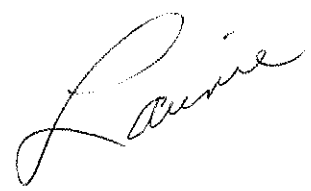


WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois



BOARD MEETING

AGENDA

February 26, 1981

8:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable, Payroll for January 15 and January 31, 1981, and Estimated Payroll for February 1, 1981 through March 31, 1981 Exhibit V-A
  - B. Financial Statements Exhibit V-B
  - C. Budget Transfers Exhibit V-C
  - D. Bid Awards Exhibit V-D
  - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
  - Committee Reports
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Faculty Leave of Absence, Business and Social Science Division Exhibit VIII-B
  - C. RECOMMENDATION: Joint Educational Agreement - College of Lake County Exhibit VIII-C
  - D. RECOMMENDATION: Resolution for Facsimile Signature Exhibit VIII-D
  - E. BOARD INFORMATION: Associate Degree Nursing Program Accreditation Exhibit VIII-E
  - F. BOARD INFORMATION: Grants Status Report Exhibit VIII-F
- IX. President's Report
- X. 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, February 26, 1981

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Thursday, February 26, 1981 at 8:03 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the faculty, staff, students and press. He extended a special greeting to Dorothy B. Apgar, an Iowa Valley Community College Trustee, who was visiting in the area and in attendance at the Board meeting.

In the absence of Member Bone, Chairman Barch requested that Member Munson act as Secretary pro tem and call the roll.

ROLL CALL: Present: Members Brian M. Barch, George Dasher, Joan Klussmann, Ray Mills, Shirley Munson, and Student Member John Malkowski  
Absent: Members Janet W. Bone and David Tomchek

Also present: James J. McGrath, Felice Avila, Pat Bourke, Art Bowers, Steve Catlin, Charlene Christin, Judy Dincher, A. A. Dolejs, Frank Firak, William Hack, Charles Harrington, Carol Hoffman, William Howard, Randy Illg, Karen Keres, John Lucas, Regina Miller, Don Misic, John Neuhaus, Jeanne Pankanin, Donn Stansbury, Elaine Stoermer, Al Templin, Fred Vaisvil, George Voegel, David Williams and Laurie Wren--Harper College; R. Brian Dudley--Harper Student; Janice Cox--Copley Record Newspapers; Kathy Schaeffer--Paddock Publications; and Dorothy B. Apgar.

MINUTES: Member Mills moved, Member Dasher seconded, approval of the minutes of the regular Board meeting of January 22, 1981. In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Dasher moved, Member Munson seconded, approval of the bills payable of February 26, 1981, as presented in Exhibit V-A, as follows:

Bills Payable,	Educational Fund	\$460,021.47
Restricted	Building Fund	338,488.72
Purposes Fund,	Site & Construction Fund #1	1,233.75
Payrolls,	Site & Construction Fund #2	60,328.56
Estimated	Auxiliary Fund	40,545.47
Insurance and	Restricted Purposes Fund	289,132.14
Utility Bills,		
Legal Services -		
January, Director		
of Labor		

DISBURSEMENTS:  
Bills Payable, Restricted Purposes Fund, Payrolls, Estimated Insurance and Utility Bills, Legal Services - January, Director of Labor

The payroll of January 15, 1981 in the amount of \$433,969.32; the payroll of January 31, 1981 in the amount of \$440,331.51; the estimated payroll of February 1 through March 31, 1981 in the amount of \$1,761,716.17; the estimated insurance bills for Blue Cross of Rockford for February 15 through March 15, 1981 in the amount of \$10,000.00; the insurance bills for Northcare for February in the amount of \$1,300.00; the estimated utility bills for March 1981 in the amount of \$100,000.00; payment for legal services of Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. for the month of January in the amount of \$5,935.75; and payment of unemployment insurance to the Director of Labor in the amount of \$10,902.14.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Dasher, Klussmann, Mills  
and Munson  
Nays: None

Motion carried. Member Malkowski voted aye.

Financial Statements

In reference to the financial statements, Member Dasher stated that he was pleased to see that expenses were under control. Member Mills commented that the graphs were very helpful in reviewing these statements.

Budget Transfers

Member Mills moved, Member Dasher seconded, approval of budget transfers in the Educational Fund in the amount of \$29,260; in the Operations, Building & Maintenance Fund in the amount of \$1,910; and in the Auxiliary Fund in the amount of \$650 (as per Exhibits V-C (1-3) attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Klussmann, President McGrath explained that the services of an audiovisual technician were requested in order to provide service in maintaining an accurate record of College Board meetings.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Dasher, Klussmann, Mills  
and Munson  
Nays: None

Motion carried. Member Malkowski voted aye.

DISBURSEMENTS:  
Bid Awards

Member Malkowski moved, Member Klussmann seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D4, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6507 for a tool room lathe for Mechanical Engineering Technology to Alenco Tool Supply, the low bidder, in the amount of \$9,315.00.
- Ex. V-D2 Award Bid Q-6518 for audiovisual equipment for the Physical Education Department to United Visual, the low bidder, in the amount of \$4,918.00.
- Ex. V-D3 Award Bid Q-6517 for a used tractor loader backhoe for the Park Management Program to Egnatz Ford Tractor, the low bidder, in the amount of \$7,770.00.
- Ex. V-D4 Award Bid Q-6520 for printing of the Summer 1981 Course Schedule to Cardinal Free Press, the low bidder, in the amount of \$6,489.00.

Upon roll call, the vote was as follows:

- Ayes: Members Barch, Dasher, Klussmann, Mills and Munson
- Nays: None

Motion carried. Member Malkowski voted aye.

Purchase Orders

Member Munson moved, Member Dasher seconded, approval of the following purchase orders (as per Exhibits V-E1 through V-E5, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a change order to United Visual Aids in the amount of \$1,080.00, for a new total of \$4,180.00.
- Ex. V-E2 Approve the issuance of a purchase order to S. P. Asrow in the amount of \$5,000.00 to provide technical consulting services to legal counsel on pending construction litigation.
- Ex. V-E3 Approve the issuance of a purchase order to S.P. Asrow in the amount of \$2,500.00 to develop the supporting documentation on construction deficiencies for submittal to the Capital Development Board.

DISBURSEMENTS:  
Purchase  
Orders (cont.)

Ex. V-E4 Approve the issuance of a purchase order to Johnson Controls, Inc., in the amount of \$13,539.00, to refurbish pumps on Building D chillers.

Ex. V-E5 Approve the issuance of a purchase order to Courtesy Lease in the amount of \$2,880.00 for the lease of a van from February 17, 1981 through February 16, 1982.

Member Klussmann requested further clarification for the funds requested in Exhibits V-E2 and V-E3. The President explained that Exhibit V-E2 requests a purchase order in the amount of \$5,000 to provide technical consulting services to legal counsel through June 30, 1981 on pending construction litigation. Exhibit V-E3 requests \$2,500 to develop the supporting documentation on construction deficiencies for submittal to the Capital Development Board to determine eligibility for reimbursement funds.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Dasher, Klussmann, Mills  
and Munson  
Nays: None

Motion carried. Member Malkowski voted aye.

Member Dasher expressed concern regarding the pending litigation. He stated that he had reviewed the brief from legal counsel and felt that it would be difficult to receive restitution inasmuch as there was no personal damage involved. If there is no recourse because of Illinois law, Member Dasher felt that the Board should check carefully before proceeding further. Although the fees expended to this point were understandable, he stated that it was the Board's duty to ascertain whether there is more than a 50-50 chance that the College will be reimbursed; otherwise, money is being needlessly wasted on legal fees. Member Dasher stated that his comments were for the record and that it was up to the Administration to follow through. Mr. McGrath said he would seek the advice of legal counsel and, if the chances are 50-50, return to the Board for a decision. Member Dasher commented that he would like the law firm to go on record as to what the chances are inasmuch as they were in error regarding the taxes on the College-owned property in Arlington Heights. In the event of another error, Member Dasher hoped that the Board would be in agreement that the firm should not be retained.

COMMUNICATIONS: Member Munson commented on a recent article in the Countryside Newspaper which referred to Harper College. She explained that there have been concerns regarding the amount of money being spent on Continuing Education courses which were being duplicated by other educational units. In addition, the article questioned the use of College funds and facilities for non-collegiate activities. Member Munson stated that she had contacted President McGrath regarding this matter and the administration will check into it.

It was Member Dasher's opinion that Harper is not competing with the high schools. He stated that the College was now in a position to assess whether each course covers its own costs and if so, there was no reason to not offer the course.

Mr. McGrath explained that members of the College staff meet with personnel of Districts 211 and 214 to cooperate in terms of what, where and when courses will be offered. He advised that all of the Continuing Education courses of the College are cost efficient. A new emphasis is being placed on the development of programs to serve the business community. Finally, Mr. McGrath stated that Park District classes in Palatine, Hoffman Estates and Schaumburg are being reviewed by Dr. Williams, Mr. Howard and Ms. Avila to ascertain if Harper courses are in competition with offerings of the nearby Park Districts.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Educational  
Foundation

As Board liaison to the Educational Foundation, Member Munson reported that the quarterly meeting would be held on March 3. At that time, the candidates for the Award for Excellence scholarship will be introduced to the Directors of the Foundation. Member Munson informed the Board that the competition for the award was very keen and that a more mature Harper student had been selected as the first recipient of this award. In response to Chairman Barch, Mr. McGrath stated that certificates will be given to the candidates at the Foundation meeting and a medal will be presented to the winner at graduation ceremonies.

--Friends of  
Harper

Member Klussmann reported on activities concerning the Friends of Harper. She stated that an open house will be held on March 12. Press releases will be sent to all newspapers and letters of invitation will be sent to those persons who have been affiliated with, or shown an interest in, Harper College. In April, a program will be held for the senior citizens of Palatine. Additional contacts for future programs will be made with area realtors, Parent-Teacher Associations, and the League of Women Voters. Community meetings will be scheduled to determine how the Friends of Harper can assist the various communities.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Friends of  
Harper  
(cont.)

Member Klussmann advised that an annual meeting of the Friends of Harper is scheduled for April 30. At that time, the steering committee will be dissolved and officers will be elected. The Board will consist of the College President and Director of College Relations, a member of the College Board of Trustees, and eight members-at-large representing each of the townships in the College district.

Chairman Barch asked who would conduct the open house and scheduled programs. Member Klussmann replied that a number of persons are involved, including President McGrath, Ms. Stoermer, Mr. Howard, Dr. Lucas, and Ms. Kris Howard who has been chairman of the Friends of Harper.

In summary, Member Klussmann stated that the dues will be \$3.00 which will entitle the member to reduced rates for College-sponsored cultural events.

NEW BUSINESS:  
Personnel  
Actions

Member Munson moved, Member Malkowski seconded, approval of the Personnel Actions listed in Exhibit VIII-A, as follows:

Non-Exempt Classified Staff and Union Service  
Employee Appointments

Halina Richardson, Adm. Secy., 1/19/81, \$13,008  
Patricia McIntyre, P.T. Clerk Typist I, 2/9/81, \$4,707  
Amy Richter, P.T. Clerk Typist I, 2/13/81, \$4,707  
Frances Sinnott, Secretary I, 3/2/81, \$10,160  
Caryn Murphy, Graphic Artist, 2/10/81, \$12,012

Professional/Technical Appointments

Christine Pyle, Lead Computer Operator, 2/1/81, \$15,464  
Kathryn Ferreira, Exec. Secy./President, 2/16/81, \$14,310

Non-Exempt Classified Staff and Union Service  
Employee Terminations

Richard Hill, Graphic Artist, 1/31/81  
Marilyn Muehfeldt, Clerk Typist I, 1/24/81  
Geary Kochersperger, AV Tech II, 2/16/81  
Jeanne Leonard, Secretary I, 2/13/81

Upon roll call, the vote was as follows:

Ayes: Members Barch, Dasher, Klussmann, Mills  
and Munson

Nays: None

Motion carried. Member Malkowski voted aye.

NEW BUSINESS:  
Request for  
Maternity Leave

Member Klussmann moved, Member Mills seconded, approval of a maternity leave of absence without pay for Professor Margaret Smith for the period of August 18 to December 19, 1981 (as per Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Barch, Dasher, Klussmann, Mills  
and Munson

Nays: None

Motion carried. Member Malkowski voted aye.

Joint  
Educational  
Agreement -  
College of  
Lake County

Member Mills moved, Member Munson seconded, that the Board of Trustees approve the Joint Educational Agreement with College of Lake County and authorize the Board Chairman, Board Secretary and President to execute the agreement (as per Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Mr. McGrath stated the inclusion of the automotive technology program in this agreement would eliminate the need for chargebacks.

In a voice vote, the motion carried.

Resolutions  
for  
Facsimile  
Signatures

Member Dasher moved, Member Munson seconded, that the Board of Trustees approve the resolutions for facsimile signatures (as per Exhibit VIII-D, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Munson questioned the use and storage of the mechanical check-signing machine. Mr. Dolejs replied that the machine is locked at all times and kept in the Treasurer's office. Prior to the release of keys for use of the machine, an approved key request form must be submitted. In reference to this exhibit, Member Munson asked if the subject checks are one-signature checks. Mr. Dolejs stated that only one signature is required on any check issued by the College.

In a voice vote, the motion carried.

Associate  
Degree Nursing  
Program  
Accreditation

Chairman Barch explained that Exhibit VIII-E was an informational item for the Board. On February 2, 1981 the College was notified by the National League for Nursing (NLN) that the Associate Degree Nursing Program had been granted accreditation. The accreditation also



NEW BUSINESS:  
Associate  
Degree Nursing  
Program  
Accreditation  
(cont.)

applies to the non-degree credit continuing education programs offered by the Nursing Department.

President McGrath extended the congratulations of the Board and the administration to the faculty, staff and students of the Nursing Department and asked Mrs. Patricia Bourke to review the accreditation visit.

Mrs. Bourke stated that the self-study, which took a year to prepare, is the most important aspect of the accreditation. A primary benefit of the study was the opportunity for faculty to look closely at their work and the program. The responsibility of the visitation team was to verify the facts presented in the self-study. Accreditation allows the students better articulation possibilities to the four-year schools, because the universities look much more favorably upon NLN-accredited schools than on those that do not have the accreditation. Also, students who enter the military have the opportunity to achieve officer rank which is open only to graduates of NLN-accredited schools. This accreditation is retroactive applying to anyone who ever graduated from the Harper program. Mrs. Bourke stated that Mrs. Judy Dincher, who took an active part in the preparation of the documents, was in the audience and either of them would be pleased to answer any questions.

Member Munson inquired about the present size of the nursing program and the pass/fail rate on State Board examinations. Mrs. Dincher stated that the present enrollment was approximately 225. In regard to the examinations, the percentage of students who pass the State Boards the first time has declined for Harper and almost all other schools in Illinois and the nation. The department is trying to determine the reasons that Harper had a 21% failure rate last year, while the two previous years were 13% and 11%, respectively. Mrs. Dincher stated that she would not fault high school preparation inasmuch as half of the Harper graduates are over age 35. A few program changes were made this year and the effect, if any, will be reviewed.

Member Munson stated that there is presently a strong movement to require bachelor's degrees for registered nurses in the future. She wondered how this would affect Harper and if any planning has been done in this regard. Mrs. Dincher replied that a great deal of thought has been given to this possibility, but there are no direct articulation plans with baccalaureate programs. The College tries to work closely

NEW BUSINESS:  
Associate  
Degree Nursing  
Program  
Accreditation  
(cont.)

with the baccalaureate programs, and Harper students who wish to complete baccalaureate degrees are readily accepted into the programs. She further stated that the most common way that students move into baccalaureate programs is to test out of nursing courses because the schools do not accept direct transfers. The exceptions are the capstone programs, which are constructed especially to provide the last two years of baccalaureate study for someone who is already a registered nurse. The original capstone programs are in California. In Illinois, Governor's State has such a program and there are a few more coming in. Mrs. Dincher felt that the nursing program would continue at Harper whether the two-year graduate is considered a registered or a technical nurse.

Member Dasher asked if Harper should be looking at Northern Illinois University for a joint program. Mr. McGrath stated that this would be difficult inasmuch as the programs are in reverse order. Students in a two-year school take all of the nursing courses and, upon transfer to a four-year school, take biology and chemistry courses. In a program at a four-year school, general courses would be taken initially.

Member Klussmann asked how many students transfer to four-year institutions. Mrs. Dincher replied that at least 20% of Harper graduates go on for baccalaureate degrees. There is good coordination with Northern Illinois and students transfer there very readily. However, the NIU students currently fill that program, and Northern has no need for a joint program at present. Mrs. Dincher felt that Northern would pursue this when more enrollment is needed.

Member Dasher commented that from the viewpoint of Illinois taxpayers, it would be more efficient to integrate the course schedules in order to get the most out of them. Mrs. Dincher stated that one of the important advantages of the Harper program is that students have earning power very early. She pointed out that most of the Harper nursing students work -- a non-working nursing student is the rare exception. After the first year, if nursing students take the optional summer session, they can be employed as licensed practical nurses during the second year. In addition, college expense for the second year can be taken off income tax as career advancement. Most Harper students could not afford to go to the baccalaureate program due to circumstances, economy or other reasons. Harper nursing students are counseled very thoroughly to determine their educational goals before entering the program.

NEW BUSINESS:  
Associate  
Degree Nursing  
Program  
Accreditation  
(cont.)

Member Dasher stated that he failed to see why students would not be able to afford baccalaureate study since they could receive free government loans up to \$15,000. The money can be borrowed and the government does not say how it should be spent. Member Munson pointed out that many students do not want a bachelor's degree. Mrs. Dincher agreed.

Dr. Williams stated that the potential for the baccalaureate articulation with Governor's State is under discussion. Governor's State will be locating a site in the northwest suburbs and Harper has been in contact with them regarding business programs. Once the site has been established, Dr. Williams felt they would be more than willing to discuss the capstone nursing program. Member Dasher felt that this was the most intelligent way to proceed.

President McGrath stated that he thought Mrs. Dincher was correct in that currently Governor's State needs Harper students and Northern does not. He pointed out two additional factors; that at this time there are a great number of jobs for nurses in the northwest suburbs, and that there are seats available now in the Harper program. It is a good match at this point.

Chairman Barch thanked everyone for their comments.

Grants  
Status  
Report

The Chairman stated that the Grants Status Report is for informational purposes. President McGrath added that there were no changes to be reported.

PRESIDENT'S  
REPORT:

The President announced that the Shakespeare Festival would be held on campus on March 25-27. He reported that \$5,500 has been raised from private sources to underwrite the festival. A recent grant in the amount of \$400 was received from the Illinois Arts Council.

Associate Professor John Knudsen has a one-man art show at Elmhurst College at present. The show will continue into March.

On February 13-14, a total of 250 high school debaters were on campus with 150 speech teachers and judges for the State debating championship. Ms. Elaine Stoermer arranged this event. Mr. McGrath was pleased that so many could participate in this campus activity.

The President observed that Illinois Women's History Week begins March 2. He noted that there would be lectures and panel discussions at Harper which may be of interest to those in the audience.

PRESIDENT'S  
REPORT:

On March 27, Harper will host a joint conference with Elgin and Oakton Community Colleges on Health Care for the Elderly.

The President commented on the water main break between Buildings D and F which occurred February 20. The reason for the break was ground shifting and recent thawing. Dr. Perry, Mr. Misic and Mr. Kurowski took immediate action and a decision was made to shut off all water on campus. As a result, the College was closed until repairs were completed early Saturday afternoon. The College was ready for normal operations on Monday. Mr. McGrath commented on recent action taken by the Board for the installation of valve points on the Harper campus. When the project is completed, the need to shut down the entire campus will be eliminated inasmuch as only one building would be affected.

ADJOURNMENT:

Member Klussmann moved, Member Munson seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 8:41 p.m.

Chairman Brian M. Barch      Secretary Pro Tem Shirley Munson