-09-87

President McGrath expressed condolences to the family of Mr. Keith Jackson who died on February 9, 1987. Members of the College staff attended the wake for Mr. Jackson. Member Coste inquired what death benefits would be paid to the widow. Director of Personnel Larry Bielawa explained that Mrs. Jackson would receive benefits Mr. Jackson had earned under the State Universities Retirement System as well as a life insurance payment from the College. Member Coste inquired how much life insurance was available. Mr. Bielawa responded that the insurance payment would be twice the amount of Mr. Jackson's annual salary. Member Coste asked if employees contribute to the cost of life insurance. Mr. Bielawa stated that the cost of life insurance for employees is paid by the College.

NEW BUSINESS:

Personnel

Actions

(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

Member Norwood moved, Member Barton seconded, approval of the early retirement requests for four faculty members as described in Exhibit VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Early Retirements

Professor Robert Tysl, Speech Department, Liberal Arts Division

Professor Marilyn Swanson, English Department, Liberal Arts Division

Professor Pauline Jenness, Mathematics Department, Technology, Mathematics, and Physical Science Division

Professor Irene Lavelle, French Department, Liberal Arts Division

Member Coste inquired about eligibility for early retirement. President McGrath responded that a faculty member must be over 55 years of age with 10 years of service to the College. Member Coste asked how the early retirement is paid. Vice President Williams stated that participation in the State University Retirement System is mandatory. Employees contribute eight percent of their salaries to the system. The Board provides an early retirement incentive program which is in accordance with Article IX of the Collective Bargaining Agreement. The incentive program provides an additional payment of 23 percent of the retiree's salary. Eleven faculty members have taken advantage of the program, which is economical for the College because the faculty hired to replace the retirees are paid at lower salaries. The supplemental income terminates in five years.

Member Torisky commented that the program is economical but it is advantageous to the College to retain the most qualified faculty members. Dr. Williams commented that mobility in higher education faculties has diminished, and the incentive program provides flexibility for the College to hire faculty. Chairman Howard added that the program has resulted in the hiring of outstanding new faculty.

NEW BUSINESS:
Personnel
Actions
(cont.)

Member Coste inquired whether faculty members retiring under the incentive program are allowed to work at other employment. Dr. Williams replied that they may not teach at other local community colleges, but they would be eligible to teach in private institutions. They are required to render various services to the College for the five-year period.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

President McGrath commented on the ability and experience of the four retiring faculty members. Professor Tysl provided superior teaching to his students. Professor Swanson is an outstanding faculty member and advisor of the honor society. Professor Jenness provides excellent articulation with high school math students, and Professor Lavelle has contributed in-depth instruction in French, including studies on a French weekend. President McGrath wished them well in retirement.

Member Torisky moved, Member Barton seconded, approval of the non-tenured faculty dismissal as described in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Williams explained that this resolution complies with provisions of the state law concerning tenure. Faculty members hired in the fall were advised of this required action. If action is not taken by March 15, rehiring is automatic. A vacant position has been created by illness of a faculty member, and the individual affected by this resolution may apply for that position. The resolution is not a negative reflection on the individual.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Personnel
Actions
(cont.)

Member Torisky moved, Member Barton seconded, approval of sabbatical leaves of absence for faculty during the 1987-88 academic year as described in Exhibit VIII-A-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Sabbatical Leaves

Richard Bernstein, Fall Semester 1987, Full Salary
Diane Callin, Fall Semester 1987, Full Salary
Jerome Stone, Spring Semester 1988, Full Salary
Mary Jo Willis, Fall Semester 1987, Full Salary

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Member Barton moved, Member Suberlak seconded, approval of an extension of leave of absence without pay for Professor Nancy Fojo as described in Exhibit VIII-A-5 (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, Norwood and Torisky
- Nays: None

Motion carried. Member Suberlak voted aye.

Resolution on
Illinois
Nursing Act

Member Suberlak moved, Member Barton seconded, approval of the resolution regarding legislation affecting the Illinois Nursing Act, as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barton inquired when a vote is anticipated in the legislature. Director of the Nursing Program Judy Dincher stated that it is hoped that the legislation will be defeated in committee. If the legislation survives committee hearings, the debate on the issue could be lengthy and compromise legislation might be introduced.

In a voice vote, the motion carried.

Chairman Howard stated that the Resolution would be forwarded legislators and to the Illinois Community College Trustees Association.

NEW BUSINESS:
Fee Schedule Member Coste moved, Member Barton seconded, approval of the fee schedule for the 1987-88 academic year as listed in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dean of Instruction Charles Harrington commented that the number of changes in the fee schedule is very small this year. Most fees remain the same. Vice President Williams stated that laboratory fees are allocated to the Educational Fund and student activity fees to the Student Activity budget. Chairman Howard commented that the fees are very reasonable, such as the family counseling fee. Dr. Harrington added that one of the large fee amounts is a computer class and the fee is for leased computer time. Member Torisky inquired about the child care fee. Dean of Life Science and Human Services Pat Bourke responded that rates at the College are still substantially below rates charged by other institutions in the community, and there is a waiting list for admittance.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Cooperative Agreement Member Torisky moved, Member Suberlak seconded, approval of the Cooperative Agreement between William Rainey Harper College and Children's Memorial Medical Center, as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Director of the Nursing Program Judy Dincher explained that pediatric experience is difficult to obtain because there are fewer hospitalized children. A faculty member obtained permission for Harper Students to work at Children's Memorial Medical Center during fall weekends.

In a voice vote, the motion carried.

Administrative Merit Awards Member Coste moved, Member Barton seconded, approval of the 1985-86 administrative noncumulative merit awards, as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Award Recipients

Patricia Bourke, Dean of Life Science and Human Services
Art Bowers, Director of Computer Services
Steve Catlin, Dean of Admissions/Registrar

NEW BUSINESS: Don DeBiase, Director Physical Plant
Administrative Al Dunikoski, Dean, Learning Resource Center
Merit Awards Larry Haffner, Director, Academic Computing
(cont.)

President McGrath thanked the recipients of the awards for their services to Harper College.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

Interfund Loan Member Torisky moved, Member Norwood seconded, approval
Repayment and of the Interfund Loan Repayment and Interfund Loan as
Interfund Loan described in Exhibits VIII-F-1 and VIII-F-2 (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, Norwood and
Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

Image and Needs Member Barton moved, Member Norwood seconded, approval
Analysis Survey to award SRI Gallup up to \$30,000 to conduct market
research for the College as described in Exhibit VIII-D.
(attached to the minutes in the Board of Trustees'
Official Book of Minutes).

Vice President of Student Affairs Bonnie Henry described the work that will be done by the SRI Gallup firm to survey different segments of the College district. Focus groups will meet with College personnel to gather information which will be used to develop questionnaires.

Member Torisky suggested that perhaps a marketing budget should be established.

Vice President Henry added that results from the research will be ready for study over the summer and implementation in the fall.

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

Image and Needs
Analysis Survey
(cont.)

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

Motion carried. Member Suberlak voted aye.

Faculty
Tenure
Status
Report

Vice President Williams stated that the Faculty Tenure Status Report will be presented to the Board annually in accordance with the faculty bargaining agreement.

1987-88
Administra-
tive Organi-
zation
Charts

Member Coste inquired what changes were made in the administrative organization charts this year. President McGrath replied that two administrators have been added: Russell Mills as Director of Placement and Lee Kolzow as Director of the Learning Assistance Center. The charts will be submitted to the North Central accreditation team.

Chronic
Communicable
Disease
Policy

Legal Counsel Stanley Eisenhammer reviewed the Chronic Communicable Disease Policy which was presented to the Board for the first reading. Mr. Eisenhammer explained that the College should adopt a policy addressing the rights of students and employees regarding chronic communicable diseases. The policy is the same as the one developed for the handicapped. It is important to establish general guidelines.

Member Barton inquired how the determination is made whether a student may attend the College. Mr. Eisenhammer replied that no specific individual is mentioned in the policy. A medical examination may be required by a doctor appointed by the Board.

Chairman Howard stated that the policy would be presented to the Board in March for the second reading.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that "The Fabulous Thunderbirds" concert on February 6 was a sell-out performance with 1700 tickets sold.

The Illinois Community College Journalism Association will hold a convention here March 20 and 21. Harbinger Advisor Jon Oxman made the arrangements for the convention. The highlight of the convention will be a College-sponsored Extravaganza.

College athletic teams have achieved recognition this season. Seven wrestlers qualified for the NJCAA championships: Doug Hernandez, Mike Sobotta, Mike Hruska, Mike Hufnus, Dave Rowden, Jeff Kates, and Rick

PRESIDENT'S
REPORT:
(cont.)

Hufnus. Kristin Budinger was chosen Most Valuable Swimmer in NJCAA Region IV and Joe Nitch as Most Outstanding Coach. In addition to Kristin Budinger, the following swimmers qualified for the national championships to be held at Southern Illinois University March 12-14: Mina Fitzsimmons, Deanne Maday, Leslie Schubert, Alicia Slawin and Barb Hackell. The men's swimming team placed third in the Region IV competition, with Tom Kuczek, Brian Olsen, Kevin Budinger, Tom Schroeder and Bill Wood qualifying for the national championships at Southern Illinois University.

Professor Robert Tillotson presented a paper at the annual meeting of the National Association of Music Schools in Boulder, Colorado.

Director of Career and Employment Services Fred Vaisvil served as associate chairman and chief technical advisor in the Rotary District 644 Vocational Service project.

Professor Jerry Stone contributed an article to a book Thinkers of the 20th Century: A Biographical, Bibliographical and Critical Dictionary.

Professor Pat Mulcrone served on a panel entitled "Adult Learning: From Theory to Praxis" at Harper College on February 17.

AED Student Advisor Jane Harris received certification as a social worker from the Academy of Certified Social Workers, a unit of the National Association of Social Workers.

The following faculty members of the English as a Second Language Department faculty gave presentations at the annual conference of the Illinois Teachers of English to Speakers of Other Languages: Professors Martha Brown and Susan Cusack, Ms. Julie Hennig, Ms. Peggy Kazkaz and Mr. Tony Nelson.

Two articles by Professor Caroline Dobbs of the English as a Second Language faculty appeared in a publication of International Teachers of English to Speakers of Other Languages.

Copies of a poem by Ms. Yvonne Thomson, Registrar's Office, were provided to the Board. The poem was published in the American Collegiate Poets Anthology.

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 9:45 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary