

WILLIAM RAINNEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

March 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 February 27, 1987 and March 15, 1987. Estimated Payroll for March 16 through April 30, 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. Faculty Promotions Exhibit VIII-A-2
 - 3. Adjunct Faculty Fringe Benefits Exhibit VIII-A-3
 - B. RECOMMENDATION: Local Plan for Vocational Education, FY 1988 Exhibit VIII-B
 - C. RECOMMENDATION: Repair and Renovation Projects--Legat Architects, Inc. Exhibit VIII-C
 - D. BOARD INFORMATION: Space Utilization Presentation--Legat Architects, Inc. Exhibit VIII-D
- IX. Other Business
- X. President's Report
 - Presentation on Wellness--Renee Zellner/Rosemary Murray
- 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, March 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, Lissner, Miller, Norwood and Student Member Suberlak
Absent: Member 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; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; Al Dunikoski, Dean of Learning Resource Center; John Gelch, Dean of Physical Education, Athletics and Recreation; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education; 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; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; Jack Lucas, Director of Planning and Research; Russ Mills, Director of Placement, Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career Programs and Services. Faculty: Phil Stewart, President, Faculty Senate; Renee Zellner. Classified/Professional Technical Staff: Linda Pones Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Rosemary Murray, Supervisor of Health Services; Kevin O'Rourke, Audiovisual Technician. Student: Gregory Miller, Student Senate. Other guests: John Carpenter, Daily Herald; Joseph J. Legat and Mike Gilfillan, Legat Architects; Pat Snyder, GAC NWSCC.

Resolution
Student
Trustee

Chairman Howard informed the Board that Student Member Suberlak will complete her term as Student Trustee in April when elections will be held. She thanked Member Suberlak for her contributions to the Board and read the following resolution:

WHEREAS, Toby Ann Suberlak has served as a student member of the William Rainey Harper College Board of Trustees since April, 1986; and

WHEREAS, Toby was chosen by the students of Harper College as their representative on the Board of Trustees; and

WHEREAS, Toby has communicated the comments and suggestions from students and kept the Board informed about matters affecting students; and

WHEREAS, Toby brought to her service as a Student Trustee a sense of responsibility and purpose; now therefore be it

RESOLVED, that the Board of Trustees of William Rainey Harper College, on behalf of the College and the citizens of District 512, expresses deep appreciation for the dedication and service of Toby Ann Suberlak.

March 26, 1987

(Kris Howard)

Chairman
Board of Trustees

(Molly Norwood)

Secretary
Board of Trustees

Member Barton moved, Member Norwood seconded, approval of the Resolution concerning Student Member Suberlak.

In a voice vote, the motion carried.

CITIZEN
PARTICIPATION:

Faculty Senate President Phil Stewart presented a memorandum to the Board listing concerns expressed by the faculty. He stated that the shared style of governance which has developed since 1978 is very important, and all employee groups should be incorporated into the governance process. Faculty members are concerned about the unfavorable ratio of full-time to part-time instructors. He questioned the shifting of funds from one College fund to another, particularly when the Educational Fund is concerned.

CITIZEN PARTICIPATION: Mr. Stewart continued his remarks by adding the faculty is concerned that merit systems of pay may be subject to abuse and are often divisive. Also, he commented that faculty members feel the reduction in trained public safety personnel is undesirable. The faculty wish to take an active part in the selection of the next College President. Also, they would like to be informed concerning plans of Board members in running for the next Board elections.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS: Student Member Suberlak thanked Ms. Lori Lada for her work on the Dance Extravaganza. She thanked Board members for their cooperation and said that she will assist the next Student Trustee in learning meeting procedures.
Student Trustee Report

CONSENT AGENDA: Member Norwood moved, Member Miller 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, Lissner, 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, February 26, 1987.

Bills Payable	Educational Fund	\$511,372.27
Payroll,	Operations, Building &	
Estimated	Maintenance Fund	243,268.72
Payroll,	Operations, Building &	
Estimated	Maintenance Fund (Restricted)	53,296.48
Utility	Auxiliary Fund	66,393.29
Bills,	Restricted Purposes Fund	67,387.34
Illinois Bell	Trust & Agency Fund	140,226.03
Communications	Federal Funds	17,166.50
and Lindley & Sons, Inc.		

The payroll of February 28, 1987 in the amount of \$943,340.00; the payroll of March 15, 1987 in the amount of \$926,546.53; the estimated payroll of March 16, 1987 through April 30, 1987 in the amount of \$2,832,878.08; estimated utility bills in the amount of \$120,000.00; Illinois Bell Communications for maintenance agreement in the amount of \$17,994.00; and Lindley & Sons, Inc., professional consultant, in the amount of \$1,869.95.

CONSENT

AGENDA:

(cont.)

Financial
Statements

There were no comments concerning the financial statements.

Committee
Reports

There were no comments concerning the committee reports.

Grants and
Gifts
Status
Report

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

BID AWARDS/

PURCHASE

ORDERS:

Member Miller moved, Member Lissner seconded, approval of the bid awards and purchase order as listed in Exhibit VII-A (1-3) and VII-B1 (attached to the Minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q7870 to Henrickson and Company, the low bidder for interior room divider panels, in the amount of \$13,866.14.
- Ex. VII-A2 Award bid Q7865 for carpeting for the third floor K wing of Building A to Carpet Laying Service, Inc., the low bidder, in the amount of \$11,387.31.
- Ex. VII-A3 Award bid Q7871 to Floors, Inc., the low bidder meeting specifications for the gymnasium floor, in the amount of \$63,900.00.
- Ex. VII-B1 Approve issuance of a purchase order to Illinois Bell Communications for a yearly maintenance agreement covering the College telephone system for 1987/88 in the amount of \$17,994.00.

Concerning Ex. VII-A3 for resurfacing the gymnasium floor, Member Miller inquired why the low bidder did not meet specifications. Vice President Manke replied that the low bidder would use a different method of resurfacing, involving stripping the old floor. The preferred method is to use a poured-in-place urethane synthetic material. Additionally, the low bidder has performed work at Northern Illinois University and Rock Valley College and concerns have been expressed about the quality of that work.

BID AWARDS/
PURCHASE
ORDERS:
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Personnel
Actions

Member Barton moved, Member Norwood 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).

Member Miller inquired whether the new position of part-time research analyst was budgeted. President McGrath replied that it was.

Classified Staff Appointments

Karen Shaner, Weekend Supervisor, p/t, 2-20-87, \$2,474
Patricia Paulford, Lab Asst., 2-23-87, \$11,418
Nico Genet, Lab Asst., 2-25-87, \$4,640
Carol Saccomando, Secretary I, 3-09-87, \$13,533
Antoinette Flaherty, Research Analyst, p/t, 3-23-87, \$10,400

Classified Staff, SEIU Terminations

Sharon Kryszak, Secretary I, 3-06-87
Margaret Miller, Custodian, 3-21-87
Gayle Hatlak, Administrative Secretary, 3-23-87
Holly Anderson, Secretary II, 5-22-87

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Member Barton moved, Member Norwood seconded, approval of the faculty promotions as listed in Exhibit VIII-A-2 (attached to the Minutes in the Board of Trustees' Official Book of Minutes).

To Assistant Professor: George Gintowt and Trygve Thoreson
To Associate Professor: Dennis Brennen, Robert Campbell, Pat O'Leary and Jerome Stone
To Professor: Margaret Burbach, Elizabeth Hull, Gene Kimmet, John Papandrea and Joseph Yohanan

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

Personnel

Actions
(cont.)

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

Nays: None

Motion carried. Member Suberlak voted aye.

Member Miller moved, Member Lissner seconded, approval of the fringe benefits for adjunct faculty as described in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

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

Nays: None

Motion carried. Member Suberlak voted aye.

Local Plan
Vocational
Education
FY 1988

Member Miller moved, Member Barton seconded, approval of the Local Plan for Vocational Education FY 1988 as a guideline document subject to annual review.

In a voice vote, the motion carried.

Repair and
Renovation
Projects--
Legat
Architects

Member Coste moved, Member Barton seconded, approval of the employment of Legat Architects, Inc. to provide the architectural services for the identified 1987-88 repair and renovation projects as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller inquired how the fee of 7.5 percent is determined. Mr. Manke replied that fees charged by architectural firms vary, and the fee of 7.5 percent is probably below the normal market fee. However, because of the proximity of Legat Architects in Schaumburg, and because of their familiarity with the College from previous studies, the firm is satisfied with the 7.5 percent fee. The fee is equitable for both parties. Chairman Howard noted that the fees are estimated because the renovation costs are estimated. Costs might increase if unanticipated problems are encountered.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:

Space

Utilization

Study

Presentation

Vice President Manke stated that for the past three years the Institutional Goals have included space utilization as a paramount concern. A space utilization task force was formed to address the requirements of space on campus. The study just completed by Legat Architects was commissioned a year ago. Over the years the space available to the Learning Resources Center has diminished as departments expanding in size have required more space. Timing for the Space Utilization Study is very appropriate.

Mr. Michael Gilfillan of Legat Architects reviewed the completed Space Utilization Study. Vice President David Williams commented that Building F presents the biggest problem. Early planning did not anticipate new programs and services which are now located in Building F. Declining enrollment in classes requiring laboratories has not decreased the need for laboratory space. Vice President Bonnie Henry commented that cluster-type counseling has been established in different buildings on campus which has required four new locations. The disabled student services and tutoring areas have expanded. In addition, the job placement service and the learning assistance center require space. A new registration center will assist greater numbers of part-time students.

Mr. Gilfillan presented highlights of the study, mentioning the desirability of a new cultural arts facility which had been planned but never implemented because of lack of funding. The Learning Resources Center has been unable to expand because of lack of space. Building U should be used as a maintenance building exclusively and the ceramics, pottery and stagecraft classes should be located elsewhere.

Member Coste inquired about considerations for the Northeast Center. Mr. Gilfillan replied that the Northeast Center was not considered in the study. Member Coste asked if it is reasonable to expand the Northeast Center. Dr. Williams replied that the 30 classrooms in the Northeast Center are busy at night. For the Center to be fully functional, many more support services requiring large staffing costs would be necessary. Daytime enrollment at the Center is small.

Mr. Manke stated that further discussion of the Space Utilization Study would take place at the scheduled Strategic Planning Sessions of the Board to be held on March 30 and 31.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that the women's basketball team achieved an overall record of 21-6 this season. Individual awards were given to Amy Spieth and Kim Frye.

Each woman swimmer of Harper's swimming and diving team earned All-America honors. The team placed fourth in the NJCAA national tournament. Coach Joe Nitch was named NJCAA National Coach of the Year.

Professor of Nursing Pat O'Leary gave a presentation at St. Joseph Medical Center on March 12.

Continuing Education Coordinator Ralph Rohling had an article published in the newsletter of the American Association for Adult and Continuing Education (AAACE).

Purchasing Agent Thea Keshavarzi completed a project concerning efficient procedures for implementation of the budget program as part of her participation in the National Institute for Leadership Development.

The Disabled Student Services Department was chosen as one of two award winners from the national community college competition for the National Organization of Disability-J.C. Penney Joint Award Program administered by AACJC. The announcement of the winner and \$500 award will be made at the annual AACJC meeting.

Coordinator of Disabled Student Services Tom Thompson and Learning Disability Specialist Louise Kruse gave a presentation at the National Association of Children and Adults with Learning Disabilities.

Ms. Sandra Osio, a full-time student who maintains a full-time job and who arrived in the United States speaking no English, was inducted into Phi Theta Kappa after achieving a 3.67 grade point average. She completed the Intensive English as a Second Language Program at Harper in 1985.

Coordinator of Disabled Student Services Tom Thompson presented a paper at a recent conference sponsored by the Illinois State Board of Education entitled "Community College Vocational Partnerships."

Thirty-two full- and part-time English as a Second Language faculty members attended a department professional development meeting on March 7.

The second edition of Human Diseases: A Systematic Approach by Professor Mary Lou Mulvihill was recently published by Appleton & Lange, a publishing division of Prentice Hall.

PRESIDENT'S
REPORT
(cont.)

President McGrath continued his report by commenting that Women's History Week 1987 was the most successful since inauguration of the program eight years ago. Attendance for the week-long series of seminars and programs reached 800. Board Chairman Kris Howard has served as chairman of Women's History Week since the inception of the program. Board Member Barbara Barton was also involved in this year's planning.

President McGrath concluded his report by announcing that a favorable report was given to Harper College by the Illinois Community College Board Recognition Team. President McGrath thanked members of the administration and staff who provided information for the team.

Professor Renee Zellner and Health Services Supervisor Rosemary Murray presented information concerning the ongoing wellness activities at the College as well as wellness programs scheduled April 7-9, 1987.

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