

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 23, 1987

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, 1987 and April 15, 1987, and Estimated Payroll for April 16 through May 30, 1987 Exhibit VI-B
 - C. Financial Statements Exhibit VI-C
 - D. Committee Reports Exhibit VI-D
 - E. Grants and Gifts Status Reports Exhibit VI-E
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Employment of an Auditor Exhibit VIII-B
 - C. RECOMMENDATION: Funding Sources for Repair and Renovation Projects, 1987-88 Exhibit VIII-C
 - D. RECOMMENDATION: Disposal of Obsolete and Unrepairable Personal Property Exhibit VIII-D
 - E. RECOMMENDATION: Budget Transfers--1986-87 Fiscal Year Exhibit VIII-E
 - F. RECOMMENDATION: Second Reading and Adoption--Chronic Communicable Disease Policy Exhibit VIII-F
 - G. BOARD INFORMATION: Rules and Regulations--Chronic Communicable Diseases Exhibit VIII-G
- IX. Other Business
- X. President's Report
Presentation on Northwest 2001--Kathy Gilmer
- 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, April 23, 1987

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

ROLL CALL: Present: Members Coste, Howard, Lissner, Miller, Norwood, Torisky and Student Member Miller
Absent: Member Barton

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; Vic Berner, Dean of Business Services and Finance; Charles Harrington, Dean of Instruction; Bill Howard, Dean of Continuing Education and Program Services; Joan Kindle, Dean of Student Development; George Voegel, Dean of Educational Services; Larry Bielawa, Director of Personnel; Bruce Bohrer, Director of Admissions; Ray Devery, Director of Development; Larry Haffner, Director of Academic Computing; Jack Lucas, Director of Planning and Research; Russ Mills, Director of Placement; Elaine Stoermer, Director of College Relations; Fred Vaisvil, Director of Career and Employment Services. Faculty: Phil Stewart, President, Faculty Senate. Classified/Professional Technical Staff: Steve Dudek, Accounting Manager; Kathy Gilmer, Economic Development Specialist; Thea Keshavarzi, Purchasing Agent; Dee Johnson, Administrative Secretary; Linda Pones, Chairman, Classified Employee Council; Muriel Zobott, Head Cashier. Other guests: Mike Sullivan, Daily Herald; Susan White, Pioneer Press.

CITIZEN PARTICIPATION: There was no citizen participation.

COMMUNICATIONS: Member Norwood reported that communications have been received as follows: a commendation from a district resident for the Wellness Week Program; a request for a vote on a National Library Week ballot; and a letter concerning the Real Estate Brokers Examination which was forwarded to the Administration.

UNFINISHED BUSINESS:
 Student Trustee Report Newly elected Student Trustee Gregory Miller stated that he is pleased to be selected. There was a good turnout for the student trustee election. The Student Budget Committee will begin work on the budget. Representatives of student clubs will hold weekly focus group discussions.

CONSENT AGENDA: Member Norwood moved, Member Miller seconded approval of the Consent Agenda as described in Exhibit VI-A through Exhibit VI-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard and Member Torisky indicated they would abstain from voting on the Bills Payable because of an item concerning Northwest Community Hospital.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Minutes There were no corrections to the minutes of the Regular Board Meeting of Thursday, March 26, 1987.

Bills Payable,	Educational Fund	\$484,991.65
Payroll,	Operations, Building & Maintenance	
Estimated	Fund	237,440.43
Payroll,	Operations, Building & Maintenance	
Estimated	Fund (Restricted)	350,304.30
Utility	Auxiliary Fund	238,852.10
Bills and	Restricted Purposes Fund	26,199.12
Honeywell	Trust & Agency Fund	78,304.00
	Protection, Health & Safety Fund	5,190.37
	Federal Funds	75,847.45

The payroll of March 6, 1987 in the amount of \$9,000.00; the payroll of March 31, 1987 in the amount of \$921,980.79; the payroll of April 10, 1987 in the amount of \$484,398.57; the payroll of April 15, 1987 in the amount of \$443,766.71; the estimated payroll of April 16, 1987 through May 31, 1987 in the amount of \$2,802,971.29; estimated utility bills in the amount of \$120,000.00 and Honeywell for maintenance agreement in the amount of \$7,443.50.

CONSENT AGENDA: There were no questions concerning the financial
(cont.) statements.
Financial
Statements

Committee Reports There were no comments concerning the committee reports.

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

BID AWARDS: Member Norwood moved, Member Torisky seconded, approval of the bid awards as listed in Exhibit VII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Student Member Miller voted aye.

Ex. VII-A1 Award bid Q7882 to Computerland of Mt. Prospect in the amount of \$218.00, Compushop of Rolling Meadows in the amount of \$282.80, Compumat Micro Center-Schaumburg in the amount of \$2,728.68, PaceMark Technologies, Inc. in the amount of \$3,990.00, Excel in the amount of \$9,710.11, Nabih's Inc. in the amount of \$11,178.00, and IBM Corporation in the amount of \$102,490.00, the low bidders meeting specifications for IBM computers and peripheral equipment, for a total award of \$130,597.59.

Ex. VII-A2 Award bid Q7888 to Schaumburg Dodge, the low bidder for a mini-van, in the amount of \$11,709.00.

Ex. VII-A3 Award bid Q7883 to Vis-O-Graphic, Inc., the low bidder for printing the 1987-88 Student Handbook, in the amount of \$8,917.00.

Ex. VII-A4 Award bid Q7875 to Warner Offset, the low bidder for printing the Fall, 1987, Spring 1988 and Summer 1988 Course Schedules in the amount of \$50,744.00.

Ex. VII-A5 Award bid Q7891 to Original Smith Printing, the low bidder for the printing of Point of View in the amount of \$6,406.90.

PURCHASE ORDER:

Member Norwood moved, Member Miller seconded, approval of the Purchase Order as described in Exhibit VII-B (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Ex. VIIB-1 Approve issuance of a purchase order to Honeywell, Inc. for maintenance of the Honeywell Delta 1000 automated Energy Management Control System in the amount of \$7,433.50.

NEW BUSINESS:
Personnel
Actions

Member Norwood moved, Member Lissner seconded, approval of the Personnel Actions as listed in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Classified, SEIU Appointments

- Geraldine Schuenke, Secretary I, p/t, 4-01-87, \$6,040
- Phyllis Tiegler, Admissions Clerk, 4-10-87, \$11,900
- Margaret Frisby, Custodian, 4-13-87, \$18,054
- Michael Garceau, Maintenance Mechanic, 4-15-87, \$22,2;4
- Nancy Domain, Information Specialist, p/t, 4-27-87 \$8,684
- Thomas Knoff, TV Producer/Director, 4-20-87, \$28,500

Classified Leave of Absence

Bernice Rice, Food Service Helper II, 3-1-87 to 2-29-88

Classified, SEIU Terminations

- Kevin Clarke, Graphic Designer, 3-17-87
- Karen Morstad, Clerk Typist, 3-30-87
- Virginia Bresnahan Applications Clerk, 3-31-87
- Timothy Hanahan, CAD/CAM Training Specialist, 3-31-87
- Michael Casper, HVAC Mechanic, 4-06-87
- Joel Williams, Custodian, 4-09-87
- Tihomir Prokovic, Systems Programmer, 4-17-87

NEW BUSINESS:
Employment of
Auditor

Member Miller moved, Member Norwood seconded, to appoint the firm of Coopers and Lybrand to conduct F/Y 87 and F/Y 88 audits at a combined fee not to exceed \$55,000.00, 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 Coste, Howard, Lissner, Miller and Norwood

Nays: Member Torisky

Motion carried. Student Member Miller voted aye.

Funding Sources
for Repair
and Renovation
Projects
1987-88

Chairman Howard explained that Vice President Manke has provided five options for methods of funding 1987-88 repair and renovation projects.

Member Coste moved, Member Torisky seconded, approval of Option IV which identifies the sources of funds for the 1987-88 Repair and Renovation projects as stated in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Miller stated that the repairs are necessary and the issue to be decided is how to pay for the repairs. Option IV includes the life safety tax levy and includes charges to the Operations, Building and Maintenance Fund. Member Miller expressed the opinion that a charge to the Operations, Building and Maintenance Fund would not be advisable because this action would reduce the balance in the fund. Additionally, he does not believe it is wise to use a life safety tax levy because funds are available from the sale of the second site in the Operations, Building and Maintenance Fund (restricted). He added that legal advice indicates that it is permissible to use the life safety levy because the second site funds are in a restricted account. However, he believes this levy would violate the spirit of the life safety legislation.

Chairman Howard asked Vice Chairman Torisky to assume the chairmanship in order for her to be free to speak on the issue. Vice Chairman Torisky assumed the position of Chairman.

Member Howard stated that she is in agreement with Member Miller that the repairs are absolutely necessary. She is also concerned about the life safety levy; however, she is strongly opposed to using the proceeds from the sale of the second site to fund the repairs. The referendum addressed building needs. Building on a second site is no longer anticipated. However, the

NEW BUSINESS:
Funding Sources
for Repair
and Renovation
Projects
1987-88
(cont.)

Space Utilization Study clearly indicates that an additional building is needed on the main campus. The second site funds are the only source available to begin a building project on the campus. Also, she wishes to keep the tax levy from increasing.

Member Howard suggested that the Board consider Option V (as described in Exhibit VIII-C). Concerning the cost of the traffic signal at the Euclid entrance, she stated that the Board has never indicated a willingness to pay the full \$100,000 cost of the signal. Rather, the Board might be willing to pay a portion of the cost not exceeding \$50,000. She also stated that at the present time the amount of the 1986 assessed evaluation rate is not known. Mr. Manke has predicted a four percent increase, but it is possible the figure will be higher. In that case, an assessed value higher than anticipated would be available. The amount of the 1986 assessed value will be known in August. Also, additional funds might be available as a result of the litigation which has been settled and those funds might be used because the Board of Trustees has already paid for the repairs for which the lawsuits were filed.

Member Howard recommended that Option V be chosen with the cost to the College of the traffic signal reduced to \$50,000 and that a decision on how to fund the building automation system be deferred until later in the year. Work on the automation system is not scheduled to commence until winter. A portion of the automation system (\$62,377) for architects' and engineering fees has already been approved. Consequently, the cost to be funded for the building automation system can be reduced by \$62,377 for a new total of \$935,662.

Member Miller asked how the cost of the identified projects will be paid. Member Howard recommended using the Operations, Building and Maintenance Fund even though a reduction in the fund balance would result.

Mr. Manke stated that a budget deficit in the Operations, Building and Maintenance Fund for 1987-88 would result. However, the fund balance that is projected would exceed what is absolutely required for a fund of this size. The fund balance would be below \$3 million, but should be sufficient. The College will know at a later date the amount of money the State will allow the College to retain from the litigation settlements. Member Miller inquired what the fund balance would be in the unrestricted Operations, Building and Maintenance Fund if this method is approved. Mr. Manke replied that the projected balance on June 30, 1987 would be approximately \$3.7 million.

NEW BUSINESS:
Funding Sources
for Repair
and Renovation
Projects
1987-88
(cont.)

If Option V is chosen, the fund balance will be reduced by approximately \$997,600 but would remain at a comfortable level. However, a deficit budget for the Operations, Building and Maintenance Fund will be reflected in the 1987-88 budget.

Member Coste asked for a summary. He understands that under Option IV the balance on June 30, 1987 would be \$3.7 million. On June 30, 1988, the balance would be approximately \$2.9 million or \$3 million. Member Coste asked what the average amount of the Operations, Building and Maintenance fund budget is. Mr. Manke replied approximately \$6 million. Member Coste asked why the Board is delaying a decision. Member Howard responded that she had requested that Mr. Manke provide a fifth option because of concerns about the advisability of using the life safety levy. Mr. Manke added that assumptions regarding fund balances are difficult to project far into the future but he thinks the amounts which are being projected should be rather accurate. Member Coste asked for an estimate of money which may be received from litigation settlements. Mr. Manke replied that a conservative estimate would be approximately \$600,000. Member Howard repeated her opinion that Option IV should not be chosen because a life safety levy would result and the life safety levy may be unnecessary. The decision on funding the building automation system can be delayed.

Member Miller moved the question. Member Lissner seconded. Upon roll call, the vote was as follows:

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

The question was moved. Student Member Miller voted aye.

A roll call vote was taken on Member Coste's earlier motion to approve Option IV:

Ayes: Member Coste
Nays: Members Howard, Lissner, Miller, Norwood and
Torisky

The motion was defeated. Student Member Miller voted nay.

Member Howard moved, Member Norwood seconded for discussion, that the Board of Trustees approve Option V with the following amendments: The traffic signal expense be limited to \$50,000, and a decision on funding the building automation system be deferred until a later date.

NEW BUSINESS:
Funding Sources
for Repair
and Renovation
Projects
1987-88
(cont.)

Member Coste asked how this motion would affect the traffic signal project. Mr. Manke replied that the motion will not affect action on the signal. The Board has instructed the Administration to cooperate with the Palatine Park District and other parties. Should the College decide to proceed alone, the matter can be decided later.

Student Trustee Miller asked for clarification of the life safety mechanism. Acting Chairman Torisky explained that the Life Safety legislation involves additional taxes. Member Miller added that local taxpayers would pay for the life safety projects by a tax which would be levied without a referendum for emergency repairs.

Member Coste requested that Member Howard amend the motion to indicate that a decision on funding the building automation system be deferred until information is available concerning the results of the assessed evaluation and the funds are available from litigation settlements. Member Howard so amended. Member Coste seconded the amendment.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Disposal of
Obsolete and
Unrepairable
Personal
Property

Following the roll call vote, Member Howard returned to the position of Chairman.

Member Torisky moved, Member Norwood seconded, approval of the disposal of obsolete and unrepairable personal property owned by the College through a sealed bid sale, sale to a scrap dealer or other appropriate disposal.

Student Member Miller inquired about the nature of a sale by sealed bid. Mr. Manke replied that a sealed bid sale is advertised in the local press. Prospective buyers submit bids in sealed envelopes stating the price they are willing to pay, and enclosing a certified check for deposit. The highest bid is chosen.

NEW BUSINESS:

Disposal of
Obsolete and
Unrepairable
Personal
Property
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Budget
Transfers
1986-87

Member Miller moved, Member Norwood seconded, approval of budget transfers as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

Chronic
Communicable
Diseases

Member Coste moved, Member Norwood seconded, adoption of the Chronic Communicable Disease Policy, as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Vice President Henry mentioned that the word "reasonable" in the first paragraph was changed to "significant."

In a voice vote, the motion carried.

Member Coste moved, Member Norwood seconded, acceptance of the Rules and Regulations: Chronic Communicable Diseases as described in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

PRESIDENT'S
REPORT:

President McGrath began his report by announcing that Director of Academic Computing Larry Haffner wrote an article which was published in the spring publication of the Special Interest Group on University and College Computing Services.

Dean of Student Development Joan Kindle gave a speech at a national conference for student affairs administrators in Chicago on March 17.

Professor Clete Hinton was the guest speaker at St. Thomas School on March 10.

PRESIDENT'S
REPORT:
(cont.)

Harper student Sheila Koch, the 2 + 1 scholar (Square D) has been accepted at the University of California, Berkeley.

Two Harper students were recognized at the Private Industry Council of Northern Cook County recognition dinner: Michelle Tillman and Bert Gardner.

Ms. Toni DiOrio, Student Outreach, and Professor John Muchmore coordinated and moderated the Scholastic Bowl Championship, a competition of high school students from Districts 211 and 214. Elk Grove High School won the competition.

Harper graduates who earned the Practical Nursing Certificate achieved a 100 percent pass rate on the NCLEX PN exam.

Over 2,000 persons attended Oprah Winfrey's lecture on March 31. The seven productions of "Man of La Mancha" drew over 2,000 people. Five hundred persons attended the performance of comedian Emo Philips. The student dance extravaganza on March 20 raised \$250 to finance a Student Activities scholarship.

The Admissions Office has prepared a mailing including the summer course schedule to be sent to non-Harper students who may be home for the summer from other colleges. The Placement Office has prepared new brochures concerning job interview preparation and resume writing.

Dates Board Members may wish to note are as follows:
May 2 - Educational Foundation Strategic Planning Workshop; Inauguration/Grand Reopening of the College Dining Hall May 6 from 11:00 a.m. - 1:00 p.m.;
May 7, 2:00 p.m. - Retirement Reception; May 12, 7:30 p.m. - Academic Convocation; May 14, 7:30 p.m. Trustees Scholar Reception; May 17 - Graduation.

The Student Activities Office will sponsor the annual Ice Cream Social on April 29 at noon.

An informational presentation concerning the "Golden Corridor" and 2001 Conference was given by Economic Development Specialist Kathy Gilmer.

ADJOURNMENT TO
EXECUTIVE
SESSION:

Member Lissner moved, Member Norwood seconded, that the Board adjourn to Executive Session for the purpose of discussing litigation.

Upon roll call, the vote was as follows:

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

Motion carried. Student Member Miller voted aye.

ADJOURNMENT: Member Norwood moved, Member Lissner seconded, that the Board return to Regular Session.

In a voice vote, the motion carried.

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

In a voice vote, the motion carried and the meeting was adjourned at 9:50 p.m.

Kris Howard, Chairman

Molly Norwood, Secretary