

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 27, 1983

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 December 31, 1982 and January 15, 1983, and Estimated Payroll for January 16 through February 28, 1983 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: Second Reading and Adoption of Board Policy Manual Exhibit VIII-B
 - C. RECOMMENDATION: Cooperative Agreements for Health Programs Exhibit VIII-C
 - D. RECOMMENDATION: Student Service Grants, Fall 1982 Exhibit VIII-D
 - E. RECOMMENDATION: Designation of Persons to Prepare the Tentative Budget Exhibit VIII-E
 - F. BOARD INFORMATION: Imprest Fund Exhibit VIII-F
 - G. BOARD INFORMATION: Grants and Gifts 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, January 27, 1983

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, January 27, 1983 at 8:04 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard welcomed Elida Witthoeft, reporter with Paddock Publications, to the meeting.

ROLL CALL: Present: Members Janet W. Bone, Kris Howard, Molly Norwood, David Tomchek, Donald Torisky, Albert Vajda and Student Member Mary Ellen Beagle
Absent: Member Brian Barch

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; Pat Bourke, Associate Dean of Life Science and Human Services; Bill Howard, Associate Dean of Continuing Education and Program Services; Larry Bielawa, Director of Personnel, Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Donald DeBiase, Director of Physical Plant; Bonnie Henry, Director of Student Development; John Lucas, Director of Planning and Research, Donald Mistic, Director of Business Services; 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, President of Faculty Senate. Classified staff: Kathy Ferreira, Executive Secretary; Frank Firak, Accounting Manager; Pat Furtak, Bookstore Manager; Thea Keshavarzi, Purchasing Agent; Ned Steinke, Audiovisual; Rena Trevor, Employee Council Chairperson; Ray White, Photographer. Students: John D. Weirich and Robert Kerans, Student Senate; Wendy LeVine, Phi Theta Kappa; Nancy McGuinness, Harbinger. Other guests: Elida Witthoeft, Paddock Publications; Lin Rosenthal, League of Women Voters; and Lena Elias, Frank Furtak and Larry Moats, residents.

APPROVAL OF MINUTES:

Member Vajda moved, Member Torisky seconded, that the minutes of the Regular Board Meeting of Monday, December 20 and the Executive Session of December 20 be approved.

Member Bone stated that the minutes of the Executive Session of December 20 would be retyped for the signature of the secretary pro tem rather than the secretary.

In a voice vote, the motion carried.

CITIZEN

PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Torisky moved, Member Vajda seconded, approval of the bills payable as presented in Exhibit V-A as follows:

| | | |
|--------------------------|-----------------------------|--------------|
| Purposes | Educational Fund (December) | \$237,375.52 |
| Fund, Payroll, Estimated | Educational Fund (January) | 186,161.41 |
| Payroll and Estimated | Building Fund (December) | 375,120.72 |
| Utility Bills | Building Fund (January) | 117,102.48 |
| | Site & Construction Fund | 3,315.71 |
| | Auxiliary Fund (December) | 338,068.21 |
| | Auxiliary Fund (January) | 250,050.51 |
| | Restricted Purposes Fund | 205,102.13 |

The payroll of December 31, 1982 in the amount of \$566,333.35; the payroll of January 1, 1983 in the amount of \$552,891.64; the estimated payroll of January 16, 1983 through February 28, 1983 in the amount of \$2,255,238.35; and the estimated utility bills in the amount of \$120,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Howard, Norwood, Tomchek, Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

Financial Statements

Member Vajda moved, Member Norwood seconded, approval of the financial statements.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Howard, Norwood, Tomchek, Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

DISBURSEMENTS: There were no budget transfers.
Budget Transfers

Bid Awards Member Vajda moved, Member Norwood seconded, approval of the bid awards as listed in Exhibit V-D (1-5), (attached to the minutes in the Board of Trustees' Official Book of Minutes).

- Ex. V-D1 Award bid Q-6987 for a 1983 Hi-Cube Parcel Van as requested by the Physical Plant Division to Biggers Chevrolet, the low bidder, in the amount of \$8,874.06.
- Ex. V-D2 Award bid Q-6991 for a hammer throw cage, as requested by the Physical Education, Athletics and Recreation Division, to Jim Nagel's Athletic Supply, the low bidder, in the amount of \$3,885.00.
- Ex. V-D3 Award bid Q-6992 for three dental bases, mounts, and chairs as requested by the Dental Hygiene Department to A-Dec, the low bidder, in the amount of \$7,056.00.
- Ex. V-D4 Award bid Q-6988 for spirit duplicator paper as requested by the Bookstore to Circle Brands Office Supply, the low bidder meeting requirements, in the amount of \$10,620.00.
- Ex. V-D5 Award bid Q-6994 for printing of the 1983-84 Student Handbook for the Student Activities Department to Phillips Brothers Printers, the low bidder, in the amount of \$3,388.00.

Member Vajda requested clarification of the phrase "bids solicited". President McGrath replied that in addition to publishing notices for bids, the requests for quotations are mailed to vendors on the bid list of the College.

Member Bone inquired about the use of the hammer throw cage. President McGrath replied the cage is a safety device used in the track and field event of hammer throwing. A fatality occurred at another college unequipped with a hammer throw cage because of a misthrown hammer.

Upon roll call, the vote was as follows:

- Ayes: Members Bone, Norwood, Howard, Tomchek,
 Torisky and Vajda
- Nays: None

Motion carried. Member Beagle voted aye.

DISBURSEMENTS:
Purchase
Orders

Member Norwood moved, Member Bone seconded, approval of the purchase orders as listed in Exhibit V-E (1-3) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a change order to purchase order D-20746 to Bari Sewer & Water, Inc. for the Building V sanitary sewer installation from \$8,000 to a new total of \$8,500.

Ex. V-E2 Approve issuance of a change order to purchase order D-20117 to Macro 4 Inc. for a rental agreement covering computer software from \$3,300.00 to a new total of \$3,837.50.

Ex. V-E3 Approve issuance of a change order to purchase order D-19691 to Paul Spies & Associates for engineering services from \$35,000 to a new total of \$44,090.

President McGrath mentioned an error noticed by Member Vajda in Exhibit V-E1. The exhibit should state that the original purchase order for \$8,000 was insufficient to cover additional costs of labor and materials; \$800 in extra costs was incurred, but the extra amount was reduced by \$300 to take into account work done by College maintenance personnel.

In regard to Exhibit V-E3, Member Vajda mentioned that more investigative work before initiating the project of road repairs might have prevented the cost overruns. Mr. Bakas replied that the additional cost was reasonable; difficulties which could not have been anticipated required additional work and expense. All the work was carefully supervised by the principals of the engineering firm, Paul A. Spies and Associates. Member Bone recalled the presentation given by Mr. Paul Spies at the regular Board meeting of November 22 explaining the unusual difficulties experienced by the contractor in completion of the project. Mr. Bakas stated that this situation will not recur during work on the Lake Road.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Howard, Norwood, Tomchek,
Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

COMMUNICATIONS: Member Bone presented three communications to the Board: a calendar from the County Clerk of Kane County containing useful information regarding election requirements; a letter from Marie Reid of Adult Day Care Center in Palatine explaining day care facilities for the elderly; and an invitation from Digital Communications Associates, Inc. of Atlanta, Georgia to attend a March 1, 1983 seminar in Rolling Meadows.

UNFINISHED
BUSINESS
Committee
Reports
-- Committee
Assignments

Chairman Howard stated that she is appointing six Board committees to strengthen the relationship between Board members and members of the administration, faculty, staff and students. Committee assignments will enable Board members to familiarize themselves with major aspects of the operation of the College. The charge to the committee members is to review all policy matters related to their specific areas and present appropriate resolutions to the entire Board of Trustees. The chairman of each committee will meet with the appropriate administrator to discuss developments and trends and develop policy proposals for consideration by the Board. Each committee will have specific subjects to consider. Only the finance committee will meet regularly. Committee meetings will be open to all administrators.

Chairman Howard emphasized that committee members will limit their participation to matters of policy. Chairman Howard added that Member Tomchek does not wish to serve on a committee and the assignments have been divided among the other seven Board members.

Academic Affairs: Janet W. Bone, Mary Ellen Beagle, David Williams
Building and Grounds: Albert Vajda, Brian Barch, Peter Bakas and Donald DeBiase
Finance: Donald Torisky, Brian Barch, Peter Bakas, and Donn Stansbury
Legislation and Community Relations: Kris Howard, Molly Norwood, Elaine Stoermer, and Rembrandt Hiller
Negotiations and Employee Relations: Brian Barch, Janet W. Bone, David Williams, and Peter Bakas
Student Affairs: Molly Norwood, Mary Ellen Beagle, and Donn Stansbury

Chairman Howard appointed the following members to serve as liaison representatives:

Educational Foundation - Donald Torisky
Friends of Harper - Molly Norwood
Illinois Community College Trustees Association
(I.C.C.T.A.) - Kris Howard with alternate Molly Norwood.

UNFINISHED

BUSINESS:

Committee
Reports

--Committee
Assignments
(cont.)

Member Tomchek stated that he wished to explain his four reasons for not wishing a committee assignment: he considers the committees unnecessary; the North Central Association review informed Board members some time ago that they were interfering in the operations of the College; the committees will impose a burden of additional work upon the staff; and the College bureaucracy has decreased in recent years and he does not wish additional personnel added.

Member Bone stated that she shared the concerns of Member Tomchek. Board members must limit their roles to listening and becoming more familiar with the areas to which they are assigned. Member Vajda agreed that the committee assignments will help familiarize Board members with different areas of the College. Member Torisky stated additional information gained from committee participation will be useful and increase the effectiveness of the Board members. Chairman Howard stated that the process of committee participation will be closely watched by the Board.

--Educational
Foundation

Foundation liaison Donald Torisky reported that the date of the planning session has been changed from January 29 to February 5 in the dining room of the College from 10:00 a.m. to 3:30 p.m.

The Second Annual Art Exhibition will be held March 5 at 7:00 p.m.

The Board will consider the appointment of Mr. Richard Goode, Vice President of Northrop Corporation, to the Foundation Board of Directors at the next meeting.

--Friends of
Harper

Chairman Howard reported that the Friends of Harper are in the process of preparing and distributing a new brochure.

A Friends of Harper group toured the campus and selected a site near Buildings G and H for the Friendship Grove.

One third of the book sale proceeds will be donated to the Ray Mills Memorial Scholarship Fund.

Hoffman Estates Night is planned for April.

--Association
of Community
College
Trustees
Seminar

Chairman Howard reported that she and Rem Hiller, Executive Director of the Educational Foundation, attended a seminar in Orlando, Florida. Ideas and materials gathered at the seminar will be presented at the workshop on February 5. The seminar was sponsored by the Association of Community College Trustees.

NEW BUSINESS:
Personnel
Actions

Member Bone moved, Member Torisky seconded, that the personnel actions as listed in Exhibit VIII-A be approved (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Administrative Appointments

Eileen Dubin, Director of Library Services, 3-01-83
\$32,600

Al Dunikoski, Director of Media Services, 10-82 through
2-83, \$1,400 (additional assignment)

Classified, Professional/Technical Staff Appointments

Barbara Tracy, Secretary II, reclassification,
7-01-82, \$12,751

Janice Hicks, Clerk Typist, II, p/t, reclassification,
11-01-82, \$4,940

Sharon Wlezien, Lead Computer Operator, 12-30-82,
\$17,500

Nancy Leonchik, Theatre Mgr., 1-03-83, \$17,000

Vicky Sowka, Clerk Typist II, p/t, 1-03-83, \$5,668

Alice Keenan, Clerk Typist, p/t, 1-03-83, \$5,876

Marilyn Armbruster, Information Specialist, p/t,
1-03-83, \$7,202

Daniel Castellanos, Food Service Helper II, 1-03-83,
\$10,433

Karla Hill, Clerk, p/t, 01-10-83, \$5,616

Patricia Von Behren, Programming Lab Asst., p/t,
1-11-83, \$7,106

Joan Hession, Programming Lab Asst., p/t, 1-11-83, \$7,106

Classified, Professional/Technical Staff Terminations

Ann Naples, Clerk Typist II, 12-09-82

Marla Huntington, Clerk Typist II, 12-15-82

Pat O'Connor, Weekend Supervisor, 12-18-82

Julie Fiedler, Clerk I, 1-01-83

Mary Neal, Clerk Typist II, 1-21-83

Upon roll call, the vote was as follows:

Ayes: Members Bone, Howard, Norwood, Tomchek
Torisky and Vajda

Nays: None

Motion carried. Member Beagle voted aye.

NEW BUSINESS:
Board Policy
Manual

Member Torisky moved, Member Beagle seconded, that the Board Policy Manual be adopted (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Chairman Howard expressed her appreciation to Felice Avila for completion of a difficult task.

Cooperative
Agreements
for Health
Programs

Member Bone moved, Member Beagle seconded, that Cooperative Agreements with Lutheran General Hospital, Lutheran Center for Substance Abuse and Holy Family Hospital be approved (as listed in Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Student
Service Grants
Fall 1982

Member Bone moved, Member Norwood seconded, that the Student Service Grants for Fall 1982 be approved, as listed in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bone, Howard, Norwood, Tomchek,
Torisky and Vajda
Nays: None

Motion carried. Member Beagle abstained.

Resolution
Designating
Persons
to Prepare
a Tentative
Budget for
1983-84

Member Vajda moved, Member Norwood seconded, that James J. McGrath and Peter R. Bakas be appointed to prepare a tentative budget for 1983-84 (as described in Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Imprest Fund

Chairman Howard stated that Board members have received a copy of the questionnaire that has been sent to other community colleges regarding imprest funds. She added that at the Regular Board Meeting of December 20, 1982 the matter had been tabled until the January meeting.

Member Bone moved, Member Vajda seconded, postponement of discussion of the imprest fund until the February meeting.

In a voice vote, the motion carried.

Grants and
Gifts
Status
Report

There was no discussion of the Grants and Gifts Status Report.

PRESIDENT'S
REPORT

President McGrath began his report by submitting to the Board the revised Profile report containing information regarding the College.

President McGrath asked Mr. Bakas to report on the Clean Community System. Mr. Bakas reported that the matter of participating in the Clean Community System was first discussed a year ago. The Villages of Schaumburg and Des Plaines had also expressed interest in the program. A committee was formed at the College, and the College joined the program. There were numerous requirements for certification, and on Thursday, January 19 the College was certified by the system and became the first community college in the country to receive certification. Personnel at the College will continue efforts to improve the environment and will emphasize changing attitudes of employees and students in order to reduce litter.

President McGrath reported that Dr. Patricia Smith-Pierce has been named by Mayor Jane Byrne to a task force dealing with issues of employment for women. Professor Leota Palmer was one of four instructors in the Chicago area featured in the January issue of North Shore Magazine. Ms. Pat O'Leary of the Nursing Program was certified as a clinical specialist in adult psychiatric and mental health nursing.

With regard to student activities, President McGrath reported that the Pom Pon Squad had performed at a Chicago Bulls game and has been invited to return. Harbinger cartoonist Jim Martin is working as an artist for a greeting card company.

Interest has been expressed by University of Illinois/Chicago faculty in offering upper division engineering classes in the northwest suburbs and may consider using Harper College facilities.

President McGrath continued his report by stating that aerial photos of the College have been obtained at Member Vajda's request and will be distributed to members of the Board.

President McGrath asked Registrar Steven Catlin to report on spring enrollment figures. Mr. Catlin reported that the headcount for spring 1983 enrollment is 20,192, representing a 9 percent increase over the previous spring semester. The F.T.E. (full time equivalent) figure is 3,197, a 6.3 percent increase

PRESIDENT'S
REPORT:
(cont.)

over last year's figure. The goal for the end of registration is 8,366 F.T.E. At this time 98 percent of the goal has been met. Dr. Lucas projects that another 230 students will register in the next two weeks, bringing the final figures over 100 percent of the goal. Mr. Catlin remarked that the projected figures have been remarkably accurate.

Mr. Catlin discussed a publication entitled "The Coming Enrollment Crisis: What Every Trustee Should Know" published by the Association of Governing Boards of Universities and Colleges. The author projects a dramatic decline in the number of high school students entering college. Copies of the publication will be sent to Board members.

President McGrath asked Dr. John Lucas, Director of Planning and Research, to discuss demographic trends in the College District. Dr. Lucas stated that projections by the Northeastern Planning Commission indicate that the growth of the adult population in the Harper College District will level off. The number of high school students is declining now and will decrease dramatically and then recover slightly by 1999. The type of student will change as the number of high school students diminishes and the number of adult students increases. There will be increased competition among colleges for students. Dr. Lucas distributed a report entitled "Demographic Factors in Harper's District".

President McGrath asked Ms. Elaine Stoermer, Director of College Relations, to report on the CAD/CAM Center opening. Ms. Stoermer stated that Bill Howard and his staff worked very hard to prepare for the opening. All three open houses were very well attended. TV Channel 7 filmed the January 20 open house, and Board Members viewed the film segment.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Bone moved, Member Torisky seconded, that the Board adjourn to executive session for the purpose of discussing personnel and pending litigation.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Howard, Norwood, Tomchek,
Torisky and Vajda
Nays: None

Motion carried. Member Beagle voted aye.

ADJOURNMENT: Member Torisky moved, Member Norwood seconded, that the Regular Meeting be reconvened.

In a voice vote, the motion carried.

Member Vajda moved, Member Bone seconded, that the Regular Meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 10:10 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary