

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

March 9, 1978

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 - February 15 and 28, 1978
 - C. Estimated Payroll March 1 through April 30, 1978
 - D. Financial Statement
 - E. Budget Transfer
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. RECOMMENDATION: Conflict of Interest Committee Exhibit VII-A
 - B. Committee Reports
- VIII. New Business
 - A. Staffing
 - 1. RECOMMENDATION: Faculty
 - a. Long Term Leave of Absence, Biology Exhibit VIII-A-1a
 - 2. RECOMMENDATION: Administration
 - a. Appointment, Vice President of Administrative Services Exhibit VIII-A-2a
 - b. Confirmation, Interim President Contract Exhibit VIII-A-2b
 - B. RECOMMENDATION: Approval of Standard Formats for On-site Training Agreements Exhibit VIII-B
 - C. RECOMMENDATION: Approval of New Units of Instruction
 - 1. Savings & Loan Option for the Banking, Finance Credit Program Exhibit VIII-C-1
 - 2. Certificate Program in Vending Machine Repairs Exhibit VIII-C-2
 - 3. Certificate Program in Geriatric/Home Health Care Aides Exhibit VIII-C-3

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| 4. | Certificate Program in Building Codes & Enforcement | Exhibit VIII-C-4 |
| 5. | Degree Program in Health Education | Exhibit VIII-C-5 |
| D. | RECOMMENDATION: Non-Retention Notices to Faculty | Exhibit VIII-D |
| E. | RECOMMENDATION: Treasurer's Audit | Exhibit VIII-E |
| F. | RECOMMENDATION: Treasurer's Bond | Exhibit VIII-F |
| G. | RECOMMENDATION: Farm Lease | Exhibit VIII-G |
| H. | RECOMMENDATION: Election Resolution - Calling of Annual Board Election | Exhibit VIII-H |
| I. | RECOMMENDATION: Classified Staff Audit | Exhibit VIII-I |
| J. | RECOMMENDATION: Section 504 - Rehabilitation Act of 1973 | Exhibit VIII-J |
| K. | RECOMMENDATION: Harper Area Career Cooperative Agreement | Exhibit VIII-K |
| L. | BOARD INFORMATION: Notice of Absentee Balloting | Exhibit VIII-L |
| M. | BOARD INFORMATION: Student Trustee Term of Office | Exhibit VIII-M |
| N. | BOARD INFORMATION: Post Bid Budget - Buildings I & J | Exhibit VIII-N |
| IX. | President's Report | |
| X. | Adjournment to March 30 , 1978. | |

23

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, March 9, 1978

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, March 9, 1978, at 8:05 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: John R. Birkholz, Michael Bartos, Frank Borelli, Pat Bourke, Sally Boutelle, Pauline A. Buss, Donald Carlson, Bob Chantry, Bob Cormack, Ray DePalma, John DiCanio, Anton A. Dolejs, G. Fischer, Judith Freisinger, John Gelch, Jean Goodling, W. R. Howard, Fred Inden, S. G. Kokalis, Henry J. Kurowski, Jack Lucas, Tom McCabe, Liz McKay, M. Scott McMannis, Edward Mesmer, W. E. Miller, Don Misic, John C. Morrow, Roger A. Mussell, Rosemary Murray, June Nissley, John Pageler, Jeanne Pankanin, Joann Powell, R. L. Sanderson, D. Sedik, Jay Singelmann, James J. Smith, D. Stansbury, Sue Stidger, Elaine Stoermer, Pat Swisher, Andrew D. Suk, U. A. Thobe, Fred A. Vaisvil, George Voegel, Mike Ward, Cliff Wener, John F. White, Dave Williams, Robert Wyman, and Joan Young--Harper College; Al Bergstrom and Paul Johnson, Harper Students; Rena Cohen--Paddock Publications; Verna Parker--Countryside Newspapers; George F. Dasher--Taxpayer; Bill Parker--Hebron High School; Janell Francl--Palatine League of Women Voters; T.L. Sauford and D. N. Quamme--Ernst & Ernst; Tom Rettenbacher--Elk Grove Village Advisory Committee.

Chairman Munson mentioned that two representatives of the press were at the meeting--Rena Cohen, Paddock Publications, and Verna Parker, Countryside Newspapers.

MINUTES: Member Moats moved, Member Demmert seconded, approval of the minutes of the regular Board meeting of February 9, 1978.

Member Bone requested that the minutes be corrected in the first paragraph on page five to show that she left the meeting during the discussion on budget transfers, and also asked that her name be removed from then on in the roll call votes.

MINUTES
(cont.)

Member Nicklas asked that the tapes of the Feb. 9, 1978 meeting be checked during the Conflict of Interest statement discussion, and her reference at that time to the implied connection to the law itself, which indicates direct and indirect benefits, be included in the minutes.

The motion on the minutes, as corrected, carried in a voice vote.

CITIZEN
PARTICIPATION:

There was none.

DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Demmert seconded, approval of the bills payable as of March 9, 1978, as follows:

Educational Fund	\$220,993.48
Building Fund	201,686.14
Site & Construction Fund	12,059.95
Auxiliary Fund	224,475.44

Member Weber referred to a general moratorium declared by Dr. Birkholz in January on out-of-district travel and questioned travel expenses in the bills payable of approximately \$4,000. She felt a close watch needed to be kept on travel. Dr. Birkholz stated there were still a number of carry-overs, and pointed out two in particular were innovative travel approved prior to the freeze. Those approved after the freeze were, in his judgment, approved in the best interest of the educational program.

Member Weber questioned the check description on check #41208, for E&E, indicating Institutional Legal Expense. Mr. Wyman agreed this was in error and would be corrected and charged to the audit account.

Member Bone asked for an explanation of check #58013, page 51, apparently issued to her. Mr. Wyman explained a series of mishaps had occurred in correcting a machine error and stated this had been corrected and Member Bone had not received more travel money.

Member Weber referred to the descriptions on a number of checks to the College Cafeteria. She realized each check description included a number of meetings but thought this was misleading. Chairman Munson suggested "Meeting Expense" be used, as in the past, as she felt this would be more descriptive.

Member Tomchek mentioned the description in the Auxiliary Fund for Purchase Books, pointing out that previously these were designated Purchases for Resale which he felt was more logical.

DISBURSEMENTS:
Bills Payable
(cont.)

Member Tomchek referred to expenditures for food--citing examples throughout the bills payable where individuals received substantial amounts. Member Bone pointed out that Board policy limits individuals to a maximum of \$15.00 per day for meals. Discussion and explanation followed for various checks. Dr. Fischer explained that, for example, the baseball team will travel to Arkansas with their coach as part of the N4C Conference to get in the pre-season games before the season starts. Member Tomchek questioned why advances needed to be paid almost a month ahead of time--for April 1. He felt the Imprest Fund is overused to an astonishing extent.

Referring back to the checks for the Cafeteria, Member Weber felt it was important to take a hard look at how the college is utilizing the Cafeteria, whether it was being abused, whether money is being lost. She felt the point had been made that the Board has totally curtailed meals for the Board, even for their early meetings, and stated she would like to see that kind of restraint exercised throughout the rest of the college.

Member Tomchek referred to checks #58368 to 58374, page 24, for student service awards, stating it apparently was the practice to rebate an amount of tuition to people performing certain functions in Student Activities. He questioned why this came from the Educational Fund, as opposed to the Student Activities Fund. Dr. Fischer stated this has been Board policy. Member Tomchek felt it would be more logical to move into the Student Activities Fund such expenditures as the salary of the Student Activities Director, student service awards, etc. Dr. Fischer stated he would like to bring next year's Student Activities budget to the next Board budget meeting so they could see the line item analysis. He also referred to other items paid for by students, such as cultural arts events. If these were not supported by the Student Activities Funds, they would need to be supported in the Educational Fund. Member Tomchek stated he would like the answer to a more basic question--should the Board support these activities? Member Klussmann felt the Board should also know what legally can and cannot be paid out of Student Activities Funds.

Member Tomchek questioned an advance to John Gelch, coded "Auditing." Mr. Gelch explained this was for a total of three days for the team auditing the athletic program, stating there were several people involved.

Member Tomchek questioned a check for a travel advance to the NECAA convention. Dr. Fischer explained that booking for road shows is done for the entire year at this convention. He stated commitments were made in

DISBURSEMENTS:
Bills Payable
(cont.)

advance to schedule shows for the next year. Member Tomchek expressed concern because there was no Board authorization ahead of time for these obligations; he felt the Board does not know what is going on. Member Nicklas felt Board members could raise questions, as they were doing at this meeting.

As it seemed that Member Tomchek's questions had to do with the flow of funds in various accounts, Chairman Munson suggested this could be a subject for review with the new Vice President of Administrative Services.

Member Tomchek questioned a check for American Express. Dr. Birkholz stated this was a bill from November and included a reimbursement from Dr. Lahti for personal expenditures. Member Tomchek asked who had credit cards at this point. Dr. Birkholz explained the Chairman of the Board, the President, and the Vice Presidents had telephone credit cards. Dr. Fischer added there is a Hertz credit card which is used occasionally. Member Tomchek recommended that the Policy Committee eliminate credit cards when reviewing Board Policy as the potential for abuse is too great. Member Bone stated the committee would welcome his input and expect he would share his suggestions with them. She hoped the Board Policy Committee review would take place around the 1st of April.

Member Klussmann questioned several payments for private music lessons. Dr. Birkholz explained these were "wash" accounts. The students pay higher fees for these courses which include individual payments to the instructors for private lessons.

Member Bone asked if check #41184 for \$680 to the Chronicle of Higher Education, coded for Publications and Dues, was not actually advertising for the Presidential Search Committee. Mr. Wyman agreed, stating it was coded wrong and would be corrected.

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.

Restricted
Purposes Fund,
Payrolls,
Utility Bills

Member Nicklas moved, Member Demmert seconded, approval of the Restricted Purposes Fund of March 9, 1978, in the amount of \$283,074.42; the payroll of Feb. 15, 1978, in the amount of \$459,534.97; the payroll of Feb. 28, 1978, in the amount of \$469,626.18; the estimated payroll of March 1, 1978 through April 30, 1978, in the amount of \$1,872,259.71; and the estimated Utility Bills for May, 1978, in the amount of \$44,600.00.

DISBURSEMENTS:

Restricted
 Purposes Fund,
 Payrolls,
 Utility Bills
 (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.

Financial
 Statements

Member Nicklas referred to page 105 of the Financial Statements and asked what the amount of \$463.70 in Other Services, 191-000-539, was for in the Board of Trustees budget report. Dr. Birkholz stated this would be checked into and reported back to the Board. Mr. Wyman explained the fund balance on page 2 in answer to a question from Member Moats.

Budget
 Transfers

Member Nicklas moved, Member Bone seconded, approval of the Educational Fund budget transfers in Ex.V-E(1) in the amount of \$76,600.00, and the Auxiliary Fund budget transfers in Ex. V-E(2) in the amount of \$4,980.00 (exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes).

Referring to the Auxiliary Fund transfers, (4), Chairman Munson asked what the Community Development Educational Center was. Dr. Birkholz explained that this had been called the Community Leadership Training Center and the name was changed to the Community Development Educational Center.

In the Educational Fund transfers, Member Nicklas questioned whether item (6) meant loss of funds or loss of students. Dr. Voegel explained not enough students showed up who were qualified for those funds.

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.

Bid Awards

Member Klussmann 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 of bid to Roberts Press in the amount of \$2,989.00 for the printing of the 1977/78 POINT OF VIEW.

V-F2 Split the award for various audio visual equipment for a total of \$6,136.00, as follows:

1. Burke A/V Service	\$2,936.00
2. International Audio	1,790.00
3. Behrends, Inc.	1,410.00

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F3 Authorize four change orders for Food Services:
P.O. D-8461 from \$4,000 to read \$6,000.
P.O. D7210 from \$18,461.91 to read \$20,461.91.
P.O. D8545 from \$2,500 to read \$4,000.
P.O. D7274 from \$10,000 to read \$14,000.
- V-F4 Award of bid for work uniforms to the Browns Industrial Uniform Company in the amount of \$3,883.05.
- V-F5 Authorize a change order be issued to Arthur Rubloff & Co., for P.O. D7780, from \$104,322.00 to read \$107,435.81.

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.

Construction
Change Orders

Member Nicklas moved, Member Moats seconded, approval of the submittal of Building "M" Change Order Request #1 for Warchol Construction Company to the Capital Development Board for \$37,208.00, for the removal, disposal and replacement of the unsuitable soil uncovered during the Phase I construction.

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.

COMMUNICATIONS:

There were none.

UNFINISHED
BUSINESS:
Conflict of
Interest
Committee

Dr. Birkholz referred to the administration's recommendation in Ex. VII-A regarding: 1) the filing of statements of economic interest in the President's Office, 2) the appointment of the Ethics Committee, and 3) the development of procedures by the Ethics Committee.

Member Tomchek suggested the Ethics Committee develop a statement of economic interest for the college and determine to whom that statement applied. He felt it should be more meaningful than the one filed with the County Clerk, particularly in terms of the conflict of interest statement already adopted by the Board. Chairman Munson questioned if this would be included in the Policy Manual. Member Tomchek felt this would be procedural and the conflict of interest statement would be policy. Member Nicklas stated she would like to see procedures developed before voting on them.

UNFINISHED
BUSINESS:
 Conflict
 of
 Interest
 (cont.)

Dr. Birkholz recommended approving 1) and 2) in the exhibit, but in reference to 3) felt the administration should develop the charge to the committee for Board review prior to the appointment of the committee and development of procedures by the committee.

In further discussion, several questions were raised on whether the filing would include both employees and Board members, and on the legality of the procedures.

With the concurrence of the Board, Chairman Munson stated action on the recommendation would be deferred until counsel could review and clarify the recommendations.

Committee
 Reports--
 Building and
 Construction

Member Moats reported at this time it was not known how far off schedule they were on Building "M" due to the weather. He reported good news on Buildings "I" and "J"--the college would receive \$300,000 back because bids came in under the estimate. He referred to Exhibit VIII-N regarding this in the Board packet. Member Moats stated the recipients of the bids have been notified and by the time the awards have been made, they should be able to start excavation.

--Policy
 Review

Member Bone reported she had talked with Dr. Birkholz, asking him for his review of the Policy Manual with any suggestions the administration or legal counsel might possibly have. Member Bone hoped to contact the committee around the first week in April and set up a meeting date.

--Presidential
 Search

Member Klussmann reported 107 applications had been received to-date, with the deadline date March 15. She stated both the initial screening committee and the telephone reference check committee have been very active. The committee met as a whole on March 8 and heard reports from the telephone reference committee. Member Klussmann felt this committee is an excellent example of how Board members, students, classified staff, administrators, faculty, and community leaders can work well together. She stated the committee's work is very time consuming and it was difficult at this time to pinpoint a date for completion of their screening.

--Public
 Relations

Member Klussmann stated the committee has not met. Dr. Birkholz and she had talked with several people active in taxpayer groups regarding their questions and concerns.

--Goals

Member Weber pointed out the Board had received the first draft of the Institutional Goals and asked that Board members return their suggestions for corrections or changes to Elaine Stoermer. Hopefully, they would then be close to a final draft.

UNFINISHED
BUSINESS:
Committee
Reports--
(cont.)
Budget
Committee

Chairman Munson reported the Budget Committee-of-the-Whole had met and asked Dr. Birkholz to summarize the information provided the Committee at the meeting.

Dr. Birkholz stated the Board had received information on cash flow and Plan Trans at various rates and comparison figures. An outline of "soft money" programs was included, as were estimated tax rates for Illinois Public Community Colleges. Dr. Birkholz stated there were still a number of things the administration wished to do. The best way to handle cash flow problems still needed to be worked out-- possibly look at working cash bonds and tax warrants as alternatives to a tax rate increase. As a result of attending a meeting at District #214, Dr. Birkholz stated Harper needs to look at their enrollment data and may have to change one of their basic assumptions. It may be necessary to lower our basic FTE which would affect both revenue and expenditures. Dr. Birkholz stated data on the drop at mid-term would not be available until next week. He anticipated having another budget meeting after the 1st of April to look at the whole package in detail.

A discussion followed on "soft money" programs. Dr. Fischer explained the proposed Displaced Homemakers Program, essentially a program to assist divorced and widowed individuals to re-enter the labor market. Dr. Birkholz felt the issue was much broader than this one program. Basically, the college has entered "soft money" programs. Dr. Birkholz stated his concern is that in no budget projections have any kinds of monies been plugged in for these types of programs. He felt the issue is how actively should these types of programs be pursued, knowing that the money may dry up in the future. Dr. Birkholz felt this was a policy decision that should be made by the Board. He felt basically the other variables on enrollment from the State would need to be firmed up, working cash bonds as opposed to tax warrants looked into, and the advantages of the working cash bond in relationship to tax warrants explored.

Member Klussmann asked about finding ways to come up with more revenue regarding Building "M". Member Moats reported Dr. Fischer had called a committee meeting composed of faculty, administrators and professional staff. Dr. Moats had met with the committee. Dr. Fischer distributed to the Board a recap of that meeting. Member Moats pointed out the committee is reviewing projected expenditures for moveable equipment. They will deal with what they think is needed and conform with the budget, deal with usage of the building, the fees to be charged, etc.

NEW
BUSINESS:
Staffing,
Faculty--
Long-Term
Leave of
Absence

Member Bone moved, Member Demmert seconded, that the Board of Trustees grant Mr. Michael Ward a long-term leave of absence, without pay, for the Spring semester 1978-79 academic year, as per Section 3.3.5 of the Board Policy Manual.

Member Nicklas commented that the exhibit indicated that due to declining enrollments the Biology Department would not be under any hardship. She stated leaves of absence usually implied reinstatement and asked if there was any flexibility there. Dr. Birkholz answered no, pointing out Mr. Ward was a tenured member of the staff.

Motion carried in a voice vote.

Staffing,
Administration--
Appt. of Vice
President of
Administrative
Services

Member Bone moved, Member Tomchek seconded, the Board approve the appointment of Dr. James D. Perry as Vice President of Administrative Services and Treasurer, with the rank of Professor, for a contract period of one year, at an annual salary of \$40,000.00, effective July 1, 1978. Dr. Perry will receive relocation expenses not to exceed \$1,500.00.

Member Moats moved, Member Demmert seconded, to amend the motion to include the following: Actual official date of employment yet to be determined. Salary for days worked prior to July 1 will be pro-rated from \$40,000 annual salary.

The amendment to the motion was approved in a voice vote.

Dr. Birkholz informed the Board he intended to call Dr. Perry after the meeting and inform him of the Board action. Dr. Birkholz stated he had requested Dr. Perry fly down tomorrow to attend with him the Council of Presidents' meeting which will be devoted to finance and legislation. They will then attend the ICCTA meeting on CETA on Friday evening. Saturday, Dr. Birkholz planned to review budgetary types of materials, etc., with Dr. Perry.

Chairman Munson reported she had served on the committee screening candidates for the position of V.P. of Administrative Services and stated there were a tremendous number of qualified people who applied. She stated it was a good committee and they received very good input from all the people participating in the discussions with the candidates. Chairman Munson thanked all the people who had participated, and stated they were very happy that Dr. Perry was going to accept the position.

Member Nicklas commented that she felt Dr. Perry was a fine and well qualified person, and stated she was

NEW BUSINESS:
Staffing, Admin.--
Appt. of Vice
President of
Administrative
Services (cont.)

sure the committee had worked hard. However, she wanted it indicated, with consensus, that as Vice President of Administrative Services, Dr. Perry will be responsible to the President of the college. Member Nicklas stated this was one of the concerns she had as far as Board members participating in these committees--that there would be no question of any dissolution of responsibility to the President himself. Chairman Munson stated she had shared an equal position with the other committee members and felt there should be no concern in this regard.

Member Tomchek stated he wanted to be assured that the salary stated for this position included the \$6,000.00 for Treasurer. Dr. Birkholz stated this had been discussed with Dr. Perry and he would go over his contract with him in detail at their meeting. Member Moats felt the proposed resolution was quite explicit on that point.

Upon roll call on the amended motion, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Staffing,
Administration--
Confirmation of
Interim
President
Contract

Member Weber moved, Member Demmert seconded, that the Board approve the rider attached, as per Ex. VIII-A-2b, and that the rider be made a part of the contract for the Vice President of Academic Affairs for the 1977-78 school year. (Copy of Ex. VIII-A-2b attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Nicklas referred to the first page, last paragraph, of the rider where it said, "...extension of his contract as Vice President for Academic Affairs for one (1) additional year..." and again in the second line from the bottom where it said, "...for the balance of the 1978-79 school year plus one (1) additional year..." So there is no misunderstanding, Member Nicklas felt instead of "one (1) additional year," the rider should read in both places, "...at a minimum of one (1) additional year..." The Board agreed with this correction of the rider.

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:
Approval of
Standard
Formats for
On-Site
Training
Agreements.

Member Weber moved, Member Klussmann seconded, that the attached On-Site Training Agreement, as per Exhibit VIII-B, be approved by the Board of Trustees as the standard format for entering into agreements with companies and that the office of the Vice President of Academic Affairs be authorized to approve such agreements. This action to be effective beginning the Summer, 1978 term. (Copy of Exhibit attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Nicklas pointed out this standard format did indicate "employment-related educational offerings," and also indicated "enrollment is limited to employees." She felt this might not be flexible enough to serve the companies involved--there might be trainees a company would choose to include. Member Moats felt this need not affect the adoption of the standard format. If a change is desired for a particular contract, that contract could be rewritten. Dr. Birkholz stated counsel had reviewed this format. Dr. Birkholz suggested the Board approve the format, and stated he would bring this item up again with counsel.

Motion carried in a voice vote.

Approval of
 New Units of
 Instruction

Member Tomchek moved, Member Nicklas seconded, approval of authorization to forward Form 20, Applications for Approval of New Units of Instruction, to the State for approval, (as in Exhibits VIII-C-1 through VIII-C-5 attached to the minutes in the Board of Trustees Official Book of Minutes) as follows:

- C-1 A Savings and Loan option within the existing Banking, Finance and Credit Program
- C-2 A new certificate program in Vending Machine Repair
- C-3 A new certificate program in Geriatric/Home Health Care Aide, with the understanding that at least the first year of operation will be as a fully funded CETA program
- C-4 A certificate program in Building Codes and Enforcement
- C-5 A new degree program in Health Education

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:
Non-Retention
 Notices to
 Faculty

Dr. Birkholz explained that the recommendation on notices of non-retention in Ex. VIII-D, attached to the minutes in the Board of Trustees' Official Book of Minutes, were different than those discussed with the Board in executive session. He stated this recommendation was on the basis of a re-review of the college's needs for next year.

Member Nicklas moved, Member Bone seconded, approval of the administration's recommendation regarding notices of non-retention, as follows:

1. The Board of Trustees ratifies the recommendation of the administration to issue notices of non-retention per Section 3.0.4 as outlined in the attached memorandum dated February 27, 1978, for those seven (7) individuals on one-year terminal contracts, or one-semester terminal contracts, and
2. The Board of Trustees rescinds the five (5) notices of non-retention for faculty on first year regular contracts as issued by the administration.

Dr. Birkholz further clarified the recommendation. Referring to item 1, he stated that counsel had advised because one-year or one-semester terminal contracts had been issued, these people should be notified via Board policy. Dr. Birkholz stated this does not preclude the possibility that these people could be rehired after the budget process is completed. Referring to item 2, Dr. Birkholz stated the reason for this recommendation is that after review the administration feels these are positions needed for the next academic year; so, in essence, the Board would be extending contracts for these five people for another year. Regarding item 1, when discussion of this item comes up during the budget process, Member Weber asked that the administration indicate to the Board how the cost balances against the program. Dr. Birkholz agreed this would be done.

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.

Treasurer's
 Audit

Member Tomchek moved, Member Nicklas seconded, that the Board accept and approve the audit report of the Treasurer's funds submitted by Ernst & Ernst.

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:
Treasurer's
Audit (cont.)

Dr. Birkholz explained that Dr. Perry would assume the duties of the Treasurer as of July 1, 1978. The audit of the Treasurer's funds as of that date would then be part of the annual audit.

Treasurer's
Bond

Member Tomchek moved, Member Nicklas seconded, to adopt the following recommendation, as per Ex. VIII-F:

That the Treasurer's Bond No. 6SM263668 issued by American Motorist Insurance Company be increased from \$2,400,000 to \$3,900,000, and that a bond in this amount be continued for one year, effective April 21, 1978, and

That the American Casualty Company, of Reading, Pennsylvania, be notified that the funds (\$370,000) covered by their bond No. 526995 have been fully depleted, releasing them from their obligation, and

That the American Motorist Insurance Company be notified that the funds (\$3,494,000) covered by their bond No. 5SM278378 have been fully depleted, releasing them from their obligation.

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.

Farm Lease

Member Bone moved, Member Nicklas seconded, that the Board approve the farm rental lease which will allow Mr. and Mrs. Ahrens, tenants, to operate the college-owned 118 acre tract for a period of one year, for \$7,710.00. (Exhibit VIII-G attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Dr. Birkholz pointed out this is an increase in rental over the previous lease, due to some investigation and a recommendation from counsel. The administration did negotiate the amount.

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:
Election
Resolution--
Calling of
Annual Board
Election

Member Tomchek moved, Member Klussmann seconded, that the Board adopt the resolution relative to the calling of the election to be held on April 8, 1978, for the establishment of voting precincts, their boundaries, and polling places; establishment of voting hours, publication of an election notice, and use of affidavits in lieu of poll lists and poll books (as per Ex.VIII-H attached to the minutes in the Board of Trustees Official Book of Minutes).

The motion carried in a voice vote. (Member Bone was not present during the vote.)

Classified
Staff Audit

Member Nicklas moved, Member Demmert seconded, that the Board authorize Ernst & Ernst to perform an audit of the classified staff positions, salary structure and the reclassification procedure of the Employee Council, for a maximum of \$14,750.00.

Chairman Munson asked Andy Suk, Chairman of the Employee Council, for his comments. Mr. Suk stated Mr. James Smith had presented two packages to the Employee Council. It was the Council's unanimous opinion to recommend the Ernst & Ernst package. They felt this audit should take place because of past inequities. Last year the classified staff received a five percent increase across the Board, without additional increases based on performance. As presented to the classified staff, this was because an audit would take place and place people in proper positions. The former procedure had retroactive pay based on date the reclassification was received in the Personnel Office. The new reclassification procedure is based on beginning fiscal year--July 1. The problem is with the cut-off date of Dec. 20. It is possible someone applying for reclassification on Dec. 21 could wait for 18 months for an increase. The Council hoped an audit would review the whole situation. Mr. Suk explained a person requested reclassification when the duties of his/her position changed enough to substantiate a position change, or reclassification. In the past, the Employee Council has re-evaluated these positions, averaging 12 positions a year. In the past year, there have been 45 reclassification requests, which the Council felt justified the audit. Chairman Munson thanked Mr. Suk for his helpful comments.

Member Tomchek expressed reservations about proceeding with this audit without a chief personnel officer. He felt this might tend to diminish the influence this administrator might wish to have on the situation. Member Moats suggested that an incoming administrator might prefer a workable system in place, in order to have a longer look if he wanted to modify it.

Member Klussmann stated she had discussed this type of question with Dr. Kauffman, Consultant, regarding the

NEW BUSINESS:
Classified
Staff Audit
(cont.)

employment of a Vice President of Administrative Services. Dr. Kauffman felt it was best to go ahead, as a new administrator has so many things to adjust to when he/she comes in. Member Klussmann believed this would apply to this situation also.

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.

Section 504
Rehabilitation
Act of 1973

Member Weber moved, Member Demmert seconded, that the Board of Trustees authorize the approval of \$25,000 to provide for the alterations and additions necessary under the Vocational Rehabilitation Act of 1973, in the physical facilities at Harper College. These costs will be financed from unexpended funds in the current budget and placed in the Buildings and Grounds account through budget transfers.

Member Bone noted that in the ICCTA handbook for the Saturday meeting that Blackhawk College is receiving roughly \$55,000 in fiscal year '79, a State appropriation for handicapped remodeling. She suggested the administration investigate whether there might be any federal or state money available for Harper. Chairman Munson directed the administration investigate this possibility. Dr. Birkholz stated they would investigate, but pointed out those funds are for major remodeling.

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.

Harper Area
Career
Cooperative
Agreement

Member Weber moved, Member Klussmann seconded, acceptance of the Cooperative Agreement between Harper College and Harper Area Career Cooperative, as per Exhibit VIII-K 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.

NEW BUSINESS:

Notice of
Absentee
Balloting

Dr. Birkholz explained that the Exhibit VIII-L was for Board information only relative to voting absentee ballots in the April 8, 1978 election.

Student Trustee
Term of Office

Chairman Munson stated Exhibit VIII-M regarding the Student Trustee term of office was also for Board information only.

Paul Johnson, President of the Student Senate, informed the Board the Student Senate will be forming an election committee at their next meeting.

Post Bid
Budget--
Buildings I & J

Chairman Munson pointed out Exhibit VIII-N, report on post bid Budget for Buildings "I" and "J", was for Board information also. Member Moats had commented on this item earlier in the meeting.

Appointment of
Auditors to
Audit
Harper
Foundation
Records

Member Klussmann moved, Member Bone seconded, that Donald E. Bark be appointed as auditor for the Harper Foundation at a fee not to exceed \$2,400.00.

At some future date, Member Tomchek stated he would like to see a comparison of the Foundation costs as opposed to the benefits derived.

Dr. Birkholz reviewed the background of the Foundation audit, stating the Board had approved an audit by Ernst and Ernst in July. The question came up again in November and Ernst and Ernst indicated they could not do the audit until after tax time. Several people on the Foundation Board indicated they felt the cost was too high. About three weeks ago it was called to Dr. Birkholz's attention that the audit had inadvertently been overlooked, and at that time three proposals were solicited. The Foundation has not had any input on this firm. They are anxious to have the audit completed and Dr. Birkholz felt this was a good firm.

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.

PRESIDENT'S
REPORT:

Dr. Birkholz informed the Board that the firm of Robbins, Schwartz, Nicholas & Lifton, Ltd., have been selected as legal counsel for the American Association of School Administrators.

Dr. Birkholz reported a letter had been received regarding assistance given by Timothy Larrain, Public Safety Officer, who had been cited previously for his assistance to individuals.

PRESIDENT'S
REPORT:
(cont.)

Dr. Birkholz reported Mr. James Smith has been elected Chairman of the Long-Range Training and Development Committee for the Northwest Council.

Dr. Birkholz distributed informational brochures on Harper's Health Fair which will be held at the college on March 15.

ADJOURNMENT:

Dr. Birkholz pointed out the Board needed to adjourn to March 23 to approve the election ballot and judges. Chairman Munson stated they would have a candidates informational meeting the same evening. Member Tomchek felt a candidates night was extremely pretentious. There was some discussion and it was decided to see how the candidates felt.

Member Weber moved, Member Demmert seconded, to adjourn the meeting to March 23, 1978. Motion carried and the meeting was adjourned at 10:25 p.m.

Chairman Shirley Munson

Secretary Natalie Weber