

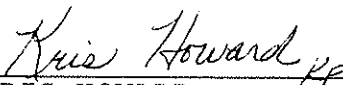
WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

EXECUTIVE SESSION

TO: Members of the Board of Trustees of Community College  
District 512, Counties of Cook, Kane, Lake and McHenry  
and State of Illinois

NOTICE IS HEREBY GIVEN that there will be an executive  
session of the Board of Trustees of William Rainey Harper  
College on Thursday, July 26, 1984, at the conclusion of  
the regular Board meeting. The purpose of the executive  
session is to discuss collective bargaining.

DATED this 18th day of July, 1984 at Palatine, Illinois.

  
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KRIS HOWARD  
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

July 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 June 28, 1984 and July 15, 1984, and Estimated Payroll for July 16 through August 31, 1984 Exhibit V-A
  - B. Financial Statements
  - C. Budget Transfers
  - D. Bid Awards Exhibit V-D
  - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
  - A. Committee Report
  - B. Student Trustee Report
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions
    - 1. Personnel Action Sheet Exhibit VIII-A-1
    - 2. Faculty Leave of Absence, Business Division Exhibit VIII-A-2
  - B. RECOMMENDATION: 1984-85 Budget Hearing Date Exhibit VIII-B
  - C. RECOMMENDATION: New Telephone System Exhibit VIII-C
  - D. RECOMMENDATION: CAD/CAM Equipment Agreements Exhibit VIII-D
  - E. RECOMMENDATION: Policy on Compliance with Illinois Freedom of Information Act Exhibit VIII-E
  - F. RECOMMENDATION: Appointment of Foundation Directors Exhibit VIII-F
  - G. BOARD INFORMATION: 1984-85 Institutional Goals Exhibit VIII-G
  - H. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-H

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, July 26, 1984

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Torisky on Thursday, July 26, 1984 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Vice Chairman Torisky commented that Chairman Howard was unable to be present because of attendance at a conference in New York. Secretary Bone was absent in order to attend the wedding of her son in South Carolina.

It was moved and seconded that Member Coste be appointed secretary pro tem.

In a voice vote, the motion carried.

ROLL CALL: Present: Members Barch, Coste, Norwood, Torisky and Student Member Lisa Vargas  
Absent: Members Bone, Howard and 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; Steven Catlin, Dean of Admissions and Registrar; John Gelch, Dean of Physical Education, Athletics and Recreation; Bonnie Henry, Dean of Student Development; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Art Bowers, Director of Computer Services; Larry Bielawa, Director of Personnel; Anton Dolejs, Director of Finance; Al Dunikoski, Director of Media Services; Liz McKay, Director of Special Programs and 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; Vera Davis. Classified Staff: Paula Blacker, Chief Switchboard Operator; Frank Firak, Accounting Manager; Peter Gart, Chairman, Classified Employee Council; Thea Keshavarzi, Purchasing Agent; Jim Wertz, CAD/CAM Center Manager. Students: Cynthia Bowers, former Student Trustee; Matt Scallon, former Student Senate President; Fred Allman, Bob Koopman, Frank Kowalski and Jim Schurr, 1983-84 baseball team. Other guests: Michele Blecher, Paddock Publications; Betty Allain, Jim Bartlett, Bob McCormack, James Schurr, district residents; Elizabeth Mug and Ralph Koldernk, Illinois Bell Communications; Mike Procaccio and Kevin Hilliard, Northern Telecom; Virginia Giles, Edwin Kirby and Thomas Cervelli, Control Corporation.

APPROVAL OF MINUTES: Member Norwood moved, Member Coste seconded, approval of the minutes of the Regular Board Meeting of June 28, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: Mr. James Schurr, a resident of the Harper College district, stated that he represented other concerned citizens. He expressed complaints about the condition of athletic facilities at the College. He cited the decline in the quality of the tennis program, and stated that the turf on the football field was damaged. He said that baseball players should have a fenced playing field, dugouts and drinking fountains. The baseball field has been used by citizens to practice golf and to play softball which has caused damage to the field. Mrs. Betty Allain commented that she was disappointed in the athletic facilities of the College. Several other residents of the College district expressed their support of Mr. Schurr's remarks. Vice Chairman Torisky extended his appreciation to Mr. Schurr for his remarks and said that his complaints would be studied. He pointed out that budgetary problems necessitated careful study of priorities, adding that he considered the improvement of lighting in the parking lots to be of paramount importance.

Former Student Trustee Cynthia Bowers read a memorandum to the Board from members of the 1983-84 Student Senate. The memorandum disputed comments made at the Regular Board meeting of June 28, 1984 by former Student Senate President Matt Scallon concerning the direction of the Lake Road and the services performed by the College counseling staff. Mr. Scallon replied that he believed the opinions he had expressed were valid and expressed regret for the controversy.

DISBURSEMENTS: Member Barch moved, Member Norwood seconded, approval of the bills payable, the payroll for June 28, 1984, June 30, 1984 and July 15, 1984, and the estimated payroll for July 16 through August 31, 1984 (as shown in Exhibit V-A); the bid awards (as shown in Exhibit V-D); and the purchase orders (as shown in Exhibit V-E). The exhibits are attached to the minutes in the Board of Trustees' Official Book of Minutes.

Exhibit V-A

Orders	Educational Fund (June 15-30)	\$362,033.79
	Educational Fund (July 1-17)	216,566.55
	Building Fund (June 15-30)	361,216.26
	Building Fund (July 1-17)	66,501.93

DISBURSEMENTS: Exhibit V-A (cont.)  
(cont.)

Site and Construction Fund #2 (June 15-30)	\$ 2,716.75
Auxiliary Fund (June 15-30)	144,755.24
Auxiliary Fund (July 1-17)	21,735.71
Restricted Purposes Fund (June 15-30)	121,430.67
Restricted Purposes Fund (July 1-17)	141,207.00

The payroll of June 28, 1984 in the amount of \$293,364.13; the payroll of June 30, 1984 in the amount of \$683,918.77; the payroll of July 15, 1984 in the amount of \$674,664.81; the estimated payroll of July 16, 1984 through August 31, 1984 in the amount of \$2,502,700.79; the estimated utility bills in the amount of \$120,000.00 and Secretary of State/Ill. State Library/OCLC for service fees for library in the amount of \$15,000.00.

Exhibit V-D Bid Awards

- Ex. V-D1 Award bid Q-7315 for paper as requested by the Learning Resources Center for the Media Services Department to Whitaker Carpenter Paper Co., the lowest bidder whose paper is acceptable, in the amount of \$43,002.00.
- Ex. V-D2 Award bid Q-7321 for linen service for the Food Service Department to Steiner Corp., the low bidder, in an amount not to exceed \$8,462.95.
- Ex. V-D3 Award bid Q-7325 for 23 Canon AP350 typewriters and one AP550 typewriter as requested by various departments to Canon Ambassador Office Equipment, Inc., the low bidder, in the amount of \$16,487.44.
- Ex. V-D4 Award bid Q-7326 for printing of the Harbinger (student newspaper) as requested by the Student Activities Department to Des Plaines Publishing Co. the lowest bidder meeting specifications, in the amount of \$18,452.00.
- Ex. V-D5 Award bid Q-7314 for rental of one high speed copier as requested by the Learning Resources Center for use by the Media Services Department to Dual Office Suppliers, the low bidder, in the amount of \$7,503.00 per year for the three year contract.
- Ex. V-D6 Award bid Q-7320 for lamps (light bulbs) as requested by the Physical Plant Division to Efengee Electric Supply Co., the low bidder, in the amount of \$13,556.97.

DISBURSEMENTS: Exhibit V-E Purchase Orders  
(cont.)

- Ex. V-E1 Ratify issuance of a purchase order to Xerox Corporation for five Model 620 Memory-writers as requested by the Business and Social Science Division for the Secretarial Department in the amount of \$7,980.00.
- Ex. V-E2 Approve issuance of a purchase order to Illinois State Library for OCLC charges as requested by the Learning Resources Center for Library Services in the amount of \$15,000.00.
- Ex. V-E3 Approve issuance of a purchase order to Computervision Corporation for maintenance of the Designer M system as requested by the Continuing Education and Program Services Division in the amount of \$13,020.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye.

Financial Statements

Mr. Bakas commented that financial statements customarily are not available in July because the fiscal year has just concluded and year-end closing entries are being prepared by the auditors.

COMMUNICATIONS:

Member Coste reported that a note of appreciation has been received from Facilities Coordinator Audree Walsh for flowers sent to her during her recent hospitalization.

UNFINISHED

BUSINESS:

Committee

Reports

--Educational Foundation

Vice Chairman Torisky commented that official appointment of two new directors to the Educational Foundation Board of Directors will be acted upon later in the meeting.

--Finance

Committee

Vice Chairman Torisky reported that the Finance Committee met on July 12, 1984 and discussed budgetary concerns. Mr. Bakas stated that 21 real estate firms have expressed an interest in handling the sale of the second site. The Administration will select five or six firms to be interviewed by the Finance Committee.

NEW BUSINESS: Member Barch moved, Member Norwood seconded, approval  
Personnel of the personnel actions as described in Exhibit  
Actions VIII-A-1 and VIII-A-2 (attached to the minutes in the  
Board of Trustees' Official Book of Minutes).

Classified Staff Appointments

Joan Toomey, GED Suprv., p/t, 5-21-84, \$8,671  
Mary Eileen Brown, GED Suprv., p/t, 5-21-84, \$3,651  
Martin Hoekstra, AV Technician I, 7-01-84, \$12,382  
Jackie Aponte, Secretary I, 7-01-84, \$4,892  
Mary Ann Scimeca, Weekend Suprv., p/t, 8-17-84, \$2,195  
Christine Yarlett, Information Spec., p/t, 8-20-84, \$7,943

Faculty Appointments

Sally Ann Koziar, Instructor, 8-14-84, \$24,412\*  
Jacqueline M. Hooper, Instructor, 8-14-84, \$20,356\*\*  
\*to be adjusted to Level 12, 1984-85 faculty salary schedule  
\*\*to be adjusted to Level 6, 1984-85 faculty salary schedule

Classified Staff Terminations

Jody Comeaux, Secretary II, 7-15-84  
Andrew Thornton, Asst. Suprv., p/t, 7-13-84  
Dorothy Frischmann, Bookkeeper, 7-31-84  
John Gerritsen, AV Technician I, 8-15-84

Faculty Leave of Absence Without Pay

Gregory J. Naples, Professor, 8-14-84 to 5-19-85

Upon roll call, the vote was as follows:

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye.

President McGrath commented upon the fine promotion Professor Gregory Naples has received. He will join the faculty at Marquette University. President McGrath thanked him for his service to Harper College and wished him well in his new position.



NEW BUSINESS: Member Barch moved, Member Norwood seconded, approval of the resolution providing for the annual Budget Hearing and the required public notice.

Budget  
Hearing  
Date

Upon roll call, the vote was as follows:

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye.

Mr. Bakas explained that the proposed budget is based on an estimated F.T.E. (Full Time Equivalent) enrollment of 8509. The 1983 F.T.E. enrollment figure was 8748. There has been only a small increase in state apportionment of \$278,000. Only two new positions have been approved: a director of academic computing and a cardiac technician. The first draft of the operating budget has been reduced from \$28 million to \$24,576,000. There is a great need for additional equipment throughout the College and additional personnel in some areas. Repairs and improvements are needed and the first priority is work on campus lighting. In addition, mechanical problems with the chillers must be corrected and work must be done on the retaining walls. The budget is a very tight one.

Vice Chairman Torisky thanked Mr. Bakas for his remarks and added that financial needs will be carefully studied in all planning for the future.

Member Coste inquired whether the Governor has signed HB 1587, the Health, Life and Safety Act. Mr. Bakas replied the Governor had not signed as yet and that he had several weeks before he had to sign or to veto the bill. Member Coste asked if the Administration should proceed with architectural plans prior to the Governor's action. Mr. Bakas replied that the Administration must wait until the question of the legislation is resolved. Member Barch asked for an estimate of the cost of improved campus lighting. Mr. Bakas said that the lighting would cost a minimum of \$350,000. A total figure for the projects which need attention might be in excess of \$2 million, and most of the projects would be eligible for consideration under HB 1587. However, no work may be done prior to passage of the legislation. Procedures must be prepared by the Illinois Community College Board. Member Barch asked if HB 1587 would limit the College to one project a year. Mr. Bakas replied that projects would be

NEW BUSINESS: submitted as a package, and the most urgent work,  
Budget the lighting and the retaining wall repair, would be  
Hearing done first.  
Date  
(cont.) Vice Chairman Torisky stated he regretted the delay  
in work on essential repairs. However, having additional  
funds would alleviate financial problems, and it is  
necessary to wait and see if the Governor will approve  
the legislation.

New Tele- Member Norwood moved, Member Coste seconded, approval  
phone System of the contract for a new SLL-Telecom Telephone system  
with Illinois Bell Telephone Company and approval of a  
five-year monthly installment plan with Ameritech  
Credit Corporation as described in Exhibit VIII-C  
(attached to the minutes in the Board of Trustees'  
Official Book of Minutes).

Member Coste noted that he, Mr. Bakas and Director of  
Business Services Don Misic met with six representatives  
of AT&T and considered the points expressed by the  
AT&T representatives.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye.

CAD/CAM Member Barch moved, Member Norwood seconded, to author-  
Equipment ize the Administration to enter into agreements, as  
Agreements prepared by the College attorney, for the purchase of  
new Applicon CAD/CAM equipment and for the sale of part  
of the current system (as described in Exhibit VIII-D,  
attached to the minutes in the Board of Trustees'  
Official Book of Minutes).

Vice Chairman Torisky asked Dr. Williams to explain  
the nature of the agreements. Dr. Williams stated  
that when the CAD/CAM Center opened two years ago,  
the equipment was partially donated by the Applicon  
Corporation and partially funded by the College. At  
that time, it was hoped that when new equipment became  
available, it could be obtained at no cost to the  
College. The equipment in place at the Center will be  
sold for \$180,000. The \$180,000 proceeds will be given  
to the Applicon Corporation, and Applicon will then  
install new equipment worth \$250,000 for no additional  
charge.

NEW BUSINESS: Dr. Williams added that another feature of the CAD/CAM Equipment Agreements (cont.)

Dr. Williams added that another feature of the new equipment will be a lower cost in maintenance charges.

Vice Chairman Torisky commended Dr. Williams for his initiative in arranging the innovative financing agreements, adding that the problem of obsolescence has been solved.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye.

Policy on Compliance with Illinois Freedom of Information Act

Member Norwood moved, Member Vargas seconded, approval of the Policy on Compliance with the Illinois Freedom of Information Act (as described in Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice Chairman Torisky stated that Member Bone had requested that the following additions be made to the Policy on Compliance with the Illinois Freedom of Information Act, Exhibit C: the time and place of regular Board meetings; the location of minutes of the regular Board meetings and committee meetings; the location of the display board where meeting notices are posted.

Vice Chairman Torisky moved, Member Norwood seconded, that the motion be amended to include the suggestions of Member Bone.

In a voice vote, the motion carried and the amended motion was approved.

Appointment of Foundation Directors

Vice Chairman Torisky commented on the high calibre of the proposed directors to the Educational Foundation. Mrs. Hall is executive director of the Illinois Prairie Girl Scout Council; Mrs. Yeats is the owner of Village Square Realtors in Palatine and Arlington Heights. Both individuals are very active in civic affairs.

Member Norwood moved, Member Barch seconded, that Mrs. Clarine Hall and Mrs. Margaret Yeats be appointed to the Board of Directors of the Educational Foundation.

In a voice vote, the motion carried.

NEW BUSINESS:  
(cont.)  
1984-85  
Institutional  
Goals

Vice Chairman Torisky asked President McGrath to comment on the 1984/85 Institutional Goals. President McGrath described the process of identifying goals. Each June a report is made to the Board of progress achieved toward the goals for that year. In July of each year a new set of goals is developed. The goals are based on recommendations of the Long-Range Planning Committee, and each department sets objectives which are reviewed by the vice presidents. The goals are then presented to the Board of Trustees. Among the important goals for the 1984/85 year is the study of cost containment plans for health and medical insurance programs.

Member Coste inquired whether there was an enrollment projection available. President McGrath replied that the Administration has budgeted for a 10 percent decline in fall enrollment. This decline would follow a state and national trend resulting from a decline in unemployment. The peak in enrollment was reached two years ago as a result of the recession. Normal enrollment is approximately 8300 F.T.E. students.

Vice Chairman Torisky stated that he was pleased that so many of last year's goals were achieved.

Gifts and  
Grants  
Status  
Report

Dr. Voegel reported that the Gifts and Grants Status Report contains figures and dates for grants currently operative. No new projects have been submitted for funding, and no projects are under consideration at this time.

PRESIDENT'S  
REPORT:

President McGrath began his report by mentioning the status of the Metropolitan Sanitary District project on the east portion of the campus. The project is almost finished. Final seeding and planting of trees will be done this fall. The Palatine Park District has applied for a conservation grant to assist with construction of walking and bicycle paths, a picnic area and a small shelter.

Hewlett Packard Corporation presented a new digital multimeter worth approximately \$600 to the Technology, Math and Physical Science Division. The multimeter will be used for repair of equipment and as a demonstration device for students.

Member Bone's recent book Opportunities in Cable Television has been given a "highly recommended" rating by the Vocational Guidance Association.

PRESIDENT'S  
REPORT:  
(cont.)

Professor Elizabeth Hull and science fiction writer Frederick Pohl will be married in Schaumburg on July 27, 1984 and will reside in Schaumburg after their marriage.

Professor Bill Punkay attended the "First Annual International Forum on Microcomputer-based CAD" at Colorado State University and participated in a panel discussion on CAD education.

John Gerritsen, the AV technician who has been responsible for tape recording many Board meetings, has been awarded a scholarship at Bradley University where he will study engineering.

The Gerard Singer sculpture recently installed in the patio area outside the cafeteria has been loaned to the College for one year by the French government. Dean Martin Ryan was able to make the arrangements for the loan of the sculpture during an exhibition last year at Navy Pier.

ADJOURNMENT  
TO EXECUTIVE  
SESSION:

Member Coste requested information on prices for construction to repair problem areas described during the citizen's participation portion of the meeting. he stated that golfers should be prevented from using the baseball field.

Member Norwood moved, Member Barch seconded, adjournment to Executive Session for the purpose of discussing negotiations.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye, and the meeting was adjourned to Executive Session at 9:15 p.m.

EXECUTIVE  
SESSION:

Following the Executive Session, it was moved and seconded that the Regular Meeting be reconvened.

In a voice vote, the motion carried and the Regular Meeting was called to order at 10:14 p.m.

ADJOURNMENT:

Member Norwood moved, Member Barch seconded, that the meeting be adjourned.

ADJOURNMENT: Upon roll call, the vote was as follows:  
(cont.)

Ayes: Members Barch, Coste, Norwood and Torisky  
Nays: None

Motion carried. Member Vargas voted aye, and the meeting was adjourned at 10:15 p.m.

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Donald Torisky  
Vice Chairman

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John Coste  
Secretary pro tem