

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 24, 1986

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
 - Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
 - A. Approval of Minutes Exhibit VI-A
 - B. Bills Payable, Payroll for March 31, 1986 and April 15, 1986, and Estimated Payroll for April 16 through May 30, 1986 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Bid Awards Exhibit VI-D
 - E. Purchase Orders Exhibit VI-E
 - F. Committee Reports Exhibit VI-F
 - G. Grants and Gifts Status Report Exhibit VI-G
- VII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VII-A-1
 - 2. Faculty Leave of Absence--LIB ART Exhibit VII-A-2
 - 3. 1986 Summer Workweek Exhibit VII-A-3
 - B. RECOMMENDATION: Request to Dispose of Obsolete and Unrepairable Equipment Exhibit VII-B
 - C. RECOMMENDATION: Consolidation of College Bank Accounts Exhibit VII-C
 - D. RECOMMENDATION: Replacement of Computer Equipment--IBM Purchase Agreement Exhibit VII-D
 - E. RECOMMENDATION: Cooperative Agreement, Regents Park--Barrington Exhibit VII-E
 - F. BOARD INFORMATION: Illinois Board of Higher Education (IBHE) Admission Requirements Exhibit VII-F

VIII. Other Business

Resignation, Board of Trustees

IX. President's Report

X. Adjournment

May 22, 1986

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, April 24, 1986

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, April 24, 1986 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine. Vice Chairman Torisky explained that he would chair the meeting because Chairman Howard would arrive later. Vice Chairman Torisky welcomed newly elected student trustee Toby Ann Suberlak to the meeting as well as members of Professor Robert Zilkowski's Dictation and Transcription Class.

ROLL CALL: Present: Members Albrecht, Barton, Coste, Norwood, Torisky and Student Member Suberlak
Absent: Members Howard and Vajda

Also present: James J. McGrath, President; Bonnie Henry, V.P. Student Affairs; Vernon Manke, V.P. Administrative Services; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, Recording Secretary; Victor Berner, Dean of Business Services and Finance; Charles Harrington, Dean of Instruction; Liz McKay, Dean of Special Programs and Services; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Art Bowers, Director of Computer Services; Don DeBiase, Director of Physical Plant; Al Dunikoski, Director of Media Services; Larry Haffner, Director of Academic Computing; John Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Larry Knight, President, Faculty Senate; Guido Norini, Robert Zilkowski. Classified/Professional Technical Staff; Thea Keshavarzi, Purchasing Agent; Kevin O'Rourke, Audiovisual Technician; and Linda Pones, Chairman, Classified Employee Council. Students: Michael Held, Student Senate; Laurie Beck, Mary Daudelin, Jaylon Epps, Donna Gayne, Kim Gorney, Cindy Hall, Yvette Joseph, Cindy Margalski, Gloria Panicali, Heidi Pingel, Kathy Schayer, Karen Schroeder, Julie Seydlitz, Kathy Taylor, Kim Trappina, Sandy Vinyard, Cathy Weyers. Other guests: Joan Carreon, Paddock Publications; Dennis Drolet, International Business Machines.

CITIZEN PARTICIPATION:

There was no citizen participation.

COMMUNICATIONS:

Member Norwood stated that a hearing on the insurance liability issue conducted by Representative Kathleen Wojcik would be attended by College representatives following the Board meeting.

Vice President Manke stated that a letter had been received from the Kimball Hill development company requesting permission to post signs on the second site prior to closing of the real estate transaction. The College attorney has mentioned that the signs should not use the Harper College name.

Member Coste moved, Member Norwood seconded, that the company be given permission to place signs on the property.

In a voice vote, the motion carried.

President McGrath mentioned that Member Vajda has written a letter to Chairman Howard regretting his resignation from the Board of Trustees because of relocation to Arkansas. A motion concerning the resignation will be made later in the meeting.

UNFINISHED BUSINESS:

Student Trustee Report

Chairman Howard entered the meeting at 8:10 p.m.

Newly-elected Student Member Toby Ann Suberlak reported that she has been learning the responsibilities of a student trustee.

CONSENT AGENDA:

Member Barton moved, Member Norwood seconded, approval of the Consent Agenda as listed in Exhibit VI-A through Exhibit VI-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Approval of Minutes

There were no corrections to the minutes of the Regular Board Meeting of Thursday, March 27, 1986.

| | | |
|----------------|------------------------------------|----------------|
| <u>CONSENT</u> | Educational Fund | \$1,099,611.82 |
| <u>AGENDA:</u> | Operations, Building & Maintenance | |
| (cont.) | Fund | 499,001.26 |
| | Bond & Interest Fund | 215.91 |
| Bills Payable, | Auxiliary Fund | 341,647.23 |
| Payroll, | Restricted Purposes Fund | 365,847.02 |
| Estimated | Trust & Agency Fund | 497,445.23 |
| Payroll | Audit, Liability & Protection | |
| Estimated | and Settlement Fund | 1,441.43 |
| Utility | Protection, Health & Safety Fund | 37,256.58 |
| Bills, Harper | Federal Funds | 87,326.61 |
| College Trust | | |
| and Agency | | |
| Fund | | |

The payroll of March 31, 1986 in the amount of 842,760.62; the payroll of April 15, 1986 in the amount of \$853,708.53; the estimated payroll of April 16, 1986 through May 31, 1986 in the amount of \$2,570,150.75; estimated utility bills in the amount of \$120,000.00 and Harper College Trust and Agency Fund for Group Medical Insurance in the amount of \$89,803.37.

Financial Statements There were no comments concerning the Financial Statements.

- Bid Awards
- Ex. VI-D1 Award bid Q7739 for a Nonimpact Page Printer as requested by Student Affairs for the Computer Services Department to IBM Corporation, the low bidder, in the amount of \$5,604.30.
 - Ex. VI-D2 Award bid Q7728 for Commodore Amiga Computers, peripheral equipment and software as requested by Academic Affairs for the Academic Computing Department to Educational Computer Specialists for \$3,949.65, Computerland of Arlington Heights for \$3,113.34, Herold Marketing for \$962.80, and ICON Review for \$315.00, the low bidders, for a total award of \$8,340.79.
 - Ex. VI-D3 Award bid Q7729 for IBM personal computers and peripheral equipment as requested by the Business and Social Science Division for the Secretarial Department, the Life Science and Human Services Division for the Park Management Department, Academic Affairs for the Academic Computing Department, and Special Programs and Services for the Tutoring Department to IBM Corporation for \$4,086.00, Entre' Computer Center for \$1,326.76 and Computerland of Mt. Prospect for \$895.11 for a total award of \$6,307.87.

CONSENT
AGENDA:
Bid Awards
(cont.)

Ex. VI-D4 Award bid Q7745 for a Ford L.T.D. Crown Victoria or a Chevrolet Caprice Classic vehicle as requested by the Physical Plant as a replacement for the 1981 Dodge Diplomat to Lattof Chevrolet, Inc., the low bidder, in the amount of \$10,522.68.

Ex. VI-D5 Award bid Q7744 for printing of the Fall 1986, Spring 1987 and Summer 1987 Course Schedules to Warner Offset, the low bidder, in the amount of \$43,824.00.

Purchase
Orders

Ex. VI-D1 Approve issuance of a purchase order to Simplex Time Recorder Company for a 100 percent audit of the Fire Alarm System in the amount of \$9,388.26.

Ex. VI-E2 Approve issuance of a purchase order to Hampden Engineering Corporation for a gas heat and motor control circuit trainer in the amount of \$6,071.00.

Ex. VI-D3 Approve issuance of a change order to purchase order D-30312, issued to Althoff Industries for campus lighting, in the amount of \$9,777.00 for a new total of \$365,777.00.

Board
Committee
Reports

There were no questions concerning the Board Committee Reports.

Grants and
Gifts
Status
Report

There were no questions concerning the Grants and Gifts Status Report.

NEW BUSINESS:
Personnel
Actions

Member Barton moved, Member Norwood seconded, approval of the personnel actions as listed in Exhibits VII-A-1, VII -A-2 and VII-A-3 (attached to the minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky
Nays: None

Motion carried. Member Suberlak voted aye.

President McGrath commented that Graphics Supervisor Nawanna Rodgers is retiring after 15 years of dedicated service to the College and wished her well in her retirement.

NEW BUSINESS:
Personnel
Actions
(cont.)

Classified Staff Appointments

Beverly Elder, Clerk, p/t, 3/26/86, \$7,940
David Fanizza, Clerk/Dispatcher, 3/31/86, \$11,500
Marlene Hunt-Brasch, Graphic Designer, 4/01/86, \$14,719
Bonnie Peebles, LRC Clerk II, 4/09/86, \$11,447

Classified Staff Leave of Absence

Gayle Hatlak, Administrative Secretary, 3/24/86-7/1/86

Administrative Termination

William Norvell, Director, 5/31/86

Classified Staff Terminations

Irma Lee, Secretary I, 4/15/86
Nawanna Rodgers, Graphics Supervisor, 6/30/86

Faculty Leave of Absence

Patricia Smith-Pierce, 8/19/86-5/17/87, subject to her appointment to Governor James Thompson's staff

Summer Workweek Schedule

Four-day summer workweek to be effective 6/2/86 through 8/16/86.

Request to
Dispose of
Obsolete
and Unrepair-
able Equip-
ment

Member Barton moved, Member Norwood seconded, to remove from table the question of the policy to dispose of obsolete and unrepairable equipment.

In a voice vote, the motion carried.

Member Norwood moved, Member Barton seconded, approval of the disposal of obsolete and unrepairable personal property owned by the College, as described in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard commented that she had inquired about the financial impact to the College of excluding employees from participation in the sale and had been informed by the administration that the impact would be negligible.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS: Member Coste moved, Member Barton seconded, to authorize (cont.) the consolidation of six demand bank accounts into one Consolidation demand account at the Mount Prospect State Bank, as of College described in Exhibit VII-C (attached to the minutes in Bank the Board of Trustees' Official Book of Minutes).
Accounts

Vice President Manke commented that the consolidation of accounts will save time in reconciliation of accounts as well as providing larger lump sums for investment.

Member Barton added that she had inquired whether the consolidation of accounts would cause any problems in determining specific disbursements and income and had been assured there would be no confusion.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood and Torisky

Nays: None

Motion carried. Member Suberlak voted aye.

Replacement
of Computer
Equipment

Member Barton moved, Chairman Howard seconded, approval of the purchase contract with IBM for the replacement of the IBM 4341-L1 computer with an IBM 4381-P12 computer and associated equipment, as described in Exhibit VII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice Chairman Torisky asked Director of Computer Services Art Bowers to comment on the proposed new system. Mr. Bowers explained that the new system will be three times more powerful than the existing system and will not increase current annual expenditures.

Vice Chairman Torisky commended Mr. Bowers and other administrators involved in computer planning for their careful study of computer needs.

Member Vajda entered the meeting at 8:25 p.m.

Upon roll call, the vote was as follows:

Ayes: Members Albrecht, Barton, Coste, Howard,
Norwood, Torisky and Vajda

Nays: None

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:

(cont.)

Cooperative
Agreement -
Regents
Park -
Barrington

Chairman Howard moved, Member Coste seconded, approval of the cooperative agreement between William Rainey Harper College and Regents Park - Barrington, as described in Exhibit VII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard stated that Regents Park is a private nursing home in Barrington. The agreement will provide for the clinical education of students in health career programs.

In a voice vote, the motion carried.

IBHE

Admission
Requirements

President McGrath noted that a survey from the Illinois Board of Higher Education and the College's response to the survey are provided for the Board's information, as shown in Exhibit VII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

OTHER

BUSINESS:

Resignation
of Member
Vajda

Vice Chairman Torisky expressed his regret on the resignation of Member Vajda. President McGrath thanked Member Vajda for his contributions to the Board and for contributing his expertise in data processing and finance.

Chairman Howard asked Member Vajda to come forward and she read the following resolution:

WHEREAS, Albert M. Vajda has served on the Harper College Board of Trustees from 1982-84 and from 1985-86; and

WHEREAS, he served as Vice Chairman of the Board of Trustees in 1982 and 1983; and

WHEREAS, he provided leadership as Chairman of the Building and Grounds Committee and served as a member of the Finance Committee; and

WHEREAS, he contributed his counsel and expertise to the College in the area of computer technology; and

WHEREAS, he has brought to his work as a Trustee a sense of purpose, responsibility to students and constituents, and a dedication to high standards of service for himself and the College; now therefore be it

RESOLVED, that the Board of Trustees of William Rainey Harper College, on behalf of the College and the citizens of District 512, expresses deep appreciation for the dedication, loyalty, and continuing contributions of Albert M. Vajda.

Chairman, Board of Trustees

Secretary, Board of Trustees