

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

June 25, 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 May 29, 1987 and June 15, 1987, and Estimated Payroll for June 16 through July 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. Salary and Fringe Benefit Program--
Classified Staff Exhibit VIII-A-2
 - B. RECOMMENDATION: Resolution to Establish 1987-88 Budget Hearing Date Exhibit VIII-B
 - C. RECOMMENDATION: Interfund Loan Exhibit VIII-C
 - D. RECOMMENDATION: Student Service Awards, Spring 1987 Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of Foundation Directors Exhibit VIII-E
 - F. BOARD INFORMATION: ICCB Recognition Visit Exhibit VIII-F
 - G. BOARD INFORMATION: 1986-87 Goals Accomplishment Report Exhibit VIII-G
- IX. Other Business
- X. President's Report
 - International Studies/London Program
- 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, June 25, 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 8:03 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, Torisky, and Student Member Miller
Absent: None

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; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Charles Harrington, Dean of Instruction; 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; 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; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate; Ben Dallas, Gene Kimmet and Pat Mulcrone. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Dee Johnson, Administrative Secretary; Thea Keshavarzi, Purchasing Agent; Christopher Kungie, Audiovisual Technician; and Audree Walsh, Facilities Coordinator. Other guests: John Carpenter, Paddock Publications.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Norwood called attention to an invitation received by Board members from the Palatine Junior Chamber of Commerce requesting their participation in the Fourth of July parade. President McGrath will serve as grand marshal of the parade.

UNFINISHED BUSINESS:
Student Trustee Report

Student Member Miller reported on his recent attendance at the 15th annual meeting of the Illinois Community College Trustees Association. Members Barton and Norwood were also in attendance.

CONSENT AGENDA:

Member Miller moved, Member Barton seconded, approval of the Consent Agenda as 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, Miller, Norwood and Torisky
- Nays: None

Motion carried. Student Member Miller voted aye.

Minutes

There were no corrections to the minutes of the Regular Board meeting of Thursday, May 28, 1987.

Bills Payable,	Educational Fund	\$ 585,963.49
Payroll,	Operations, Building and	
Estimated	Maintenance Fund	331,326.53
Payroll,	Operations, Building and	
Estimated Utility	Maintenance Fund (Restricted)	236,611.82
Bills, Computer-	Bond and Interest Fund	196.75
vision Corp.	Auxiliary Fund	102,508.08
Services,	Restricted Purposes Fund	42,319.63
Canteen Co.	Trust and Agency Fund	112,874.62
	Protection, Health & Safety Fund	3,193.10
	Federal Funds	22,478.07

The payroll of May 30, 1987 in the amount of \$909,234.98; the payroll of June 15, 1987 in the amount of \$698,432.84; the estimated payroll of June 16 through July 31, 1987 in the amount of \$3,239,450.65; estimated utility bills in the amount of \$120,000.00; ComputerVision Corp. Services for computer maintenance in the amount of \$12,960.00 and Canteen Co. for contractual services in the amount of \$3,453.29.

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.

BID AWARDS:

Member Miller moved, Member Lissner seconded, approval of the bid awards as listed in Exhibit VII-A (1-9) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

BID AWARDS:
(cont.)

- Ex. VII-A1 Award bid Q7911 to Lewis International, Inc., the low bidder for a Howard Price Hydro-Power 180 Rotary Mower, in the amount of \$40,516.00.
- Ex. VII-A2 Award bid Q7903 to UARCO, the low bidder for computer paper, in the amount of \$32,551.46.
- Ex. VII-A3 Award bid Q7901 for photo supplies to Lion Photo (Orland Park), the low bidder which can supply all items, in the amount of \$6,147.63.
- Ex. VII-A4 Award bid Q7912 to Henrickson & Co., the low bidder for room divider panels, in the amount of \$8,713.02.
- Ex. VII-A5 Award bid Q7907 to Hedlin Dairy, the sole bidder for milk and dairy products, in an amount not to exceed \$6,207.00.
- Ex. VII-A6 Award bid Q7900 to Herold Marketing for \$607.00, to Software and Beyond for \$1,783.76, to PaceMark Technologies, Inc. for \$2,694.00, to K J Computers for \$5,828.00, to Nabih's, Inc. for \$16,290.00, and to IBM Corporation for \$36,384.00, the low bidders for IBM/Amiga computers and peripheral equipment, for a total award of \$63,586.76.
- Ex. VII-A7 Award bid Q7902 to Millar Elevator, the low bidder for elevator maintenance, in the amount of \$5,688.00.
- Ex. VII-A8 Award bid Q7910 to Althoff Industries, Inc., the low bidder for the electrical revisions in Buildings D and E, in the amount of \$44,485.00.
- Ex. VII-A9 Award bid Q7914 to F.C.L. Graphics, Inc., the low bidder for printing of the Fall 1987 Women's Program Brochure, in the amount of \$6,351.00.

In reference to Exhibit VII-A1, Member Miller asked if a cost savings was associated with the purchase. Mr. Manke replied that the use of this piece of equipment would reduce the amount of mowing time by one-half. An attachment for winter will enable the equipment to be used for snow removal.

In regard to Exhibit VII-A7, Chairman Howard requested

BID AWARDS:
(cont.)

an explanation for the wide range of bids submitted. Mr. Manke replied that the low bidder is not affiliate with a specific brand of elevators. In addition, this firm was awarded the contract last year and is familiar with the College equipment.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

PURCHASE
ORDERS:

Member Norwood moved, Member Barton seconded, approval of the purchase orders as listed in Exhibit VII-B (1-15) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-B1 Approve issuance of a purchase order to IBM Corporation for the purchase of a perpetual license for Operating System and associated software in the amount of \$54,174.00.
- Ex. VII-B2 Approve issuance of a purchase order to IBM Corporation for the renewal of the monthly rental of computer software in the amount of \$16,320.00.
- Ex. VII-B3 Approve issuance of a purchase order to Cullinet Software, Inc. for the perpetual lease of IDMS/Architect software in the amount of \$8,000.00.
- Ex. VII-B4 Approve issuance of a purchase order to Alpha Omega Consulting Group, Ltd., for consulting services for system software support, in an amount not to exceed \$10,000.00.
- Ex. VII-B5 Approve issuance of a purchase order to Applicon, Inc. for maintenance of Applicon/VAX CAD hardware and software in the amount of \$41,043.00.
- Ex. VII-B6 Approve issuance of a purchase order to Sorbus, for maintenance of computer equipment, in the amount of \$11,591.00.
- Ex. VII-B7 Approve issuance of a purchase order to Computervision Corporation, for maintenance of the Designer M system, in the amount of \$12,052.80.

PURCHASE
ORDERS:
(cont.)

- Ex. VII-B8 Approve issuance of a purchase order to Prime Computer, Inc. for maintenance of the PRIME CAD System with MEDUSA 3-D Software and peripheral equipment, in the amount of \$22,890.00.
- Ex. VII-B9 Approve issuance of a purchase order to Memorex Corporation, for maintenance of a Magnetic Tape Sub-System, in the amount of \$18,360.00.
- Ex. VII-B10 Approve issuance of a change order to purchase order D-35986 to Bearing Headquarters Co., for rebuilding of gear reducers for fans on cooling towers, in the amount of \$1,482.97 for a new total of \$5,482.97.
- Ex. VII-B11 Approve issuance of a purchase order to Browning-Ferris Industries of Illinois, Inc., for trash removal service for the 1987/88 fiscal year, in an amount not to exceed \$45,000.00.
- Ex. VII-B12 Approve issuance of purchase orders to R.J. Galla Co., Inc. for the various business insurance coverages of the College, in the total amount of \$458,097.00.
- Ex. VII-B13 Approve issuance of a purchase order to A.B. Dick and Co., for a maintenance agreement covering automatic duplicating equipment, in the amount of \$10,743.00 per year.
- Ex. VII-B14 Approve issuance of a purchase order to Itek Graphix Corp., for maintenance of a modular digital phototypesetting system, in the amount of \$5,317.82.
- Ex. VII-B15 Approve issuance of a purchase order to Honeywell, Inc. for maintenance of the Honeywell Delta 1000 automated Energy Management Control System in the amount of \$15,600.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:
Personnel
Actions

Member Torisky moved, Member Miller 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).

Faculty Appointments

Mary J. Becker, Instructor, 8/18/87, \$22,275
Donna Reiter Brandwein, Instructor, 8/18/87, \$25,266

Classified Staff Appointments

Daniel Abt, Messenger, p/t, 5/26/87, \$7,722
Gail Karch, Clerk, p/t, 6/1/87, \$6,399
Judith Longmore, Secretary I, 6/8/87, \$14,500
David Hanson, Offset Press Operator I, 6/8/87, \$14,076
Lovie Smith, Secretary I, 6/15/87, \$13,500
Janet Callahan, Secretary I, 6/15/87, \$13,800
Karen Boswell, Area Tutor Coordinator, p/t, 7/1/87,
\$11,624
Karen Villano, Operations Supervisor, 7/1/87, \$22,551
Kathy Buttstadt, Child Care Specialist, 8/17/87, \$11,900
Mary Jane Austensen, Child Care Office Assistant, p/t,
8/17/87, \$3,119

Classified Staff Terminations

Michael Plontke, Equipment Room Attendant, 5/1/87
Mark Rissky, Messenger, 5/18/87
Samuel Hochberg, Training Specialist, CAD/CAM, 5/26/87
Douglas Kangail, Offset Press Operator I, 5/28/87
Virginia Bures, Clerk/Dispatcher, 5/28/87
Charles Elliott, Public Safety Officer, 6/5/87
Alice Kupchinski, Secretary I, 6/9/87
Kathleen Cordell, Secretary I, 6/10/87
Diane Novak, Administrative Secretary, 6/30/87

Retirements

Lottie Mazur, Food Service Helper II, 6/1/87
Beverly Strauss, Personnel Associate, 6/30/87

Other Personnel Notice

Kenneth E. Jauch, Associate Professor, Died 5/21/87

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:

Personnel
Actions
(cont.)

President McGrath called attention to the retirements of Personnel Associate Beverly Strauss and Food Service Helper Lottie Mazur. He expressed appreciation for their dedication and service and wished them much happiness in retirement. Ms. Strauss and her husband will be relocating to North Carolina.

Member Torisky felt that there is a high rate of turnover in the Physical Plant and Public Safety areas. He requested a report with this information covering the past 18 months.

Classified Staff
Salary and
Benefit Program

Member Torisky moved, Member Lissner seconded, approval of the early retirement program and retiree group insurance contribution, and the sum of \$417,332 to implement the increase in salaries and fringe benefit expenses for the Classified and Professional/Technical employees for 1987/88 effective July 1, 1987, as described in Exhibit VIII-A2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller stated that he would vote against the recommendation for the following two reasons: 1) The proposed salary increase is 6.5 percent. Wage increases in business and industry are averaging 5 percent. Member Miller felt that a 5.5 percent increase would be more appropriate. 2) In regard to the new fringe benefit for early retirees to receive a Board contribution of 100 percent toward the cost of medical/dental insurance coverage, Member Miller felt that the cost should be shared on a 50/50 basis. There were no additional comments regarding the recommendation.

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Lissner, Norwood and Torisky
- Nays: Member Miller

Motion carried. Student Member Miller voted aye.

Resolution -
Budget Hearing
Date

Member Norwood moved, Member Barton seconded, the adoption of the resolution providing for the annual budget hearing and the required public notice, as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke called attention to two factors which will have a significant impact on the College budget. There will be a delay in the receipt of funds from Cook County tax collection. Preliminary projections indicate that the College will lose interest income revenue of approximately \$88,000 due to this delay. Despite the delay in receipt of tax monies, cash flow needs will be met due to the establishment of the

NEW BUSINESS:
Resolution -
Budget Hearing
Date (cont.)

Working Cash Fund. In response to Member Torisky, Mr. Manke stated that the delay was caused in part by Cook County's conversion to the computer in order to eliminate the overlap of boundaries for assessments. In addition, a thirty-day period is set aside to hear taxpayer complaints regarding the multiplier. The second factor which will affect the College budget is state funding. The College received approximately \$6.8 million last year, but this funding may be reduced if the Governor's tax plan is not approved. An estimated loss of \$615,000 to \$800,000 in state grant funds is expected if the Governor's tax plan is defeated. Member Torisky noted that state funding has never reached the proposed 50 percent funding level for community colleges.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Interfund
Loan

Member Torisky moved, Member Lissner seconded, that the Board authorize the Treasurer to effect a \$6,000,000 loan from the Operations, Building and Maintenance Fund (Restricted) to the Operations, Building and Maintenance Fund, 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, Coste, Howard, Lissner, Miller, Norwood and Torisky
- Nays: None

Motion carried. Student Member Miller voted aye.

Student
Service Awards -
Spring, 1987

Member Miller moved, Member Norwood seconded, approval of the spring 1987 student service awards in the amount of \$3,179.25 from Account No. 1038-798-590 and \$2,295.00 from Account No. 135-000-592, 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, Coste, Howard, Lissner, Miller, Norwood and Torisky
- Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:
Educational
Foundation
Appointments

Member Barton moved, Member Torisky seconded, confirmation of the appointments of Donald Barrington, Dan Baumann, James Goodwin, William Kern and Robert Leibold as members of the Board of Directors of the Harper College Educational Foundation.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Report on
Illinois
Community
College Board
Recognition
Visit

Chairman Howard stated that the report on the Illinois Community College Board recognition visit which took place in March 1987 was provided for Board information. She stated that it is a pleasure to receive continued recognition from the ICCB. President McGrath noted that the report contained very few recommended changes and he thanked the administration, faculty and staff for their work in this regard.

1986-87 Goals
Accomplishment
Report

Chairman Howard stated that the 1986-87 Institutional Goals Accomplishment Report was for Board information. She commended all areas of the College for the progress which was made in achieving the goals. She stated that the Board of Trustees supports staff development activities, as outlined in Goal IV. The President noted that staff development is related to performance evaluations and the goals of specific departments. Chairman Howard felt that this subject may be an interesting topic for a future meeting of the Negotiations and Employee Relations Committee.

ICCTA
Representative

Chairman Howard stated that, at the request of Member Norwood and with the concurrence of Member Barton, the Board representative to the Illinois Community College Trustees Association will be Member Barton. Member Norwood will serve as a back-up liaison.

Board
Communications

Chairman Howard stated that she had received correspondence from Board Member Sam Lissner who requested that the letter be shared at the meeting. Member Lissner stated that he would not be a candidate for election in November due to scheduling conflicts and the requested attendance at committee meetings. He added that serving as a Board member has been a pleasant and rewarding experience. Chairman Howard stated that she was sorry to learn of this decision and felt that Member Lissner has been a very conscientious trustee since he was appointed to the position.

NEW BUSINESS:
Board
Communications
(cont.)

Chairman Howard also stated that she had received a letter from President McGrath regarding his retirement which will be effective in August, 1988. In his letter, President McGrath suggested that Vice President Williams be considered as a candidate for the presidency of Harper College. Chairman Howard stated that, with the concurrence of the Board, an executive session would be held during the July Board meeting regarding the search for a new President. Information concerning this matter will be distributed to Board members in the very near future.

President McGrath stated that his tenure at Harper College has been very rewarding. He felt that the faculty, staff and administration excel in all areas and it is a pleasure to work with such individuals. He expressed appreciation for the trust and support he has received over the years. He felt he was very fortunate to have been appointed to the presidency of the College and is very proud of the institution.

PRESIDENT'S
REPORT:

President McGrath began his report by stating that Director of Career and Employment Services Fred Vaisvil served as a panelist at a conference on New Options for Adult Counselors at the University of Maryland.

Director of Nursing Judith Dincher recently completed an intensive, week-long workshop in Baltimore as the Harper College representative to the National Institute for Leadership Development. To fulfill the requirements for the Leaders program, she currently is working on a marketing project.

Professor Susan Cusack of the ESL Department and Ellen Kaufman of Disabled Student Services were invited to the University of Wisconsin at Milwaukee to give a presentation on "Using an ESL Approach for Teaching Native Hearing Impaired Students."

Professor Carolyn Dobbs of the ESL Department presented "Who Are the ESL Students in Your Community?" at the recent annual meeting of the Illinois Community College Trustees Association.

Dean of Admissions and Registrar Steve Catlin and Director of Computer Services Art Bowers gave a presentation on Fourth Generation Computer Languages at the annual meeting of the American Association of Collegiate Registrars and Admissions Officers in April.

Instructor George Tootelian, an adjunct faculty member, was featured recently in the Drexel University Alumni News as an "executive, professor, and car racing fan." Mr. Tootelian is corporate director of national accounts coordination at Gould.

PRESIDENT'S
REPORT:
(cont.)

Professor of English Betty Hull was appointed regional judge for the 1987 National Council of Teachers of English Achievement Awards in Writing. Now in its 30th year, this national competition recognizes approximately 800 high school seniors of 6,000 nominated for excellence in writing.

In addition, Professor Hull has been invited to the International Writers Conference on Science and the Future of Mankind which will be held in Moscow on September 7 through 11. The invitation was extended by the Organizing Committee of the USSR Writers' Union which will sponsor Professor Hull.

A literacy conference was held recently at Harper College and was attended by 90 members of the College community, including representatives of area schools and business and industry and local governmental officials.

Director of Development Ray Devery and his staff recently completed work on a mass mailing to 20,000 Harper College alumni in order to determine interest in the formation of a College alumni association.

The Harper College grove area will be used June 27-28 by a group of local radio amateurs who are participating in a national contest and emergency exercise. This activity involves thousands of radio amateurs nationwide and marks the eighth year in which Harper has been the site for this contest. The chief organizer is Bob Reynolds, an adjunct faculty member. Dean George Dorner is also a participant and the Harper Air Hawks have placed first in the country for their category in recent years.

President McGrath asked Vice President Henry to report on the College marketing project. Vice President Henry distributed copies of the Needs Analysis Surveys. A review of the surveys indicates that Harper College is thought of in a very positive manner. A more detailed presentation on this subject will be made at the July Board meeting by Dr. James Hale of SRI Gallup Company, the organization which conducted the surveys.

Professor Martin Ryan, Dean of Liberal Arts, introduced Professors Ben Dallas and Gene Kimmet who gave an informational presentation and shared a videotape on the International Studies program which was held this past spring in London. The tape will be used in the student orientation program and with other College organizations.

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 9:23 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary