

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

March 24, 1988

8:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Consent Agenda (Roll Call Vote)
 - A. For Approval:
 - 1. Minutes--February 25, 1988 Exhibit VI-A-1
 - 2. Bills Payable, Payroll for February 29, 1988 and March 15, 1988. Estimated Payroll for March 16 through April 29, 1988 Exhibit VI-A-2
 - B. For Information:
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Committee Reports Exhibit VI-B-2
 - 3. Grants and Gifts Status Reports Exhibit VI-B-3
- VII. Approval of Bid Awards/No Award Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheet Exhibit VIII-A-1
 - 2. Faculty Promotions Exhibit VIII-A-2
 - B. RECOMMENDATION: Summer Work Schedule Exhibit VIII-B
 - C. RECOMMENDATION: Education for Employment Plan, FY 1989 Exhibit VIII-C
 - D. RECOMMENDATION: Second Reading and Adoption--Board Policy on Trespassing Exhibit VIII-D
 - E. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-E
 - F. RECOMMENDATION: Electronic Transfer of State Grant Payments Exhibit VIII-F
- IX. Other Business
- X. Report From the College Community
- XI. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT #512
COUNTIES OF COOK, KANE, LAKE AND MCHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, March 24, 1988

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, March 24, 1988 at 8:35 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: 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; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; 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; Elaine Stoermer, Director of College Relations. Faculty: Robert Zilkowski. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent. Students: Laura Jacobson and Patrick Ryan, Student Trustee candidates; Douglas Ray, Harbinger; Patricia Armitage, Debbie Kallas, Darell Holtz, Debbie Johnson, Lorie Lubech, Kelly Mace, Rose Maloney, Margaret Pellacare, Beth Petersen, Michele Smiley, Laurie Tolas, Jennifer Tresouthwick, Laura Woods, Dictation and Transcription Class. Other guests: John Carpenter, Daily Herald, Gloria J. Miller, Terry J. Miller.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Norwood stated that a letter from an employee would be referred to Dr. Williams.

RESOLUTION:

Chairman Howard thanked Student Member Miller for his contributions to the Board of Trustees and read the following resolution;

WHEREAS, Greg Miller was elected by the students of William Rainey Harper College to serve as the student trustee on the Board of Harper College since April of 1987; and

WHEREAS, Greg Miller has represented the students in an exemplary manner and has been a vital member of the Board of Trustees; and

WHEREAS, in addition to his responsibilities as a Student Trustee, Greg has served as vice president of the Student Senate during the 1986-87 academic year; and

WHEREAS, Greg has also taken an active role as a member of the Illinois Community College Board Student Advisory Committee, has served as a student tutor in the areas of economics and astronomy; has been a member of the Geology Club and has represented the students on the Harper College Presidential Search Advisory Committee; and

WHEREAS, Greg has served as an excellent ambassador for Harper College in the community and among his peers; now therefore be it

RESOLVED, that the Board of Trustees of William Rainey Harper College, on behalf of the College and the citizens of District 512, express appreciation for the dedication, service and friendship of Greg Miller and wish him success as he leaves the Board and pursues further education following his graduation from Harper College.

March 24, 1988

Kris Howard, Chairman
Board of Trustees

Molly Norwood,
Secretary
Board of Trustees

Member Barton moved, Member Norwood seconded, that the Resolution be approved.

In a voice vote, the motion carried.

UNFINISHED
BUSINESS:
Student
Trustee
Report

Student Member Miller thanked the Board and administration for their assistance in making his term as student trustee meaningful. He said that he appreciated the system of shared governance. He stated that his primary concern is the image of the College among high school students which is perpetuated by high school counselors and faculty. He believes Harper faculty can counteract this unfavorable image.

Student Member Miller introduced Laura Jacobson and Patrick Ryan, candidates for Student Trustee.

CONSENT
AGENDA:

Member Orzech moved, Member Norwood seconded, approval of the Consent Agenda as listed in Exhibit VI-A-1 through VIA3 (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, February 25, 1988.

Bills Payable,	Educational Fund	\$553,810.31
Payroll,	Operating, Building & Maintenance Fund	157,361.50
Estimated	Auxiliary Fund	125,880.46
Payroll,	Restricted Purposes Fund	51,193.18
Estimated	Trust & Agency Fund	105,007.09
Utility	Federal Funds	8,537.86
Bills	Liability, Protection & Settlement Fund	93,507.06

The payroll of February 29, 1988 in the amount of \$999,320.79; the payroll of March 15, 1988 in the amount of \$1,019,735.56; the estimated payroll of March 16, 1988 through April 30, 1988 in the amount of \$3,058,870.38 and estimated utility bills in the amount of \$120,000.00.

Financial
Statements

There were no questions concerning the financial statements.

Committee
Reports

There were no comments 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 Barton seconded, approval of the bid awards as shown in Exhibit VII-A (1-7) and no award as shown in Exhibit VII-B1 (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

- Ex. VII-A1 Award bid Q7997 to Nabih's, Inc. for \$246.00, Haggerman & Company, Inc. for \$723.00 and IBM Corporation for \$6,870.00, the low bidders for the IBM personal computers and peripheral equipment, for a total award of \$7,839.00.
- Ex. VII-A2 Award bid Q7992 to Texas Instruments, the low bidder meeting specifications for a laser page printer, in the amount of \$5,545.00.
- Ex. VII-A3 Award bid Q7988 to Do-All Northern Illinois, the low bidder for an automatic surface grinder, in the amount of \$12,483.30.
- Ex. VII-A4 Award bid Q7987 to the Perkin Elmer Corporation, the bidder for an infrared spectrophotometer, in the amount of \$9,050.00.
- Ex. VII-A5 Award bid Q7989 to Memorex Telex Corporation, the low bidder meeting specifications for the color display terminals, in the amount of \$28,776.00.
- Ex. VII-A6 Award bid Q7994 to Vis-O-Graphic, Inc., the low bidder for printing of the 1988/89 Student Handbook, in the amount of \$8,711.00.
- Ex. VII-A7 Award bid Q7993 to Schaumburg Transportation, the low bidder meeting requirements for school bus transportation, in the amount of \$5,905.00.
- NO AWARD
BID
- Ex. VII-B1 Approve a no award of bid request Q8003 for the outdoor running track renovation and authorize the administration to rebid this project.

Member Coste inquired whether the specifications will be changed before the project is rebid. Vice President Manke replied the specifications will be changed in order to get at least three additional bidders. Changing the specifications will allow suppliers of similar surface products to bid. If lower bids do not materialize, it is still possible to accept the original bid.

BID AWARDS:
(cont.)

Member Coste inquired whether the purchase price of an infrared spectrophotometer included a credit for equipment traded in. Purchasing Agent Keshavarzi replied that it did. (Ex. VII-A4)

Member Moats inquired why color terminals are required (Ex. VII-A5). Director of Computer Services Bowers replied that color terminals are becoming standard equipment. The purchase price is approximately 20 percent higher than non-color terminals.

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 Orzech seconded, approval of the personnel actions as listed in Exhibit VIII-A-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified, SEIU Appointments

Elizabeth Krueger, Instructional Specialist, 2-22-88,
\$19,500
Jorge Lopez, Custodian, p/t, 3-01-88, \$6,666
Linda Gierlach, Secretary I, 3-01-88, \$12,332
Michael Klasa, HVAC Mechanic Operator, 3-07-88, \$23,192
Larry Malone, Custodian, p/t, 3-08-88, 6,666
Laura Spagnolo, Receptionist, p/t, 3-14-88, \$7,941
Kathy Alagna, Receptionist, p/t, 3-14-88, \$7,714

Classified Leave of Absence

Lila Mikula, Receptionist, p/t, 3-28-88 through 3-27-89

Classified, SEIU Terminations

Derrick Ruffin, Food Service Helper I, 2-22-88
John Griffin, Custodian, p/t, 2-29-88
E. Marie LeClair, College Nurse, p/t, 3-01-88
Linda Brendel, Receptionist, p/t, 3-15-88
Mark Engstrom, Messenger, 3-21-88

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.)

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

To Assistant Professor
Sally Koziar

To Associate Professor
Cathy Albergo
Charlotte Herzog
J. Stanley Ryberg
Renee Zellner

To Professor
Paul Holdaway
Mary Ann Jirak
Barbara Olson
Pat Smith-Pierce
Roy Steffens

Chairman Howard asked Dr. Williams to review the promotion process. Dr. Williams explained applications are submitted to the faculty committee with a recommendation from the appropriate dean. The committee reviews applications and submits a recommended ranked list to the vice presidents for their decision.

Member Moats expressed his congratulations to the faculty members awarded promotions. Chairman Howard extended congratulations from the Board.

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.

Summer Work
Schedule

Member Miller moved, Member Barton seconded, approval of the summer work schedule as described in Exhibit VIII-B (attached to the minutes of 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.

NEW BUSINESS: Member Norwood moved, Member Miller seconded, approval of the Education for Employment Plan, FY 1989 as a guideline document subject to annual review, as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Education
for
Employment
Plan
FY 1989

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.

Second Reading Member Norwood moved, Member Barton seconded, to adopt
and Adoption the policy on trespassing as shown in Exhibit VIII-D
Policy on (attached to the minutes in the Board of Trustees'
Trespassing Official Book of Minutes).

Member Coste noted that the first sentence of the policy should contain the phrase "in the Village of Palatine" preceding "Cook County". Chairman Howard stated the addition would be made. Member Orzech noted that before any sign is erected on the property, the Board will be informed of the wording on the signs.

In a voice vote, the motion carried.

Renewal of Member Miller moved, Member Orzech seconded, to renew
Treasurer's for two years the Treasurer's Bond for \$9,000,000.00
Bond as described in Exhibit VIII-E (attached to the minutes
 in the Board of Trustees' Official Book of Minutes).

Member Miller inquired why the amount of \$9,000,000.00 was specified. Mr. Manke replied \$9,000,00.00 is the limit the company will write. The College is required by state law to purchase numerous bonds. In general, the amount is determined by how much money the College has available to invest from time to time. The administration feels coverage is adequate. Surety bonds are expensive and difficult to obtain.

Member Coste suggested that joining a pool with other community colleges might be advisable. Mr. Manke replied the community colleges are studying ways to purchase insurance together and reduce the cost. Mr. Manke noted that the state statute provides that if individuals act as sureties, the bond shall be at least twice the amount of bonds, monies and effects. If a surety company provides the bond, the amount needs to equal only the amount of monies, bonds and effects of which the Treasurer has custody. Member Miller asked if proceeds from the sale of the second site are covered by this bond. Mr. Manke replied some of the proceeds are. Chairman Howard requested that Mr. Manke review the specifications of the law for the Finance Committee meeting.

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

Renewal of
Treasurer's
Bond
(cont.)

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

Motion carried. Student Member Miller voted aye.

Electronic
Transfer
of State Grant
Payments

Member Barton moved, Member Orzech seconded, approval of College participation in the Illinois Community College Trustees Association program for electronic transfer of state grant payments to the College depository.

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.

On the subject of the Business/Industry packet of materials which was distributed to Board Members, Member Moats complimented Industrial Services Specialist Sam Geati for his work.

Member Moats recommended that the next meeting of the Academic and Student Affairs Committee be deferred until a later date.

REPORT FROM
THE COMMUNITY:

Dr. Williams reported that Dr. Roger Mussell has been named Outstanding Technical Teacher of the Year by the American Technical Association. The award will be presented at the National Conference on Technical Education in Nashville, Tennessee.

Professor of English as a Second Language Susan Cusack, Student Development Professor Martha Brown, Interpreter Specialist Ellen Kaufman and ESL faculty member Kathy Holper presented "An ESL Approach to Teaching English to Hearing Impaired Students" at the 1988 Illinois Teachers of the Hearing Impaired Conference. They also gave a presentation at the International Conference of Teaching English to Speakers of Other Languages (TESOL).

Disabled Student Services and the Interpreter Training Program co-sponsored with the Johnson County Community College Regional Center of Gallaudet University a Deaf Culture workshop and the First Illinois Deaf Needs Assessment. The sessions were organized by Professor Sally Koziar and Coordinator of Disabled Student Services Tom Thompson.

REPORT FROM Vice President Henry reported that Jeanne Pankanin, Direc-
THE COMMUNITY: tor of Student Activities, will be the guest speaker at
(cont.) the March 25 banquet of the Kiwanis Club.

Dean of Student Development Joan Kindle, Registrar Steve Catlin, Director of Placement Russ Mills and Professor Joyce Nolen participated in the recent ACT Program on Adult Students. Mr. Catlin served as coordinator and the others served as coordinators.

Dr. Williams stated that Coordinator of Data Processing Virginia Bender will participate in a panel at the Midwest Computer Conference at Northern Illinois University this month.

International visitors participating in the International Conference of Teachers of English as a Second Language visited the ESL Program at Harper College.

The Illinois State Board of Education has named the Harper Adult Education Program as one of two selected programs for the "Secretary's Award for Outstanding Adult Basic Education Programs." The Harper program was submitted to the Federal Department of Education for further consideration for national recognition.

DePaul University has indicated that Harper accounting transfer students have achieved the highest grade point averages of all community college transfer students. Three former Harper students have passed all parts of the CPA examination on their first attempt.

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

In a voice vote, the motion carried, and the meeting was adjourned at 9:20 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary