

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

May 26, 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 April 29, 1983 and May 15, 1983, and Estimated Payroll for May 16 through June 30, 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: Contract Riders
 - 1. Career Program Coordinators Exhibit VIII-B-1
 - 2. Student Affairs Staff Exhibit VIII-B-2
 - C. RECOMMENDATION: Student Loan Program Exhibit VIII-C
 - D. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-D
- 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, May 26, 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, May 26 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barch, Bone, Howard, Norwood, Tomchek, Torisky, Vajda and Student Member Cynthia Bowers.
Absent: None

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; William 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; Judy Dincher, Director of Nursing; Anton Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; Bonnie Henry, Director of Student Development; Donald Misic, Director of Business Services; 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 and Gerald Mellenthin. Classified staff: Gregg Atamian, Audiovisual; Frank Firak, Accounting Manager; Thea Keshavarzi, Purchasing Agent; and Barbara Schmeltz, Classified Employee Council. Students: Robert D. Kerans and John D. Weirich, Student Senate. Other guests: Tim Bannon, Paddock Publications; Gloria Berman and Bill Rockwood, Nexus Office Systems; Lena Elias-Bluett, resident; Michael Mistele, Wight & Co.; Lin Rosenthal, League of Women Voters; and Arnis Skulte, G.A. Kennedy & Associates.

APPROVAL OF MINUTES: Member Norwood moved, Member Bone seconded, approval of the minutes of the Regular Board Meeting of April 28, 1983.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

<u>DISBURSEMENTS:</u>	<u>Member Bone moved, Member Norwood seconded, approval</u>	
Bills Payable,	of the bills payable as presented in Exhibit V-A as	
Restricted	follows:	
Purposes Fund,		
Payroll,	Educational Fund (Apr. 14-30)	194,053.95
Estimated	Educational Fund (May 1-13)	230,609.07
Payroll,	Building Fund (Apr. 14-30)	358,484.01
Estimated	Building Fund (May 1-13)	34,117.93
Utility Bills,	Site & Construction Fund #2 (Apr. 14-30)	181,969.36
Schaumburg	Site & Construction Fund #2 (May 1-13)	10,420.00
Dodge, and	Auxiliary Fund (Apr. 14-30)	144,029.15
Peat, Marwick,	Auxiliary Fund (May 1-13)	27,248.40
Mitchell & Co.	Restricted Purposes Fund	128,609.46

The payroll of April 30, 1983 in the amount of \$739,439.74; the payroll of May 15, 1983 in the amount of \$786,641.22; the estimated payroll of May 16, 1983 through June 30, 1983 in the amount of \$2,312,012.65; the estimated utility bills in the amount of \$120,000.00; Schaumburg Dodge in the amount of \$11,583.80; and Peat, Marwick, Mitchell & Co. in the amount of \$5,608.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Financial Statements Member Barch commented that a more abbreviated Report of Investments would be acceptable to him if preparation time would be saved. Mr. Bakas replied the reports are prepared on a personal computer and time saved would not be significant.

Budget Transfers There were no budget transfers.

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

Ex. V-D1 Award bid Q7048 for printing of the Fall 1983 Course Schedule using paper option "B" to Free Press, Inc., the low bidder, in the amount of \$16,094.40.

Ex. V-D2 Award bid Q7047 for printing of the Fall 1983 Women's Program brochure to Rush Graphics, the low bidder, in the amount of \$5,493.50.

Ex. V-D3 Award bid Q7054 for computer cards to Data Documents, the low bidder, in the amount of \$6,610.44.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D4 Award bid Q7055 for computer paper to Uarco, the low bidder meeting quality requirements, in the amount of \$43,963.94.
- Ex. V-D5 Award bid Q7046 for a Cardio-Exercise Treadmill as requested by the Continuing Education Division for the Program Services Department to Quinton Instrument Co., the low bidder meeting specifications, in the amount of \$5,950.00.
- Ex. V-D6 Award bid Q7037A for three Apple IIe computers, hardware accessories, and software to Nabih's, Inc., the low bidder, in the amount of \$6,935.00.
- Ex. V-D7 Award bid Q7035 for four Apple IIe computers and hardware accessories to Nabih's, Inc. and Midwest Visual, the low bidders, in the amount of \$7,021.00.
- Ex. V-D8 Award bid Q7025 for a one-year rental of copiers as requested by the Learning Resources Center Division for use throughout the campus to Nexus Office Systems, Inc., the low bidder meeting specifications, in the amount of \$44,035.08.
- Ex. V-D9 Award the bid for the reconstruction and remodeling of the main entrance to Building A and the replacement of the exterior stairs between Building A and Building C to Polonia Construction Company, the lowest responsible bidder, in the amount of \$332,845.00.

Member Barch inquired whether the College would receive a lower price for Apple IIe computers (Ex. V-D6 and V-D7) if the two bid awards were combined into one bid award. Ms. Keshavarzi, purchasing agent, replied that no savings would be realized. An alternative to the bidding process is to order the computers through a consortium formed by various school districts. However, by using the bidding process, the cost of freight is eliminated.

Member Torisky inquired about the length of time necessary to complete the repair of the retaining wall at the main entrance to Building A (Ex. V-D9). Mr. Arnis Skulte of George Kennedy and Associates, Inc. replied that it would take approximately 81 days, weather permitting.

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

Bid Awards

(cont.)

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

Nays: None

Motion carried. Member Bowers voted aye.

Purchase
Order

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

Ex. V-E1 Approve issuance of a purchase order to Browning-Ferris Industries for trash removal service for 1983-84 in the amount of \$13,200.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

COMMUNICATIONS: Member Bone mentioned several communications. A letter from student Kay Hedenberg expressed appreciation for being awarded a Trustee Scholarship for 1983-84.

A letter from Charles Percy, United States Senator, informed members of the Illinois Association of School Boards that he has reintroduced legislation to expand the Advisory Commission on Intergovernmental Relations (ACIR) to include one elected school board member.

A packet of election materials has been received from the County Clerk of Lake County.

Other communications included invitations to seminars by the Mental Health Center and the firm of E.F. Hutton. Member Bone concluded her report by stating she has received a verbal complaint from a student who had difficulty with the telephone registration process and complimentary remarks from a journalism student who stated that President McGrath had assisted her in finding reference material. Chairman Howard added that she also received a complaint regarding registration.

UNFINISHED
BUSINESS:
Committee
Reports

Member Norwood reported that she attended the annual meeting of the Friends of Harper on May 4 at the CAD/CAM Center. The Student Affairs committee held an informational meeting, and minutes will be ready shortly.

UNFINISHEDBUSINESS:

Committee

Reports

--Finance

Committee
and Educa-
tional
Foundation

Member Torisky reported that the Finance Committee met on May 17.

Board members are invited to attend the annual meeting of the Educational Foundation at 7:30 a.m. on June 7. Winners of the Amersham and Award for Excellence scholarships for 1983-84 will be announced. An unrestricted grant of \$1,000.00 has been received from the Mt. Prospect State Bank and a grant of \$2,000.00 for the Technology, Math and Physical Sciences Division has been received from American Can Corporation.

--Academic
Affairs

Member Bone reported that the Academic Affairs committee met on May 12 for an informational session. No other meetings are planned until fall.

--Legislative
Affairs

Chairman Howard reported that legislators representing the College district have been invited for luncheon and a tour of the campus on June 13. Chairman Howard spoke on the telephone with Virginia Macdonald, State Senator, regarding effects of state funding upon the College. Chairman Howard has drafted a letter concerning the financial situation of the College and the effects of state funding. The letter will be submitted to the Board for approval and then mailed to the legislators representing the district.

NEW BUSINESS:Personnel
Actions

Member Tomchek moved, Member Barch 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 and SEIU Appointments

Linda Pones, Research Clerk, 3-01-83, \$11,231
Jan Lavey, Dining Room/Catering Mgr., 4-16-83, \$16,700
Marke Smith, Operations Supervisor, 4-26-83, \$16,500
Geraldine Resner, Asst. Head Cashier, 5-04-83, \$11,174
Mary Waskiewicz, Switchboard Operator, 5-05-83, \$10,010
Mary Cay Waldron, Clerk I, 5-20-83, \$9,739

Faculty Terminations

Anne Rodgers Scott, Assoc. Professor, 5-15-83
Ailene Novack, Instructor, 5-21-83

Classified and SEIU Terminations

Debra Baruch, Child Care Specialist, 4-14-83
Mary Jo Cimock, Interpreter III, 4-15-83
Michael Schultz, Custodian, 4-29-83
Annie Hart, Clerk I, 5-19-83
James Weber, AV Tech I, 5-20-83
Joan Riffner, LRC Clerk II, 5-20-83
Ramona Simon, Chief Switchboard Operator, 6-15-83

NEW BUSINESS: Upon roll call, the vote was as follows:

Personnel

Actions
(cont.)

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

Motion carried. Member Bowers voted aye.

Contract
Riders

Member Barch moved, Member Torisky seconded, approval of the contract riders as described in Exhibits VIII-B-1 and VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barch inquired about the formula for determining the amounts to be paid. He asked if it is correct that the amount of \$3,016.66 for the rider for Marguerite Ewald is equivalent to a salary of \$6,000 per month. President McGrath confirmed the amount is correct and is in accordance with the Faculty Collective Bargaining Agreement. Member Barch stated that the amounts to be paid for the functions described in Exhibit VIII-B-1 are very high and inquired whether it would not be possible to hire individuals to perform those functions for a smaller amount of money. Member Bone commented that the functions described in Exhibit VIII-B-1 apply to riders for program coordinators rather than student development faculty. Member Torisky asked how the per diem figure is determined. Dr. Williams replied that the salary contract is divided by 36 weeks and again by 5 in order to get the per diem figure; \$40,000 is the top salary for faculty members. Member Torisky commented that some of the faculty salaries are very high for the number of days worked. Member Bone stated that many of the faculty receiving high salaries have been with the College for many years. Member Barch said that he has no objection to the salaries paid to faculty members agreed upon by collective bargaining, his question relates to whether it might be possible to hire lower salaried employees to perform orientation functions. He asked how assignments are made for highly paid duties. Mr. Stansbury stated that assignments are made on a seniority basis. Member Tomchek stated that esprit de corps is a factor to consider; many faculty members perform many unpaid duties. The use of contract riders is a longstanding practice. Mr. Stansbury noted that the student development faculty is responsible for academic advisement which is a greater responsibility than conducting an orientation. Member Bone added that it is necessary for the student development faculty to make certain that courses taken will transfer to the particular university desired by the student. Member Torisky added that the collective bargaining agreements have been agreed upon by the Board and he would not wish to erode the esprit de corps mentioned by Member Tomchek.

NEW BUSINESS: Upon roll call, the vote was as follows:

Contract
Riders

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

Motion carried. Member Bowers voted aye.

Student
Loan
Program

Member Norwood moved, Member Bone seconded, approval of the short-term student loan program as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Grants and
Gifts Status
Report

Dr. Voegel commented that the nursing capitation grant is not being renewed because the program is ending.

PRESIDENT'S
REPORT:

President McGrath began his report by complimenting Member Torisky on his promotion to Chief Executive Officer of the Borg-Warner Acceptance Corporation.

Mary Ann Glasser, a former Harper student who has transferred to Northwestern University, has written an article which was published in the college magazine.

Betty Hull's essay entitled "Fire and Ice: The Ironic Imagery of Arthur C. Clarke's Childhood's End was published in the Spring 1983 issue of "Extrapolation".

John Muchmore and Kathleen Galvin of Northwestern University have published an article concerning oral skills.

Julie Furmanek, daughter of Instructor Patricia Price of the Dental Hygiene Program, was awarded a \$500 scholarship by the Northwest Industrial Council.

Jack Tippens, Ben Dallas and John Knudsen participated in the Ray Mills Celebration held at Palatine High School on May 18. They gave demonstrations of various art techniques.

Bill Punkay, associate professor of mechanical engineering, has obtained recertification by the Society of Manufacturing Engineers.

PRESIDENT'S
REPORT:
(cont.)

According to a survey recently conducted by Dr. Lucas of the Office of Planning and Research, 87.5 percent of the Harper students in transfer programs transferred to four-year universities and 69 percent obtained at least a bachelor's degree. The study of 1975 graduates also determined that after transferring the students raised their grade point averages to a B+.

Mr. Steven Gross of the American Textbook Distributors is planning to open a bookstore on Algonquin and Hammond Drive and will be provided with the College textbook list.

ADJOURNMENT
TO EXECUTIVE
SESSION:

Member Bone moved, Member Norwood 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 Barch, Bone, Howard, Norwood,
Tomchek, Torisky and Vajda
Nays: None

Motion carried at 8:50 p.m. Member Bowers voted aye.

ADJOURNMENT:

Member Torisky moved, Member Norwood seconded, that the regular meeting be reconvened.

In a voice vote, the motion carried.

Member Barch moved, Member Torisky seconded, that the regular meeting be adjourned.

In a voice vote, the motion carried and the meeting was adjourned at 10:45 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary