

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

BOARD MEETING

AGENDA

January 25, 1990

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--December 14, 1989 Regular Board Meeting Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for December 14, December 15, December 29, 1989 and January 12, 1990. Estimated payrolls for January 13 through February 23, 1990 Exhibit VI-A-2
  - B. For Information
    - 1. Financial Statements Exhibit VI-B-1
    - 2. Committee and Liaison Reports Exhibit VI-B-2
    - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards Exhibit VII-A
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheets Exhibit VIII-A-1
    - 2. Early Retirement Request, Faculty--Technology, Mathematics and Physical Sciences Division Exhibit VIII-A-2
    - 3. Leave of Absence, Faculty--Student Development Exhibit VIII-A-3
    - 4. Dismissal Resolution, Non-tenured Faculty
      - a. Student Development Division Exhibit VIII-A-4a
      - b. Business and Social Science Division Exhibit VIII-A-4b
      - c. Business and Social Science Division Exhibit VIII-A-4c
  - B. RECOMMENDATION: Resolution to Designate Preparers of 1990-91 Tentative Budget Exhibit VIII-B
  - C. RECOMMENDATION: Funding Plan for New Construction and Renovation Exhibit VIII-C

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, January 25, 1990

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barton on Thursday, January 25, 1990 at 8:02 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

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

Also present: Paul Thompson, President; David Williams, V.P. Academic Affairs; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; Felice Avila, Executive Assistant to the President; Laurie Wren, Recording Secretary; Vic Berner, Dean of Business Services and Finance; Pat Bourke, Dean of Life Science and Human Services; George Dorner, Dean of Technology, Mathematics and Physical Sciences; Al Dunikoski, Dean of Learning Resources Center; Charles Harrington, Dean of Instruction; George Voegel, Dean of Curriculum Development; Larry Bielawa, Director of Personnel; Ray Devery, Director of Development and External Affairs; John Lucas, Director of Planning and Research; and Elaine Stoermer, Director of College Relations. Classified/Professional Technical Staff: Leon Hussissian, Audiovisual Technician; and Becky Santeler, College Nurse. Harper Student: John Fallahee. Guest: Jean Wright, Paddock Publications.

Member Barton called attention to the Board vacancy due to the resignation of Member Miller who also served as Vice Chairman. Member Orzech moved, Member Howard seconded, that Member Coste serve as Vice Chairman of the Board. In a voice vote, the motion carried. Member Howard agreed to replace Member Miller as the Board representative to the Educational Foundation.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Member Orzech stated that the Board had received a note of appreciation from the family of Ed Bowman, a member of the Physical Plant staff who recently passed away.

**UNFINISHED  
BUSINESS:  
Student Trustee  
Report**

Student Member Ivarson reported on upcoming events at Harper, including a WHCM dance party to be held on February 9. This activity will also be a fund raiser for Keith Baker, son of Barbara Baker who works in the Business Office. Keith was very seriously injured in an automobile accident and is in a rehabilitation center in Iowa. She also called attention to an upcoming appearance at Harper by comedian Richard Lewis. Student Member Ivarson noted that a future Board meeting would include a presentation by members of the Student Ambassadors Club of the College. These students make contacts with newly-enrolled Harper students to check on their progress and answer any questions they may have. This is a very dedicated group of students who are actively involved in other campus activities.

Student Member Ivarson introduced John Fallahee, new president of the Student Senate. The Board welcomed John to the meeting.

**CONSENT AGENDA:**

Member Orzech moved, Member Howard seconded, approval of the Consent Agenda including the minutes of the December 14, 1989 Regular Board meeting, bills payable, payrolls, estimated payrolls, financial statements, committee and liaison reports, and grants and gifts status report, as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2 and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

**Minutes**

There were no corrections to the minutes of the December 14, 1989 regular Board meeting.

**Bills Payable**

Education Fund	\$ 683,964.77
Operations & Maintenance Fund	237,823.42
Oper. & Maint. Fund (Restricted)	92,900.50
Auxiliary Fund	722,240.40
Restricted Purposes Fund	25,103.97
Trust & Agency Fund	958,702.25
Liability, Protection & Settlement Fund	92,670.30
Federal Funds	17,293.30

The payroll of December 14, 1989 in the amount of \$342,631.08; the payroll of December 15, 1989 in the amount of \$1,078,201.97; the payroll of December 29, 1989 in the amount of \$523,222.58; the payroll of January 12, 1990 in the amount of \$822,463.10; the estimated payrolls of January 13 through February 23, 1990 in the amount of \$4,191,575.88; estimated utility bills in the amount of \$120,000.00; the Postmaster in the amount of \$30,000.00 for postage; and to Bennett & Brousseau Roofing, Inc. for roof repairs in the amount of \$2,300.00.

**Financial  
Statements**

There were no questions regarding the financial statements.

CONSENT AGENDA:  
Committee and  
Liaison Reports

Member Orzech called attention to the ICCTA fly-around which will take place on Thursday, February 8, at 9:00 a.m. She explained that this activity is to demonstrate recognition for Illinois community colleges. Harper College will participate in activities at Midway Airport, along with representatives of eight City Colleges of Chicago and 11 suburban area colleges.

Member Orzech also reported on an ICCTA seminar which was held January 19 in Springfield. She noted that Member Howard served as one of the presenters. She added that this was a superb program and she is proud to be associated with Member Howard in view of the quality of her work in this regard. Chairman Barton stated that additional data regarding this meeting is available for interested Board members.

Grants and Gifts  
Status Report

There were no questions regarding the grants and gifts status report.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Ivarson voted aye.

BID AWARDS:

Member Orzech moved, Student Member Ivarson seconded, approval of the bid awards as outlined in Exhibit VII-A1 through VII-A5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. VII-A1 Award bid Q8214 to Quad Process, Inc., the low bidder for the printing of the Point of View, in the amount of \$8,100.00.
- Ex. VII-A2 Award bid Q8215 to IBM Corporation in the amount of \$17,082.00 and to Swiderski Electronics, Inc. in the amount of \$3,996.00, the low bidders for the Interactive Video Systems, for a total of \$21,078.00.
- Ex. VII-A3 Award bid Q8212 to A-Dec, Inc., the only bidder for four dental chairs, in the amount of \$8,580.00.
- Ex. VII-A4 Award bid Q8210 to Applied Computer Systems, Inc., the low bidder for the video-keyboard networking systems, in the amount of \$14,425.00.

BID AWARDS:  
(cont.)

Ex. VII-A5 Award bid Q8209 to Lyons Ryan Ford-Lincoln-Mercury, the low bidder for an Aeromate mini-van, in the amount of \$15,355.00.

Member Coste requested additional data on Exhibit VII-A2. Dean Dunikoski explained that the primary purpose of the interactive video systems is for use by students in the Media Center. Secondary uses are for classroom and laboratory instruction in the nursing programs and to preview commercially-made programs, which are costly, prior to purchase.

In regard to the Point of View magazine, Member Orzech suggested that copies of the publication be sent to such places as the Barrington Area Arts Council, the Prairie Arts Center, and area libraries if this is not already done.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

NEW BUSINESS:  
Personnel  
Actions

Member Howard 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).

Faculty Appointment

Jeanne Weiland, Instructor, Dental Hygiene, 1/11/90,  
\$12,590

Professional/Technical Appointments

Mike Chu, AED Supervisor Literacy/GED, 1/10/90,  
\$24,500

Mary Anderson, Instructional Specialist, 1/16/90,  
\$21,750

Classified, IEA/NEA Appointments

Marcia D'Agostino, Clerk Typist I, 12/11/89, \$13,686  
Laura Haase, Clerk Typist I, p/t, 12/18/89, \$9,309  
Bonnie Kurth, Secretary I, 1/4/90, \$16,468  
Joan Neri, Clerk Typist I, p/t, 1/8/90, \$5,481  
Neil Tufano, Maintenance Mechanic, 1/16/90 \$25,085  
Dale Shreve, Groundskeeper, 1/16/90, \$21,570  
Yvonne Hasse, Records Clerk, 1/19/90, \$13,943

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Professional/Technical Reclassification

Laura Adams, Assistant Program Supervisor, CRAF,  
1/1/90, \$26,867  
Sherilyn Sorem, Assistant Program Supervisor, CRAF,  
1/1/90, \$27,421

Supervisory/Confidential Reclassifications

Julie Hunter, Supervisor, CRAF, 1/1/90, \$35,028  
Julie Guiney, Personnel Associate, 1/1/90, \$28,000

Classified Reclassifications

Diana Damalas, Personnel Clerk, 1/1/90, \$17,000  
Mary Strama, Secretary II, 1/1/90, \$20,300  
Nancy Brunke, Clerk Typist III, p/t, 1/1/90, \$12,282

Professional/Technical Leave of Absence

Bonnie Meltesen, Tutor, 1/27/90 to 8/20/90

Professional/Technical Retirement

Raymond White, Photographer, 12/29/89,  
20.5 years' service

Classified Retirement

Nancy Moloznik, Mail Center Supervisor, 1/31/90,  
20.5 years' service

Supervisory/Confidential Termination

Sue Grisko, AED Supervisor Outreach, 12/14/89

Classified Terminations

Jeanne McMahon, Lab Assistant, 12/23/89  
Linda Pones, Secretary I, 1/2/90  
Deneese Ferreira, Cashier, 1/13/90  
Donna Maykut, Clerk Typist II, 1/18/90

The President called attention to the retirements of Ray White, College photographer, and Mrs. Nancy Moloznik, mail center supervisor. He commended these employees for their dedicated service during the past 20 years. He also noted the resignation of Ms. Linda Pones, a former Chairman of the Classified Employee Council, who has left the College for another position.

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard, and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Early Retirement Request - Faculty

Member Orzech moved, Member Howard seconded, approval of the early retirement request of Professor Joseph Bauer, effective July 26, 1990, as outlined in Exhibit VIII-A-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 and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Leave of Absence - Faculty

Member Howard moved, Member Ivarson seconded, approval of the leave of absence without pay for Diane Perhats-Trickey for the period of August 14, 1990 through May 19, 1991, as outlined in Exhibit VIII-A-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Howard, President Thompson stated that there is no specified limit to the amount of time that a leave of absence can be extended.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Dismissal Resolutions - Non-Tenured Faculty

Member Howard moved, Member Orzech seconded, approval of the dismissal resolutions for non-tenured faculty members and authorization for the issuance of notices of dismissal as shown in Exhibits VIII-A-4a through VIII-A-4c (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard noted that state law requires that such notices of dismissal be given to non-tenured faculty members each year at this time. Because these notices are not due to cause, she requested that the minutes reflect this fact.

NEW BUSINESS:

Dismissal  
Resolutions -  
Non-Tenured  
Faculty  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Resolution  
Designating  
Persons to  
Prepare  
1990-91  
Tentative  
Budget

Member Orzech moved, Member Howard seconded, that the Board of Trustees adopt the resolution designating the appointment of Paul N. Thompson and Vernon Manke to prepare a tentative budget for the College for 1990-91 as outlined in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Funding Plan for  
New Construction  
and Renovation

Member Orzech moved, Member Howard seconded, that the Board of Trustees approve Option I-II for funding the new construction and renovation projects as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste commented that he was totally in favor of the program but, because of its importance, he felt that the matter should be deferred due to the absence of other Board members. Member Howard asked what effect this would have on the proposed schedule. President Thompson felt that this would not have an adverse effect. Member Howard stated that she would support a deferment.

Member Coste moved, Member Howard seconded, that the vote on the original motion be deferred to the next meeting.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Employment of  
Architect for  
New Construction  
and Renovation

Member Howard moved, Member Orzech seconded, approval of the employment of Legat Architects, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes) to provide architectural services to construct a liberal arts classroom facility, performing arts facility, bookstore facility and the renovation of existing facilities according to the following phases: schematic design, design development, bidding of the project, construction of the facilities and supervision of the construction. The compensation



**NEW BUSINESS:**  
Employment of  
Architect for  
New Construction  
and Renovation  
(cont.)

will be as per the contract in accordance with the rates and fees established by the Illinois Capital Development Board for use with all CDB projects. Also, the previous fee of \$8,000 for programming services will be credited to the schematic design phase of the project. It is estimated that the architectural fee will be approximately 6.5 percent of the total project cost.

Member Howard stated that she was pleased to support the recommendation of Legat Architects. The Board and the administration have been very satisfied with previous work which this firm has done for the College. She added that it would be very costly in both time and money to change architects at this time.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and  
Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Application for  
Repair and  
Renovation  
Grant - Parking  
Lot #3

Member Howard moved, Member Orzech seconded, approval of the project application for Repair and Renovation Grant funds for repair of College parking lot #3 to be submitted to the Illinois Community College Board, as outlined in Exhibit VIII-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 and  
Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Additions to  
Approved  
College  
Depositories

Member Orzech moved, Member Coste seconded, that the Board of Trustees approve the listing of College depositories and financial investment service companies and investment advisors as outlined in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard inquired about the reason for adding two non-district banks to the list of approved depositories. In response to questions and comments from Member Orzech, Vice President Manke stated that banks are usually added to the list after submission of a request, as these institutions have done. He informed the Board that the College does not invest funds in any institutions whose capital is less than \$2 million. Member Howard acknowledged the importance

NEW BUSINESS:  
Additions to  
Approved  
College  
Depositories  
(cont.)

of taking advantage of the best interest rates available, but also felt that College funds should be invested in district banks, whenever possible. Dean Berner noted that the institutions are listed according to the parent organization.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

Student  
Service Awards -  
Fall 1989

Member Howard moved, Member Coste seconded, approval of the fall 1989 student service awards as outlined 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 and Orzech  
Nays: None

Motion carried. Student Member Ivarson abstained.

Chairman Barton stated that the Board is pleased to recognize the contributions of Harper students in this manner.

Copyrights  
and Patents  
Manual

Member Howard moved, Member Coste seconded, adoption of the revised Copyrights and Patents Manual as outlined in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard stated that she appreciates the fact that the document was reviewed by a patents attorney, as requested by the Board. In response to Member Orzech, Director Lucas stated that members of the Copyrights and Patents Committee change periodically.

Upon roll call, the vote was as follows:

Ayes: Members Barton, Coste, Howard and Orzech  
Nays: None

Motion carried. Student Member Ivarson voted aye.

OTHER BUSINESS:  
Trustee  
Colloquium

Chairman Barton called the Board's attention to a Trustee Colloquium which is scheduled for Wednesday evening, February 7, at Moraine Valley Community College. Member Orzech felt that these are very worthwhile meetings because the colleges involved share a commonality.

OTHER BUSINESS:  
(cont.)  
Legislative  
Seminar

Chairman Barton announced that she will be attending a legislative seminar, along with President Thompson and Member Coste, in Washington, DC during the latter part of February. In addition to the various sessions, this is an opportunity to meet and talk with area legislators and obtain support for efforts on behalf of the College.

Applicants -  
Board Vacancy

In regard to the vacant Board position, Chairman Barton announced that nine community members had submitted applications and the Board will interview the candidates on Monday evening, January 29. Copies of the applications have been given to Board members for their review prior to the scheduled interviews.

PRESIDENT'S  
REPORT:

President Thompson reported that the new semester is off to a good start. Orientation sessions were held with faculty members and the current enrollment is 3.4 percent above last year at this time and exceeds budget projections.

President Thompson announced that discussions have commenced with faculty members regarding the search process and qualifications for the new Vice President of Academic Affairs. A timetable has been established and the President hoped that an individual could be selected by May and start in October in order to have a smooth transition period. Members of the various College employee groups will be involved in the selection process.

The annual service award ceremony will be held on Tuesday, January 30, to recognize employees with 20, 15, 10 and 5 years of service to Harper. President Thompson stated that there are numerous recipients this year and the College benefits from the experience and wisdom of these employees. He extended an invitation to Board members to share in this activity if their schedules permit.

President Thompson announced that a Deming workshop on quality improvement will be held on February 15-16 for all College administrators. A representative of Allstate has offered the use of their conference facilities for this event.

The President reported that arrangements have been made for Mr. Wayne Newton to be the facilitator for the Board retreat which is scheduled for March 1-2. A location for the retreat has not yet been determined and any suggestions in this regard would be most welcome.

**PRESIDENT'S  
REPORT:  
(cont.)**

President Thompson called attention to a letter from a former Harper College student who is now at Harvard University. He noted that the letter had been shared with faculty during the recent orientation process and they were appreciative and proud of the student's comments regarding her positive experiences while at Harper College.

Chairman Barton requested that Board members keep any materials they wish to retain from this meeting and leave their notebooks on the table so that these can be used to send out the packets for next month's meeting.

**ADJOURNMENT:**

Member Coste moved, Member Orzech seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 8:45 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary