

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

EXECUTIVE SESSION

TO: Members of the Board of Trustees of Community College
District 512, Counties of Cook, Kane, Lake and McHenry,
State of Illinois

NOTICE IS HEREBY GIVEN that there will be an executive session prior to the regular Board meeting of the Board of Trustees of William Rainey Harper College on Thursday, June 23, 1988 at 6:15 p.m. in the Faculty Dining Room located in Building A. The purpose of the executive session is to discuss negotiations.

DATED THIS 16th day of June, 1988 at Palatine, Illinois



KRIS HOWARD *KF*
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

June 23, 1988

- 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. For Approval
 - 1. Minutes--May 26, 1988 Board Meeting and Executive Session Exhibit VI-A-1
 - 2. Bills Payable, Payroll for May 31, 1988 and June 15, 1988. Estimated Payroll for June 16 through July 31, 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/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Administrative Employment Contracts Exhibit VIII-A-2
 - B. RECOMMENDATION: Business Information Management Program Exhibit VIII-B
 - C. RECOMMENDATION: Resolution to Establish 1988-89 Budget Hearing Date Exhibit VIII-C
 - D. RECOMMENDATION: Repayment of Interfund Loans
 - 1. Liability, Protection and Settlement Fund/Operations, Building and Maintenance Fund Exhibit VIII-D-1
 - 2. Educational Fund/Working Cash Fund Exhibit VIII-D-2

- E. RECOMMENDATION: Interfund Loans
 - 1. Operations, Building and Maintenance Fund/Liability, Protection and Settlement Fund Exhibit VIII-E-1
 - 2. Operations, Building and Maintenance Fund (Restricted)/Operations, Building and Maintenance Fund Exhibit VIII-E-2
- F. RECOMMENDATION: Construction Projects: Repair of Heating, Air Conditioning and Computer Laboratories
 - 1. Approval for Engineering Services Exhibit VIII-F-1
 - 2. Approval for Repair of Heating/Air Conditioning for Building D (Computer Laboratory) and Building V Exhibit VIII-F-2
- G. RECOMMENDATION: Student Service Awards, Spring 1988 Exhibit VIII-G
- H. RECOMMENDATION: Appointment of Foundation Directors Exhibit VIII-H
- I. BOARD INFORMATION: 1987-88 Goals Accomplishment Report Exhibit VIII-I

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, June 23, 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, June 23, 1988 at 8:00 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Barton, Coste, Howard, Miller, Moats, Norwood, Orzech and Student Member Jacobson
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; Pat Bourke, Dean of Life Science and Human Services; Steve Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Math and Physical Science; Al Dunikoski, Dean of Learning Resources Center; Joan Kindle, Dean of Student Development; Tom Johnson, Dean of Business and Social Science; 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; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Larry Haffner, Director of Academic Computing; Jack Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Gerald Mellenthin, Robert Zilkowski. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Thea Keshavarzi, Purchasing Agent. Student: Gregory Miller. Other guests: Bert Schindler, Paddock Publications; R.J. Galla, R.J. Galla, Inc.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Barton reported that Dr. Gary Davis, Executive Director of the ICCTA, will call her after June 27 to determine what legislators have been contacted concerning a tax increase.

Member Norwood reported that letters have been received from Representatives Kirkland and Harris.

UNFINISHED
BUSINESS:
Student
Trustee
Report

Student Member Jacobson reported that Douglas Ray will be the new Harbinger editor this fall. Actress Marlee Matlin will speak at Harper in the fall. Student Member Jacobson and Student Activities Advisor Mike Nejman are developing leadership workshops for the coming semester.

CONSENT AGENDA: Member Barton moved, Member Orzech seconded, approval of the Consent Agenda as listed in Exhibit VI-A (1-2) (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, Miller, Moats, Norwood and Orzech
Nays: None

Motion carried. Student Member Jacobson voted aye.

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, May 26, 1988.

Bills Payable,	Educational Fund	\$423,241.57
Payroll,	Operating, Building & Maintenance Fund	627,836.34
Estimated	Auxiliary Fund	148,293.64
Payroll,	Restricted Purposes Fund	30,956.40
Estimated	Trust & Agency Fund	124,042.41
Utility Bills,	Liability, Protection & Settlement Fund	11,719.50
Memorex Telex,	Federal Funds	4,983.83
Integral Systems, Inc.	The payroll of May 20, 1988 in the amount of	
Applicon	\$353,722.52; the payroll of May 31, 1988 in the	
Prime	amount of \$613,159.18 the payroll of June 15, 1988	
Computer, Inc.	in the amount of \$774,296.47; the estimated payroll	
CLSI, Inc.	of June 16, 1988 through July 31, 1988 in the amount	
Tony Simmons	of \$3,508,474.01; estimated utility bills in the	
	amount of \$120,000.00; Memorex Telex, Inc. in the	
	amount of \$28,776.00; Integral Systems, Inc. in	
	the amount of \$35,400.00; Applicon in the amount	
	of \$34,983.90; Prime Computer, Inc. in the amount	
	of \$23,576.89; CLSI, Inc. in the amount of	
	\$260,000.00; and Tony Simmons in the amount of	
	\$1,700.00.	

Financial
Statements

There were no questions concerning the financial statements.

Committee
Reports

There were no questions concerning the committee reports.

CONSENT
AGENDA:
(cont.)

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

BID AWARDS/
PURCHASE
ORDERS

Member Miller moved, Member Orzech seconded, approval of the bid awards and purchase orders as listed in Exhibit VII (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Ex. VII-A1 Award bid Q8026 to Hedlin Dairy, the low bidder for milk and dairy products, in the amount of \$6,660.28.

Ex. VII-A2 Award bid Q8023 to L.M. Brownsey Supply Co., the low bidder for floor scrubbers, in the amount of \$11,962.00.

Ex. VII-A3 Award bid Q8028 to ComputerLand of Arlington Heights for \$11,752.60; Nabih's, Inc. for \$11,806.00 and IBM Corporation for \$119,704.80, the low bidders meeting specifications for IBM computers and peripheral equipment, for a total award of \$143,263.40.

Ex. VII-A4 Award bid Q8029 to Browning-Ferris, the low bidder for trash removal, in the amount of \$36,465.40.

Ex. VII-A5 Award bid Q8027 to Chicago Paper Co., the low bidder meeting specifications for paper for the Print Shop, in the amount of \$62,893.18.

Ex. VII-B1 Approve issuance of a purchase order to MACRO 4, Inc. for rental of software in the amount of \$19,074.00.

Ex. VII-B2 Approve issuance of a purchase order to Integral Systems, Inc. for system maintenance of the Human Resource System in the amount of \$35,400.00.

Ex. VII-B3 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 \$15,000.00.

Ex. VII-B4 Approve issuance of a purchase order to Computer Associates for the lease of software in the amount of \$5,040.00.

BID AWARDS/
PURCHASE
ORDERS
(cont.)

Ex. VII-B Approve issuance of a change order to purchase order D-36650 issued to Legat Architects, Inc. in the amount of \$91,233.63 for a total award of \$29,708.63.

Ex. VII-B6 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 \$413,429.00.

Member Moats inquired why the use of color monitors is necessary. Director of Academic Computing Larry Haffner explained that much educational software requires the use of color. Member Moats asked if the computers being purchased are for instructional use. Mr. Haffner replied the computers are all for instructional use (Ex. VII-A3).

Member Miller inquired how many of the computers would use fixed disks. Mr. Haffner replied all but three will have fixed disks. Fixed disks are necessary for much of the software.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

Chairman Howard asked Mr. R.J. Galla, R.J. Galla Agency, to comment on the insurance package for the College. Mr. Galla explained that his insurance agency has served the College for the past five years. His early recommendations were approved by the Board and the program is reviewed annually. Because of favorable claims experience, a saving in insurance premiums of \$52,813 has been realized when compared to 1987-88.

Member Miller inquired if the College has considered retrospective rating. Mr. Galla mentioned disadvantages to retro-rated policies are a loss of premium discount and the difficulties of budgeting because of unanticipated costs. Schools generally prefer guaranteed premiums.

Mr. Galla added that packaging of coverage makes a discount possible. Fragmenting the risks among different carriers would increase costs by at least 25 percent.

BID AWARDS/
PURCHASE
ORDERS
(cont.)

Chairman Howard inquired whether valuable paintings are covered. Mr. Galla stated that the insurance agent should be informed when valuable pieces are received.

Member Coste asked if an additional storage site is used for valuable data. Vice President Manke stated that computer tapes of budgets and records are stored in a bank vault. Director of Computer Services Art Bowers stated that a complete record of all computer data is picked up from the College every day and stored in another location.

NEW BUSINESS:
Personnel
Actions

Member Miller moved, Member Barton seconded, approval of the personnel actions, including administrative contracts, as shown in Exhibits VIII-A-1 and VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Faculty Appointments

Neil Schanker, Instructor, 8/16/88, \$26,075
Ann Rodgers Scott, Assistant Professor, 8/16/88, \$26,569
Sandra Clark, Associate Professor, 8/16/88, \$34,834
Julie Ellefson, Instructor, 8/16/88, \$24,483
Pierre Lacocque, Associate Professor, 8/16/88, \$31,693
Dianne Batzkall, Instructor, 8/16/88, \$27,770

Classified Staff Appointments

Patricia Coleman, Information Specialist, 5/20/88, \$9,256
Matthew Paul, Lab Assistant, 6/01/88, \$19,455
Gail McCusker, Secretary I, 6/23/88, \$14,388
Eva Groft, Administrative Secretary, 6/27/88, \$20,765
Mary Lou Olhava, Clerk III, 7/01/88, \$15,617
Laura Butler, Child Care Attendant, p/t, 8/15/88, \$4,687

Miscellaneous Changes

Carol Neuhauser, Professor, Lump sum payment of \$8,933.75 for 1987/88 Faculty Contract, effective 6/30/88
David Williams, Vice President, Lump sum payment of \$8,130 for additional duties in absence of College President

Classified Staff Terminations

Rita Mack, Clerk Typist I, p/t, 5/28/88
Joseph Suchy, Lab Assistant, 5/31/88
Gloria Pfeifer, Payroll Clerk II, 6/15/88
Jacqueline Aponte, Program Assistant, 6/30/88
Joan Drake, Administrative Secretary, 7/05/88
Doloris Johnson, Administrative Secretary, 7/29/88
Elizabeth Marscin, Word Processing Operator, 8/31/88
Risa Goch, Cashier, 8/31/88

NEW BUSINESS:
Personnel
Actions
(cont.)

Vice President Williams expressed appreciation to Doloris Johnson, Administrative Secretary, and Betty Marscin, Word Processing Operator for their many years of dedicated service to the College.

Business
Information
Management
Program

Member Orzech moved, Student Member Jacobson seconded, approval of submission to the Illinois Community College Board (ICCB) of the Business Information Management Program.

Dr. Williams explained that no new full-time faculty members will be required to teach courses in the new program. It is possible that additional part-time faculty will be needed, but most courses will be taught by existing faculty.

Member Miller inquired whether many students are expected to enroll in the new program. Professor Robert Zilkowski replied that he expects former students to return and enroll in the full set of courses.

Member Miller asked if any marketing plans have been developed. Professor Zilkowski replied that awareness of the program among members of the Advisory Committee as well as articles in the local press will promote the program. He expects a full-time enrollment of 40 students within five years.

Member Barton added that publicity for the program is important.

In a voice vote, the motion carried.

Budget
Hearing
Date

Member Norwood moved, Member Barton seconded, approval of the Resolution to establish the 1988-89 Budget Hearing date as shown in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Interfund
Loan
Repayments

Member Miller moved, Member Orzech seconded, approval of the Interfund Loan Repayments as described in Exhibits VIII-D-1 and VIII-D-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, Miller, Moats,
Norwood and Orzech
Nays: None

Motion carried. Student Member Jacobson voted aye.

Interfund
Loans

Member Miller moved, Member Orzech seconded, approval of the Interfund Loans as described in Exhibits VIII-E-1 and VIII-E-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, Miller, Moats,
Norwood and Orzech

Nays: None

Motion carried. Student Member Jacobson voted aye.

Construction
Projects

Member Orzech moved, Member Norwood seconded, approval of the employment of Beling Consultants, Inc. for engineering services for two projects: the air conditioning unit in Building D and the gas-fired steam boiler in Building V and the two greenhouses, as described in Exhibit VIII-F-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. Manke explained that the boilers and supplemental air conditioning unit are included in the 1988/89 Building Fund budget. It will be necessary to obtain bids and state approval for the projects. Chairman Howard noted that fees are based on a percentage of the total cost of the project.

Member Moats noted that construction projects are usually handled initially by Legat Architects. Mr. Manke stated that dealing directly with the engineering firm reduces costs. It is not necessary to consult Legat Architects in this instance because no architectural expertise is required.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

Member Miller moved, Member Barton seconded, approval of the Locally-Funded Construction Project Applications for the supplemental air conditioner for the Building D computer room and the low pressure boiler for Building V and the two greenhouses (Ex. VIII-F-2).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS: Student Member Jacobson moved, Member Orzech seconded, approval of the Student Service Awards for spring 1988 as described in Exhibit VIII-G (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 Jacobson voted aye.

Foundation Appointments Member Norwood moved, Member Orzech seconded, approval of the appointments of Dr. Paul N. Thompson, Mr. David Berger, Mr. Kenneth Easton, Mr. Jim Harring, Mr. Scott Reining and Mr. Jerry Roseland to fill vacancies on the Educational Foundation Board of Directors, as described in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste inquired whether resumes are received for prospective Foundation directors. Chairman Howard replied that resumes are considered by the Foundation Board. Member Coste mentioned that he would like to see the resumes before the appointments are approved. Dr. Williams stated that a procedure for submitting resumes to the Board of Trustees as well as the Educational Foundation will be initiated next month.

Member Miller expressed his appreciation to the new directors for their willingness to devote time and energy for the College.

In a voice vote, the motion carried.

1987-88 Goals Accomplishment Report Chairman Howard noted that the Board of Trustees met on June 15 to review all goals and objectives. Member Moats added that he felt the meeting was informative and worthwhile.

Member Barton moved, Member Moats seconded, to accept the 1987-88 Goals Accomplishment Report, as described in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

OTHER BUSINESS: Chairman Howard stated that Board Members should select a date for an all-day retreat with President Thompson after Labor Day. Board members agreed on the date of Saturday, September 17.

REPORT
FROM THE
COMMUNITY:

Dean of Technology, Math and Physical Science George Dorner reported that a matching grant of \$10,000 has been awarded to Harper College by the Brown & Sharpe Manufacturing Company. The amount will apply toward the acquisition of a Brown & Sharpe MicroVal coordinate measuring system. The equipment will be used in existing programs as well as new programs related to automation.

Dean Dorner announced that the Amateur Radio Field Day will be held again at Harper on June 25. The Harper Air Hawks are George Dorner, Richard Bernstein and Robert Reynolds.

Vice President Bonnie Henry reported that summer enrollment increased 10 percent from the previous summer. She attributed the increase to marketing efforts and restrictions on enrollments at four-year universities.

Ronald Mueller and Robin Keats, Food Service Program students, were honored at the National Restaurant Association Student Awards Banquet on May 24.

Harper scholar and member of the Harper swimming team Mike McAvoy was recently named Second Team Academic All-American in Region IV.

Director of the Learning Assistance Center Lee Kolzow participated in the Smoky Mountain Seminar on Effective Teaching and Learning sponsored by the University of Michigan and the National Center on Research to Improve Postsecondary Teaching and Learning. She also attended the National Conference on Assessment in Higher Education.

Dean of Special Programs and Services Liz McKay has been appointed to the Northern Cook County Private Industry Council Board of Directors.

Coordinator of Disabled Student Services Tom Thompson has been appointed to the Executive Board of the Association on Handicapped Student Service Programs in Postsecondary Education.

The Women's Program has received gifts of \$1,000 from the Inverness Women's Club and \$500 from the Arlington Heights Women's Club. The Arlington Heights Junior Women's Club and the Arlington Heights Women's Club each donated \$50 for Women's History Week 1989.

Sign Language and Interpreter Training faculty member Donna Reiter Brandwein presented "Interpreter Training Opportunities" at the Illinois Registry of Interpreters of the Deaf state convention this month.

REPORT
FROM THE
COMMUNITY:
(cont.)

Student Activities Advisor Mike Nejman has written two articles which were published in the Art and Show section of the Chicago Sun-Times.

Professor Sharon Alter recently spoke to the Palatine Chapter of the American Association of Retired Persons on the "Elderly Citizens' Vote."

Professor Diane Callin presented the 1988 Illinois Alumni Achievement Award winners at a luncheon attended by state government dignitaries, the board of trustees, president, chancellor and vice chancellor of the University of Illinois.

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 9:15 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary