

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

September 8, 1977

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
  - B. Payroll - August 15 and August 31, 1977
  - C. Estimated Payroll September 1 thru October 31, 1977
  - D. Financial Statement
  - E. Budget Transfers
  - F. Bid Awards
  - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
  - A. RECOMMENDATION: Section BL 1.3.7 Board Policy Manual      Exhibit A  
(Confidentiality Statement)
- VIII. New Business
  - A. RECOMMENDATION: Staffing
    - 1. Faculty
      - a. Appointment, Dental Hygiene      Exhibit A-1a
    - 2. Administration
      - a. Resignation, Personnel Director      Exhibit A-2a
      - b. Appointment, Acting Personnel Director      Exhibit A-2b
    - 3. Teacher Associates
      - a. Salary Adjustment, Teacher Associate      Exhibit A-3a
      - b. Appointment, Teacher Associate - Special      Exhibit A-3b  
Services
      - c. Reappointments, Teacher Associate &      Exhibit A-3c  
Student Development Associate
  - B. RECOMMENDATION: Institutional Goals, 1977-78      Exhibit B

- C. RECOMMENDATION: Acceptance of the Staff Policy  
and Procedures Manual Exhibit C
  - D. RECOMMENDATION: Revised Policy Statement on  
Non-Discrimination Exhibit D
  - E. RECOMMENDATION: Approval of Foundation Director Exhibit E
  - F. REPORT & RECOMMENDATION: Third Boiler - Power Plant Exhibit F
  - G. REPORT & RECOMMENDATION: Dental Insurance Exhibit G
  - H. REPORT & DISCUSSION: Ethics Statement Exhibit H
- IX. President's Report
- X. 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, September 8, 1977

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Thursday, September 8, 1977, at 8:10 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL:

Present: Members Janet Bone, Joan Klussmann, Robert R. Moats, Shirley A. Munson, Jessalyn M. Nicklas, David Tomchek, Natalie C. Weber, and Student Member John Demmert

Absent: None

Also present: Robert E. Lahti, John Birkholz, R. M. Boeke, Frank Borelli, Pat Bourke, Don Carlson, Frank A. Christensen, Anton A. Dolejs, G. Dorner, Charles Falk, Guerin Fischer, Jean Goodling, Bill Howard, Robert J. Hughes, Fred Inden, L. W. Knight, John A. Lucas, David Macaulay, W. J. Mann, Liz McKay, Don Misic, Rosemary Murray, Henry Roepken, James Smith, D. Stansbury, Elaine Stoermer, U. A. Thobe, Frank Vandever, W. E. Von Mayr, Dave Williams, Robert Wyman, and Joan R. Young--Harper College; Diane Norman--Barrington Press; Wayne Swanson--Suburban Trib; and Sally Carlson.

Chairman Munson welcomed Rosemary Murray, representative from the Employee Council.

MINUTES:

Member Moats moved, Member Klussmann seconded, approval of the minutes of the regular Board meeting of August 11, 1977, as distributed.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson, Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

CITIZEN

PARTICIPATION:

There was none.

DISBURSEMENTS:

Bills Payable

Member Nicklas moved, Member Weber seconded, approval of the bills payable of September 8, 1977, as follows:

Educational Fund	\$181,333.12
Building Fund	110,292.68
Site & Construction Fund	4,815.26
Auxiliary Fund	244,732.52

DISBURSEMENTS:  
Bills Payable  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Payrolls

Member Nicklas moved, Member Weber seconded, approval of the payroll of August 15, 1977, in the amount of \$377,964.25; the payroll of August 31, 1977, in the amount of \$381,544.35; and the estimated payroll of September 1, 1977 through October 31, 1977, in the amount of \$1,530,409.83.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Estimated  
Utility  
Bills

Member Nicklas moved, Member Weber seconded, approval of the estimated utility bills for November, 1977, in the amount of \$54,100.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Financial  
Statements

Dr. Mann answered several questions raised concerning the financial statements.

Bid Awards

Member Nicklas moved, Member Weber seconded, approval of the following bid awards, as per Ex. V-F attached to the minutes in the Board of Trustees' Official Book of Minutes:

- V-F1 Award bid request Q-4855 for various items of equipment for use by the Medical Laboratory Technician Program to the low bidder, Fisher Scientific Co., in the amount of \$3,628.62.
- V-F2 Award bid request Q-4839 for bus transportation for the various intercollegiate athletic teams for the fall and winter season 1977/78 to the low bidder, Schaumburg Transportation Co., in the amount of \$3,998.80.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- V-F4 Award bid request Q-4835 for the printing of the career brochures to be used during the fiscal year 1977/78 to the low bidder, Roberts Press, in the amount of \$2,960.00.
- V-F5 Award bid request Q-4836 for furniture for use throughout the college to the low bidder in each case, C.A.S. Office Inc., Lowery McDonnell, and Prairie State, for a total award amount of \$3,566.16.
- V-F6 Award items one and two of bid request Q-4710 to Alenco Tool and Twinwest Industries, respectively, for a combined total of \$10,750.00.

Member Weber reported a problem she had encountered in trying to relate a change order to a previous bid award. She suggested that in the future change orders on bid awards include not only the original purchase order number but also include the date of the purchase order. With the concurrence of the Board, Chairman Munson directed this be done from now on.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Member Weber moved, Member Klussmann seconded, approval of the second year renewal of the lease for the rental of the #416K Main Memory to the Memorex Corp., in the amount of \$25,896.00 (as per Ex.V-F-3 attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson  
Tomchek and Weber  
Nays: None  
Abstained: Member Nicklas

Motion carried. Member Demmert voted aye.

COMMUNICATIONS:

Chairman Munson referred to a communication received from James T. Ryan announcing a community meeting tonight for various public bodies for a review of empty classroom facilities in the area. Mr. Ryan agreed to furnish Chairman Munson a copy of the report they hoped to compile after this meeting.

COMMUNICATIONS:  
Position of  
Dean of  
Students

Member Demmert referred to Dr. Lahti's memo of Sept. 1, regarding the withdrawal of the appointment of the Dean of Students. He asked about the Board's plans and suggested a meeting to discuss the importance of this position as it relates to the student body.

Chairman Munson discussed the need for an educational meeting on all functions in the Student Affairs area and stated if necessary a separate meeting could be held regarding this position, or Board members could review this individually with Dr. Fischer and let her know their feelings within the month. Dr. Lahti stated his concern with a delay was whether they would lose a candidate and need to start over. Dr. Fischer stated the person recommended by the committee could not start until December so a month's delay could be worked into their plan. However, he was concerned in the interim over the reporting relationships people now have in the absence of a Dean. Dr. Fischer stated he would be happy to discuss this, to answer any concerns or questions, hopefully as soon as possible. Chairman Munson stated the Board is concerned with how this position will relate to future planning. She felt the Board will touch upon this when they get into the planning structure for the Master Plan. She felt sure this would be drawn together for the Board's review before the month is over.

Northwest  
Municipal  
Conference

Dr. Lahti read a letter from Ed Fabish, President of Northwest Municipal Conference, expressing appreciation to Harper's Board and staff for the municipally oriented training sessions taking place through the Community Development Educational Center.

UNFINISHED  
BUSINESS:  
Confidentiality  
Statement

Member Nicklas referred to the statement on confidentiality, Ex. VII-A, as rewritten by counsel after Member Nicklas' request at the July meeting for broadening of this statement. Stating she had perhaps not made herself clear at that time, Member Nicklas distributed copies of her suggestion for a confidentiality statement. Other Board members agreed her statement was more easily understood. Member Moats referred to the last sentence ending with "...following a discussion of such release by all Board members," and stated he felt the word "all" might be too restrictive--for example, at a meeting where someone is absent. In the discussion which followed, several suggestions were made--"quorum of Board members present," or "majority of Board members," could be substituted. With the concurrence of the Board, Chairman Munson stated counsel would review this statement, along with the suggested changes, and present it again at the October Board meeting.

Trust Funds--  
Buildings "I"  
and "J"

Member Moats moved, Member Bone seconded, that the Board approve the addition of \$597,559 to the Building "I" trust and \$746,588 to the Building "J" trust.

UNFINISHED  
BUSINESS:  
 Trust Funds,  
 Buildings "I"  
 and "J"  
 (cont.)

Dr. Lahti explained that because the appropriations were approved in two separate years, two separate trusts were established as required by law. Member Moats reported that it is the intention of the people who manage the building procurement end of the CDB to let a single contract for these two buildings, even though costs have to be kept separately because of the two separate appropriations. Dr. Mann pointed out that participation in this particular project is estimated at 70.6 percent State and 29.4 percent local, instead of the usual 75/25. This is the result of the mix-up in the years, the appropriations, and the increase in costs.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
 Nicklas, Tomchek and Weber  
 Nays: None

Motion carried. Member Demmert voted aye.

Representatives  
 to ICCTA and  
 Harper  
 Educational  
 Foundation

Chairman Munson stated that after the spring election she had appointed Jan Bone as representative to the Illinois Community College Trustee Association and Joan Klussmann to a one-year term on the Harper Educational Foundation. After checking the minutes, Chairman Munson realized these appointments had not been officially made at a Board meeting. She stated she was therefore verifying these appointments at this time for the record.

Counseling  
 Report

Member Weber thanked Dr. Joann Powell for the Counseling Staff Report provided the Board in the spring and requested that these specifics be incorporated in a regular yearly report. Member Weber stated the report had been very helpful and she appreciated the work involved.

Construction  
 Report on  
 Building "M"

Referring to the status of Building "M", Member Moats reported the bids for the crafts part of the project had been opened and the total had come in about \$94,000 under the estimate. Bids for the foundation had come in slightly under the estimate. The bids for the general contractor will be opened tomorrow. It will then be up to the Board to authorize which of the alternatives, if any, will be accepted. Member Moats stated this would have to be acted upon rapidly in order to keep things moving. He also stated he had requested Dr. Mann to help him reconstruct the previous rationale on how much money can prudently be spent on this building. Member Bone, along with other Board members, expressed appreciation for the excellent work done by staff in providing the Board with alternatives. Member Moats explained the Board had been given a list of 10 priorities and the majority of the Board agreed on the sequence of priorities.

UNFINISHED  
BUSINESS:  
Construction  
Report on  
Bldg. "M" (cont.)

Chairman Munson stated a brief special meeting of the Board could be called prior to the educational meeting of September 22, in order to give the general contractor approval to go ahead before the October meeting.

NEW BUSINESS:  
Staffing--  
Faculty Appt.,  
Dental Hygiene

Member Weber moved, Member Tomchek seconded, approval of the appointment of Ms. Diane Reynolds as Instructor, Dental Hygiene, for a one-year terminal appointment effective September 9, 1977, at an annual salary of \$11,805.00 (pro-rated from \$13,005.00 for a 39 week contract).

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

--Administrative  
Resignation,  
Personnel  
Director

Member Bone moved, Member Weber seconded, that the Board of Trustees accept with regret the resignation of Mr. Wilfred E. Von Mayr, effective Sept. 23, 1977.

Chairman Munson personally thanked Mr. Von Mayr for the work he had done on many programs and in developing various salary plans. Member Nicklas added that he had worn many hats and done many jobs and would be missed. Other Board members added their thanks and best wishes. Dr. Lahti stated he had not known a more technically competent person than the college has had in Mr. Von Mayr for the past seven years. He stated Harper's loss would be Des Moines Community College's gain.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

--Administrative  
Appointment,  
Acting  
Personnel  
Director

Member Klussmann moved, Member Tomchek seconded, that Mr. James J. Smith be appointed Acting Personnel Director, effective Sept. 26, 1977, at a monthly rate of \$1,741.42, until appointment of a permanent Personnel Director.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

NEW

BUSINESS:

--Administrative  
Appointment,  
Acting  
Personnel  
Director (cont.)

A discussion followed on the search for a replacement for the Personnel Director. Dr. Mann pointed out there is a question of replacement for the existing position and also the provision in the budget for a new position in that area. Member Tomchek felt it was logical to fill the new position and allow that individual a determinative say in the selection of the replacement for the position of Personnel Director. Dr. Lahti pointed out that candidates would want to know the organizational structure, where and to whom they would be reporting. He felt it would be helpful if agreement could be reached on how the Personnel Office will be structured generally. After further discussion, Chairman Munson stated the Board will reach their conclusions before the next meeting and recruitment will start at that time.

Staffing--  
Teacher  
Associate,  
Salary  
Adjustment

Member Weber moved, Member Klussmann seconded, that the Board authorize the payment of \$1,231.00 to Ms. Havlic for the period of August, 1974 to May, 1976, as an adjustment in salary.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

--Teacher  
Associate Appt.,  
Special  
Services

Member Weber moved, Member Klussmann seconded, the reappointment of Ms. Solveig Judith Bender as Teacher Associate for a one-year terminal appointment, effective August 16, 1977, at an annual salary of \$7,333.00 for a 30 hour work week, for a 39-week contract.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

--Reappointments,  
Teacher Assoc.  
and Student  
Development  
Associate

Member Weber moved, Member Klussmann seconded, the reappointment of Ms. Ann Hamrick as a Teacher Associate (Literacy Specialist) at an annual salary of \$6,830.00 (30 hr./wk.) and Ms. Candida Katz as a Student Development Associate, at an annual salary of \$8,760.00 (37.5 hr./wk.) for 39-week contracts. These positions are contingent upon continued funding from the Illinois Community College Disadvantaged Grant.

Member Nicklas questioned what happens to the people involved and the program if funding stops. Dr.

NEW BUSINESS:

--Reappointments,  
Teacher Assoc.  
and Student  
Development  
Associate  
(cont.)

Birkholz explained the persons involved are aware these are one-year contracts and stated if the grants are not renewed the administration would come to the Board for a decision on whether they wish to continue the program, funding it from regular educational funds. Member Nicklas asked if the possibility has been considered, before accepting the grants, whether the Board would continue these programs if the grants are not renewed. Dr. Lahti stated these programs are looked at hard and long. He suggested earmarking in the budget program those programs with no guarantee of the money being continued. Dr. Birkholz felt in developing the budget next year the college will have to indicate those programs that are on "soft" money, in order to comply with Section 504 of the Rehabilitation Act of 1973. Member Nicklas suggested it would be helpful if the Board had a listing of these programs to see if they want to continue them if funding stops. It was agreed Dr. Birkholz would provide the Board with a full report around budget time. Member Bone asked for a description of the type of students served by the educationally disadvantaged program. Dr. Christensen reported there are three groups involved: a group working towards their High School Equivalency Certificate (GED); another group working on basic literacy skills; and a third group learning English as a second language. He stated the age range of these students is from 20 to 60, as in the rest of the college.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Institutional  
Goals, 1977-78

In regard to Institutional Goals, Member Bone again expressed her preference for "adopting" rather than "accepting" the goals. Member Weber felt whether the Board adopts or accepts, it is important to keep in mind that this be recognized as a living document. These should be the Board's guidelines or goals, but there might be instances during the year when additions or deletions would be necessary. The Board agreed any changes should be brought to the Board for approval. Member Nicklas suggested changing the recommendation to read, "...adopt the institutional goals as guidelines..."

In further discussion, Member Klussmann asked about the omission of 8.d., "Utilize the cost simulation model for consideration of alternative strategies," under Administrative Services. It was agreed this was inadvertently omitted and will be included.

NEW BUSINESS:  
Institutional  
Goals, 1977-78  
 (cont.)

Member Klussmann also referred to 39.c., asking if there would be one personnel manual. Dr. Mann explained one comprehensive personnel manual had been considered, but perhaps two or three manuals would be necessary. He felt there was need to review this to work out the best combination, stressing the importance of standardization. Dr. Mann expressed concern on accomplishing this without a Personnel Director.

After further discussion, Member Moats suggested a restatement of 39.c., as follows: "Continue development and consolidation insofar as possible of institutional personnel policy procedure manuals," and it was agreed this change will be included. Dr. Lahti referred to the underscoring of Goal #39, pointing out the importance of timing. He stated nothing can be guaranteed until direction is received from the Board.

Member Weber called attention to Goal #39.b. which would be new to many people, "Review of manuals and establishment of grievance procedures for Counselor/Teacher Associates and Administrative staff," stating this directs the administration to establish the procedures.

Member Weber moved, Member Demmert seconded, that the Board adopt 1977-78 Institutional Goals, with changes as indicated on attachment, as guidelines. (Ex.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 Bone, Klussmann, Moats, Munson,  
 Nicklas, Tomchek and Weber  
 Nays: None

Motion carried. Member Demmert voted aye.

Staff Policy  
and Procedure  
Manual

Member Weber moved, Member Demmert seconded, that the Board of Trustees accept the Staff Policy and Procedure Manual for the year 1977, as presented by the Administration.

Dr. Lahti called to the Board's attention one minor point; there is language in the Policy Manual which suggests the Board should approve manuals. The administration recommends the Board accept all manuals, except the Board Policy Manual which they approve. He stated this language could be corrected by the committee next year.

Upon roll call, the vote was as follows:

NEW BUSINESS:  
Staff Policy  
and Procedure  
Manual (cont.)

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Revised Policy  
Statement on  
Non-Discrimination

Member Weber moved, Member Klussmann seconded, to set aside the rules that would necessitate a second reading of the recommendation in Ex. VIII-D, attached to the minutes in the Board of Trustees' Official Book of Minutes.

Motion carried by a voice vote. Rules were suspended.

Member Weber moved, Member Klussmann seconded, that the current statement in the Board Policy Manual be revised to include Section 504 of the Rehabilitation Act of 1973 and affirmative action requirements.

"Harper College is an equal opportunity affirmative action employer. No person shall be subject to discrimination of any kind by the college on the basis of race, religion, sex, age, national origin, handicap unrelated to ability, or unfavorable discharge from military service."

Member Moats asked if this is mandatory under the Rehabilitation Act. Dr. Lahti stated this revision will comply with Section 504. Dr. Fischer stated he would provide copies of the letter from the college's law firm on this matter. Dr. Lahti spoke of a court case where a deaf student enrolled in an institution and the institution was required to provide an interpreter. He pointed out if the composition of the student body is not known ahead of time, it will make the process more complicated for the college and will have budget implications.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Appointment of  
Director to  
Harper  
Foundation  
Board

Member Weber moved, Member Klussmann seconded, that the Board of Trustees approve the appointment of Norval B. Stephens, Jr., to the William Rainey Harper College Educational Foundation Board of Directors.

Member Klussmann reported the Foundation is enthusiastically working on a list of over 300 potential contributors. All contributions made in

NEW BUSINESS:

Appointment  
of Director  
to Harper  
Foundation  
Board

this way go for enrichment purposes. The third installment of \$10,000 has been received from the Searle Corporation. This money has been used for business executives teaching courses in the Business curriculum. Member Klussmann discussed a program Honeywell is sponsoring. Plans were submitted by professors from the Interior Design Program for the William Rainey Harper Center, featuring possessions and artifacts of Dr. Harper. The Student Council has donated \$3,000 toward furnishings for this Center. Member Klussmann spoke of the first-rate job done by JoAnne Hays, Harper staff member, who is Coordinator for the Foundation. Dr. Lahti reported Foundation members and he had met with the Searle Corporation President and Chairman of the Board to report on their first \$20,000 contribution to Harper. He stated they were highly complimentary of the Business education interface program; hopefully, a good sign for continuation of the program. Member Nicklas added thanks to John Kuranz, former Harper Trustee, for his help in obtaining support from the Searle Corp.

The motion carried in a voice vote.

Third Boiler,  
Power Plant

Member Bone moved, Member Demmert seconded, that the Board approve the preparation of the specifications and bid documents for a third boiler by Erickson, Kristmann and Stillwaugh.

Member Moats asked how much money the Board is committing at this time. Dr. Mann stated it would be roughly six percent of the project and stated the administration would be bringing a contract to the Board for their approval.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,  
Nicklas, Tomchek and Weber  
Nays: None

Motion carried. Member Demmert voted aye.

Dental  
Insurance

Dr. Mann reported on the problems encountered with dental insurance, stating that after two years experience, hopefully, the premium spiral will level out. He spoke of the sensitive issue of dependent coverage, pointing out there was a substantial increase last fall. The service has not been good, but the college will receive written assurance that it will improve. Dr. Mann stated Marsh & McLennan is studying all documentation. Dr. Mann suggested deferring this item until the October meeting, as the administration would like to study Marsh & McLennan's recommendations and suggested alternatives.

With the concurrence of the Board, Chairman Munson stated this item would be deferred until October.

NEW BUSINESS:Ethics  
Statement

Chairman Munson pointed out that in the last annual audit, Ernst & Ernst had recommended that the college incorporate an ethics statement in the Policy Manual. At the request of Member Tomchek, the Board legal firm had prepared an Ethics Statement in rough draft form which had been distributed to the staff. In order to receive feedback from all individuals concerned, Chairman Munson appointed the following committee with representatives from all constituencies of the college.

Chairman: David Tomchek, Board Member  
Robert Moats, Board Member  
George Voegel, Administration  
Frank Christensen, Administration  
William Foust, Faculty  
Lee Owens, Faculty  
Carol Colwell, Teaching/Counseling Assoc.  
Rosemary Murray, Classified Staff  
Shirley Acks (day mtgs.), Classified Staff  
Ray White (night mtgs.), Classified Staff  
George Evans, Custodial Staff

Member Tomchek felt this is a Conflict of Interest Statement, rather than an Ethics Statement.

Chairman Munson asked that Member Tomchek set up a committee meeting date. She also requested that Dr. Lahti send a memo suggesting that constituents forward their opinions to their representatives on the committee. Dr. Lahti offered the services of his office for those groups not having secretarial or staff help.

PRESIDENT'S  
REPORT:  
Conflict of  
Interest Bill

Dr. Lahti referred to a recent bill Governor Thompson had signed regarding conflict of interest and stated he would see that copies of the bill were made available to Board members.

Registration  
System

Dr. Lahti reported on the success of the computer registration system during fall registration and the increased speed with which each student completed the process. He stated this registration was the most efficient the college has had. This is the system which IBM has purchased and plans to sell and from which Harper will receive payment of royalties. Dr. Lahti announced that IBM will demonstrate the system at Harper on September 14 for officials from 40 colleges.

Enrollment  
Report #4

Dr. Lahti distributed Enrollment Report #4, produced by Dr. Fischer and Dr. Lucas. Dr. Fischer, in discussing the report, called attention to the footnote concerning the recent annexation of Glenbrook and New Trier Districts to the Oakton College District, and the annexation of Highland Park/Deerfield District

PRESIDENT'S  
REPORT:  
Enrollment  
Report  
(cont.)

to Lake County College, resulting in a decrease of 236 FTE students attending Harper from these districts. Dr. Fischer felt this was not only important now but in the years ahead. Dr. Mann stated the loss in out-of-district students will result in a chargeback loss of approximately \$70,000, but pointed out the assessed valuation is going up 12 percent, or about \$180,000 more than predicted, more than offsetting the chargeback losses.

Dr. Lahti pointed out the largest growth came in the Lifelong Learning, the Special Services, and the Business Divisions. The Fine Arts and Design Division showed a modest gain, but the other divisions lost enrollment. In general, the Continuing Education enrollment showed a big gain while the transfer oriented enrollment declined.

Dr. Lahti distributed copies of an article from the Chicago Sun Times on a comparison of community colleges.

Chairman Munson announced the Board would continue their executive session after adjournment.

Member Nicklas moved, Member Weber seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:55 p.m.

Chairman Shirley Munson

Secretary Natalie Weber