

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 26, 1984

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 30 and 31, 1983 and January 13 1984, and Estimated Payroll for January 16 through January 31, 1984 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers/Interfund Loan Repayment Exhibit V-C
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
 - B. Student Trustee Report
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheet Exhibit VIII-A-1
 - 2. Non-tenured Faculty, Dismissal Resolutions Exhibit VIII-A-2
 - B. RECOMMENDATION: Continuation, Area Vocational System Feasibility Study Exhibit VIII-B
 - C. RECOMMENDATION: Student Service Grants, Fall 1983 Exhibit VIII-C
 - D. RECOMMENDATION: Designation of Persons to Prepare the Tentative Budget Exhibit VIII-D
 - E. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-E
- IX. Other Business
- X. President's Report
- XI. 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 26, 1984

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 26, 1984 at 8:10 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barch, Bone, Howard, Tomchek, Torisky, and Student Member Cynthia Bowers
Absent: Members Coste and Norwood

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; Patricia Bourke, Dean of Life Science and Human Services; Steven Catlin, Dean of Admissions and Registrar; George Dorner, Dean of Technology, Math and Physical Science; Charles Harrington, Dean of Instruction; Bonnie Henry, Dean of Student Development; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Eileen Dubin, Director of Library Services; John Lucas, Director of Planning and Research; Elizabeth McKay, Director of Special Services; Don Misic, Director of Business Services; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Larry Knight, President, Faculty Senate; Rebecca McLoughlin. SIEU: Thomas Taylor. Classified staff: Paula Blacker, Chief Switchboard Operator; Frank Firak, Accounting Manager; Peter Gart, Chairman, Classified Council; Thea Keshavarzi, Purchasing Agent; Eric Ryan, Audiovisual; Laurie Wren, Executive Secretary. Students: Garry Gallagher, Robert Kerans, Michael McCarthy and Matt Scallon.

APPROVAL OF MINUTES:

Member Torisky moved, Member Barch seconded, approval of the minutes of the Regular Board Meeting of Thursday, December 22, 1983.

In a voice vote, the motion carried.

Chairman Howard reported that an Executive Session had been scheduled to discuss pending litigation but the College legal counsel believed the discussion to be premature. Member Tomchek commented that in his opinion, an Executive Session for this purpose was not necessary unless there is a settlement.

CITIZEN

PARTICIPATION: There was no citizen participation.

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

Educational Fund (Dec. 10-30)	\$218,044.01
Educational Fund (Jan. 1-6)	141,061.48
Building Fund (Dec. 10-30)	343,620.17
Building Fund (Jan. 1-6)	87,769.81
Site & Construction Fund #2	64,824.21
Auxiliary Fund (Dec. 10-30)	215,345.58
Auxiliary Fund (Jan. 1-6)	115,105.37
Restricted Purposes Fund	146,639.06

The payroll of December 30, 1983 in the amount of \$613,560.53; the payroll of December 31, 1983 in the amount of \$1,699.68; the payroll of January 15, 1984 in the amount of \$582,255.68; the estimated payroll of January 16, 1984 to February 29, 1984 in the amount of \$1,811,661.56; the estimated utility bills in the amount of \$120,000.00 and A.B. Dick Co. for 60 Bin Sorter in the amount of \$3,650.00.

Chairman Howard asked Mr. Bakas to comment upon payment from the Imprest Fund to Halloran Landscaping Inc. in the amount of \$15,680.00. Mr. Bakas replied that the payment was for the second phase of the tree planting plan which was mostly completed in the fall. Because of an early cutoff date for the bills payable in December, it was not possible to submit the invoice in time for the regular December Board meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Financial Statements

There were no questions regarding the financial statements.

Budget Transfer

Member Bone moved, Member Barch seconded, to authorize the Treasurer to repay and re-transfer the loan of \$200,000.00 made from the Educational Fund to the Auxiliary Fund on April 28, 1983 as described in Exhibit V-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, Tomchek and Torisky
- Nays: None

DISBURSEMENTS: Motion carried. Member Bowers voted aye.

Budget
Transfer
(cont.)

Bid Awards

Member Barch moved, Member Torisky seconded, approval of the bid awards as described in Exhibit V-D (1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-7208 for IBM Personal Computers and peripheral equipment as requested by Library Services, the Business and Social Science Division for Word Processing and Secretarial departments, for Student Affairs Division for the Student Development department to Compushop of Buffalo Grove for \$3,249.52 and to Nabih's, Inc. for \$8,410.00, the low bidders meeting specifications, for a total of \$11,659.52.

Ex. V-D2 Award bid Q-7207 for four Franklin Ace 1200 Computers as requested by the Technology, Mathematics & Physical Science Division for the Engineering Department to United Visual Aids, Inc., the low bidder, in the amount of \$5,884.00.

Member Torisky inquired whether this equipment would be compatible with existing equipment on campus. Mr. Bakas replied that the IBM personal computers are more effective for some departments than word processors and will be compatible with the IBM mainframe computer.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye.

Purchase
Orders

Member Bone moved, Member Barch seconded, approval of the purchase orders as described in Exhibit V-E (1-5) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Award the contract for telecommunication consulting services to Control Corporation for a total amount not to exceed \$17,500 for items 2 through 5 and a 50-50 split of any refund obtained after completion of Item 1.

DISBURSEMENTS:
Purchase
Orders
(cont.)

- Ex. V-E2 Approve issuance of a purchase order to Applicon Inc. for a maintenance agreement and an access agreement for the CAD/CAM system, as requested by the Continuing Education and Program Services Division, in the amount of \$24,636.00.
- Ex. V-E3 Approve the writing of a letter of intent to renew for fiscal year 1984-85 the typewriter maintenance contract with Office Products, Inc. in an amount not to exceed \$6,000.00.
- Ex. V-E4 Approve issuance of a change order to purchase order D-23495 to Community Consolidated District 59 for rental costs of the Dempster Developmental Center through June 30, 1984 for an additional \$1,700 or a new total not to exceed \$6,700.
- Ex. V-E5 Approve issuance of a purchase order to Lewis International, Inc. for the repair of the backhoe/loader in the amount of \$5,620.36.

Member Bone expressed her approval of the proposed study of telecommunications equipment. Advances in technology have made the current telephone system obsolete and there is difficulty in obtaining replacement parts.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

COMMUNICATIONS: Student Trustee Bowers introduced Matt Scallon, new president of the Student Senate. Chairman Howard welcomed Mr. Scallon to the meeting.

Member Bone reported that she received a letter from the American Council on Education concerning a National Identification Program for the Advancement of Women in Higher Education Administration. Anyone interested in reading the document may request a copy.

Chairman Howard stated that she received a note of appreciation from the parents of a Nursing Program student who received a Trustee Scholarship.

Chairman Howard reported that she had received a letter suggesting ways to reduce the cost of the Dental Hygiene Program. Dr. Williams will study the suggestions.

UNFINISHED

BUSINESS:

Committee

Reports

-Educational
Foundation

Member Torisky reported that the regular meeting dates of the directors of the Educational Foundation have been changed to the second Tuesday of each quarter.

Member Torisky reminded Board Members that the performance of the Vermeer String Quartet, a fund raising event for the Fine Arts Scholarship, will be on Sunday, March 4 at 3:00 p.m. The performance will be held in conjunction with the opening of the Illinois Print and Drawing Show. Member Torisky concluded his report by announcing that the winner of the 1984-85 Award for Excellence scholarship will be named in April. Board members who know students who might qualify for the scholarship should encourage them to apply.

-I.C.C.T.A.

Chairman Howard reported that she attended meetings the previous week regarding holding the Humanities Conference at the College. Plans for the Conference are in place and prospects for receiving a grant to cover the expenses are extremely favorable.

Chairman Howard noted that she, President McGrath and other administrators will meet on January 27 with Senator Virginia Macdonald to discuss legislative matters of importance to the College.

-Student
Trustee

Member Bowers reported that new Student Senators will be selected to replace the two who have left. The new representative of the Business and Social Science Division will be Wendy Levine. Member Bowers described student activities and social events which will be held soon.

NEW BUSINESS:

Personnel

Actions

Member Bone moved, Member Torisky seconded, that the Board adjourn to Executive Session for the purpose of discussing appointments, terminations and dismissals of personnel.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Bowers voted aye, and the meeting adjourned at 8:30 p.m.

Member Bone moved, Member Torisky seconded, that the Regular Board Meeting be reconvened.

In a voice vote, the motion carried and the meeting reconvened at 8:40 p.m.

NEW BUSINESS:
Personnel
Actions
(cont.)

Member Bone moved, Member Barch seconded, approval of the personnel actions as described in Exhibits VIII-A-1 and VIII-A-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

VIII-A-1

Classified, SEIU Appointments

Joan Drake, Admin. Secretary, 1-05-84, \$13,372
Diane Sparacio, Interpreter III, 1-09-84, \$11,276
Valentina Bagratuni, Lab Asst., p/t, 1-11-84, \$7,503
Bonnie Peebles, LRC Clerk II, p/t, 1-16-84, \$2,167
Daniel Conrad, Power Plant Operator, 1-23-84, \$18,949

Classified, SEIU Terminations

Barbara Kaput, Receptionist, p/t, 11-30-83
Theresa Badus, Clerk Typist, 12-15-83
James Brinkman, Custodian, 12-20-83
Robert Cameron, Custodian, 12-20-83
Walter Reynolds, Sports Writer, 12-23-83
Kathryn Spencer, Receptionist, 1-13-84
August Weber, Custodian, 1-13-84
James Marsolais, Public Safety Officer, 1-15-84
Margaret Ringham, Head Bookkeeper, 1-17-84
Mary Kissner, Clerk II, 1-20-84

Classified Leave of Absence

Sahar Mikhail, Secretary I, 2-16-84 to 8-16-84

VIII-A-2

Approve resolutions authorizing dismissal of three non-tenured faculty members and authorize the issuance of notices of dismissal.

Chairman Howard asked Mr. Peter Gart, Chairman of the Classified Employee Council, to comment upon the resignation of Mary Kissner, a nine-year employee in the Print Shop. Mr. Gart thanked Ms. Kissner for her service to the College and wished her well in a move to Milwaukee.

Upon roll call, the vote was as follows:

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

Motion carried. Member Bowers voted aye.

Area
Vocational
Education
Feasibility
Study

Chairman Howard noted that the recommendation for continuation of the vocational education feasibility study did not indicate that receipt of a grant was necessary and suggested that this contingency be added to the motion.

Member Bone moved, Member Torisky seconded, approval of participation in the continuation of the vocational education feasibility study, contingent upon receipt of the grant.

NEW BUSINESS: President McGrath commented that the first grant was obtained for the purpose of determining whether an area vocational education system is feasible. The second grant would consider how to establish the system.

Area
Vocational
Education
Feasibility
Study
(cont.)

In a voice vote, the motion carried.

Student
Service
Grants
Fall 1983

Member Bone moved, Member Barch seconded, approval of the Student Service Grants for the fall 1983 semester as described in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Barch inquired how it is determined whether a student receives half or full tuition reimbursement. Mr. Stansbury replied that the organizations involved make the recommendations and at this time of year there are usually more awards for half than full reimbursement.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, and Torisky
Nays: Member Tomchek

Motion carried. Member Bowers voted aye.

Resolution
Designating
Persons
to Prepare
Tentative
Budget
1984-85

Member Torisky moved, Member Barch seconded, adoption of the Resolution designating James J. McGrath and Peter R. Bakas to prepare a tentative budget for 1984-85 as described in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Grants and
Gifts
Status
Report

Dr. Voegel called attention to the donation of a Kurzweil Reading Machine from Xerox Corporation. The machine reads books aloud and is adaptable to the Apple Computer. Member Bone inquired whether the machine is accessible to the public. Dr. Voegel replied that discussions were taking place with area libraries with regard to public use. Chairman Howard commented that the \$30,000 machine is a handsome gift and much appreciated.

PRESIDENT'S
REPORT:

President McGrath reported that Professor Paul Sipiera suffered burns in an accident while taking part in a meteorite research project in Antarctica. He is recovering well and the expedition has been extremely successful in gathering meteorites.

PRESIDENT'S
REPORT:

President McGrath stated that Professor Leota Palmer of the English Department has returned to Northwest Community Hospital for further treatment.

Professor Elizabeth Hull has recently published two articles and a poem. Professor Lee Kolzow has been invited to hold workshops this spring concerning classroom skills at several universities and high school districts, including two institutions in Alaska.

Professor Patricia Smith-Pierce served as moderator in a Lead Workers Meeting sponsored by the Illinois Department of Transportation. Professor Martha Simonsen has returned from a sabbatical leave at St. John's College in Santa Fe, New Mexico.

Board Member Jan Bone received an award for 10 years of teaching continuing education classes for High School District 211. Harper College Continuing Education faculty members Nancy Fortunato, Elaine Olsen and Valentina Prociuk also received length of service awards from the district.

The Tutoring Center served more than 7,000 students last year. There was a great demand for tutoring services from students studying data processing, mathematics and accounting. The Tutoring Services were performed by students with high academic standing.

Enrollment in telecourses for the spring 1984 semester is 280, an increase of 36 students over the fall semester.

Director of Library Services Eileen Dubin has invited Board members to tour the Learning Resources Center following a spring Board meeting.

Dean Patricia Bourke reported on the high scores received by students in the Nursing Program on the State Board Licensing Examinations.

The Music Department has received accreditation from the National Association of Music. Only 16 out of approximately 1200 community colleges have received this accreditation.

The Harper College Concert Choir and Camerata Singers have been selected by the Friendship Ambassadors Foundation to present nine concerts in Austria and Hungary in July 1984.

The January visit to the College by the Consul General of Poland was extremely well attended. Other participants in the Diplomat in Residence program this spring are representatives from Ireland, the Philippines and Israel as well as an Arab representative.

PRESIDENT'S
REPORT:

With regard to enrollments for the spring 1984 semester, President McGrath stated that a decrease in enrollment had been budgeted. Enrollments decreased approximately five percent, but because the previous summer figure was higher than anticipated, the decline in F.T.E. enrollments for the year would be approximately one-half percent.

President McGrath reported that 10,000 calls were handled by the switchboard during the registration period. This figure did not include regular telephone registrations but represented calls for information and continuing education registration. President McGrath expressed appreciation to Chief Switchboard Operator Paula Blacker and her staff for handling the calls efficiently and for their dedication to the College.

Two Harper College students, Penny Kendzie and Barbara Fuhr, received Certificates of Achievement for their art works which will be exhibited at the Laura A. Sprague Art Gallery at Joliet Junior College.

President McGrath congratulated the Wrestling Team and coach Norm Lovelace for their victory in the Harper Invitational Wrestling Event on January 21.

Vice President Donn Stansbury reported that new furniture for the students has been purchased and distributed in the academic areas of the College. Student Activity funds provided \$10,000 of the amount required for the purchase.

Regarding employee turnover, a recent report indicated that the rate of turnover has decreased in each of the last two years, indicating employee job satisfaction and good morale.

President McGrath concluded his report by mentioning coming cultural events: The James Tocco concert on February 5, the High School Art Students' Exhibit, a lecture by Gary Deeb on February 9, the opening of the Illinois Print and Drawing Exhibition on March 4 and the performance the same day by the Vermeer String Quartet. Proceeds from the Quartet's performance will be used to fund fine arts scholarships.

ADJOURNMENT: Member Bone moved, Member Barch seconded, that the meeting be adjourned.

In a voice vote, the motion carried, and the meeting was adjourned at 9:05 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary