

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 20, 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 November 30, 1984 and December 15, 1984. Estimated Payroll for December 16 through January 31, 1985. Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards
 - 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 Exhibit VIII-A
 - B. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-B
- 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

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, December 20, 1984 at 8:05 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Member Bone, it was moved and seconded that Member Norwood be appointed secretary pro tem.

In a voice vote, the motion carried.

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

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; Charles Harrington, Dean of Instruction; William Howard, Dean of Continuing Education and Program Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Daniel Blagg, Director of Development; Art Bowers, Director of Computer Services; Anton Dolejs, Director of Finance; Don Misic, Director of Business Services. Faculty: John Eliasik. Classified Staff: Thea Keshavarzi, Purchasing Agent; Tim Johnson, Audiovisual. Other guest: Opal Anderson, resident of Downers Grove.

Member Bone entered the meeting at 8:10 p.m. and assumed the duties of Secretary.

APPROVAL OF MINUTES: Member Torisky moved, Member Coste seconded, approval of the minutes of the Regular Board Meeting of November 20, 1984.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

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

Restricted Purposes Fund,	Educational Fund (Nov. 9-30)	\$305,764.94
Payroll,	Educational Fund (Dec. 1-7)	143,923.69
Estimated Payroll,	Building Fund (Nov. 9-30)	299,454.55
Estimated Utility Bills,	Building Fund (Dec. 1-7)	12,826.80
and Legal Fees	Auxiliary Fund (Nov. 9-30)	323,866.74
	Auxiliary Fund (Dec. 1-7)	64,543.15
	Restricted Purposes Fund	97,408.61

The payroll of November 30, 1984 in the amount of \$839,468.09; the payroll of December 15, 1984 in the amount of \$862,336.31; the estimated payroll of December 16, 1984 through January 31, 1985 in the amount of \$2,578,233.67; the estimated utility bills in the amount of \$120,000.00 and legal fees in the amount of \$6,706.15.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial Statements There were no questions regarding the financial statements.

Bid Awards There were no bid awards.

Purchase Orders Member Torisky moved, Member Bone seconded, approval of the purchase orders as listed in Exhibit V-E (1-2) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-E1 Approve issuance of a purchase order to Schaumburg Dodge for a Dodge Aries vehicle in the amount of \$8,639.00.

Ex. V-E2 Approve issuance of a change order to purchase order D-26330 issued to The Meridian Group for the third year of a five-year lease for the IBM 4341 computer and peripheral equipment in the amount of \$25,575.00 for a new total of \$149,595.00.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS: Member Bone reported that a hearing on a tax increment plan will be held at the Village of Barrington on January 21, 1985. She stated that a resolution expressing support for the referendum has been received from the Classified Employee Council. She also mentioned that she received expressions of appreciation for counseling services from local residents. Member Bone commended Dr. Bonnie Henry and members of the Student Development faculty for their work in helping the residents.

UNFINISHED BUSINESS:
Committee Reports
--Educational Foundation
Member Torisky reported that the Board of Directors of the Educational Foundation met on December 11. Current committee assignments will be maintained and additional assignments have been made. A benefit performance to raise scholarship money will be held during the Shakespeare Festival.

--Friends of Harper
Member Norwood reported that the Board of Directors of the Friends of Harper will meet on January 16 at 7:00 p.m.

NEW BUSINESS:
Personnel Actions
Chairman Howard mentioned that the name of William Arnold should be deleted from the list of classified staff appointments.

Member Norwood moved, Member Bone seconded, approval of the personnel actions as described in Exhibit VIII-A with the deletion of the name of William Arnold (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Classified Staff Appointments

Mary Ann Bergau, Secretary I, p/t, 11-19-84, \$8,190
Joyce Whitman, Accounting Clerk II, 12-01-84, \$14,561
Jacqueline Carroll, Lab. Asst., 12-10-84, \$17,621

Faculty Appointment

Martha Brown, Instructor, 1-09-85, \$17,400

Classified Staff Leave of Absence

Barbara Tracy, Secretary II, 12-10-84 to 12-09-85

Classified Staff Termination

Laura Iusco, Assistant Head Cashier, 1-02-85

Upon roll call, the vote was as follows:

Ayes: Members Bone, Coste, Howard, Norwood, and Torisky
Nays: None

Motion carried.

NEW BUSINESS: There were no changes in the Grants and Gifts Status Report.
Grants and
Gifts Status
Report

PRESIDENT'S REPORT: President McGrath announced that a donation of \$16,000 for the home health care nursing program has been received from the Allstate Foundation.

Waste oil from the boilers and college vehicles has been collected and sold for \$2,722.50.

Dr. David Williams has been appointed to the American Veterinary Medical Association (AVMA) Council on Education.

English Professor Frank Smith has been asked to make a presentation at the Twentieth Century Literature Conference in Louisville, Kentucky regarding his studies of literary theory.

Television Production Technician Gay Henderson has won second place in the "Women in Cable" competition for her videotape on biking.

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

In a voice vote, the motion carried and the meeting was adjourned at 8:25 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary

Molly Norwood
Secretary pro tem