

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

NOTICE OF RESCHEDULED REGULAR BOARD MEETING

TO: Members of the Board of Trustees of Community College District  
No. 512, Counties of Cook, Kane, Lake, and McHenry and State  
of Illinois

NOTICE IS HEREBY GIVEN that the regular meeting of the Board of  
Trustees for Monday, December 21, 1981, will be held at 7:30 p.m. instead  
of 8:00 p.m. An Executive Session will be held for the purpose of  
discussing collective bargaining and information concerning the  
appointment, salary, or dismissal of personnel.

DATED this 15th day of December, 1981, in Palatine, Illinois.



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BRIAN M. BARCH, Chairman  
Board of Trustees

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

RESCHEDULED BOARD MEETING

AGENDA

December 21, 1981

7:30 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable, Payroll for November 13 and November 30, and Estimated Payroll for December 1, 1981 through January 29, 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: Contract Rider--Associate Dean, Business and Social Science Division Exhibit VIII-B
  - C. RECOMMENDATION: Faculty Leave of Absence--Communications, Humanities and Fine Arts Exhibit VIII-C
  - D. RECOMMENDATION: Cooperative Agreement--Suburban Medical Center Exhibit VIII-D
  - E. RECOMMENDATION: Policy Manual Revision Exhibit VIII-E
  - F. RECOMMENDATION: SURS Contributions for Administrative and Classified Staff Exhibit VIII-F
  - G. RECOMMENDATION: Approval for the Increase in the Trust Fund to Cover Water Main Rehabilitation Exhibit VIII-G
  - H. BOARD INFORMATION: Grants Status Report Exhibit VIII-H

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 Rescheduled Regular Board Meeting of Monday, December 21, 1981

CALL TO ORDER: The rescheduled regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Monday, December 21, 1981, at 7:34 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

Chairman Barch conveyed holiday greetings from Member Bone, Board Secretary, who was out of town.

Member Mills moved, Member Howard seconded, that Member Munson be appointed Secretary pro tem. In a voice vote, the motion carried.

ROLL CALL: Present: Members Brian Barch, Kris Howard, Ray Mills and Shirley Munson  
Absent: Janet W. Bone, David Tomchek, Don Torisky, and Student Member John Malkowski

Also present: James J. McGrath, President; Peter R. Bakas, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Donn Stansbury, V.P. Student Affairs; Felice Avila, Executive Assistant to the President; Laurie Wren, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; Pat Bourke, Associate Dean of Life Science and Human Services; Art Bowers, Director of Computer Services; Steve Catlin, Director of Admissions and Registrar; A. A. Dolejs, Director of Finance; John Lucas, Director of Planning and Institutional Research; Liz McKay, Director of Environmental Health; Don Misic, Director of Physical Plant; Jeanne Pankanin, Director of Student Activities; and Elaine Stoermer, Director of College Relations.  
Faculty: Karen Keres, Faculty Senate President.  
Classified Staff: Gregg Atamian, audiovisual; (Bruce Bohrer, Coordinator of Admissions; Frank Firak, Accounting Supervisor; Peggy Gorman, Personnel Specialist; Fred Johnson, audiovisual; Ron Kuchvalek, Purchasing Agent; and Bill Neumann, Media Services (Classified Employee Council representative). Harper students: Juan Ramos and Pete Wicklund. Other guests: Kathy Schaeffer, Paddock Publications; Larry Bielawa, Frank Darrow, Joe Gloyd and Al Kaelin.

EXECUTIVE SESSION: Member Munson moved, Member Howard seconded, that the Board of Trustees adjourn to executive session to discuss faculty negotiations. Motion carried at 7:36 p.m.

Member Tomchek entered the executive session at 7:37 p.m.

EXECUTIVE  
SESSION:  
(cont.)

Member Torisky entered the executive session at 7:42 p.m.  
Member Mills moved, Member Howard seconded, to reconvene the meeting at 8:52 p.m. In a voice vote, the motion carried.

Chairman Barch welcomed the members of the audience and thanked them for the patience shown.

MINUTES:

Member Mills moved, Member Munson seconded, approval of the minutes of the rescheduled regular Board meeting of Monday, November 23, 1981 and the special Board meeting of Monday, December 7, 1981. In a voice vote, the motion carried.

CITIZEN  
PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:  
Bills Payable,  
Restricted

Member Munson moved, Member Mills seconded, approval of the bills payable of December 21, 1981, as presented in Exhibit V-A, as follows:

Purposes Fund,  
Payrolls,  
Estimated  
Utility Bills,  
Long-Term  
Disability  
Insurance-Dec.,  
Computer  
Equipment

Educational Fund	\$ 330,527.16
Building Fund	341,252.14
Site & Construction Fund #2	21,205.83
Auxiliary Fund	267,287.20
Bond & Interest Fund	712.62
Restricted Purposes Fund	54,761.53

The payroll of November 15, 1981 in the amount of \$675,725.07; the payroll of November 30, 1981 in the amount of \$657,695.35; the estimated payroll of December 1, 1981 through January 31, 1982 in the amount of \$2,866,353.90; the estimated utility bills for January 1982 in the amount of \$100,000.00; long-term disability insurance for December to Sun Life of Canada in the amount of \$4,600.00; and computer equipment from Computerland of Schaumburg.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

Financial  
Statements

Chairman Barch commented on the tremendous improvement made in the format of the financial statements over the last few months.

Budget  
Transfers

Member Mills moved, Member Torisky seconded, approval of budget transfers in the Educational Fund in the amount of \$2,130.00; in the Operations, Building and Maintenance Fund in the amount of \$100,000.00; and in the Auxiliary Fund in the amount of \$1,500.00 (as per Exhibit V-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

DISBURSEMENTS: Member Munson requested further clarification regarding the transfer of funds for the water main rehabilitation. Budget Mr. Bakas explained that the original trust fund in the Transfers amount of \$50,000 was obtained through a transfer from (cont.) the Site and Construction Fund. Because it is questionable whether this fund could be used, the amount will be transferred back to the Site and Construction Fund and the increased amount of \$100,000.00 necessary for the project will be transferred from the Operations, Building and Maintenance Fund.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

Bid Awards Member Munson moved, Member Howard seconded, approval of the bid awards (as per Exhibits V-D (1-2), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award Bid Q-6709 for printing of the 1981/82 Point of View to Master Impressions, the lowest responsible bidder, in the amount of \$4,756.85.

Ex. V-D2 Award Bid Q-6741 for furniture for the Computer Services Department to E & I Cooperative, the lowest responsible bidder, in the amount of \$7,231.50.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

Purchase Member Munson moved, Member Howard seconded, approval Orders of the following purchase orders (as per Exhibits V-E1 through V-E4, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve the issuance of a purchase order to the Westinghouse Electric Corporation for the purchase of a Disk Utility System for use by the Data Processing Department in the amount of \$3,000.00.

DISBURSEMENTS:  
Purchase  
Orders  
(cont.)

- Ex. V-E2 Approve the issuance of a purchase order to Boole & Babbage to obtain a computer security software package, hereafter referred to as SECURE/CICS, for use by the Data Processing Department, in the amount of \$4,875.00.
- Ex. V-E3 Ratify the issuance of a change order to P.O. D-17102 to Toshiba America in the amount of \$2,400.00, for a new total of \$32,400.00.
- Ex. V-E4 Approve a change order to P.O. D-17464 to S. P. Asrow Associates in the amount of \$2,277.21, for a new total of \$8,902.21.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

COMMUNICATIONS: There were no communications.

UNFINISHED  
BUSINESS:  
--Committee  
Appointments

Chairman Barch noted that, during the past 1½ years, Board members have acted as liaisons to various areas concerning the College and have reported on activities during regular Board meetings. These assignments include the Educational Foundation, Friends of Harper, Illinois Community College Trustees Association, Second Site, Salt Creek and Cable TV. Chairman Barch stated that he would like to talk separately with Board members to ascertain individual preferences for participation so that assignments can be made at the next Board meeting.

--Appointment  
of Attorney

In reference to legal counsel, the Chairman stated that College attorneys had been appointed at the organizational meetings in the past. Such action was deferred during this meeting in December. Because of the importance of this issue, Chairman Barch suggested that the Board meet as a Committee of the Whole during the month of January. He requested that the administration provide an evaluation of present legal counsel, outlining past and present activities and the fees involved. Following a review and in-depth evaluation by the Board, a decision could be made whether or not to continue with the present firm. He requested the feelings of the Board in this regard.

Member Mills felt that administrative input would be helpful in this regard.

UNFINISHED  
BUSINESS:  
--Appointment  
of Attorney  
(cont.)

Member Munson stated that possibly the special session could include a review and discussion of other College matters. In this way, the meeting would serve to bring the newly-elected Board members up to date. Member Howard felt that this would be helpful and that the review process for auditors and other College services might also be discussed.

Chairman Barch asked if the Board would like to hear presentations from the existing law firm and others during the session. Member Torisky felt that a proper evaluation of the existing firm was in order before seeking alternatives, especially since the abilities of other firms are unknown. It was Member Mills' opinion that the Board was not ready for presentations by others, but that this could be scheduled for a later date if the Board so desired.

At the suggestion of Chairman Barch, the President advised that the administrative evaluation would be prepared and distributed to the Board prior to their meeting. He suggested Saturday, January 16, as a tentative date and stated that Board members will be polled the first week in January for discussion topics to be placed on the agenda.

EXECUTIVE  
SESSION:

Member Mills moved, Member Munson seconded, that the Board adjourn to executive session to discuss personnel actions. Motion carried at 9:07 p.m.

Member Munson moved, Member Mills seconded to reconvene the meeting at 9:32 p.m. In a voice vote, the motion carried.

NEW BUSINESS:  
Personnel  
Actions

Member Tomchek moved, Member Munson seconded, approval of the Personnel Actions listed in Exhibits VIII-A, VIII-B, and VIII-C, as follows:

Administrative Appointment  
Larry M. Bielawa, Director of Personnel, 1/4/82, \$32,500

Classified, Professional/Technical Staff and SEIU Employee Appointments  
Patrick Dooley, Pub. Saf. Off., 11/30/81, \$12,852  
Royanne Alderson, Clerk I, 12/1/81, \$9,408  
Margaret Doyle, Receptionist, 12/7/81, \$10,500  
James Griffeth, Custodian, 11/23/81, \$13,312  
Mary Neal, P.T. Clerk Typist II, 12/3/81, \$5,460  
Frederick Johnson III, P.T. AV Tech., 12/7/81, \$6,527

Faculty Appointment  
Frank Darrow, Instructor, TM/PS, 1/18/82, \$18,164

NEW BUSINESS:  
Personnel  
Actions  
(cont.)

Classified, Professional/Technical Staff and  
SEIU Employee Terminations  
Carol Sturz, Buyer-Bookstore, 11/15/81  
Allan Bondlow, Public Safety Officer, 11/13/81  
Steve Teolis, Public Safety Officer, 12/15/81  
Scott Kaczorowski, Shop Manager, 11/18/81  
Virginia Dezell, Receptionist, 12/4/81  
Linda Cohen, Cashier, 11/30/81  
JoAnn Fischer, Outreach Program Manager, 12/4/81  
Glenda Nuccio, Interpreter III, 12/18/81

Contract Rider - Acting Associate Dean, Business  
and Social Science Division

Contract rider in the amount of four (4) weeks prorated pay, based on the 1981-82 faculty contract for Professor Larry King to serve as Acting Associate Dean, Business and Social Science Division.

Faculty Leave of Absence Request - Professor John  
Pageler

One-year extension to leave of absence without pay for the period of December 20, 1981 - December 19, 1982.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

The President introduced Mr. Frank Darrow, newly-appointed instructor for the engineering electronics department, and Mr. Larry Bielawa, Director of Personnel for the College. A warm welcome was extended to both.

Cooperative  
Agreement -  
Suburban  
Medical Center  
of Hoffman  
Estates

Member Howard moved, Member Mills seconded, approval of  
the cooperative agreement between William Rainey Harper  
College and Suburban Medical Center of Hoffman Estates  
(as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Policy  
Manual  
Revision -  
Second  
Reading

Member Tomchek moved, Member Munson seconded, approval  
of the revision to Policy Manual Section 3.2.1 B -  
Part-time Teaching Faculty Salary Program - (as per  
Exhibit VIII-E attached to the minutes in the Board of  
Trustees' Official Book of Minutes).

In response to Member Munson, the President stated that the change would be effective beginning with the 1982 spring semester.



NEW BUSINESS:  
Policy Manual  
Revision  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

State  
Universities  
Retirement  
System  
Contributions -  
Administrative,  
Faculty and  
Classified  
Staff

Member Tomchek moved, Member Torisky seconded, that the Board of Trustees adopt the attached resolutions, as amended, which provide that contributions to the State Universities Retirement System will not be includable in administrative and classified employees' gross income in the year in which paid sums are contributed (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes) and that the Board also adopt a similar resolution applicable to the faculty and subject to concurrence by the Faculty Senate as provided in the current agreement therewith.

In response to Chairman Barch, Member Tomchek explained that the resolutions "as amended" means that the percentage rates will be changed from seven percent (7%) to eight percent (8%) and that the blanks will be filled in. In addition, the faculty must agree to the similar resolution which will be prepared. Ms. Karen Keres acknowledged that this was understood.

In a voice vote, the motion carried.

Increase in  
Trust Fund -  
Water Main  
Rehabilitation

Member Mills moved, Member Howard seconded, approval of the increase in the trust fund to cover water main rehabilitation from \$50,000 to \$100,000 (as per Exhibit VIII-G attached to the minutes in the Board of Trustees' Official Book of Minutes).

In reply to Chairman Barch, Mr. Misic advised that bids will be solicited in early February and work will commence in May. Under this schedule, the inconvenience to the student body and staff will be minimized.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Mills, Munson,  
Tomchek and Torisky  
Nays: None

Motion carried.

Grants  
Status  
Report

Chairman Barch stated that the Grants Status Report was for Board information. Dr. Voegel reported that there were no changes from last month.

PRESIDENT'S  
REPORT:

President McGrath introduced Mr. Al Kaelin, who has been working at Harper on a volunteer basis for the past year. Mr. Kaelin previously worked for the Civil Aeronautics Board, served with the Flying Tigers, was a flight engineer with Pan American, and recently was retired from a position in the corporate world. Following interviews with Messrs. Stansbury, Catlin and Bohrer, Mr. Kaelin has been doing various jobs in Admissions and the Registrar's Office. In appreciation of his fine work, the President presented Mr. Kaelin with a plaque on behalf of the Board, administration and staff of the College.

Mr. Kaelin noted that he was in attendance at the meeting as a result of subterfuge used by Mr. Bohrer. Had he known of the presentation, he would have insisted that his wife attend, even though there was a conflict in her schedule.

Mr. Kaelin recalled that his first Harper contact was with a clerk in the Registrar's Office who took the time to understand the situation. He further acknowledged his relationship with Messrs. Bohrer and Catlin and the enjoyment he has received while performing a variety of duties under their direction. He hoped to accomplish a great deal more prior to his departure next June.

Noting the recognition he had received, Mr. Kaelin stated that he was extremely grateful for this important highlight in his life and would always remember this evening. President McGrath requested that warm wishes be extended to Mrs. Kaelin.

Final figures for fall enrollment indicate that the College was 8.9 percent over budget.

The latest figures for spring 1982 enrollment indicate that the College has reached 64 percent of budget projections. President McGrath was pleased with this figure.

The President announced that Harper College will host a competition for engineering scholarships to the University of Illinois on Thursday, February 18, 1982. Local high school teams, comprised of the best students in engineering aptitude, mathematics and science, from Districts 211 and 214 will be in attendance. President McGrath welcomes these students and expressed hope that some of them may decide to take advantage of Harper College in the future.

In reference to spring classes, open registration will be held January 13 through January 16.

PRESIDENT'S  
REPORT:  
(cont.)

The President announced that an art exhibition will be held on February 27 in Building F. Members of the College staff are working in cooperation with the Educational Foundation on this event. In addition to the members of the Board of Trustees and Educational Foundation, invitations will be extended to selected individuals in the College District. The works of art were obtained with State funds allocated for such purchases in the early years of the College and through various donations. Within the past year, approximately thirty American prints were received from the Lincoln Arts Gallery in Michigan. The prints are presently being framed and will be part of the exhibition. Mr. Martin Ryan, Associate Dean of Communications, Humanities and Fine Arts, is working very hard to insure that Building F is ready for this splendid display.

The Food Service Department recently received \$100 donations of both formal glassware and table linens. President McGrath was pleased with these gifts, especially in view of the fact that he would like to change the direction of that department by adding more emphasis to hotel management and hospitality.

Professor Roger Mussell, Technology, Math and Physical Science Division, has been appointed to the Policy Committee of the American Vocational Association.

The administration and Faculty Senate are working on the issue of sabbatical leaves. A committee will be formed to study this matter and information will be brought to the Board as soon as possible.

Dr. William Nelson, Student Development, has submitted a request for early retirement which will be presented to the Board at the January meeting.

ADJOURNMENT:

Member Munson moved, Member Mills seconded, that the meeting be adjourned. In a voice vote, the motion carried at 9:51 p.m.

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Brian M. Barch  
Chairman

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Shirley A. Munson  
Secretary pro tempore