

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

November 19, 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 October 30, 1987 and November 15, 1987, and Estimated Payroll for November 16 through December 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 Exhibit VIII-A
  - B. RECOMMENDATION: Adoption of the Adjunct Faculty Compensation Schedule for 1988 Exhibit VIII-B
  - C. RECOMMENDATION: Adjunct Faculty Instructional Development Stipend Exhibit VIII-C
  - D. RECOMMENDATION: Tax Levy Hearing and Adoption of Levy Resolution Exhibit VIII-D
- IX. Other Business
  - Board Committees
- X. President's Report
- XI. Adjournment

WILLIAM RAINY 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, November 19, 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 8:10 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Howard, Miller, Moats, Norwood, Orzech 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; Ruth Williams, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Steve Catlin, Dean of Admissions and Registrar; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; Liz McKay, Dean of Special Programs and Services; 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; Lee Kolzow, Director of Learning Assistance Center; Jack Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Phil Stewart, President, Faculty Senate. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent. Students: Larry Paulin, Harbinger; Robert Bois and Elizabeth York, Student Senate. Other guests: B.F. Lee, Elk Grove Township Assessor; Susan White, Pioneer Press; Walter Wrobel, district resident.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED BUSINESS:  
Student Trustee Report

Student Member Miller described the functions, staff and equipment of WHCM, the student radio station. Member Coste inquired about the cost of purchasing a transmitter. Student Member Miller replied he could check on the cost. President McGrath noted that much of the equipment used by the station has been donated.

CONSENT AGENDA:

Member Moats moved, Member Norwood seconded, approval of the Consent Agenda as described in Exhibit 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, Miller, Moats  
Norwood and Orzech

Nays: None

Motion carried. Student Member Miller voted aye.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, October 22, 1987.

Bills Payable,	Educational Fund	\$532,248.28
Payroll,	Operations, Building & Maintenance Fund	155,687.70
Estimated	Operations, Building & Maintenance Fund	
Payroll,	(Restricted)	429,547.22
Estimated	Auxiliary Fund	252,586.85
Utility	Restricted Purposes Fund	85,772.84
Bills,	Trust & Agency Fund	156,664.55
Allstate,	Liability, Protection & Settlement Fund	17,438.58
Manufac-	Federal Funds	86,826.39
turers Life		

Insurance, Harper College, Warner Offset, Olsson Roofing Co. The payroll of October 31, 1987 in the amount of \$974,188.03; the payroll of November 15, 1987 in the amount of \$979,998.54; the estimated payroll of November 16, 1987 through December 31, 1987 in the amount of \$2,960,592.66; estimated utility bills in the amount of \$120,000.00; Allstate in the amount of \$8,210.90; Manufacturers Life Insurance Co. in the amount of \$3,638.43; Harper College for Group Insurance in the amount of \$100,300.51; Warner Offset, Inc. in the amount of \$20,961.75; Olsson Roofing Co. in the amount of \$75,356.00.

Financial Statements

There were no questions regarding the financial statements.

Committee Reports

There were no questions concerning the committee reports.

CONSENT

AGENDA:

(cont.)

Grants and  
Gifts  
Status  
Report

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

BID AWARDS:

Member Miller moved, Member Barton seconded, approval of the bid awards as described in Exhibit VII-A (1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-A1 Award bid Q7958 to Bolotin, Inc. for \$876.00, D & B Products, Inc. for \$2,448.00 and Diamond Chemical Co. for \$4,200.00, the low bidders for floor cleaning equipment for a total award of \$7,524.00.

Ex. VII-A2 Award bid Q 7961 to the Educational and Institutional Cooperative, Inc., the low bidder for room divider panels, in the amount of \$6,921.02.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, Miller,  
Moats, Norwood and Orzech

Nays: None

Motion carried. Student Member Miller voted aye.

PURCHASE  
ORDER:

Member Barton moved, Member Coste seconded for discussion, approval of the purchase order as shown in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. VII-B1 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 \$25,000.00.

Director of Computer Services Art Bowers explained that the employment of consultants to train employees in the use of new software is more economical than sending employees to be trained by a computer firm. The \$50.00 hourly fee charged by the consultant is less costly than the consultant fee charged by IBM and other major firms.

PURCHASE  
ORDER  
(cont.)

Member Coste asked how the fee is negotiated. Mr. Bowers replied that he and the consultant negotiate the fee. The alternative to the use of consultants would be to hire new employees. Member Coste stated that he would prefer to use the bidding process. Mr. Bowers remarked that he prefers to use the same consultant the College has used in the past because he is familiar with the College computer system. A recently hired programmer at the College currently is occupied in reducing a six-month backlog of work. Member Miller inquired how many programmers are employed by the College. Mr. Bowers replied there are seven. Member Coste asked if the \$50.00 hourly figure fee is inflexible. Mr. Bowers replied the final figure may be less but he did not wish to request an insufficient amount and then return to the Board for additional funds.

Member Moats asked what duties the consultant will perform in the next few months. Mr. Bowers replied the consultant will be used as a trainer and trouble-shooter. Mr. Bowers mentioned that innovations which will be implemented include personal calendar usage to facilitate meeting arrangements and the use of electronic memoranda.

Member Miller inquired whether packaged software is available for this purpose. Mr. Bowers replied that the task of adapting packaged software to the College system is very complex.

Vice President Henry stated that additional purchase orders for consultant use will be forthcoming. The cost of using consultants is less than that of hiring new employees. In the future all options will be more clearly explained.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:  
Personnel  
Actions

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

NEW BUSINESS: Classified, SEIU Appointments

Personnel

Actions  
(cont.)

- Christopher Kungie, AV Tech II, 10/12/87, \$17,000
- Rebecca Beach, Clerk, p/t, 10/10/87, \$5,626
- Karen Johnstone, Information Spec., p/t, 10/26/87, \$9,256
- Gail McCusker, Clerk Typist I, 11/02/87, \$13,200
- Paula Long, Secretary I, 11/02/87, \$13,880
- Nancy Wahl, Library Asst. I, p/t, 11/07/87, \$3,625
- Anthony Garcia, Bindery Operator I, 11/09/87, \$11,108
- Ronald Schubert, Security Guard, 11/09/87, \$11,996
- Helen Sutton, Clerk I, 11/09/87, \$12,296
- Ashim Asani, Custodian, p/t, 11/09/87, \$6,666
- Justin Goodman, AV Technician I, 11/09/87, \$15,500

Reclassifications

- Joan Toomey, AED Assessment and Registration Spec.,  
11/01/87, \$26,621
- Joy Droll, Lab. Asst., Office Skills Center, p/t,  
\$10,320

Classified, SEIU Terminations

- Shefali Bhatt, Library Asst. I, p/t, 10/07/87
- Steven Swerbenski, Custodian, 10/15/87
- Jenny Swilley, Area Tutor Coord., p/t, 10/16/87
- Leo Flanders, HVAC Mechanic Operator, 10/19/87
- Johanna Schnittman, Secretary II, 10/21/87
- Ethel Atkinson, Food Service Helper I, p/t, 10/23/87
- Howard Schulman, Security Guard, 10/31/87
- Janette Kwitchoff, Clerk Typist I, p/t, 11/14/87

Retirements

- Helga Schulz, Program Services Spec., 12/31/87
- Dorothy Fagan, Lead Word Processing Operator, 12/31/87

Member Miller inquired about the new custodial position. Vice President Manke replied that the part-time custodial position has been budgeted. Using part-time custodial help for Saturday duties is economical for the College, and the employee would substitute for workers who are ill or on vacation.

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Miller,  
Moats, Norwood and Orzech
- Nays: None

Motion carried. Student Member Miller voted aye.

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

President McGrath noted that two employees will retire in December: Ms. Helga Schulz, Program Services Specialist, and Ms. Dorothy Fagan, Lead Word Processing Operator. Their service to the College equals 35 years. He wished Ms. Schulz and Ms. Fagan very happy retirements and expressed gratitude for their service to the College.

Adjunct  
Faculty  
Compensation  
Schedule  
1988

Member Barton moved, Member Coste seconded, approval of the Adjunct Faculty Compensation Schedule for 1988 as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Williams explained that the Adjunct Faculty Compensation Schedule for the coming year is normally submitted to the Board in November. The rate of pay equals that of the overload pay for full-time faculty members which is determined by collective bargaining. Occasionally that rate is not determined until late summer and it is not practical to make retroactive adjustments to the salaries of part-time faculty. Consequently, it is customary to make those adjustments effective for the spring semester. The compensation formula is determined by the number of contact hours and by the training and experience of the faculty member.

Upon roll call, the vote was as follows:

- Ayes: Members Barton, Coste, Howard, Miller, Moats, Norwood and Orzech
- Nays: None

Motion carried. Student Member Miller voted aye.

Adjunct  
Faculty  
Instructional  
Development  
Stipend

Member Moats moved, Member Norwood seconded, approval of the Adjunct Faculty Instructional Stipend as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard noted that award of this stipend was a recommendation developed at strategic planning sessions. Dr. Williams added that for this initial trial semester a maximum number of 25 instructors would be selected. Member Orzech inquired when the limit was determined. Chairman Howard replied that the number was recommended at a committee meeting.

NEW BUSINESS:

Upon roll call, the vote was as follows:

Adjunct

Faculty

Instructional

Development

Stipend

Ayes: Members Barton, Coste, Howard, Miller, Moats, Norwood and Orzech

Nays: None

Motion carried. Student Member Miller voted aye.

Tax Levy  
Hearing

Chairman Howard declared the regular meeting recessed and opened the public hearing on the budget.

Vice President Manke stated that the estimated 1987 tax levy has been previously brought before the Board and notice has been published in the newspapers. The information has been available to the public following the October Board meeting.

The levy for 1987, excluding debt servicing, represents a 14.67 percent increase. Member Miller asked for the percentage increase including debt servicing. Mr. Manke replied that the law requires the exclusion of debt servicing when publishing the levy information. However, the addition of those costs would increase the percentage to 15.28 percent. The dollar amount required for debt service in the 1987 levy is approximately \$1.6 million. This amount will be used to retire the scheduled principal and interest. The debt principal outstanding at the end of fiscal year 1988 will be approximately \$9 million.

Mr. Manke stated that the effect of the increase in the levy on a homeowner would be approximately \$7.41 annually for a residence assessed at \$100,000.

Chairman Howard noted that the College has no option but to pay for programs mandated by the state and federal governments such as Medicare deductions for new employees. In addition, college insurance costs have increased substantially.

Mr. Bernard Lee, Elk Grove Township Assessor, addressed the Board. Mr. Lee noted that the Harper faculty contract provides for higher salaries than are paid in other community college districts. He noted that higher pay does not necessarily increase productivity. The aging of the district population decreases demands upon the College, and the size of the student body has not increased. However, higher property values have resulted in greater tax revenue for the College.



NEW BUSINESS:  
Tax Levy  
Hearing  
(cont.)

Mr. Lee requested that the interests of elderly property owners be considered, noting that even a small tax increase is significant for retired people on fixed incomes. Mr. Lee stated that Harper College should set an example by keeping increases to a minimum.

Member Moats commented that he has studied the budget and does not find areas which could be cut, but he is open to suggestions on reducing expenses.

Mr. Lee mentioned high salary levels and the funds realized from the sale of the second site. Chairman Howard noted legal restrictions on the use of funds from the second site sale. Mr. Manke added that the bond obligations for the purchase of the property were abated in 1986-87.

Mr. Lee thanked the Board for providing an opportunity for him to express his views.

Chairman Howard declared the public hearing closed and reconvened the regular meeting.

Tax Levy  
Resolution

Member Barton moved, Member Coste seconded, to adopt the Levy Resolution as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller stated he would vote against the resolution because of the inclusion of the \$1 million life safety levy for the computerized environmental control system. Member Moats expressed his agreement with Member Miller. Member Orzech said she favors the control system but does not support the method of funding the project.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Norwood  
Nays: Members Miller, Moats and Orzech

Motion carried. Student Member Miller voted aye.

OTHER  
BUSINESS:  
Board  
Committees

Chairman Howard announced Board committee and liaison appointments as follows:

Finance and Building and Grounds: Michael Miller, Chairman; John Coste, Susanna Orzech, Larry Moats

Academic and Student Affairs: Larry Moats, Chairman; Susanna Orzech, Michael Miller and Gregory Miller

Negotiations and Employee Relations: Barbara Barton, Chairman; John Coste and Molly Norwood

Legislation and Public Affairs: Molly Norwood, Chairman; Barbara Barton and Gregory Miller

Illinois Community College Trustees Association Representative: Barbara Barton; Alternate: Molly Norwood

Liaison to the Educational Foundation: Michael Miller

Liaison to the Friends of Harper: Susanna Orzech

Presidential Search Committee: Barbara Barton, Gregory Miller

Distinguished Faculty Selection Committee: Larry Moats

PRESIDENT'S  
REPORT:

President McGrath began his report by stating that members of the administration attended funeral services for the son of Educational Foundation Director Tom Godfrey.

Student Development faculty member Audrey Inbody is recuperating at home following surgery. She is unable to receive visitors or telephone calls at this time.

The undefeated Harper football team will play Ellsworth Community College at the University of Northern Iowa, Cedar Falls, Iowa. Two buses will be available to transport fans to the game.

Debbie Endean and Lou Ann Yackley, adjunct music faculty members at Harper and recipients of the 1986 D.H. Baldwin Fellowship Award, were featured recently in Music Educator's Soundboard.

PRESIDENT'S  
REPORT:

President McGrath continued his report by announcing that Professor Bob Tillotson served on the accreditation team of the National Association of Schools of Music that evaluated Del Mar College, Corpus Christi, Texas.

The Harper College Music Department hosted a music teachers videoconference on October 15. The videoconference was attended by 130 music educators from the area.

Child Care Learning Center faculty members will give a presentation at the National Association for the Education of Young Children conference in Chicago. Twenty thousand persons are expected to attend the event.

A career development course taught last spring by faculty members Marcie Nordlund and Anne Rodgers Scott was part of a national project conducted by the National Center for Research in Vocational Education at Ohio State University.

Approximately 1,000 persons attended a career and college information night sponsored by Student Development on November 2. Director of Placement Russ Mills and Student Development faculty members Chris Staub, Janet Friend Westney and other staff members participated in planning the event.

Dean of Student Development Joan Kindle was appointed chairperson of a national task force to study the needs of commuter students for the National Association of Student Personnel Administrators.

Director of College Relations Elaine Stoermer was elected Chairman of the Marketing and Public Relations Commission of the Illinois Community College Administrators Association for 1987-88.

Harper College hosted the joint fall meeting of the Chicago and Illinois sections of the American Association of Physics Teachers on October 30-31. Professors Betty Windham and Bob Boeke coordinated the event and presented papers. Dean of Technology, Math and Physical Science George Dorner and faculty member Mary Becker also presented papers.

An article by Art Professor Michael Brown entitled "Fiery Finales and Ghostly Visages" was prominently featured in the December 1987 issue of Amiga World.

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

In a voice vote, the motion carried and the meeting was adjourned at 9:40 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary