

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

October 28, 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 September 15 and September 30, 1982, and Estimated Payroll for October 1 through November 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: Revisions to Joint Agreements
 - 1. College of Lake County Exhibit VIII-B-1
 - 2. College of DuPage Exhibit VIII-B-2
 - C. RECOMMENDATION: Financial Management Curriculum Proposal Exhibit VIII-C
 - D. RECOMMENDATION: Appointment of New Member to the Foundation Board Exhibit VIII-D
 - E. RECOMMENDATION: Authorization to Bid for Chemistry Laboratory Remodeling Exhibit VIII-E
 - F. RECOMMENDATION: Annual Financial Audit 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, October 28, 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, October 28, 1982 at 8:10 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Barch welcomed members of the audience to the meeting and introduced Student Senate representatives John Weirich and Robert Kerans. Chairman Barch expressed the loss Board members will feel because of the death of Trustee Ray Mills. Chairman Barch mentioned that the College held a memorial service for Mr. Mills the afternoon of October 23, 1982.

In the absence of Secretary Bone, a motion was made and seconded that Member Vajda be appointed secretary pro tem.

In a voice vote the motion carried.

ROLL CALL: Present: Members Brian Barch, Kris Howard, Donald Torisky, Albert Vajda and Student Member Mary Ellen Beagle

Absent: Members Janet W. Bone and David Tomchek

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; Larry Bielawa, Director of Personnel; Arthur Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Bonnie Henry, Director of Student Development; Donald Misic, Director of Business Services; Bill Norvell, Director of Food Service; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations.
Faculty: Larry Knight, David Macaulay and Rebecca McLoughlin. Classified staff: Frank Firak, Accounting Manager; Charlie Hearn, Custodial Supervisor; Thea Keshavarzi, Purchasing Agent, Ned Steinke, Audiovisual, and Rena Trevor, Employee Council chairperson.

ROLL CALL:
(cont.)

Students: Robert Kerans, David Philippe and John Weirich. Other guests: Paul Marcotte, Paddock Publications; Walter Bransen and Gary Grottke, Peat, Marwick, Mitchell and Company; Ellis Cohn, Elton Corporation; Joseph Ferrari and Michael Mistele, Wight and Company, Inc.; Amy Fremgen and Kevin Richardson, local residents.

MINUTES:

Member Howard moved, Member Torisky seconded, approval of the minutes of the Regular Board Meeting of Thursday, September 23, 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 Torisky moved, Member Vajda seconded, approval of the bills payable of October 28, 1982 as presented in Exhibit V-A as follows:

Educational Fund (October)	\$382,903.04
Educational Fund (November)	106,441.46
Building Fund (October)	474,736.84
Building Fund (November)	62,367.64
Site & Construction Fund #2	19,863.28
Bond & Interest Fund	1,507,509.50
Auxiliary Fund (October)	275,402.35
Auxiliary Fund (November)	65,950.79
Restricted Purposes Fund	161,244.25

The payroll of September 15, 1982 in the amount of \$580,707.39; the payroll of September 30, 1982 in the amount of \$783,577.25; the estimated payroll of October 1, 1982 through November 30, 1982 in the amount of \$2,748,993.25, and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Torisky, and Vajda.

Nays: None

Motion carried. Member Beagle voted aye.

Financial
Statements

There were no questions regarding the monthly financial statements for the period ending September 30, 1982.

Budget
Transfers

There were no budget transfers presented for approval.

DISBURSEMENTS: Bid Awards Member Howard moved, Member Vajda seconded, approval of the bid awards (as presented in Exhibit V-D (1-9), attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-D1 Award bid Q-6946 for digital multimeters as requested by the Continuing Education and Program Services Division to Instrument and Control Service, the lowest bidder according to specifications for the Fluke Model, in the amount of \$2,280.00.
- Ex. V-D2 Award bid Q-6945 for power supply units as requested by the Continuing Education and Program Services Division to Lambda Electronics Corporation, the only bidder meeting specifications for the specified power supply units, in the amount of \$4,482.18.
- Ex. V-D3 Award bid Q-6956 for printing of the Spring 1983 Second Eight Weeks Course Schedule to Cardinal Free Press, the lowest bidder, in the amount of \$3,463.53.
- Ex. V-D4 Award bid Q-6951 for printing of the Spring 1983 Course Schedule to Cardinal Free Press, the lowest bidder, in the amount of \$16,608.00.
- Ex. V-D5 Award bid Q-6943 for printing of the Spring 1983 Women's Program Brochure to Rush Graphics, the lowest bidder, in the amount of \$4,716.76.
- Ex. V-D6 Award bid Q-6955 for pianos, matching benches and covers as requested by the Music Department to Karnes Music, the lowest bidder, in the amount of \$5,274.50.
- Ex. V-D7 Award bid Q-6947 for installation of new front arms and a new bucket on a tractor as requested by the Physical Plant Division to Fischbach Brothers, the lowest bidder according to specifications, in the amount of \$3,295.00.
- Ex. V-D8 Award bid Q-6949 for repair of terrazo floors as requested by the Physical Plant Division to Metropolitan Terrazzo Co., Inc., the lowest bidder, in the amount of \$4,622.65.
- Ex. V-D9 Award bid Q-6948 for construction of a concrete sidewalk as requested by the Physical Plant Division to Reo Concrete, the lowest bidder, in the amount of \$7,692.00.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Bid Awards

(cont.)

Ayes: Members Barch, Howard, Torisky and
Vajda

Nays: None

Motion carried. Member Beagle voted aye.

With regard to the bid for construction of a concrete sidewalk (Ex. V-D9), Student Member Mary Ellen Beagle expressed appreciation on behalf of the students. President McGrath described the location of the sidewalk on the eastern side of the campus and between the lake and perimeter road, adding that nursing students in particular had difficulty walking to their classes in the winter. Construction of the sidewalk was recommended last year by the Student Senate.

Member Vajda requested that future exhibits for bid awards be more descriptive to aid Board members. He asked why it is necessary to have printing jobs done outside the College (Ex. V-D4, regarding the Spring 1983 Course Schedule). Dr. Voegel replied that one reason the course schedules are not done in the College Print Shop is the large size of the press plates required for such a project. Changing the format of the schedule would not resolve the problem as lack of space available on campus prohibits enlarging printing capacity. President McGrath added that because of the large number of schedules required, the Print Shop would not be able to handle printing the course schedule as well as all the other necessary jobs.

Purchase
Orders

Member Howard moved, Member Torisky seconded, approval of the purchase orders (as presented in Exhibit V-E (1-6), attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a purchase order to Braegen Corporation for maintenance of computer equipment for the Business and Social Sciences Division and Computer Services Department in the amount of \$9,160.00.

Ex. V-E2 Approve issuance of a purchase order to Alpha Omega Consulting Group, Inc. for systems consulting support for the Computer Services Department in the amount of \$10,000.00.

Ex. V-E3 Approve issuance of a purchase order to Four Phase Systems, Inc. for a memory module for the Business and Social Sciences Department in the amount of \$9,813.00.

DISBURSEMENTS:
Purchase
Orders
(cont.)

- Ex. V-E4 Approve issuance of a purchase order to A.B. Dick for a maintenance agreement covering the A.B. Dick 1600 Offset Press System, as requested by the Media Services Department, in the amount of \$3,621.00.
- Ex. V-E5 Ratify issuance of change orders for the Building V (Parks Management Program) remodeling project as follows: D-20642-1 to Aztec Electric for \$1,569.00; D-20643-2 to Locascio & S.R. Construction for \$350.00.; and D-20645-1 to Voris Mechanical for \$2,079.00.
- Ex. V-E6 Approve issuance of a change order to purchase order D-20528 to Toshiba America for rental of one additional key operated copy machine in the amount of \$2,501.00, resulting in a new total of \$39,501.00.

Member Vajda repeated a concern expressed at the previous Board meeting by Member Howard regarding the large difference between the high and low bids. He expressed fears that the low bidders may not provide quality services. President McGrath responded that the College is required to accept the low bid meeting specifications, and the problem is making sure the specifications are correct.

Member Howard inquired about supervision of construction projects such as repair of the terrazo floors (Bid Award Ex.V-D8). President McGrath replied that the College architect and consulting engineer inspect problem areas requiring construction. He added that the concern regarding the terrazo floors is not the appearance of the floors but whether they can bear the stress of unusually heavy loads. In referring to an exceptionally crowded performance held in the College Center, he said the College will follow the recommendations of the architects and will limit attendance in the College Center to 700 guests. Construction of the Information Booth has also added weight to the floor.

Mr. Bakas added that the College will continue to seek expert opinion when the Administration has any questions regarding problems of this nature.

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

COMMUNICATIONS: There were no communications.

UNFINISHED

BUSINESS

Committee

Reports

--Friends

of Harper

Member Howard reported that "Harper Revisited" held on October 17 was a very successful day, and approximately 1,200 guests attended. The idea was conceived by the Friends of Harper organization, and Larry Moats, a member of the Friends of Harper and former member of the Board of Trustees, served as chairman of the coordinating committee. Member Howard expressed appreciation to Sarah Born, Sam Oliver and Anne Hajduk, members of the Friends of Harper, for their work in making the book sale a success. Approximately \$900 profit was realized from the sale and will be used to help establish a "Friendship Grove" of trees. Former students returned to campus, and special certificates were presented to employees with 15 and 16 years of service. A reception was held honoring current and former members of the Board of Trustees.

--I.C.C.T.A.

Elaine Stoermer reported that the College is sponsoring a regional dinner meeting of the Northwest Suburban Region of the Illinois Community College Trustees Association on November 2. The speaker will be Dr. Gary Petty, newly appointed director of the I.C.C.T.A. Trustees from Triton, Oakton, Harper, McHenry and Lake County Colleges will attend.

NEW BUSINESS:

Personnel

Actions

Member Howard moved, Member Vajda 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:

Classified, Professional/Technical Staff Appointments

Richard Monaghan, Lab Asst., p/t, 8-19-82, \$7,280

Yvonne Thomson, Clerk III, 9-13-82, \$10,811

Betty Cords, Clerk II, p/t, 9-20-82, \$2,462

Lawrence Feldman, Mgr. Programming Services, 9-27-82, \$34,000

Patricia Weinberg, Clerk, 9-27-82, \$8,582

Lisa Larson, Clerk Typist II, p/t, 9-29-82, \$6,377

Tihomir Prockovic, Systems Programmer, 10-01-82, \$25,000

Vincent Kaminski, Baker, 10-01-82, \$21,500

Stephen Foster, Clerk, 10-04-82, \$8,582

Andrea Kiene, Career Resource Asst., 10-11-82, \$12,300

Thea Keshavarzi, Purchasing Agent, 10-11-82, \$24,000

Eileen Miller, Cashier, p/t, 10-11-82, \$6,269

Denise Scheiden, Switchboard Operator, p/t, 10-16-82, \$6,159

Janet Trede, Secretary I, 10-18-82, \$12,000

James Weber, AV Tech I, 10-18-82, \$11,675

Classified, Professional/Technical Staff Terminations

Frank Besenhoffer, Baker, 10-01-82

Ronald Moers, Public Safety Officer, 10-15-82

Administrative Reassignment

Donald M. Misic, Director of Business Services, 11-01-82

NEW BUSINESS:

Personnel

Actions
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Beagle voted aye.

Member Beagle commented that computer programming problems may be rectified by the hiring of additional computer personnel.

President McGrath introduced Thea Keshavarzi, the new purchasing agent.

Revisions to
Joint Agree-
ments -
College of
Lake County
and College
of DuPage

Member Torisky moved, Member Howard seconded, that the Board of Trustees ratify the revised Joint Educational Agreements with the College of Lake County and the College of DuPage and authorized the Board Chairman, Board Secretary, and President to execute the new agreements as listed in Exhibits VIII-B-1 and VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky inquired about the status quo of joint agreements with other colleges. Dr. Harrington replied that agreements with the other community colleges, with the exception of Triton College, are in effect.

Member Torisky complimented Dr. Harrington on his success in obtaining the agreements. Member Howard concurred.

In a voice vote, the motion carried.

Financial
Management
Curriculum
Proposal

Member Howard moved, Member Torisky seconded, that the Board approve submission of the proposed Financial Management Associate Degree Program to the Illinois Community College Board as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Howard cited the proposal as another example of the College responding to current needs of the college community. President McGrath stated that approval by the Board of Trustees is the first step in implementing the new program. The proposal will be submitted to the Illinois Community College Board for approval. The proposal will then be brought before the Board again and work on the curriculum will commence.

In a voice vote, the motion carried.

NEW BUSINESS: Member Torisky moved, Member Howard seconded, that Confirmation of New Member to Foundation Board Donald E. Wilson, Vice President of Square D Company, be confirmed as a member of the Board of Directors of the Harper College Educational Foundation as presented in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Torisky praised the qualifications of the new director. President McGrath agreed, adding that Mr. Wilson's engineering expertise will contribute to the College's technology programs. He stated that one of the valuable functions performed by Foundation directors is increasing community awareness of the high quality of the College.

Member Howard suggested that Mr. Wilson be invited to attend a meeting of the Board of Trustees. Mr. Torisky replied that he would invite Mr. Wilson to attend.

In a voice vote, the motion carried.

Authorization to Bid for Chemistry Laboratory Remodeling Member Howard moved, Member Torisky seconded, that the Board authorize the architect, Wight and Company, Inc., to proceed with the bidding process for the chemistry laboratory remodeling project as indicated in Exhibit VIII-E (attached to the minutes in the Board of Trustees Official Book of Minutes).

Chairman Barch asked Mr. Dave Macaulay of the Chemistry Department to describe the project. Mr. Macaulay stated that the project involves Room D261 which was originally designed for a chemistry laboratory, but has been used by other departments for many years. The new laboratory will be specifically designed for analytical and organic chemistry classes. There will be fume hoods to prevent the escape of noxious fumes. Also, there will be a storage room and an instrument room. He added that the remodeling project will be very beneficial to the chemistry program. President McGrath stressed that providing safety is very important. Associate Dean George Dorner thanked Mr. Macaulay and Mr. Duane Sell for their efforts in this project.

In a voice vote, the motion carried.

Peat, Marwick, Mitchell and Co. Audit Reports Member Torisky moved, Member Vajda seconded, that the Board of Trustees accept the Annual Financial Audit for fiscal year 1981-82, including the Disadvantaged Student Grant, the 1980-81 and 1981-82 Records of the National Direct Student Loan program, College Work Study, and the Supplemental Educational Opportunity Grant programs, and the State Aid Reimbursement Special Report as presented in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS: Member Howard remarked that the Trustees of the College Peat, Marwick, Mitchell and Co. funds. She asked, however, if as citizens Board members Audit Reports (cont.) should be concerned about the safety of the pension funds. Mr. Bakas replied there is cause for concern, and administrators of the State Universities Retirement System are themselves concerned about the lack of state funding for the system. Member Howard requested that the Board be kept informed.

With regard to the Disadvantaged Student Grant, Member Howard requested a definition of a disadvantaged student. Dr. Voegel replied that a disadvantaged student typically is economically disadvantaged and requires remedial instruction.

Member Howard commented upon the improved collection methods which have reduced the default rate on student loans. President McGrath commented that the improvement in student loan repayments is a result of the efforts of the administrative staff.

Member Howard asked whether the current decline in spring 1983 enrollment figures compared to fall enrollment figures is normal. President McGrath replied that a smaller spring enrollment is usual because of a lower number of high school students graduating in the middle of the year as well as attrition from fall semester.

In a voice vote, the motion carried.

Grants
Status
Report

Member Howard expressed appreciation of the expanded format of the Grants Status Report. President McGrath added that future reports will also reflect donations to the College.

PRESIDENT'S
REPORT:

President McGrath mentioned that a current aerial photograph has been given to the College. Additional copies of the photograph will be ordered.

The purchasing policy revision has been altered to conform to legal advice and will be submitted, along with the entire revision of the Policy Manual, to the Board in November.

The College has received statistical information that Harper College served more baccalaureate students than any other community college in the state in the academic year 1981-82. With regard to career programs, Harper College ranked third in the state in the number of students served.

Minutes of the Regular Board Meeting of Thursday, October 28, 1982

PRESIDENT'S
REPORT
(cont.)

The College has received a donation of 11 art prints from Gould Corporation. Gould also donated \$1,000 for Women's History Week expenses and SAFECO has also contributed \$1,000 for the event.

Dee Morning of Library Services was elected to the executive board of the Illinois Library Association. Dr. Charles Harrington presented a paper to the Chicago Association of Commerce and Industry.

President McGrath continued his report with mention of post office approval of a second class mailing permit for the College. Elaine Stoermer began efforts several years ago to obtain the permit for the College. Joan Young continued following the necessary steps in the bureaucratic process until the permit was granted, resulting in a refund to the College of \$17,000.

President McGrath remarked that upper level course offerings by Governors State University are available in the Harper district, providing Harper students with additional educational opportunities close to home at a reasonable cost. He added that, in a recent newsletter from Roosevelt University, displeasure was expressed about the entry of Governors State into the area; however, President McGrath feels competition is healthy to all institutions.

The College has received a request from Universal Oil Products Corporation for cooperation in developing a curriculum for an educational facility in Saudi Arabia.

EXECUTIVE
SESSION:

Member Torisky moved, Member Howard seconded, that the Board adjourn to executive session to discuss possible litigation involving the Metropolitan Sanitary District (MSD) Water Retention Project; and information concerning the appointment, salary, or dismissal of personnel.

Upon roll call, the vote was as follows:

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

Motion carried at 9:00 p.m. Member Beagle voted aye.

Member Vajda moved, Member Howard seconded, to reconvene the meeting at 11:50 p.m.

In a voice vote, the motion carried.

ADJOURNMENT:

Member Howard moved, Member Torisky seconded, that the meeting be adjourned.

ADJOURNMENT: In a voice vote, the motion carried, and the meeting
(cont.) was adjourned at 11:52 p.m.

Brian M. Barch
Chairman

Albert Vajda
Secretary Pro Tem