

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

September 23, 1982

8:00 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 August 15 and August 31, 1982, and Estimated Payroll for September 1 through October 30, 1982 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - 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: 1983-84 Academic Calendar Exhibit VIII-B
 - C. RECOMMENDATION: Career Program Advisory Appointments Exhibit VIII-C
 - D. RECOMMENDATION: Vocational Education Center Feasibility Study Agreement Exhibit VIII-D
 - E. RECOMMENDATION: Renewal of Special Building Fund Bond Exhibit VIII-E
 - F. RECOMMENDATION: Policy Revision, First Reading Exhibit VIII-F
 - G. BOARD INFORMATION: Grants Status Report Exhibit VIII-G
- 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, September 23, 1982

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, September 23, 1982 at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Ray Mills, Donald Torisky, and Albert Vajda

Absent: Member David Tomchek and Student Member Mary Ellen Beagle

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; George Dorner, Associate Dean of Technology, Math and Physical Sciences; Bill Howard, Associate Dean of Continuing Education and Program Services; Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Judy Dincher, Director of Nursing; Anton Dolejs, Director of Finance; Bonnie Henry, Director of Student Development; Will Hoffman, Director of Human Performance Laboratory; John Lucas, Director of Planning and Research; Liz McKay, Director of Environmental Health; Donald Misic, Director of Physical Plant; William Norvell, Director of Food Service; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career Center. Faculty: Larry Knight and Robert Zilkowski. Classified staff: Peg Gorman, Personnel Specialist; Linda Pones, Employee Council Representative; Ned Steinke, Audio-Visual; Laurie Wren, Executive Secretary. Students: Laura Dalrymple, Karen Gordon, Jana Howard, Dolores Huske, Mary Kruse, Eva Markiewicz, Sharon Trandel, Becky Von Busch, Kathy Winder, Patricia Wren. Other guests: Paul Marcotte, Paddock Publications; Nancy McGuinness, Harbinger; and Lin Rosenthal, League of Women Voters.

MINUTES: Member Howard moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of Thursday, August 26, 1982.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes Fund,
Estimated
Payrolls and
Utility Bills

Member Mills moved, Member Bone seconded, approval of the bills payable of September 23, 1982 as presented in Exhibit V-A as follows:

Educational Fund (August)	595,398.73
Educational Fund (September)	208,168.81
Building Fund (August)	895,409.36
Building Fund (September)	186,883.41
Site and Construction Fund #2	7,176.00
Auxiliary Fund (August)	426,992.94
Auxiliary Fund (September)	158,741.92
Restricted Purposes Fund	216,370.79

The payroll of August 15, 1982 in the amount of \$510,611.78; the payroll of August 31, 1982 in the amount of \$502,930.76; the estimated payroll for September 1 through October 31, 1982 in the amount of \$2,758,000.00, and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

- Ayes: Members Barch, Bone, Howard, Mills, Torisky, and Vajda
- Nays: None

Motion carried.

Financial Statements

Member Howard complimented Mr. Bakas on the clarity of the financial statements.

Member Torisky asked whether the \$12,068,320.71 figure shown as the year-to-date budget variance on the Statement of Revenue and Expenditures is normal for this time of year. Mr. Bakas replied that the variance figure is normal for this time of year because the College has not yet received state apportionment funds and local tax revenue is not accrued until December.

Member Barch inquired whether the College obtains interest rate quotations from different financial institutions before committing investment funds. Mr. Bakas responded that quotations are obtained from a number of different banks.

DISBURSEMENTS: There were no budget transfers.

Budget
Transfers

Bid Awards Member Howard moved, Member Vajda seconded, approval of the bid awards (as presented in Exhibit V-D (1-17), attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-D1 Award bid Q-6920 for athletic award jackets for the Physical Education, Athletics and Recreation Division to Ned Singer, the lowest responsible bidder, in the amount of \$4,848.75.
- Ex. V-D2 Award bid Q-6939 for a radiotelemetry instrument for the Human Performance Laboratory to Hewlett-Packard in the amount of \$32,998.00.
- Ex. V-D3 Award bid Q-6916 for reupholstery of chairs for the Library Services and Student Activities Departments to Jo Vin Interiors, the lowest responsible bidder, in the amount of \$6,252.05.
- Ex. V-D4 Ratify award of bid Q-6929 for typography for the 1983/84 Bulletin to Q.T. Graphics, the lowest responsible bidder, in the amount of \$4,650.00.
- Ex. V-D5 Award bid Q-6923 for computer cards as requested by the Business and Social Sciences Division and Computer Services Department to Data Documents, the lowest responsible bidder, in the amount of \$6,859.70.
- Ex. V-D6 Award bid Q-6917 for instructional biology equipment for the Life Science and Human Services Division to Fisher Scientific, the lowest responsible bidder, in the amount of \$5,983.46.
- Ex. V-D7 Award bid Q-6931 for installation of a sanitary sewer for Building V to Bari Sewer & Water, the lowest responsible bidder, in the amount of \$8,000.00.
- Ex. V-D8 Award bid Q-6928 for purchase and planting of trees to Klehm Nursery, the lowest responsible bidder, in the amount of \$21,845.00.
- Ex. V-D9 Award bid Q-6919 for mowing machines for the Physical Plant Department to Rowlands Equipment, the lowest responsible bidder, in the amount of \$20,990.00.
- Ex. V-D10 Award bid Q-6930 for lamps (light bulbs) as requested by the Physical Plant Department to Activision Aids, the lowest responsible bidder, in the amount of \$6,129.40.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D11 Award bid Q6918 for automatic floor scrubbers as requested by the Physical Plant Department to Elton Corp., the lowest responsible bidder, in the amount of \$12,268.00.
- Ex. V-D12 Award bid Q-6921 for custodial supplies as requested by the Physical Plant Department to Jon-Don Products in the amount of \$2,416.95, to Bolotin Inc. in the amount of \$5,096.30, to Elton Corporation in the amount of \$1,034.10, to Barrier Industries Inc. in the amount of \$773.50, to Elgin Paper Company in the amount of \$141.95, to J & M Distributors in the amount of \$317.60, to CAS Industries in the amount of \$719.00, and Mursan Inc. in the amount of \$220.08, for a total award of \$10,719.48.
- Ex. V-D13 Award bid Q-6941 for printing of the Spring 1983 Institute for Management Development brochure for the Continuing Education and Program Services Division to Rush Graphics, the lowest responsible bidder, in the amount of \$2,838.00.
- Ex. V-D14 Award bid Q-6926 for audiovisual equipment for the Continuing Education and Program Services Division to the five lowest responsible bidders: Audio Graphics in the amount of \$680.55, Midwest Visual in the amount of \$1,112.50, Selected Audio Visual in the amount of \$1,759.90, Burke Audio Visual in the amount of \$3,025.00, and Ancha Electronics in the amount of \$8,628.00, for a total award of \$15,206.04.
- Ex. V-D15 Award bid Q-6927 for audiovisual equipment for the CAD/CAM Training Center to Ancha Electronics, the sole bidder, in the amount of \$3,658.19.
- Ex. V-D16 Award bid Q-6938 for storage cabinets and disk drives for the CAD/CAM Training Center to the three lowest responsible bidders meeting specifications as follows: Advance Data in the amount of \$2,949.75, Control Data in the amount of \$1,893.09, and International Memory in the amount of \$2,676.00 for a total award of \$7,518.84.
- Ex. V-D17 Award bid Q-6937 for furniture for the CAD/CAM Center to Educational and Institutional Coop, the lowest responsible bidder, in the amount of \$25,447.50.

DISBURSEMENTS: With regard to the bid award (Exhibit V-D3) for re-upholstery of chairs, Member Howard expressed concern at the large difference in the cost between the high and low bids. She asked how the College would be certain to receive high quality work when such a relatively low quotation is accepted. President McGrath replied that a sample of work must be submitted and all the finished work must be of a quality equal to the sample. Member Howard stated that the work should be carefully inspected.

Bid Awards
(cont.)

Member Barch inquired about the bid award (Exhibit V-D8) to Klehm Nursery for the planting of trees. He asked whether savings might be realized by planting all the trees at one time despite budget restrictions dictating that the planting of trees be done in two sections at two different times. Mr. Bakas responded that planting all the trees at one time would cause difficulties because the Park and Grounds personnel would not be able to care properly for such a large number of newly planted trees. He added that if substantial savings would result from planting both sections now, the College would probably have attempted the larger planting. President McGrath added that the first section of trees to be planted is located west of the Algonquin Road entrance.

Member Torisky inquired about the financial health of Klehm Nurseries. Mr. Bakas replied that the company appeared to be in good condition. He added that payment is not made until the work is completed.

Member Barch asked whether the College has the right to reject bids as stated on the form used for bid quotations. Mr. Bakas replied that the statement on the bid quotation form is accurate and the College legally has some flexibility in accepting bids.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
Torisky, and Vajda
Nays: None

Motion carried.

Purchase
Orders

Member Mills moved, Member Vajda seconded, approval of the purchase orders (as presented in Exhibit V-E (1-4), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a purchase order to Motorola Tec Training for D-5 kits for the Continuing Education electronics program, in the amount of \$3,196.50.

DISBURSEMENTS: Ex. V-E2 Approve issuance of a purchase order to G.M. Audiovisual Services for projection lamps for the Audiovisual Department, in the amount of \$5,864.50.
Purchase
Orders
(cont.)

Ex. V-E3 Approve issuance of a change order to increase the amount of purchase order D20304 to Joseph Yohanan Associates by \$2,141.00 from \$12,600.00 to a new total of \$14,741.00.

Ex. V-E4 Ratify the change in the bid award for Building V modeling project from Locascio and Locascio to Locascio and SR Industries Corporation.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Barch, Howard, Mills,
Torisky, and Vajda
Nays: None

Motion carried.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Committee
Reports
--I.C.C.T.A.

Member Mills reported that at the August meeting of the I.C.C.T.A. discussion took place regarding the proposed six-year terms for community college trustees. The I.C.C.T.A. Board expressed divided opinions on the legislation.

Member Bone discussed the Legislative Alert from the I.C.C.T.A. which reminds trustees that the Governor has signed a Senate bill which makes six-year terms mandatory in Colleges located solely in Cook County. The Legislative Alert stated that "By amendatory veto the Governor has added a section to another bill which, if approved by the General Assembly, would mandate six-year terms for the remainder of the state."

Member Bone said the I.C.C.T.A. suggests that board members alert their legislators if they support the legislation. She referred to the Harper Board minutes of Thursday, August 27, 1981. At that time it was the consensus of the Harper Board that four-year terms were preferable.

UNFINISHED

BUSINESS:

Committee
Reports

--I.C.C.T.A.
(cont.)

Member Bone asked that the Board determine the current preference of the membership and that Member Barch be requested to notify the legislators of the Board's preference. Member Barch asked if this decision could be deferred until the October Board meeting. Member Mills stated that staggering the six-year terms, as proposed in the legislation, would eliminate the problem of maintaining continuity. Member Barch commented that an objection expressed a year ago is still valid: six years is too long a commitment because members' lives change drastically in that lengthy a time period. Member Bone stated that if an election is held in 1983 she does not plan to be a candidate.

Member Barch suggested that the issue be discussed in depth at the October meeting. Other members concurred. Member Bone suggested that copies of the proposed legislation be obtained for study.

--Friends
of Harper

Member Howard reported that the turnout at Elk Grove Village Night was the largest of all of the village nights. A new addition to the program was an arrangement made by Pat Bourke for the guests from Alexian Brothers to tour the Human Performance Laboratory. Member Howard asked all Board members to attend "Harper Revisited" on October 17, 1982.

--Educational
Foundation

Member Torisky reported that Donald E. Wilson, Vice President of Square D Company, was formally elected to the Board of Directors at the September 14 meeting.

The Eleanor King Art Reception, attended by 150-200 guests, was a success.

The Foundation Board accepted with regret the resignation of John Castello, President of Amersham Corporation. Mr. Castello has been transferred to London.

The date of the Foundation banquet will be determined by the availability of a speaker.

NEW BUSINESS:

Personnel
Actions

Member Bone moved, Member Howard seconded, approval of the Personnel Actions listed in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

NEW BUSINESS:
Personnel
Actions
(cont.)

Administrative Appointment

Donald DeBiase, Director, Physical Plant, 11-01-82,
\$39,000

Classified, Professional/Technical Staff Appointments

Mehlinae Douglas, CAD/CAM Tech. Asst., 9-08-82, \$19,000
Gail Geltner, Secretary I, 8-23-82, \$12,500
Marla Huntington, Clerk Typist II, p/t, 9-01-82, \$5,980
Sandra Lising, Clerk Typist II, 8-30-82, \$11,018
Patricia O'Connor, Weekend Supervisor, 8-27-82, \$2,700
John Boydston, Jr., Lab Asst. p/t, 8-31-82, \$6,500
Clara Gong, Clerk Typist II, p/t, 8-30-82, \$5,668
Sharon McAllister, Clerk/Dispatcher, 8-30-82, \$10,224
Cynthia Fifielski, Clerk/Dispatcher, 8-30-82, \$10,224
Elizabeth Miller, Placement Advisor, p/t, 9-01-82, \$9,360
Carole Christiansen, Placement Advisor, 9-01-82, \$15,600
Mary Jo Cimock, Interpreter III, 8-16-82, \$9,960
Nirmala Jonadoss, Tutor Supervisor, 8-23-82, \$17,608
Laura Pierce, Lab Asst., Computer Operator, 8-19-82,
\$9,887
Sharon Theriault, Food Service Helper III, 8-23-82,
\$8,940
Margaret Markus, Clerk Typist I, p/t, 8-30-82, \$3,276
Kathleen Michalski, Information/Receptionist, p/t,
9-01-82, \$6,793
Jeanne Simmons, Asst. Head Cashier, 9-17-82, \$11,544
Jacqueline Chalmers, Clerk Typist, 9-07-82, \$9,263
Gail King, AV Tech II, 9-01-82, \$13,244
Geraldine Kesner, Cashier, p/t, 9-07-82, \$6,154
Karen McDonald, Receptionist, 9-09-82, \$10,300
Nancy Vellon, Clerk, 9-09-82, \$8,797

Classified, Professional Technical Staff Terminations

John Kendall, Lab Asst., 8-21-82
Henry Kurowski, Superintendent, Physical Plant, 10-22-82
Betty Lewis, Food Service Manager, 9-17-82
Karen Gordon, Payroll Clerk I, p/t, 9-10-82

President McGrath, commenting upon the retirement of Hank Kurowski, mentioned his dedication to the College during the blizzard of 1979. President McGrath also expressed thanks to Betty Lewis for her 15 years of service to the College.

Member Howard mentioned that she is impressed with the qualifications of Donald DeBiase.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
Torisky, and Vajda

Nays: None

Motion carried.

NEW BUSINESS:
1983-84
Academic
Calendar

Member Torisky moved, Member Bone seconded, acceptance of the Academic Calendar listed in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

1982-83
Career Program
Advisory
Appointments

Member Bone moved, Member Howard seconded, approval of the Career Program Advisory Appointments as listed in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone remarked that she is favorably impressed with the advisory appointments and that the ideas contributed by those appointed are very important.

Member Howard asked if members of the advisory committees received official thanks from the College. President McGrath replied that no formal thanks had been extended. Member Vajda suggested copies of aerial photos might be an appropriate gesture of recognition. President McGrath stated that the matter would be considered.

In a voice vote, the motion carried.

Vocational
Education
Center
Feasibility
Study
Agreement

Member Bone moved, Member Howard seconded, approval of participation in a Vocational Education Center Feasibility Study, the amount not to exceed \$3,000, as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Bone asked if the proposed participation involves merely a preliminary study with the results returned to the Board for further discussion. President McGrath replied the study will determine whether the College should participate. One of the attractive aspects for the College is cooperation with the high schools in programs for automotive technology and graphics arts similar to our current cooperation in the horticulture program. He added it is beneficial to combine programs with low enrollment and such programs solidify College relationships with area high schools.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills,
Torisky, and Vajda

Mays: None

Motion carried.

NEW BUSINESS: Member Mills moved, Member Bone seconded, that the
Renewal of Board accept the recommendation for renewal of the
Special Special Building Fund Bond as outlined in Exhibit
Building VIII-E (attached to the minutes in the Board of
Fund Bond Trustees' Official Book of Minutes).

Member Torisky inquired whether the bond is for building now progressing. Mr. Bakas replied that this bond represents the balance of the proceeds from the last bond sale. The money is in the Site and Construction Fund and the bond is an annual legal requirement for the Treasurer.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Mills
Torisky, and Vajda
Nays: None

Motion carried.

Policy
Revision,
First Reading

Mr. Bakas stated that the purchasing policy revision has been under consideration for a year for the purpose of correcting difficulties caused by the present policy.

Member Barch said it is customary to present a proposed policy revision at one meeting and to act upon it at the following meeting.

Member Bone stated that policy changes require Board approval and requested clarification of a recent Harbinger article which described alterations in grading methods as policy changes. Dr. Williams replied that the alterations in grading methods referred to changes in procedure rather than policy changes.

Member Torisky stated that the purpose of the purchasing policy revision is to expedite the bidding process. Inflation has made the current policy unrealistic.

Member Vajda inquired whether it is possible to favor in-district businesses in case a bidding in-district firm exceeded the bid of an out-of-district firm by a small amount. Mr. Bakas responded that the College is required by law to accept the lowest responsible bid.

Member Howard suggested it might be possible to work for a change in the law in order to assist in-district firms.

NEW BUSINESS:

(cont.)

Grants

Status

Report

Dr. Voegel stated that there had been no changes in the status of grants since the last report. Member Howard asked about the status of Betty Windham's grant for women science students. Dr. Voegel replied that the grant for women science students had been dropped because of funding priorities. Member Howard requested that future Grants Status Reports reflect the elimination of grants.

PRESIDENT'S
REPORT

The Technology, Math, and Physical Science Division has received a donation of computer equipment from Mr. Ed Friesendorf, a resident of Inverness.

A local company has donated a litter sweeper to the College which will be very useful in implementing the Clean Community System at the College.

Four student senators were elected this week: Mary Bogart, John Swapp, Deanna Moore and John D. Weirich. John D. Weirich was the recipient of the Award for Excellence scholarship for 1982-83.

Pat Mulcrone, Coordinator of the Adult Basic Education Program, is serving as editor of a newsletter published by the Adult and Continuing Educators Association.

Mary Witon, an intern in the Park Management Program, wrote an article describing the techniques used at the College to reduce mowing time by 40 percent. The article was published in the Park Maintenance magazine.

Caroline Dobbs, a faculty member in the English as a Second Language Program, wrote an article entitled Freire and Literacy which has been recommended for reading by teachers and administrators in the field.

Mike Nejman, Student Activities Coordinator, wrote an article entitled "Telephone Negotiations", which was published in Programming, a national publication for student activities personnel.

The final enrollment figures show a headcount of 25,193, an increase of 5.3 percent over last year, and FTE of 8,942, a 4.6 percent increase.

ADJOURNMENT:

Member Vajda moved, Member Bone seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting was adjourned at 9:03 p.m.

Brian M. Barch
Chairman

Janet W. Bone
Secretary