

WILLIAM RAINEY HARPER COLLEGE  
1200 West Algonquin Road  
Palatine, Illinois

AGENDA

June 25, 1992

BOARD MEETING

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Citizen Participation
- IV. Communications
- V. Unfinished Business
  - A. Approval of Agenda
  - B. Student Trustee Report
- VI. Approval of Consent Agenda (Roll Call Vote)
  - A. For Approval
    - 1. Minutes--May 28, 1992 Regular Board meeting and executive session, and June 16 Board Committee and executive session Exhibit VI-A-1
    - 2. Bills Payable, Payrolls for May 29 and June 12. Exhibit VI-A-2  
Estimated payrolls for June 13 through August 7, 1992
  - B. For Information
    - 1. Financial Statements Exhibit VI-B-1
    - 2. Committee and Liaison Reports Exhibit VI-B-2
    - 3. Grants and Gifts Status Report Exhibit VI-B-3
- VII. Approval of Bid Awards/Purchase Orders Exhibit VII
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A-1
    - 1. Personnel Action Sheets
    - 2. Salary Program--Classified and Supervisory/Confidential Staff
    - 3. Salary Program--Administrators
    - 4. IEA/NEA Agreement( To be hand-carried )
  - B. RECOMMENDATION: Resolution to Establish 1992-93 Budget Hearing Date Exhibit VIII-B
  - C. RECOMMENDATION: Student Service Awards Exhibit VIII-C
  - D. RECOMMENDATION: Resolution to Transfer Interest Income from Working Cash Fund to Educational Fund Exhibit VIII-D
- 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, June 25, 1992.

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Norwood on Thursday, June 25, 1992 at 8:12 p.m. in the Board Room of the Administration Building, 1200 W. Algonquin Road, Palatine, Illinois.

ROLL CALL:

Present: Members Bakas, Barton, Born, Coste, Howard, Moats, and Norwood

Absent: Student Member Sprake-Jones

Also Present: Paul Thompson, President; Vern Manke, V.P. Administrative Services; Bonnie Henry, V.P. Student Affairs; Susan Webb-Kmiec, Recording Secretary; Laura Adams; Ted Agresta; Felice Avila; Frank Azeke; Vic Berner; Bob Brown; Steve Catlin; Jean Chapman; Tom Choice; Charlene Christin; Sandy Clark; Steve Dudek; Al Dunikoski; Will Hoffman; Bill Howard; Julie Hunter; Leon Hussissian; Thea Keshavarzi; Sylvia Kingsley; Nancy McCorvie; Katchen McDonald; Liz McKay; Roger Nissen; Elena Pokot; Patty Roberts; Rich Seiler; Sherilyn Sorem; Debbie Tellschow; Lee Vogel; Pat Wenthold; Kelly Wickstrom; Joan Young, Harper College. Technology Services, Inc.: Barry Poulson. Guests: Linda Campbell; Mike and Carol Lindstrom; Max McCorvie; and Richard Newhard. Dwayne Wong, Paddock Publications.

President Thompson welcomed Sandy Clark as the Faculty Senate representative, sitting in for Diane Callin.

CITIZEN PARTICIPATION:

President Thompson introduced Mr. and Mrs. Mike Lindstrom of Palatine. Mr. Lindstrom had a heart attack on April 1, 1992, while exercising on the treadmill in the Cardiac Rehabilitation Center. Because of the quick action of the staff in beginning CPR and other life-saving measures, Mr. Lindstrom is recovering quickly. President Thompson thanked Julie Hunter, Katchen McDonald, Laura Adams, Debbie Tellschow, Nancy McCorvie, and Dr. Roger Nissen for their good work, and presented them with certificates.

COMMUNICATIONS:

There were no communications.

UNFINISHED  
BUSINESS:

Chairman Norwood noted that there would be a change to the agenda, with the removal of Exhibits VIII-A2 and VIII-A4.

## Approval of Agenda

Member Barton moved, Member Howard seconded, that the agenda be approved as amended.

In a voice vote, the motion carried.

Student Trustee  
Report

Due to the absence of Student Member Sprake-Jones, there was no report.

CONSENT AGENDA

Member Howard moved, Member Barton seconded, approval of the Consent Agenda, including the minutes of the May 28, 1992 Regular Board meeting and executive session, and June 16, 1992 Board Committee executive session; bills payable, payrolls for May 29 and June 12, 1992; estimated payrolls for June 13 through August 7, 1992; for information, financial statements; committee and liaison reports; and grants and gifts status report; as described in Exhibits VI-A-1, VI-A-2, VI-B-1, VI-B-2, and VI-B-3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

## Bills Payable

Education Fund	\$	1,075,765.05
Operations & Maintenance Fund		442,767.59
Operations & Maintenance Fund (Restricted)		17,272.00
Auxiliary Fund		202,658.51
Restricted Purposes Fund		141,666.00
Trust & Agency Fund		967,679.91
Liability, Protection & Settlement Fund		16,604.00
Federal Funds		42,134.55

## Payroll

The payroll of May 29, 1992 in the amount of \$1,012,992.13, and payroll of June 12, 1992 in the amount of \$964,114.56; estimated payroll of June 13, 1992 through August 7, 1992 in the amount of \$3,958,431.20; estimated utility bills in the amount of \$120,000.00; payment to Temperature Control for maintenance service in the amount of \$700.00; payment to Addison-Wesley for books in the amount of \$24.14; payment to Frank Orlando, Jr., and Co. for equipment in the amount of \$19,790.00; payment to Quinton Instruments for equipment in the amount of \$12,251.00; and payment to House of Trophies for supplies in the amount of \$230.00.

Purchase Orders  
(cont'd)

- Ex. VII-B3 Approve issuance of a purchase order to CLSI, Inc. for maintenance of the LRC Automation System, in the amount of \$30,000.00.
- Ex. VII-B4 Approve issuance of a purchase order to IBM Corporation, for the renewal of the rental of computer software, in the amount of \$76,856.00.
- Ex. VII-B5 Approve issuance of a purchase order to Linotype-Hell Company for a maintenance agreement covering the Linotronic Imagesetter, Postscript RIP and Paper/Film Processor, in the amount of \$6,376.50.
- Ex. VII-B6 Approve issuance of purchase orders to R.J. Galla Co., Inc., for the various business insurance coverages of the College, in the total amount of \$456,556.00.
- Ex. VII-B8 Approve issuance of a no cost purchase order to North Shore Industrial Vending, Inc., for services and commissions to provide food and drink vending machines at the Northeast Center for a one-year period from July 1, 1992 through June 30, 1993.

Member Coste requested information on Exhibit VII-B6, the purchase order relating to insurance coverage. President Thompson agreed that this is a significant amount of money, but noted that this issue was discussed and agreed upon in the past. Harper has moved into a consortium of colleges, and is receiving a dividend distribution which will offset this amount by approximately \$40,000. This could potentially increase as more schools come into the consortium. Vice President Manke stated that the premium is basically the same as last year's, even though Harper's property values have increased approximately \$10 million over last year. Mr. Manke noted that the schools

Purchase Orders  
(cont'd)

in the consortium have a good track record of low risk. When there is a potential risk factor at Harper, a Continental Insurance representative works with the College to analyze the problems and suggests ways to improve our loss record. The total premium amount insures an \$80 million facility as well as liability coverages, data processing equipment, library books, Workman's Compensation coverage, etc.

Member Coste asked how many colleges are in the consortium; Mr. Manke replied that there are approximately five in the group. Member Coste asked if each one pays on their own experience. Mr. Manke answered that they do, but the dividend is based on the total. He noted that these colleges do not have high claims, so that those in the consortium reap the benefits of that.

Member Howard stated that this seems to be a good arrangement based on our previous experience. She asked if the foreign liability covers our students studying abroad. Mr. Manke responded that this will protect the college if there are problems in while they are in any foreign country.

Member Moats stated that because of the current economic situation, a significant reduction in cost could possibly be realized by testing the marketplace for competitive quotes. It was his hope that next year this will go out for bids, and that the College will explore the possibility of self-insuring in some areas. Member Moats stated that he will support the action this year, but will be very reluctant to do so next year if it does not go out for bids.

Member Coste asked if Harper could have gone out for bids without putting our membership in the consortium into jeopardy. Mr. Manke replied that we could test the market ourselves, but that the broker representing the consortium does shop the market on our behalf. The consortium has the minimum number of schools needed to receive the dividend concept.

Purchase Orders  
(cont'd)

Concerning Exhibit VII-B4, Member Moats asked if this was the same software the College has been renting, or if new software was included. Elena Pokot answered that most of it is the same, but some are new versions. The amount spent is approximately the same as last year. Barry Poulson noted that there is some increase related to the larger processor that was recently installed. Member Moats asked if the software could be purchased rather than rented. Ms. Pokot responded that some could be purchased, but it is more economical to rent. Member Moats asked to see the analysis at a later date.

Member Moats asked if the \$30,000.00 for maintenance on the Learning Resources Center automation system (Exhibit VII-B3) represented an annual fee. Al Dunikoski explained that this fee includes the repair of 54 terminals if needed, the main computer, on-line diagnostics and repair, and all parts. Dan Mooney of TSI has stated that this is a very good maintenance agreement. Member Moats asked if this was for both hardware and software maintenance. Mr. Dunikoski replied that because of the on-line diagnostics, both are included. This guarantees a one-hour response from the company for on-line assistance, and a 24-hour response time for an on-site maintenance person. He noted that this maintenance agreement is a required part of the contract for the entire automation system. Mr. Manke stated that contract was previously approved, but the Board must approve the expenditure each year. Member Moats noted that some maintenance contracts are not cost effective, and it was his hope that this has been studied sufficiently.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born,  
Coste, Howard, Moats, and  
Norwood  
Nays: None

Motion carried.

Member Coste moved, Member Bakas seconded, approval of the no cost purchase order to Lyng Canteen Service Co. for the continuation of

Purchase Orders  
(cont'd)  
Exhibit VII-B7

vending services on the Palatine campus from July 1, 1992 through June 30, 1992 as outlined in Exhibit VII-B7 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Howard asked if the College was satisfied with the services being provided by this vendor. Mr. Manke replied that this bidder was required to replace all of the machines with new machines, and that problems with refunding money are minimal. This is the last year of the contract, and it will be re-bid next year.

Member Coste asked what the College receives from this agreement. Mr. Manke replied that Harper receives a commission based on the product and the amount sold, as well as other variables. This amounts to revenue of approximately \$60-70,000 per year. Mr. Vic Berner stated that that is an accurate figure. Member Coste asked if the College keeps aluminum for recycling; Mr. Manke answered that we do.

Member Howard asked if the references for the trash removal company had been checked. There is a tremendous spread and a large number of bids. Mr. Manke responded that this is a new company which is trying to get a foothold in this area.

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Born, Howard,  
Moats, and Norwood  
Nays: None

Members Barton and Coste abstained.

Motion carried.

NEW BUSINESS  
Personnel Actions

Member Barton moved, Member Bakas seconded, the approval of the personnel actions as listed in Exhibit VIII-A1 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President Thompson commented that there are a number of faculty positions which were approved a few months ago, and are hires that

Personnel Actions  
(cont'd)

Harper has been looking forward to. Member Howard noted that she was very impressed with the qualifications of these people.

Member Coste asked if the appointment of James Zabout in the OIS Department was a replacement of one of the consultants. Elena Pokot responded that this is a new person who was hired to replace a Harper employee who left in February. President Thompson stated that when the Vice President of Information Systems comes on board July 6, that person will begin the search process to find individuals to fill the positions now being held by the consultants. Member Coste asked why this particular position was filled now instead of at that time also. President Thompson responded that it is a different level position. Ms. Pokot answered that Mr. Zabout reports to her, and she has consulted with Dave McShane about the appointment.

Administrative Appointments

Lee Vogel, Interim Dean, Learning Resources Center, 07/01/92 to 06/30/93, \$6,253/yr. stipend

Faculty Appointments

Lynn Altfeld, Instructor, Academic Enrichment and Language Studies, 08/18/92, \$29,240  
 Roderick Brown, Counselor, Student Development, 08/18/92, \$29,240  
 Linda Campbell, Instructor, Business and Social Science, 08/18/92, \$30,176  
 Nancy Davis, Instructor, Liberal Arts, 08/18/92, \$30,176  
 Juliann Fleenor, Assistant Professor, Liberal Arts, 08/18/92, \$32,749  
 Karen Froelich, Instructor, Technology, Mathematics and Physical Science, 08/18/92, \$34,228  
 Karin Lacour, Counselor, Student Development, 08/18/92, \$30,176  
 Daniel Loprieno, Instructor, Technology, Mathematics and Physical Science, 08/18/92, \$28,333  
 Diane Mack, Instructor, Life Science and Human Services, 08/18/92, \$31,141



Personnel Actions (cont'd)

Kathryn Powell, Instructor, Academic Enrichment and Language Studies, 08/18/92, \$29,240

Wallis Sloat, Instructor, Academic Enrichment and Language Studies, 08/18/92, \$28,333

Cheryl Turnauer, Instructor, Liberal Arts, 08/18/92, \$30,176

Mark Zelman, Assistant Professor, Life Science and Human Services, 08/18/92, \$32,749

Professional/Technical Appointments

James Zabout, Senior Programmer Analyst, Office of Information Systems, 06/15/92, \$45,000

Classified Appointments

Patricia Priore, Administrative Secretary, Strategic Planning, 06/04/92, \$24,000

Gail Karch, Secretary I, Business and Social Science, 06/10/92, \$19,260

Professional/Technical Reclassifications

Robert Brown, Systems Programmer, Office of Information Systems, 06/01/92, \$33,703

Susan Nowakowski, Assistant Lab Supervisor, Office of Information Systems, 06/01/92, \$25,449

Christopher Kranz, Placement Coordinator, Student Development, 07/01/92, \$32,813

Professional/Technical Retirements

Joan Toomey, AED Registration and Assessment Specialist, Adult Education Development, 05/29/92, 8.5 years

Classified Retirements

Virginia Bischoffer, Secretary II, Liberal Arts, 05/01/92, 15 years

Professional/Technical Resignations

Margaret Krueger, Lead Interpreter, Center for Students with Disabilities, 06/28/92, 3 years

Classified Resignations

Elizabeth Swanson, Admissions Outreach Clerk, 04/30/92 - 1 year

Personnel Actions  
(cont'd)

Joan Glover, Clerk Typist II, Physical Education, Athletics and Recreation, 05/13/92, 6.5 years  
Michelle Guthrie, Clerk Typist I, Business and Social Science, 05/21/92, 3 years  
Ann Sauer, Receptionist, Office of Community and Program Services, 06/05/92, 7 months  
Belinda Smart, Secretary I, Business and Social Science, 06/12/92, 2.5 years

IEA Resignations

William Sandford, Custodian, Physical Plant, 06/05/92, 1.5 years

Ayes: Members Bakas, Barton, Born, Coste, Howard, Moats, and Norwood  
Nays: None

Motion carried.

Administrative  
Employment  
Contracts

Member Barton moved, Member Born seconded, that the Board approve the sum of \$117,028 for adjustments in salaries and fringe benefits, and that the Board Chairman and Secretary be authorized to execute the Administrative Employment Contracts on behalf of the Board of Trustees effective July 1, 1992, as outlined in Exhibit VIII-A3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Bakas, Barton, Born, Coste, Howard, Moats, and Norwood  
Nays: None

Motion carried.

1992-93 Budget  
Hearing Date

Member Born moved, Member Bakas seconded, that the Board approve the resolution providing for the annual Budget Hearing and required public notice.

Ayes: Members Bakas, Barton, Born, Coste, Howard, Moats, and Norwood  
Nays: None

Member Coste questioned why the budget was not going to be approved in July as scheduled. Mr. Manke replied that it was not brought to the Board early enough and that an extra month

1992-93 Budget  
Hearing Date  
(cont'd)

was required to process it. This did not give enough time for the legal requirement of 30 days of display because the July Board meeting is earlier in the month than usual.

Motion carried.

Student Service  
Awards

Member Bakas moved, Member Howard seconded, that the Board approve the Spring 1992 Student Service Awards as outlined in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Bakas, Barton, Born, Coste, Howard, Moats, and Norwood

Nays: None

Motion carried.

Transfer of Funds

Member Howard moved, Member Bakas seconded, that the Board authorize the Treasurer to effect a permanent transfer of earned interest in the amount of \$500,000 from the Working Cash Fund to the Educational Purposes Fund, as outlined in Exhibit VIII-D (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ayes: Members Bakas, Barton, Born, Coste, Howard, Moats, and Norwood

Nays: None

Motion carried.

OTHER BUSINESS

President Thompson reminded the Board that Leadership 2000 will be held in Chicago July 19-22.

Chairman Norwood noted that there would be an Executive Session at the end of the regular meeting for the purpose of discussing pending litigation and the appointment, employment and dismissal of personnel.

As background information, President Thompson explained that a Board committee needs authorization to hire an appraiser.

Member Barton moved, Member Howard seconded, that the Board authorize the committee to hire an appraiser.

Other Business  
(cont'd)

Ayes: Members Bakas, Barton, Born, Coste,  
Howard, Moats, and Norwood  
Nays: None

Motion carried.

PRESIDENT'S REPORT

President Thompson reported that Mr. Arlan Elser, Program Director at the Kellogg Foundation in Battle Creek, Michigan, will be visiting Harper College on Thursday, July 30 from 9 a.m. through lunch. Mr. Elser has visited with other community colleges as a loaned executive to AACJC, and is giving ideas to community college Boards about how to maximize community resources to look for new and different private philanthropic sources.

George Dorner and the Harper Air Hawks, a group of ham radio operators, will be participating this weekend in a national field day, an annual emergency communications exercise. They will operate low power stations from the northwest corner of campus. The public is invited to visit between 1 p.m. Saturday and 1 p.m. on Sunday.

EXECUTIVE SESSION

Member Howard moved, Member Moats seconded, that the Board adjourn into executive session for the purpose of discussing the appointment, employment and dismissal of personnel and pending litigation.

Upon roll call, the vote was as follows:

Ayes: Bakas, Barton, Born, Coste,  
Howard, Moats, and Norwood  
Nays: None

Motion carried.

The Board adjourned into executive session at 8:58 p.m.

Following executive session, it was moved and seconded that the Board return to regular session. In a voice vote, motion carried and the Board returned to regular session at 10:10 p.m.

NEW BUSINESS  
President's  
Contract

Member Barton moved, Member Howard seconded, that the Board approve the 1992-93 amendments to the President's contract (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bakas, Barton, Born, Coste,  
Howard, Moats and Norwood  
Nays: None

Motion carried.

ADJOURNMENT

Member Bakas moved, Member Howard seconded, that the meeting be adjourned. In a voice vote, the motion carried and the meeting adjourned at 10:11 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary