

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

May 28, 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 April 30, 1987 and May 15, 1987, and Estimated Payroll for May 16 through June 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. Administrative Developmental Leave--
Computer Services Exhibit VIII-A-2
 - 3. Supplementary Sabbatical Leave,
Faculty--Technology, Math and
Physical Science Division Exhibit VIII-A-3
 - 4. Salary Programs
 - a. Classified Staff Exhibit VIII-A-4-a
 - b. Administrative Staff Exhibit VIII-A-4-b
 - B. RECOMMENDATION: Interfund Loan Repayment Exhibit VIII-B
 - C. RECOMMENDATION: Prevailing Wage Act Exhibit VIII-C
 - D. RECOMMENDATION: Changes in Admission Requirements Exhibit VIII-D
 - E. RECOMMENDATION: Three-Year Long-Range Plan--1987-1990 Exhibit VIII-E

F. BOARD INFORMATION: Oral English Language Proficiency
Program

Exhibit VIII-F

G. BOARD INFORMATION: Immigration Reform and Control Act of
1986 (IRCA)

Exhibit VIII-G

IX. Other Business

X. President's Report

Disabled Student Services--Liz McKay and Tom Thompson

XI. Adjournment

Exhibit VI-A
June 25, 1987

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, May 28, 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, Torisky and Student Member Miller
Absent: Members Miller and Norwood

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; Steve Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; 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; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Tom Thompson, Coordinator of Disabled Student Services; Karen Hale, Beth Rockstad, John Tubergen, Babs Fairwood, Louise Kruse, Marcie Nordland, Nancy Prussian, Lesly Stambaugh, Lisa Kaufman-Lindahl, Ellen C. Kaufman, Disabled Student Services; Pat Carney, Secretary; Jaci Carroll, Lab Assistant; Steve Dudek, Accounting Manager; Gerri Goncher, Administrative Assistant; Thea Keshavarzi, Purchasing Agent; Dee Johnson, Administrative Secretary; Rena Trevor, Coordinator of Women's Program; Audree Walsh, Facilities Coordinator. Other guests: John Carpenter, Daily Herald; Susan White, Pioneer Press; Bob Kazunas, Canteen Corp.; Dick Weisz and Jeff Pollard, Northwest Pioneers Running Club; Dave Davis, Arlington Trotters Running Club and Dolores McDaniel, Whytecliffe Women's Club.

CITIZEN PARTICIPATION:

Mrs. Dolores McDaniel presented a donation of \$1,000 on behalf of the Whytecliffe Women's Club to Chairman Howard. The funds will benefit Project Turning Point, the Displaced Homemakers Program.

Mr. Dave Davis, representing the Arlington Trotters Running Club, requested that renovation of the track be accomplished as soon as possible. Vice President Manke responded that repairs to the track will cost approximately \$70,000. The project is part of the renovation program, but other repairs relating to energy conservation and roof repairs were assigned a higher priority. Should the cost of repairs currently being done be less than anticipated, renovation of the track may be done earlier than planned. Mr. Dick Weisz of the Northwest Pioneers Running Club asked if a petition would expedite the repairs. Chairman Howard noted that the condition of the track is an example of why the referendum was needed. Petitions are always considered. A careful plan has been drawn up for campus renovation. The matter of the track will be studied again. Member Coste asked if it would be reasonable to obtain a minimum estimate of repairs just to make the track usable. Mr. Manke responded that a major renovation would be preferable to minor repairs which would not address long term needs, and the estimated cost of that renovation is \$70,000. The timetable of repair projects will be studied.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS:
Student
Trustee
Report

Student Member Miller reported that his experiences with College personnel during the registration and orientation process were very favorable. He added that personnel in the Bookstore and the Learning Resources Center were very helpful, and faculty members are well organized and helpful. He reported that activities available to the students are a valuable resource. He accompanied Professor Paul Szipiera and a group of students on a geological field trip to Hawaii.

CONSENT AGENDA: Member Coste moved, Member Lissner seconded, approval of the Consent Agenda after excluding the minutes of the Executive Session of the Negotiations and Employee Relations Committee meeting of May 21, 1987. The Consent Agenda is described 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 and To sky
Nays: None

Motion carried. Student Member Miller voted aye.

CONSENT
AGENDA
(cont.)
Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, April 23, 1987.

Bills Payable,	Educational Fund	\$315,101.27
Payroll,	Operations, Building and	
Estimated	Maintenance Fund	278,574.34
Payroll,	Operations, Building and	
Estimated	Maintenance Fund (Restricted)	153,154.08
Utility	Auxiliary Fund	127,635.55
Bills	Restricted Purposes Fund	32,273.51
	Trust and Agency Fund	81,923.62
	Federal Fund	51,628.10

The payroll of April 30, 1987 in the amount of \$904,886.74; the payroll of May 15, 1987 in the amount of \$919,076.04; the estimated payroll of May 16, 1987 through June 30, 1987 in the amount of \$2,763,303.61 and estimated utility bills in the amount of \$120,000.00.

Financial Statements

There were no questions regarding 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.

Minutes of Executive Session of Negotiations and Employee Relations Committee

Member Coste stated he would like the roll call vote at the Executive Session of the Negotiations and Employee Relations Committee Meeting of May 21, 1987 to be corrected to indicate the vote was not unanimous.

Member Barton moved, Member Torisky seconded, that the minutes be corrected.

In a voice vote, the motion carried.

BID AWARDS:

Member Torisky moved, Member Barton seconded, approval of the bid awards as listed in Exhibit VII-A (1-4) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Concerning Exhibit VII-A3 for replacement of underground piping between Buildings D and E, Member Lissner asked why the low bid was substantially lower than other bids.

BID AWARDS:
(cont.)

Mr. Manke replied that Douglass and Company, the low bidder, feels confident about the scope of the project. The reputation of the contractor has been checked with the College architect. The low amount of the bid may be related to the workload of the different contracting firms. Douglass and Company may need work to fill in time between other projects.

Ex. VII-A1 Award bid Q7894 to Sorbus, the low bidder meeting specifications for a maintenance agreement covering computer equipment, in the amount of \$24,586.20.

Ex. VII-A2 Award bid Q7887 to Valley Linen Supply, the low bidder meeting specifications, for linen service in an amount not to exceed \$5,000.00.

Ex. VII-A3 Approve bid Q7895 to Douglass and Company, the low bidder for the replacement of underground piping between Buildings D and E, in the amount of \$41,200.00.

Ex. VII-A4 Award bid Q7896 to U.S.X. Corporation-Cyclone Fence Division, the low bidder for the tennis court fence, in the amount of \$30,190.00.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

PURCHASE
ORDERS:

Member Lissner moved, Member Barton seconded, approval of the purchase orders as listed in Exhibit VII-B (1-5) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste commented that he prefers that items such as the consulting services for systems software support (Exhibit VII-B5) be awarded by the bidding process. Mr. Manke replied that some services do not lend themselves to the bidding process and State statute does not require competitive bidding in some instances. Member Coste requested that more detailed information be provided to the Board before purchase orders are approved.

PURCHASE
ORDERS:
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

- Ex. VII-B1 Approve issuance of a purchase order designating EBSCO Subscription Services as the Library periodicals subscription agent for one year, in the amount of approximately \$26,059.00.
- Ex. VII-B2 Approve issuance of a purchase order to UCCEL Corporation, for the one-year renewal of the lease of computer software (System Manager), in the amount of \$9,528.00.
- Ex. VII-B3 Approve issuance of a purchase order to MACRO 4, Inc., for rental of software, in the amount of \$16,512.00.
- Ex. VII-B4 Approve issuance of a purchase order to On-Line Software International, Inc., for months 23 through 34 of a 36-month lease agreement for an Inter-Test On-Line Test/Debug software package, in the amount of \$12,960.00.
- Ex. VII-B5 Approve issuance of a change order to purchase order D-32697 to Alpha Omega Consulting Group, Ltd., for consulting services for systems software support, in the amount of \$12,000.00 for a new total not to exceed \$27,579.00.

NEW BUSINESS:
Personnel
Actions

Member Torisky moved, Member Barton seconded, approval of the personnel actions as listed in Exhibit VIII-A1 (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 and Torisky
Nays: None

Motion carried. Student Member Miller voted aye.

Administrative Appointment

Thomas Johnson, Dean, Business & Social Science,
7-01-87, \$50,200

NEW BUSINESS: Faculty Appointments
PersonnelActions
(cont.)

Patricia Best, Instructor, 8-18-87, \$25,266
 Susan Farmer, Instructor, 8-18-87, \$26,075
 Kathleen A. Gianaris, Instructor, 8-18-87, \$25,266
 Louise Gustafson, Instructor, 8-18-87, \$26,075
 Marsha Litrenta, Instructor, 8-18-87, \$24,483
 Linda W. Nelson, Instructor, 8-18-87, \$24,483
 Lillian Thiel, Instructor, 8-18-87, \$26,075

Classified and SEIU Appointments

Arlene Wiebusch, Clerk Typist, p/t, 4-22-87, \$4,950
 Barbara Wilkins, Secretary I, p/t, 5-01-87, \$8,400
 Johanna Schnittman, Secretary II, 5-14-87, \$16,500
 Mark Risky, Messenger, 5-18-87, \$7,722
 Kevin Oates, AV Technician II, 5-18-87, \$15,951
 Catheline Lomatch, LRC Clerk I, 5-18-87, \$10,691
 Pamela Chepil, Clerk Typist II, p/t, 5-26-87, \$7,301

Faculty Terminations

David Dolman, Assistant Professor, 8-17-87
 Nancy Fojo, Associate Professor, 8-17-87

Classified and SEIU Terminations

Ellen McFall, Messenger, 4-27-87
 Martin Hoekstra, AV Tech II, 5-08-87
 Mary Denise Harold, LRC Clerk I, 5-13-87
 Shirley Rupperecht, Clerk Typist I, 5-14-87
 Gail Forshall, Child Care Office Assistant, 5-15-87
 Jane Johnson, Child Care Specialist, 5-19-87
 Denise Otto, Clerk Typist II, 5-16-87
 Sharon Sassone, Clerk Typist II, 5-19-87

President McGrath expressed his congratulations to Dean Thomas Johnson on his promotion and commented on the resignations of faculty members Nancy Fojo and David Dolman. Ms. Fojo was at the College for 14 years and did an outstanding job. Mr. Dolman will be relocating to North Carolina.

Member Barton moved, Member Lissner seconded, approval of a developmental leave with pay for Director of Computer Services Art Bowers, as described in Exhibit VIII-A-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, Lissner and Tori...y
 Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS: Member Lissner moved, Member Barton seconded, approval of
Personnel the Supplementary Sabbatical Leave Request for Professor
Actions Betty Windham as described in Exhibit VIII-A-3 (attached to
(cont.) 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 and Torisky
Nays: None

Motion carried. Student Member Miller voted aye.

Salary Action on Salary Programs was delayed until later in the
Programs meeting. (Exhibit VIII-A-4-a and -b).

Member Torisky moved, Member Lissner seconded, to authorize
Interfund the Treasurer to repay and retransfer the loan of \$6,000,000
Loan from the Operations, Building and Maintenance Fund
Repayment (Restricted) to the Operations, Building and Maintenance
Fund, as described in Exhibit VIII-B (attached to the minutes
in the Board of Trustees' Official Book of Minutes).

Mr. Manke commented that in June 1986 the Board of Trustees
approved an interfund loan of \$6 million representing funds
from the second site sale. According to statute, loans of
this nature must be repaid within one year.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Member Torisky moved, Member Lissner seconded, approval
Prevailing of the Prevailing Wage Act resolution and authorized the
Wage Act Secretary of the Board to file a certified copy thereof
with both the Secretary of State and the Department of Labor
of the State of Illinois as described in Exhibit VIII-C
(attached to the minutes in the Board of Trustees' Official
Book of Minutes).

Mr. Manke explained that the resolution complies with a
legal formality requiring that a statement be included
in bidding documents requiring the contractor to pay
prevailing wages.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

NEW BUSINESS: Member Lissner moved, Member Torisky seconded, approval of the revised General Admission Requirements effective for all students applying for the fall, 1988 term as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Revision of
General
Admission
Requirements

Director of Admissions Bruce Bohrer explained that the two major changes in admissions requirements are an increase in the number of admissions categories from two to three and a reinstatement of a requirement for ACT test results for full-time applicants.

In a voice vote, the motion carried.

Three-Year
Long Range
Plan
1987-90

Member Barton moved, Member Lissner seconded, adoption of the 1987-1990 Long Range Plan as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard explained that the document reflects planning accomplished as a result of the strategic planning sessions. The wording of a phrase on page 9 would be changed from "develop" to "develop further and refine".

In a voice vote, the motion carried.

Oral English
Language
Proficiency
Program

Member Torisky moved, Member Barton seconded, approval of the Oral English Proficiency Program as described in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President David Williams commented that the law will insure that all classroom instructors speak English well enough to be understood by the students.

In a voice vote, the motion carried.

Immigration
Reform and
Control
Act

Member Torisky moved, Member Lissner seconded, approval of the explanation of the Immigration Reform and Control Act of 1986 (IRCA) as described in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Petitions

Chairman Howard announced that petitions for Board candidacy are available in the office of the Vice President of Administrative Services.

PRESIDENT'S
REPORT

President McGrath began his report by expressing condolences to the family of Professor Ken Jauch who died last week in the crash of his private plane. Friends and colleagues attended a memorial service last week, and a memorial service will be held at the College later in the summer.

President McGrath thanked Board Chairman Kris Howard, Dean of Continuing Education and Program Services Bill Howard and Economic Development Specialist Kathy Gilmer for providing leadership for the Northwest 2001 Conference held at the College May 20 and 21.

Professor Harley Chapman delivered a paper at Fordham University for the Metaphysical Society of America meeting on March 13. He also delivered a paper at Indiana University at the Midwest American Academy of Religion meeting on April 6.

President McGrath introduced Mr. Bob Kazunas who has been managing the Food Service Department as an employee of Canteen Corporation. Mr. Kazunas has accepted a promotion with the firm and a new Food Service Manager will be appointed by Canteen Corporation.

An article by Professor Paul Szipiera was published in the March 1987 issue of Meteorites. Professor Szipiera was included in the Children's Reading Round Table of Chicago 1986 publication which honors authors and illustrators. His book entitled I Can Be An Astronomer; I Can Be a Geologist was published by the Children's Press.

Professor of English as a Second Language Jean Chapman and ESL Specialist Peggy Kazkaz gave presentations at a recent conference of the International Teachers of English to Speakers of Other Languages in Miami, Florida.

ESL faculty member Susan Cusack was appointed a proposal reader for the Teaching English to Deaf Students Interest Section for the 1988 conference of the International Teachers of English to Speakers of Other Languages.

Ms. Marie Griffin, Adult Educational Development Department, presented sessions on "Revising Your Curriculum for the 1988 GED Test" and "Evaluating Part-Time Faculty" at the recent conference of the Adult and Continuing Educators Association.

Professor Pat Mulcrone received an award for Literacy Program Development in Higher Education at the May Awards Dinner of the Chicago Area Reading Association of the International Reading Association.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Professors Jerry Stone and Harley Chapman will attend the First International Conference on Philosophical Theology at Oxford University in August 1988.

Professor Sharon Alter served as cohost and political analyst for Cablenet's election night coverage of 12 northwest suburban municipal elections and the Chicago mayoral election.

A letter was received from Executive Director of the Illinois Community College Trustees Association Gary Davis congratulating the College as the recipient of the National Organization of Disability--J.C. Penney Joint Award Program administered by the AACJC.

Former Student Trustee Toby Ann Suberlak received a letter of appreciation from Executive Director of the Illinois Community College Board David Pierce for her contributions to the ICCB Student Advisory Committee.

Twelve Harper faculty members honored at a Recognition Luncheon sponsored by the Northern Illinois Learning Resource Cooperative for Telecourse Teaching are Gene Magad, Carole Lissy, Tom Johnson, Renee Zellner, Ed Metcalf, Randy Illg, Sharon Alter, Dan Cohen, Janet Friend Westney, Charles Joly, Ed Ponczek and Frank Oliver.

Harper Food Service student Gus Gouas was named outstanding student and invited to the "Salute for Excellence" banquet by the National Restaurant Association.

President McGrath reported that a letter has been received from Mr. Bill Leece of Rolling Meadows High School thanking the College for hospitality and sponsorship of the High School Writing Contest.

Mr. Marshall Sperry of the Office of the Illinois State Fire Marshal expressed thanks to Harper College, Mr. Orville Northstrum and the CAD/CAM staff for the use of College facilities for training classes.

The National Center for Research in Vocational Education of Ohio State University expressed gratitude for Harper's participation in their postsecondary occupational education delivery study.

The Harper Women's Track and Field Squad won the junior college state title. Professor Renee Zellner received the coach award and Ms. Teresa Wilkins the most valuable player award.

PRESIDENT'S
REPORT:
(cont.)

An informational presentation concerning Disabled Student Services was given by Dean of Special Programs and Services Liz McKay, Coordinator of Disabled Student Services Tom Thompson and faculty members Louise Kruse, Marcie Nordland and Karen Hale.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Barton moved, Member Lissner seconded, that the Board adjourn to Executive Session for the purpose of discussing salary and fringe benefit programs.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye and the meeting was adjourned to Executive Session at 9:40 p.m.

Salary and
Fringe
Benefit
Program
for
Administra-
tive Staff

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

In a voice vote, the motion carried.

Member Torisky moved, Member Lissner seconded, that the salary and fringe benefit program for administrative staff be approved with the following changes:

1. The salary ranges are to be adjusted by 4.0 over the 1986-87 salary ranges. The salary increase shall be an average of 6.5 percent.
2. Term Life, Accidental Death and Dismemberment Coverage is to be twice the annual salary or a minimum of \$100,000, whichever is greater. Each administrator shall continue to have the option of full term insurance or alternately, a minimum of \$50,000 term insurance while using the balance of the premium to purchase additional permanent life.
3. Administrators may combine tuition reimbursement allowance of \$510 with existing professional and travel expense funds. All disbursements shall be subject to approval by the appropriate vice president.
4. A flexible benefit plan is to be studied and developed which shall incorporate the elements requested by the administrators as deemed feasible by the Board of Trustees.

The plan as developed shall conform with existing legal and IRS requirements, and shall be reviewed and approved by the Board of Trustees before implementation.

Salary and
Fringe
Benefit
Program
for
Administra-
tive
Staff
(cont.)

5. A maximum of \$650 from the professional development fund may be used to purchase computer equipment with approval by the appropriate vice president. If the administrator leaves the College in less than a year, the dollar amount used for computer purchase out of the professional development fund shall be returned to the College at the time the administrator leaves.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Salary and
Fringe
Benefit
Program for
Classified
Staff

Member Torisky moved, Member Lissner seconded, that the salary and fringe benefit program for the classified staff be tabled.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

ADJOURNMENT: Member Barton moved, Member Lissner seconded, that the meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 11:47 p.m.

Kris Howard, Chairman

Barbara Barton, Acting
Secretary