


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,
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, August 28, 1986 at the hour of 7:15 p.m.
in the Board Room of Building A for the purpose of discussing
collective bargaining.

DATED this 22nd day of August, 1986 at Palatine,
Illinois.



KRIS HOWARD *KF*
Chairman, Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

August 28, 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 July 31, 1986 and August 15, 1986, and Estimated Payroll for August 16 through September 30, 1986 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Committee Reports Exhibit VI-D
 - E. Grants and Gifts Status Report Exhibit VI-E
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions
 - 1. Personnel Action Sheets Exhibit VIII-A-1
 - 2. Early Retirement, Faculty--Life Science and Human Services Exhibit VIII-A-2
 - B. RECOMMENDATION: Ratification of Collective Bargaining Agreement--Faculty Senate Local #1600 Exhibit VIII-B
 - C. RECOMMENDATION: Salary and Fringe Benefit Programs
 - 1. Administrators Exhibit VIII-C-1
 - 2. Classified Staff Exhibit VIII-C-2
 - D. RECOMMENDATION: Budget Hearing and Adoption of Budget Resolution Exhibit VIII-D

- E. RECOMMENDATION: Interfund Loans/Repayments
 - 1. Loan: Operations, Building and Maintenance Fund/Liability, Protection and Settlement Fund Exhibit VIII-E-1
 - 2. Repayment: Educational Fund/Audit Fund; Liability Protection and Settlement Fund Exhibit VIII-E-2
 - 3. Loan: Working Cash Fund/Educational Fund Exhibit VIII-E-3
 - 4. Repayment: Bond and Interest Fund/Educational Fund Exhibit VIII-E-4
 - 5. Transfer: Bond and Interest Fund/Operations, Building and Maintenance Fund Exhibit VIII-E-5
- F. RECOMMENDATION: Career Advisory Committee Appointments Exhibit VIII-F
- G. RECOMMENDATION: Cooperative Agreement--Cardiac Rehabilitation Programs Exhibit VIII-G
- H. BOARD INFORMATION: Smoking Regulations on Campus Exhibit VIII-H
- IX. Other Business
- X. President's Report
- XI. Educational Presentation: International Studies Program, David Williams and Martin Ryan
- XII. 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, August 28, 1986

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, August 28, 1986 at 8:10 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Barton, Coste, Howard, Lissner, Norwood, Torisky and Student Member Suberlak
Absent: None

Also present: James J. McGrath, President; Bonnie Henry, V.P. Student Affairs; Vern Manke, V.P. Administrative Services; 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; John Gelch, Dean of Physical Education, Athletics and Recreation; Charles Harrington, Dean of Instruction; Joan Kindle, Dean of Student Development; 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; Larry Haffner, Director of Academic Computing; Will Hoffman, Director of Human Performance Lab; Jack Lucas, Director of Planning and Research; Elaine Stoermer, Director of College Relations. Faculty: Phil Stewart, President, Faculty Senate. Classified/Professional Technical Staff: Linda Pones, Chairman, Classified Employee Council, Betty Cords, Peter Gart, Dee Johnson, Mike Nejman and Rena Trevor, Classified Employee Council Members; Teresa Bachara, Clerk Typist; Lea Bartow, Administrative Secretary; Marcy Brandt, Administrative Secretary; Nancy Caldron, Secretary; Pat Carney, Secretary; Jaci Carroll, Lab Assistant; Steve Dudek, Accounting Manager; Scott Graves, Offset Press Operator; Eva Groft, Secretary; Jean Hoffman, Administrative Secretary; Keith Jauch, Electronic Technician; Douglas Kangail, Offset Press Operator; Kathleen Kangail, Secretary to Vice President; Thea Keshavarzi, Purchasing Agent; Halina Polakowski, Clerk Typist; Eric Ryan, Audiovisual Technician; Pat Seitzinger, Secretary; June Steffen, Learning Resources Center Clerk;

ROLL CALL:
(cont.) Pam Toomey, Administrative Secretary; Pat Wisner, Health Care and Senior Citizen Coordinator; Laurie Wren, Executive Secretary; Muriel Zobott, Head Cashier. Students: Richard Johnston, Editor of Harbinger. Other guests: Joan Carreon, Paddock Publications; Mike Gilfillan, Legat Architects.

Resolution for Member Albrecht Chairman Howard expressed regret on the death of Member Donald Albrecht. She read the following resolution:

"WHEREAS, Donald G. Albrecht served as a member of the William Rainey Harper College Board of Trustees from November of 1985 until his death in August of 1986; and

WHEREAS, he gave of his time and expertise as a member of the Board committees on Finance, Building and Grounds; Negotiations and Employee Relations; and Distinguished Faculty Member Selection; and

WHEREAS, Donald G. Albrecht personified his description of an ideal Board Member as "being primarily concerned with insuring and providing the best education possible for all students, being above reproach morally, being a role model for students; and being willing to devote the necessary time to make a quality contribution to the Board's activities;" and

WHEREAS, he brought to his work as a Trustee a sense of purpose, responsibility to students and constituents, and a dedication to high standards 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, service and friendship of Donald G. Albrecht."

Member Coste moved, Member Barton seconded, that the resolution be approved.

In a voice vote, the motion carried.

Chairman Howard stated that the Board vacancy had been publicized in the local press. The Board is required to appoint a member within 30 days from the day of Member Albrecht's death. A special Board meeting will be held September 9 or September 15 to interview candidates and select a new member.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: There were no communications.

UNFINISHED
BUSINESS:
Student
Trustee
Report

Student Member Suberlak expressed concern about low test scores in math and English recorded for current students. She asked if help is available for the students to raise their scores.

Vice President Williams commented that more extensive testing is being done now than was done in the past. A new administrative position has been budgeted for the Learning Assistance Center and will be the focal point for the new effort to assist students needing remedial training. Dr. Henry added that special courses are being offered for students with low scores. Scores are not necessarily declining. More extensive testing is being done, so a comparison with previous scores is not valid.

Student Member Suberlak added that the Student Activities area is being renovated. Board members are invited to the GED Commencement on September 19.

CONSENT AGENDA:

Member Barton moved, Member Norwood seconded, that the Consent Agenda as described in Exhibits VI-A through VI-E (attached to the minutes in the Board of Trustees' Official Book of Minutes) be approved.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Minutes

There were no corrections to the minutes of the Special Board Meeting of July 23, 1986.

Bills Payable,	Educational Fund	\$1,152,099.94
Payroll,	Operations, Building &	
Estimated	Maintenance Fund	330,858.34
Payroll,	Operations, Building &	
Estimated	Maintenance Fund (Restricted)	32,442.00
Utility Bills,	Bond & Interest Fund	431.57
Kane, McKenna &	Auxiliary Fund	535,938.03
Assoc.	Restricted Purposes Fund	43,390.34
	Trust & Agency Fund	103,526.91
	Protection, Health & Safety Fund	256,491.55
	Federal Funds	2,399.89

NEW BUSINESS:

Classified Staff Appointments

Personnel
Actions
(cont.)

Kimberley Walters, Graphic Designer, 7-16-86, \$14,360
 Catherine Kearns, Clerk Typist III, 7-21-86, \$14,278
 Sharon Martin, AED Materials Asst., p/t, 7-24-86, \$3,975
 Claire Wrobel, Information Spec., p/t, 8-04-86, \$8,281
 Robert Huffstutler, Program Asst., 8-04-86, \$14,500
 Holly Anderson, Secretary II, 8-05-86, \$16,000
 Paula Long, Clerk I, 8-05-86, \$10,728
 Betty Jane Parkhurst, Receptionist, 8-11-86, \$12,500
 Pamela Toomey, Admin. Secretary, 8-11-86, \$16,055
 Marcia Brandt, Admin. Secretary, 8-11-86, \$18,083
 Stephanie Smith, Clerk Typist I, 8-11-86, \$10,728
 Laurene Miller, Cashier, p/t, 8-11-86, \$6,950
 Lewis Daniels, Equipment Room Attendant, p/t, 8-15-86,
 \$8,494
 Denise Otto, Clerk Typist II, p/t, 8-18-86, \$7,301
 Jane Johnson, Child Care Spec., 8-18-86, \$12,277
 Elizabeth Rockstad, Interpreter II, 8-18-86, \$13,163
 Ellen Kaufman, Interpreter Spec., 8-18-86, \$18,000
 Scott Graves, Offset Print Operator I, 8-18-86, \$13,406
 Nancy Lambert, Clerk Typist, p/t, 8-20-86, \$3,900

Classified, SEIU Terminations

Marke Smith, Operations Supervisor, 7-09-86
 Michael Smith, Equipment Room Attendant, 7-17-86
 Jill Wapotish, Clerk Typist II, 7-24-86
 Michael Barrett, Custodian, 7-31-86
 Shirley Shetka, Cashier, 8-08-86
 Richard DeWaal, Offset Press Operator I, 8-15-86
 Mary Anne Crist, Clerk, 8-28-86
 Joan Keeler, Cashier, 8-29-86

Faculty Early Retirement

William H. Miller, Professor, Biology, 1-6-87

Collective
Bargaining
Agreement

Member Coste moved, Member Barton seconded, to ratify the two-year Collective Bargaining Agreement with the Faculty Senate, Local 1600, for the 1986-88 years as described in Exhibit VIII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Chairman Howard expressed her satisfaction with the agreement and with the atmosphere in which the negotiations were conducted. Faculty Senate President Phil Stewart concurred.

NEW BUSINESS:
Administrative
Employment
Contracts

Member Barton moved, Member Norwood seconded, to approve the sum of \$109,619 for adjustments in salaries and fringe benefit expenses and authorized the Board Chairman and Secretary to execute the Administrative Contracts, as described in Exhibit VIII-C-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Classified
Staff
Salary and
Benefit
Programs

Member Coste moved, Member Suberlak seconded, approval of the sum of \$342,783 to implement increases for the Classified, Professional/Technical employees as described in Exhibit VIII-C-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard stated that the Board of Trustees was pleased to listen to a statement of concern from the classified staff in an executive session held prior to the regular meeting. Chairman Howard stated that the Board would vote to approve the salary increase at this time. She expressed a commitment on behalf of the Board of Trustees to seriously study the issues of a step-lane system and retirement benefits over the next few months for consideration next year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

President's
Contract

Member Coste moved, Member Barton seconded, approval of the resolution concerning the President's contract as shown in Exhibit VIII-C-1a (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Budget Hearing

Chairman Howard declared the regular meeting to be recessed and the public hearing on the budget to be open.

Vice President Manke reviewed aspects of the budget, noting that the Illinois Community College Board (ICCB) has issued very specific rules for the use of funds. Mr. Manke concluded his remarks by stating that the current budget is a balanced one.

Member Coste commented that this is the first time in recent years that the College has not had a deficit budget. Passage of the referendum has ensured additional revenues, and more funds than anticipated may be received because of reassessment. Should this happen, the tax levy might be lowered next year.

Chairman Howard asked for public comment on the budget. There was no public comment. Chairman Howard closed the public hearing on the budget and the regular meeting was resumed.

Member Coste moved, Member Norwood seconded, to adopt the Budget Resolution as shown in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

Interfund
Loans/
Repayments

Member Barton moved, Member Torisky seconded, to authorize the Treasurer to effect a \$275,000 loan from the Operations, Building and Maintenance Fund to the Liability, Protection and Settlement Fund as shown in Exhibit VIII-E-1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Suberlak voted aye.

NEW BUSINESS:
Interfund
Loans/
Repayments
(cont.)

Member Torisky moved, Member Norwood seconded, to authorize the Treasurer to repay and re-transfer the loan of \$253,000 made from the Educational Fund to the Audit Fund/Liability, Protection and Settlement Fund, as shown in Exhibit VIII-E-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

Member Suberlak moved, Member Barton seconded, to authorize the Treasurer to effect a \$9,680,000 loan from the Working Cash Fund to the Educational Fund, as shown in Exhibit VIII-E-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

Member Norwood moved, Member Lissner seconded, to authorize the Treasurer to repay and re-transfer the loan of \$2,600,000 made from the Bond and Interest Fund to the Educational Fund, as shown in Exhibit VIII-E-4 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Suberlak voted aye.

Member Lissner moved, Member Norwood seconded, to authorize the Treasurer to effect a permanent transfer of \$2,000,000 from the Bond and Interest Fund to the Operations, Building and Maintenance Fund, as shown in Exhibit VIII-E-5 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:

Upon roll call, the vote was as follows:

Interfund
Loans/
Repayments
(cont.)

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

Motion carried. Member Suberlak voted aye.

Career
Advisory
Committee
Appointments

Member Barton moved, Member Norwood seconded, approval of the Career Advisory Committee appointments for the 1986-87 academic year, as shown in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Chairman Howard expressed gratitude to members of the Career Advisory Committees for providing expertise and guidance to students.

Cooperative
Agreement
for Cardiac
Rehabilitation
Programs

Member Norwood moved, Member Suberlak seconded approval of the Cooperative Agreement for cardiac rehabilitation between William Rainey Harper College and Northwest Community Hospital, as shown in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Coste inquired whether any other hospitals had shown an interest in this type of agreement. Director of the Human Performance Lab Willard Hoffman replied that Alexian Brothers Medical Center had indicated an interest, but Humana Hospital is not interested at this time.

Smoking
Regulations

There was no comment concerning the Smoking Regulations presented for the Board's information, as shown in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

PRESIDENT'S
REPORT:

President McGrath began his report by asking Dean of Admissions and Registrar Steven Catlin to report fall enrollment figures. Dean Catlin reported that enrollment is now at 94 percent of the budgeted number with an increase predicted before the end of the semester. Summer school enrollment showed an increase over the previous year.

President McGrath reported that the Avon Foundation has donated \$1,000 to Harper College for funding of Women's History Week 1987.

PRESIDENT'S
REPORT:
(cont.)

President McGrath continued his report by announcing that Education Service Agreements with in-district companies have resulted in a total enrollment with those companies for spring 1986 of 200 students or 54.3 FTE students.

Following a site visitation, the Committee of Nurse Examiners from the Department of Registration and Education approved the associate degree nursing education and practical nursing education programs.

The successful summer comedy series organized by Student Activities Advisor Mike Nejman was mentioned in Crain's Chicago Business.

The College campus served as a background for the Fall Fashion and Back to School edition of the Daily Herald for the third consecutive year.

The Midwest Institute of Park Executives and the Illinois Park and Recreation expressed appreciation to Professors Randy Illg and Ed Metcalf and Roads and Grounds Supervisor Chuck Gura for assistance and participation at the July 10 equipment show.

The American Cancer Society expressed appreciation to the College for providing facilities for the 1986 Bike-a-Thon campaign which resulted in donations of \$5,574.03 for the Society.

Professor Martha Lynn Bolt was elected president of the NJCAA Women's Tennis Coaches Association. The Association praised Professor Bolt and Professor Roger Bechtold for their fine professional manner in representing Harper College.

President McGrath asked Vice President David Williams and Dean Martin Ryan to explain the International Studies Program. Dean Ryan explained the consortium of colleges and universities involved in the program. Member Coste asked that the possibility of a scholarship for the program be discussed at the next meeting of the Academic Affairs Committee. President McGrath added that he will suggest to the Educational Foundation Directors that a scholarship from the Foundation be considered.

ADJOURNMENT TO
EXECUTIVE
SESSION:

Member Norwood moved, Member Barton seconded that the Board adjourn to executive session for the purpose of discussing a student complaint.

ADJOURNMENT TO
EXECUTIVE
SESSION:

Upon roll call, the vote was as follows:

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

Motion carried at 9:15 p.m. Member Suberlak voted aye.

ADJOURNMENT:

Member Norwood moved, Member Barton seconded, that
the Board return to regular session.

In a voice vote, the motion carried.

Member Barton moved, Member Norwood seconded, that
the regular meeting be adjourned.

In a voice vote the motion carried, and the meeting
was adjourned at 9:35 p.m.

Kris Howard
Chairman

Molly Norwood
Secretary