

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

October 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
 - A. Approval of Minutes Exhibit VI-A
 - B. Bills Payable, Payroll for September 30, 1987 and October 15, 1987, and Estimated Payroll for October 16 through November 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 Exhibit VIII-A
 - B. RECOMMENDATION: 1988-89 Academic Calendar Exhibit VIII-B
 - C. RECOMMENDATION: Cooperative Agreements--Health Agencies Exhibit VIII-C
 - D. RECOMMENDATION: Cooperative Agreement--Northeast Marine Environmental Institute, Inc. Exhibit VIII-D
 - E. RECOMMENDATION: Resolution for 1987 Tax Levies Exhibit VIII-E
 - F. RECOMMENDATION: 1986-87 Financial Audit Exhibit VIII-F
 - G. RECOMMENDATION: Settlement of MSD Litigation Exhibit VIII-G
 - H. RECOMMENDATION: Disposal of Obsolete and Unrepairable Personal Property Exhibit VIII-H
 - I. RECOMMENDATION: Distribution of Litigation Settlement Funds Exhibit VIII-I
 - J. RECOMMENDATION: Medical Insurance Coverage Exhibit VIII-J

- K. RECOMMENDATION: Amendments to Board Policy Manual (Second Reading and Adoption) Exhibit VIII-K
- L. BOARD INFORMATION: Canvass of Election and Reorganization Meeting Exhibit VIII-L

- IX. Other Business Exhibit IX
 - Appointment of Presidential Search Advisory Committee (Hand-carried)
 - ICCTA Self-Evaluation

- 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, October 22, 1987

CALL TO ORDER: In the absence of Chairman Howard, the regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman pro tem Torisky at 8:20 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

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; George Dorner, Dean of Technology, Math and Physical Science; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; Frank Solano, Director of Financial Aid and Veterans Affairs; Elaine Stoermer, Director of College Relations and Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate. Classified/ Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual Technician; Laurie Wren, Executive Secretary. Students: Bob Bois, Student Senate; Angelo Paone and Susan Pfendert. Other guests: Dwayne Wong, Daily Herald, Susanna Orzech and Walter Wrobel, candidates for the Board of Trustees; and Gary Seidelmann, Coopers and Lybrand.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
 Student
 Trustee
 Report

Student Member Miller reviewed student activities taking place during the Fall Festival. The football team will play Joliet Junior College on Saturday, October 24.

CONSENT
AGENDA:

Member Miller moved, Member Norwood seconded, to remove the Minutes of the Executive Session of October 6, 1987 from the Consent Agenda.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Member Coste moved, Member Norwood seconded, approval of the Consent Agenda as described in Exhibit VIA through VIE (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Coste, 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, September 22, 1987.

Bills Payable,	Educational Fund	\$581,796.55
Payroll,	Operations, Building & Maintenance	
Estimated	Fund	441,709.69
Payroll,	Operations, Building & Maintenance	
Estimated	Fund (Restricted)	19,423.81
Utility Bills,	Auxiliary Fund	255,950.67
VALIC,	Restricted Purposes Fund	134,611.03
R.J. Galla Co.,	Trust & Agency Fund	130,462.62
Harper College	Audit Fund	10,000.00
for Group	Liability, Protection & Settlement Fund	26,936.05
Health	Federal Funds	69,731.81
Contribution		

CONSENT
AGENDA:
(cont.)

The payroll of September 30, 1987 in the amount of \$994,073.78; the payroll of October 15, 1987 in the amount of \$1,002,150.54; the estimated payroll of October 16, 1987 through November 30, 1987 in the amount of \$3,024,279.84; estimated utility bills in the amount of \$120,000.00; VALIC in the amount of \$1,000.00; R.J. Galla Co., Inc. in the amount of \$4,498.00; and Harper College for Group Health Contribution in the amount of \$99,500.00.

Financial
Statements

There were no questions concerning 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/
PURCHASE
ORDER:

Member Miller moved, Member Coste seconded, approval of the Bid Awards 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 Q7955 to Carpet Laying Service, Inc., the low bidder for carpeting, in the amount of \$7,656.00.
- Ex. VII-A2 Award bid Q7954 to Yorkraft, Inc., the low bidder for the food service cabinetry, in the amount of \$12,438.40;
- Ex. VII-A3 Award bid Q7952 to Interiors for Better Business, the low bidder for cafeteria chairs, in the amount of \$9,750.00.
- Ex. VII-A4 Award bid Q7951 to Weber Hilmer and Johnson, Inc., the low bidder for cafeteria tables, in the amount of \$5,420.00.
- Ex. VII-A5 Award bid Q7953 to Columbia Audio/Visual, the overall low bidder for audiovisual equipment, in the amount of \$5,198.80.
- Ex. VII-A6 Award bid Q7956 to Schmerler Ford, the low bidder for a one-ton diesel stake truck, in the amount of \$14,330.00.

BID AWARDS/
PURCHASE
ORDERS:
(cont.)

Ex. VII-A7 Award bid Q7957 to Productive Office Systems, Inc. for \$810.00, to Computerland of Mt. Prospect for \$1,320.64, to Compumat, Inc.- Glenview for \$1,875.00, to Data Access Systems, Inc. for \$1,959.00, to Excel for \$2,571.80, to Compumat, Inc. - Broadview for \$8,380.00, to Continental Resources, Inc. for \$11,235.50, and to IBM Corp. for \$21,357.00, the low bidders for the IBM computers and peripheral equipment, for a total award of \$49,508.94.

Ex. VII-B1 Approve issuance of a purchase order to the Mt. Prospect Park District for the rental of classroom space in an amount not to exceed \$7,000.00.

Member Miller inquired about the process of selecting computer equipment (Exhibit VII-A7). President McGrath replied that Director of Computer Services Art Bowers and Director of Academic Computing Larry Haffner work with a committee and make recommendations for purchases. Two objectives are to consolidate buying equipment into one annual purchase and to insure compatibility of equipment. Dr. Williams added that older equipment is sometimes chosen to achieve compatibility. President McGrath noted that compatibility of equipment in secretarial science classes is also important.

Member Coste asked what classes are taught in Mt. Prospect Park District facilities. Dr. Williams replied that no degree credit classes are offered. Courses preparing students for the GED examination are taught.

Chairman pro tem Torisky noted that he will not vote on a portion of Ex. VII-A7 because a vendor mentioned in the exhibit also does business with his employer.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

NEW BUSINESS: Member Norwood moved, Member Lissner seconded, approval
Personnel of the personnel actions as listed in Exhibit VIII-A
Actions (attached to the minutes in the Board of Trustees'
Official Book of Minutes).

Member Miller inquired about new positions listed in Exhibit VIII-A. President McGrath replied that most of the new positions are part-time positions in the Physical Plant. All the positions were included in the budget. Member Miller asked if the positions, should they be designated full-time positions at a future time, would be submitted for Board approval. President McGrath replied that any changes would be submitted to the Board.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

President McGrath introduced newly appointed Director of Financial Aid/Veterans Affairs Frank Solano.

Classified, SEIU Appointments

Janice Morris, Custodian, p/t, 9/14/87, \$6,666
Eric Ryan, AV Tech III, 9/18/87, \$19,500
Mary Quarnstrom, Library Asst. I, 9/21/87, \$12,956
Pamela Biermann, Clerk Typist I, p/t, 9/22/87, \$7,711
Kathleen Cornman, Clerk Typist I, p/t, 9/23/87, \$8,795
William Krakow, Custodian, p/t, 9/26/87, \$1,154
Mary Beth Weiss, Security Guard, 10/01/87, \$11,996
James Hauser, Custodian, 10/05/87, \$19,032
Julia West, Clerk/Dispatcher, 10/05/87, \$11,996
Ronald Busch, Custodian, p/t, 10/06/87, \$6,666
Michael Knudsen, Graphic Artist, 10/06/87, \$16,059
Jennifer Morris, Custodian, p/t, 10/07/87, \$6,666
Donna Maykut, Clerk Typist II, 10/12/87, \$13,280
JoAnn Davenport, Child Care Attendant, p/t, 10/12/87,
\$5,686
Myriam Hegy, Secretary II, 10/12/87, \$16,000
Mary Ann Buckner, Records Clerk, 10/15/87, \$12,600
Margaret Smith, Instructional Disabilities Spec. p/t,
\$11,745

NEW BUSINESS: Classified Terminations

Personnel

Actions

(cont.)

Paul Risoya, Bindery Operator I, 9/23/87
JoAnn Becker, Records Clerk, 9/30/87
Denise Smoluch, Secretary II, 10/06/87
Jean Schneider, Clerk, p/t, 10/06/87
Stephanie Smith, Clerk Typist I, 10/13/87
Patricia Hendryx, Instructional Disabilities Spec., p/t,
10/15/87
Margaret Kevorkian, Secretary I, 10/16/87

1988-89
Academic
Calendar

Member Miller moved, Member Norwood seconded, approval of the 1988-89 Academic Calendar as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Dr. Williams mentioned that Lincoln's Birthday falls on a Sunday which would usually indicate a holiday on Monday. However, a Monday closing would interrupt Monday classes, and the holiday will take place on Friday.

In a voice vote, the motion carried.

Cooperative
Agreements -
Health
Agencies

Dr. Williams explained that the use of clinical facilities at the health agencies is a vital component of Harper College health care programs. At one time standard agreements were used, but currently each agency has a preference for particular language. All the agreements have been reviewed by the College attorney.

Chairman pro tem Torisky commented that the agreements are very beneficial to the College and complimented Dean of Life Sciences and Human Services Pat Bourke for arranging the agreements.

Member Norwood moved, Member Lissner seconded, approval of the cooperative agreements with the health care agencies as described in Exhibit VIII-C.

In a voice vote, the motion carried.

Cooperative
Agreement -
Northeast
Marine
Environmental
Institute

Member Coste moved, Member Norwood seconded, approval of the cooperative agreement between William Rainey Harper College and the Northeast Marine Environmental Institute as described in Exhibit VIII-D.

In a voice vote, the motion carried.

NEW BUSINESS:
Tax Levy
Resolution

Member Norwood moved, Member Lissner seconded, approval of Tax Levy Resolution A as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Manke reviewed the sums listed in Resolution A for the various funds. The total percentage increase in tax levies is 15.28 percent, including the Bond and Interest Fund levy or 14.67 percent excluding the Bond and Interest Fund levy. Percentage increases in small funds, such as the Liability Fund, appear high but the dollar amounts are small. The levies represent a 6.6 percent increase in the Educational Fund, a 6.8 percent increase in the Operations, Building and Maintenance Fund, a 22.63 percent increase in the Bond and Interest Fund and a 69.94 percent increase in the Liability Fund. The levy for the Bond and Interest Fund shows a 22.63 percent increase because taxes were abated last year. The Life Safety Fund did not levy a tax last year. This year a \$1 million levy is proposed. This is a one-time levy, not a continuing one, and once the funds are collected the levy will expire. A 4.22 percent reduction is requested in the Financial Audit Fund.

Mr. Manke continued by stating that notice of the Bond and Interest Fund is excluded from the required public notice which must be published in the local newspaper. The most significant figures are the increases in the two major funds: The Educational Fund and the Operations, Building and Maintenance Fund.

Member Miller moved, Member Lissner seconded, to amend the motion to exclude the \$1 million Life Safety levy from the Resolution and to change the figures accordingly.

Member Coste said the \$1 million project for savings on energy costs was approved at the meeting of the Board of Trustees on September 24, 1987. He asked how the project would be paid for if the Life Safety levy is deleted.

Member Miller replied that if the Life Safety Levy is excluded, the project cannot be done. He does not consider the project to be an appropriate use of the Life Safety levy. Furthermore, he believes the project would not have been submitted if there were no possibility of a levy.

Member Coste repeated his statement that the Building Automation System has already been approved by the Board. Chairman pro tem Torisky noted that taxpayers' money might be wasted if the energy conservation project is eliminated. Member Coste agreed.

NEW BUSINESS: Member Miller inquired how frequently similar systems are installed by private enterprises. Vice Chairman Torisky commented that such systems are used in new construction, but are more expensive to install in older buildings.

Tax Levy
Resolution
(cont.)

Member Coste called the question.

Chairman pro tem Torisky reviewed the question: An amendment has been made and seconded to eliminate the Life Safety portion of the tax levy resolution.

Upon roll call, the vote on the amendment was as follows:

Ayes: Member Miller

Nays: Members Coste, Lissner, Norwood and Torisky

Motion defeated. Student Member Miller voted nay.

Upon roll call, the vote on the original motion was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Financial
Audit -
Fiscal Year
1986-87

Member Coste moved, Member Lissner seconded, approval of the 1986-87 Annual Financial Audit (Exhibit VIII-F).

Mr. Gary Seidelmann, Coopers and Lybrand, commended the administration for outstanding cooperation with the firm. The report has been reviewed with the Finance Committee.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Settlement
MSD
Litigation

Member Miller moved, Member Coste seconded, approval of the Settlement Agreement and Release between the Board of Trustees of William Rainey Harper Community College District No. 512 and the Metropolitan Sanitary District of Greater Chicago (Exhibit VIII-G).

Mr. Manke commented that the Settlement Agreement has been reviewed by the College attorney at the Finance Committee meeting.

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

Settlement of

MSD

Litigation (cont.)

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

Nays: None

Motion carried. Student Member Miller voted aye.

Disposal of
Obsolete
Equipment

Member Norwood moved, Member Coste seconded, authorization for the disposal of obsolete and unrepairable personal property owned by the College as shown in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Distribution
of Settlement
Funds

Member Norwood moved, Member Coste seconded, approval of the distribution of settlement funds and authorized the Treasurer to issue a check to the Capital Development Board, as shown in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke commented that the administration has been working with the Capital Development Board to achieve an equitable agreement. The Capital Development Board has invested funds in the repair and renovation of sidewalks and other projects and must be reimbursed with a portion of the litigation settlement funds. The College will retain 53.82 percent of the funds.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Medical
Insurance
Coverage

Member Coste moved, Member Lissner seconded, approval of the award of health, dental and disability claims administration and stop loss insurance coverage as described in Exhibit VIII-J (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Mr. Manke explained that an insurance committee was formed last year to study the insurance program. The proposal presented by Kraemer & Associates represents a savings of \$77,760. Chairman pro tem Torisky complimented Mr. Manke on achieving a reduction in insurance costs. Mr. Manke commented that the insurance committee has worked very hard and been effective in achieving the objective of reducing costs.

Medical
Insurance
Coverage
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Education
Service
Agreement
Amendments
Second
Reading

Member Norwood moved, Member Lissner seconded, approval of the amendments to the Board Policy Manual extending in-district tuition rates to all employees of in-district businesses, industries and agencies which have an Education Service Agreement with Harper College as described in Exhibit VIII-K (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Student Member Miller inquired whether the policy would apply to students working as student aides at Harper who live outside the district. Vice President Henry agreed those students should be covered.

In a voice vote, the motion carried.

Canvass of
Board Election
and Reorg-
anization
Meeting

Member Coste asked if it would be possible to combine the regular November meeting with the canvass and reorganization meeting. Mr. Manke replied combining the meetings would not be possible because the schedule for the financial materials cannot be moved forward and there are legal requirements for the date of the canvass and reorganization meeting.

Chairman pro tem Torisky stated that the canvass would begin at 7:30 p.m. on Thursday, November 5.

OTHER BUSINESS: Member Norwood requested that members submit ICCTA Self-Evaluation forms.

ICCTA
Self Evaluation

OTHER BUSINESS: Member Coste moved, Member Norwood seconded, approval of the Presidential Search Advisory Committee as shown in Exhibit IX-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Patricia Bourke, Dean of Life Science and Human Services,
Chairman
Felice Avila, Executive Assistant to the President,
Secretary
William Tipping, Heidrick and Struggles, Inc., Consultant
(non-voting)
Barbara Barton, Trustee
Phil Stewart, Faculty
Therese Cummings, Faculty
Dennis Ryther, Classified Employee Council
Greg Miller, Student Trustee
Gwyn Smith, Student Senate
Steve Catlin, Dean of Admissions and Registrar
Don DeBiase, Director of Physical Plant
Bill Howard, Dean of Continuing Education and Program
Services
Sarah Born, Friends of Harper
John Hug, Harper College Educational Foundation

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Vice Chairman Torisky announced that President McGrath has been chosen by the National Council of College Relations (NCCR) as the "Pacesetter of the Year". The NCCR is affiliated with AACJC and is composed of the public relations/marketing professionals in two-year colleges. Chairman pro tem Torisky presented a plaque to President McGrath, noting President McGrath's contributions to the community and accomplishments as president of Harper College.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that Harper College has received the maximum ten-year accreditation by the North Central Evaluation Team. President McGrath expressed appreciation to Professors Joann Powell, John Muchmore and Roger Mussell for preparing the excellent self study document preceding the on-site visit.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Professor Martha Bolt assisted in the development of a textbook, Dimensions of Community Health, published by W.C. Brown Company.

Purchasing Agent Thea Keshavarzi completed the College Business Management Institute Program held at the University of Kentucky.

Professor Gene Kimmet will have two poems published in the fall issue of Spoon River Quarterly. Also, he was a featured reader of poetry at the "Black Earth Poetry Festival" sponsored by Rockford College.

Professor Pat Mulcrone is the Contributing Editor and Contributing Author to The New GED published by Contemporary Books, Inc. Part-time faculty members Bruce Brown, Karen Fox, and Janice Phillips contributed to the book.

Faculty members from the English as a Second Language Program Susan Cusack, Julie Hennig and Peggy Kazkaz, Ellen Kaufman of Disabled Student Services and Martha Brown of Student Development gave a presentation at the Gallaudet University Midwestern Regional Conference on Postsecondary Education.

Margaret McDonald, Director of Northwest Community Health Services Foundation, has written a letter to Board Chairman Howard commending the joint ventures of the Harper College Human Performance Lab and Northwest Community Hospital.

The "P.S. We Care" campaign to benefit critically injured student Peter Soby will sell \$2.00 yellow ribbons on November 2 and 3 to tie around any tree on campus.

Performances of "Arsenic and Old Lace" directed by Professor John Muchmore will be held November 13, 14, 20 and 21 at 8:00 p.m. in Building J. Room 143.

The Harper Chamber Orchestra will perform works of Charles Gounod, Gustav Mahler and Robert Schumann on October 25 at 3:00 p.m.

The Child Learning Center is among the first 20 child care centers in the State of Illinois to achieve accreditation by the National Academy of Early Childhood Programs. Fewer than 400 centers nationally have currently achieved this recognition. Congratulations to Carol Neuhauser and Jane Thomas.

Director of Computer Services Art Bowers presented information about his visit to China.

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

In a voice vote, the motion carried and the meeting was adjourned at 10:00 p.m.

Donald Torisky
Chairman pro tem

Molly Norwood
Secretary