

WILLIAM RAINEY HARPER COLLEGE
1200 West Algonquin Road
Palatine, Illinois

BOARD MEETING

AGENDA

September 22, 1988

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. For Approval
 - 1. Minutes--August 25, 1988 Regular Board Meeting
Executive Session and Committee Meetings Exhibit VI-A-1
 - 2. Bills Payable, Payroll for August 31, 1988 and
September 15, 1988. Estimated Payroll for September 16
through October 31, 1988 Exhibit VI-A-2
 - B. For Information
 - 1. Financial Statements Exhibit VI-B-1
 - 2. Grants and Gifts Status Reports Exhibit VI-B-2
 - 3. Liaison 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 Merit Awards Exhibit VIII-A-2
 - 3. Classified Staff Salary/Benefit Program Exhibit VIII-A-3
 - B. RECOMMENDATION: Cooperative Agreement--Alexian Brothers
Medical Center Exhibit VIII-B
 - C. RECOMMENDATION: Renewal of Treasurer's Fidelity Bond Exhibit VIII-C
 - D. RECOMMENDATION: Renewal of Special Building Fund Treasurer's
Bond Exhibit VIII-D
 - E. RECOMMENDATION: Board of Trustees Schedule of Meetings
for 1988-89 Exhibit VIII-E

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| F. RECOMMENDATION: Disposal of Obsolete and Unrepairable Personal Property | Exhibit VIII-F |
| G. RECOMMENDATION: Appointment of ACCT Voting Delegate | Exhibit VIII-G |
| H. RECOMMENDATION: Authorization for Delivery of Alcoholic Beverages | Exhibit VIII-H |
| I. BOARD INFORMATION: Community College Exchange Program | Exhibit VIII-I |
| IX. Other Business | |
| 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, September 22, 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, September 22, 1988 at 8:05 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL: Present: Members Coste, Howard, Miller, Moats, Norwood, Orzech and Student Member Jacobson
Absent: Member Barton

Also present: Paul Thompson, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; 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; George Dorner, Dean of Technology, Math and Physical Science; Al Dunikoski, Dean of Learning Resources Center; Bill Howard, Dean of Continuing Education and Program Services; Liz McKay, Dean of Special Programs and Services; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Ray Devery, Director of Development; Russ Mills, Director of Placement; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services; Lee Vogel, Director of Learning Assistance Center. Faculty: Larry Kent, Larry Knight
Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council; Steve Dudek, Accounting Manager; Kathy Ferreira, Secretary to the President; Bill Neumann, Television and Systems Engineer; Laurie Wren, Secretary to Vice President; Students: Susan Berne, Maria Levulis. Other guests: Mark Farano, Mt. Prospect Journal; Dee Johnson, retiree.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED

BUSINESS:

Student
Trustee Report

Student Member Jacobson reported there was a good turnout of students interested in participating in clubs and organizations at Clubs and Organizations Day. Five positions on the Student Senate have been filled.

CONSENT AGENDA:

Chairman Howard suggested that the Consent Agenda be expanded to include items which have already been discussed in the Committee-of-the-Whole meeting on September 13 as follows: Renewal of Treasurer's Fidelity Bond (Exhibit VIII-C), Renewal of Special Building Fund Treasurer's Bond (Exhibit VIII-D), Board of Trustees Schedule of Meetings for 1988-89, and Disposal of Obsolete and Unrepairable Personal Property (Exhibit VIII-F).

Member Moats requested that the Minutes of the Executive Session on August 25, 1988 be removed from the Consent Agenda for a question during the Executive Session.

Member Orzech requested that the Board of Trustees Schedule of Meetings for 1988-89 be discussed separately from the Consent Agenda.

Member Norwood moved, Member Miller seconded, approval of the Consent Agenda as described in Exhibits VI-A1, VI-A2, VIII-C, VIII-D and VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, August 25, 1988 and Committee Meetings.

Bills Payable,	Educational Fund	\$985,047.63
Payroll,	Operating, Building & Maintenance Fund	271,704.43
Estimated	Auxiliary Fund	536,742.52
Payroll,	Restricted Purposes Fund	31,599.45
Estimated	Trust & Agency Fund	131,166.69
Utility	Liability, Protection & Settlement Fund	302,920.52
Bills, IBM,	Federal Funds	923.06
R.J. Galla Co.,		

Coopers & Lybrand,
Itek
Graphix

The payroll of August 26, 1988 in the amount of \$54,595.90; the payroll of August 31, 1988 in the amount of \$759,649.54; the payroll of September 15, 1988 in the amount of \$1,014,070.14; the estimated payroll of September 16, 1988 through October 31, 1988 in the amount of \$3,684,055.89; estimated utility bills in the amount of \$120,000.00; IBM in the amount of \$119.85; IBM in the amount of \$7,027.97; R.J. Galla Co., Inc. in the amount of \$24,420.00; Coopers & Lybrand in the amount of \$10,000.00; and Itek Graphix in the amount of \$5,721.12.

CONSENT

AGENDA:

Committee
Reports
Grants and
Gifts
Status
Report

There were no questions concerning the Committee Reports.

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

Financial
Reports

Member Moats inquired about the rate of return on investment income. Vice President Manke replied that six percent is the budgeted rate of return, but based on the current interest rates being paid, the actual return may be closer to seven or eight percent. Investment income will fluctuate as cash flow changes. Timing of payments received from state apportionment, tuition and taxes cause fluctuations in cash flow.

Renewal of
Treasurer's
Fidelity
Bond

There were no questions concerning renewal of Treasurer's fidelity bond No. 5274-6420 issued by TransAmerica Insurance Company in the amount of \$100,000 for an annual cost of \$175.00.

Renewal of
Special
Building Fund
Treasurer's
Bond

There were no questions concerning renewal of Special Building Fund Bond No. 5275-2206 issued by TransAmerica Insurance Company in the amount of \$100,000 for one year at a cost of \$188.00.

Disposal of
Obsolete and
Unrepairable
Personal
Property

There were no questions about the authorization for disposal of obsolete and unrepairable personal property owned by the College.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

BID AWARDS

PURCHASE

ORDERS:

Member Miller moved, Member Norwood seconded, approval of the bid awards and purchase orders as described in Exhibits VII-A and VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Ex. VII-A1 Award bid Q8060 to the Elton Corporation for \$1,732.00, Chicago Marketing Resource for \$5,460.00 and Jon-Don Products, Inc. for \$1,785.00, the low bidders meeting specifications for janitorial equipment for a total award of \$8,977.00.

BID AWARDS/
PURCHASE
ORDERS
(cont.)

- Ex. VII-A2 Award bid Q8053 to Telcorp, Inc., the low bidder meeting specifications for a telephone automated answering machine, in the amount of \$36,297.00.
- Ex. VII-A3 Award bid Q8064 to Control Data Corp., the low bidder for maintenance of IBM Disk Control Units and Disk Drives, in the amount of \$6,209.00.
- Ex. VII-A4 Award bid Q8056 to F.C.L. Graphics, Inc., the low bidder for printing of the Spring 1989 Women's Program Brochure, in the amount of \$7,120.00.
- Ex. VII-A4 Award bid Q-8054 to Phillips Brothers Printers, the low bidder meeting specifications for printing of the 1989/90 College Bulletin (catalog), in the amount of \$31,648.50.
- Ex. VII-A6 Award bid Q8063 to Sun Microsystems, Inc., the low bidder meeting specifications for Sun Microsystems 386i Super Microcomputers and peripheral equipment, in the amount of \$35,644.00.
- Ex. VII-B1 Approve issuance of a purchase order to Apple Computer, Inc., for Macintosh hardware, peripheral equipment and software, in the amount of \$32,101.99.
- Ex. VII-B2 Approve issuance of a purchase order to CAD Technologies for two pro-Engineering software packages for a total of \$6,000.00.

Member Miller requested additional information about the purchase order to Apple Computer, Inc. (Ex. VII-B1). Chairman Howard noted that the matter is an Academic Computing one, and because of the absence of the Director of Academic Computing, additional information will be provided later.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Jacobson voted aye.

NEW BUSINESS: Member Norwood moved, Member Orzech seconded, approval of the personnel actions as described in Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

Classified Staff Appointments

Elsie Pierce, Clerk II, p/t, 8/22/88, \$4,828
Sandra Rea, Cashier, 8/24/88, \$13,280
Tina Fahringer, Clerk, p/t, 8/29/88, \$7,296
Christopher Krantz, Placement Specialist, 8/29/88, \$24,500
Doris Howden, Area Tutor Coordinator, 8/29/88, \$13,650
Kathleen Johlle, Area Tutor Coordinator, 8/29/88, \$13,650
Candice Conreux, Weekend Supervisor, p/t, 9/02/88, \$2,637
Michael Lisky, AV Technician I, 9/07/88, \$16,500
Gwendolyn Clayborne, Job Developer, p/t, 9/12/88, \$15,600
Gwen Nowak, Editor/NewsWriter, 9/12/88, \$17,234
Pamela Hanner, Secretary I, 9/14/88, \$12,804
Teresa Karow, Events Information Spec., p/t, 9/15/88, \$8,930
Annette Smith, Secretary I, 9/19/88, \$15,600
Diana Damalas, Receptionist, 9/19/88, \$12,968

Classified Staff Leaves of Absence

Donald Malzahn, Programmer Analyst II, 9/1/88-5/15/89
Antoinette Flaherty, Research Analyst, 9/29/88-1/3/89

Classified, SEIU Terminations

Miyako Stuff, Food Service Helper II, 8/19/88
Gail McCusker, Secretary I, 8/19/88
Risa Goch, Weekend Suprv., p/t, 8/27/88
Diane Flores, Secretary I, 8/31/88
Ralph Rohling, Program Coordinator, 8/31/88
Laura Cole, Secretary I, 9/02/88
Timothy Johnson, AV Technician III, 9/09/88
Charlene Johnson, Secretary I, 9/14/88
James C. Morgan, Food Service Helper I, 9/07/88
Matthew Moran, Student Outreach Associate, p/t, 9/22/88
Grover Wilson, Custodian, 10/31/88

NEW BUSINESS: Member Orzech moved, Member Norwood seconded, approval
Personnel of the administrative merit awards as listed in
Actions Exhibit VII-A2 (attached to the minutes in the Board
(cont.) of Trustees' Official Book of Minutes).

Award Recipients

Vic Berner, Dean, Business Services/Finance
Larry Bielawa, Director, Personnel
Bruce Bohrer, Director, Admissions
Tom Johnson, Dean, Business/Social Sciences
Joan Kindle, Dean Student Development
Lee (Kolzow) Vogel, Director, Learning Assistance Center
Liz McKay, Dean, Special Programs/Services
Chuck Harrington, Dean, Instruction
George Voegel, Dean, Educational Services

Member Coste inquired if all employee groups have merit awards. Chairman Howard noted that sabbatical leaves are awarded to faculty members. Vice President Manke stated merit awards for classified staff are under consideration. Member Coste requested that the subject of merit awards be included on the agenda for the Committee-of-the-Whole Meeting.

Member Moats inquired about the period of time covered by the current awards. Chairman Howard explained that the timetable for giving the awards has been changed. Vice President Henry added that for the first two years the awards were given in January because initiation of the program was delayed. The awards will now be given annually in September.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student member Jacobson voted aye.

Affiliation Member Miller moved, Student Member Jacobson seconded,
Agreements- approval of the Affiliation Agreements between William
Alexian Rainey Harper College and Alexian Brothers Medical
Brothers Center as described in Exhibit VIII-B (attached to the
Medical minutes in the Board of Trustees' Official Book of Minutes).
Center

Member Miller inquired if this exhibit contains changes from the previous agreement. President Thompson replied inclusion of an additional program for nursing assistants is the only change.

In a voice vote, the motion carried.

NEW BUSINESS:
Board of
Trustees
Schedule of
Meetings
1988-89

Member Orzech suggested that the December regular meeting of the Board of Trustees be changed to an earlier date. Members agreed that Wednesday, December 14 would be convenient to each of them.

Member Orzech moved, Member Moats seconded, approval of the Board of Trustees Schedule of Meetings for 1988-89 with the December 1988 regular meeting date to be Wednesday, December 14 instead of Tuesday, December 20, 1988 (Exhibit VIII-E).

In a voice vote, the motion carried.

ACCT Con-
vention
Delegates

Member Moats moved, Member Norwood seconded, that Member Barton be appointed voting delegate and John Coste alternate delegate to the 1988 Association of Community College Trustees (ACCT) Annual Convention (Exhibit VIII-G).

In a voice vote, the motion carried.

Authorization
for Delivery
of Alcoholic
Beverages

Member Miller moved, Member Moats seconded, to approve authorization for the delivery of alcoholic beverages at Harper College on October 11 for the Educational Foundation Richard Hunt reception, as described 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, Howard, Miller, Moats and Orzech

Nays: Member Norwood

Motion carried. Student Member Jacobson voted aye.

Community
College
Exchange
Program

Member Moats requested additional information about the Community College Exchange Program described in Exhibit VIII-I (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson explained that the Employee Development Committee investigated this program and requested that the College be a participant. Director of the Learning Assistance Center Lee Vogel explained that 200 colleges now participate in the program which is open to all employees. The exchange program is very flexible and the procedures have been legally tested. A meeting will be held on October 5 for interested employees.

Dean of Technology, Math and Physical Science George Dorner entered the meeting and distributed information about the Apple Computer purchase described in Exhibit VII-B.

Dean Dorner explained the Apple Computer products will be linked to existing CAD machines and used by several programs at the College. IBM software will be used and expansion to the Unix language is planned.

OTHER BUSINESS: Chairman Howard reviewed a meeting between Members Norwood, Coste and Howard, President Thompson and trustees of the College of DuPage for an exchange of ideas. Chairman Howard has information concerning a "Kids on Campus" program at the College of DuPage. The program brings junior high and younger students to the campus for special programs. Salaries and negotiations were also discussed. Trustees from DuPage will be invited to Harper College to explore areas of mutual interest.

President Thompson added that a positive aspect of the "Kids on Campus" program is that younger students become familiar with the College. Vice President Henry stated that Director of Student Activities Jeanne Pankanin will study the program and its application to Harper College.

PRESIDENT'S
REPORT:

Executive Director of the Educational Foundation Ray Devery distributed copies of the Annual Report of the Foundation. Mr. Devery explained that the report provides an overview of Foundation projects. It is used as a presentation piece for corporate calling and provides an opportunity to recognize foundation directors. Corporate donors to the Foundation have increased from 72 to 159, and over \$25,000 has been added to endowment funds. Gifts in-kind totaled \$156,000 and cash donations totaled \$167,000 for 1987-88.

President Thompson mentioned a recent gift from Hewlett-Packard of a ScanJet scanner and LaserJet Printer valued at \$7,480.

An administrative retreat for all administrators will be held at the Woodstock Conference Center on November 3 and 4. Facilitator for the program will be Mr. Glen Hiemstra.

The Northwest 2001 Conference will be held on October 19 at the Radisson Hotel in Arlington Heights. The conference will begin at 8:15 a.m. with a keynote address by Kent Colton, executive vice president and CEO of the National Association of Home Builders, followed by seminars concluding at 3:30 p.m.

PRESIDENT'S
REPORT:
(cont.)

The third advisory committee dinner to honor members of the career program advisory committees will be held on Tuesday, November 8 in the Dining Hall, beginning with a reception at 6:30 p.m.

President Thompson asked Board members to complete evaluations of the Board Retreat. The President's evaluation plan will be on the agenda of the October 12 Committee-of-the Whole meeting.

ADJOURNMENT
TO
EXECUTIVE
SESSION:

Member Orzech moved, Member Moats seconded, that the Board adjourn to Executive Session for the purpose of discussing collective bargaining matters.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye and the Board adjourned to Executive Session at 9:02 p.m.

Member Orzech moved, Member Moats seconded, that the Board return to Regular Session.

In a voice vote, the motion carried and the Board returned to Regular Session at 10:00 p.m.

Member Moats moved, Member Norwood seconded, approval of the amended minutes of the Executive Session of August 25, 1988.

In a voice vote, the motion carried.

Member Moats moved, Member Orzech seconded, to approve the sum of \$304,686 to implement the increase in salaries and fringe benefit expenses for the Classified and Supervisory/Confidential employees for 1988/89 effective July 1, 1988.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Jacobson voted aye.

Chairman Howard noted that this sum provides a 5.5 percent base salary increase and a 5.5 percent salary range increase.

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

In a voice vote, the motion carried, and the meeting was adjourned at 10:05 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary