

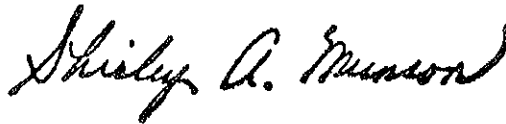
WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

NOTICE OF RESCHEDULED REGULAR BOARD MEETING

TO: Members of the Board of Trustees of Community College District
No. 512, Counties of Cook, Kane, Lake, and McHenry and State
of Illinois

NOTICE IS HEREBY GIVEN that the meeting of the Board of
Trustees scheduled for Thursday, April 13, 1978, at the hour of 8:00 p.m.
has been rescheduled for Thursday, April 20, 1978, at the hour of 8:00 p.m.,
in the Board Room of the Administration Building. All agenda items
scheduled for the April 13th meeting will be acted upon at the rescheduled
meeting of April 20, 1978.

DATED this 7th day of April, 1978, at Palatine, Illinois.



SHIRLEY A. MUNSON, Chairman
Board of Trustees

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 13, 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 - March 15 and 31, 1978
 - C. Estimated Payroll - April 1 through May 31, 1978
 - D. Financial Statement
 - E. Budget Transfer
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Conflict of Interest Statement Exhibit VII-A
 - B. Committee Reports
- VIII. New Business
 - A. Staffing
 - 1. RECOMMENDATION: Faculty
 - a. Resignation - Special Services Exhibit VIII-A-1a
 - 2. RECOMMENDATION: Administration
 - a. Appointment - Associate Dean, Business Division Exhibit VIII-A-2a
 - b. Resignation - Associate Dean, Special Services Exhibit VIII-A-2b
 - B. RECOMMENDATION: Selection of Annual Audit Firm Exhibit VIII-B
 - C. RECOMMENDATION: Faculty Exchange Exhibit VIII-C
 - D. RECOMMENDATION: Master Planning Summer Activities Exhibit VIII-D
 - E. RECOMMENDATION: Unemployment Compensation Insurance Exhibit VIII-E

- F. RECOMMENDATION: Approval of Fees, 1978-79 Exhibit VIII-F
- G. RECOMMENDATION: Career Plan - One and Five Year Exhibit VIII-G
- H. RECOMMENDATION: Faculty Fellowships Exhibit VIII-H
- I. RECOMMENDATION: Bid Reconfirmation Exhibit VIII-I
- J. RECOMMENDATION: One-Year Appointments Exhibit VIII-J
- K. RECOMMENDATION: Establishment of Trust Fund
for Third Boiler Exhibit VIII-K
- 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 Rescheduled Regular Board Meeting of Thursday, April 20, 1978

CALL TO ORDER: The rescheduled regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Klussmann on Thursday, April 20, 1978, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

ROLL CALL: Present: Members Janet Bone, George F. Dasher, Joan Klussmann, Shirley A. Munson, David Tomchek and Natalie C. Weber
Absent: Members Jessalyn Nicklas and Student Member John Demmert

Also present: Pat Bourke, P. Burbach, Don Carlson, Bob Chantry, Don Collins, Bob Cormack, John Di Canio, Anton A. Dolejs, George Dorner, Charles F. Falk, Guerin A. Fischer, John Gelch, Jean Goodling, Ray Hylander, Fred Inden, Roy Kearns, Larry P. Kent, David P. Macaulay, M. Scott McMannis, William E. Miller, Don Misic, Rosemary Murray, Roger A. Mussell, John Pageler, Wally Reynolds, Henry Roepken, Don Sedik, Frank Smith, James J. Smith, Sue Stidger, Elaine Stoermer, Andrew Suk, Frank Vandever, Fred Vaisvil, John F. White, David Williams, Robert Wyman, and Joan Young--Harper College; Debbie Clemetsen, Scot Dever, Paul Johnson, Betty Madigan, Peter Mariahazy, Teresa O'Hara, and Mark R. Owens--Harper Students; Rena Cohen--Paddock Publications; Janell Francl--Palatine League of Women Voters; SR. Peggy Brennan and SR. Julie Flynn--Catholic Campus Ministry, Harper; Rev. Frederick C. Hill--Lutheran Campus Ministry, Harper.

Chairman Klussmann welcomed the guests at the meeting and stated Dr. Williams would be sitting in for Dr. Birkholz who was on his way back from a business meeting.

MINUTES: Member Weber stated that in the minutes of March 9, 1978, page 14--last paragraph, and the first paragraph on page 15, the correct name of the consultant referred to was Dr. Kauffman and asked that this correction be made.

Member Weber moved, Member Munson seconded, approval of the minutes of the regular Board meeting (as corrected) of March 9, 1978, the adjourned Board meeting of March 23, 1978, and the special Board meeting of April 10, 1978.

Motion carried.

CITIZEN PARTICIPATION: Mr. William E. Miller, President of the Faculty Senate, discussed the confusion among some members of the faculty regarding approval of travel funds--whether or not there is some clearly identifiable practice. He mentioned

CITIZEN
PARTICIPATION:

recent student travel and travel approved for people going to New Orleans to shop for a rock band. He had received a letter from three faculty members regarding recent denial of travel requests. Two faculty members' request to attend a meeting of the Illinois Honors Council was denied; both were on the program. Three faculty members were on the program for the Illinois Community College Four Year School Articulation Conference and again their travel requests were denied. Mr. Miller stated it would be helpful if the faculty could receive clarification on the travel freeze.

Chairman Klussmann explained the administration inaugurated the freeze on travel funds because of the Board's concern on the amount spent for travel in a time of fiscal constraints and financial problems. Dr. Williams stated the criteria applied to decisions on travel approval is based on essential meetings. For example, he stated meetings in Springfield or Champaign relating to curriculum or capital development have been approved. Regarding the meetings mentioned by Mr. Miller, Dr. Williams stated it was not felt this type of activity would be the wisest disbursement of these funds. He stated all these meetings have merit, but when dollars are close judgments must be made and obviously these were not popular decisions.

Member Tomchek asked if travel paid out of Restricted Purposes Funds goes through Dr. Birkholz's office. Dr. Fischer stated that all travel must be approved by the President's Office since the freeze on travel. Dr. Williams added that travel requests are on the agenda of the President's weekly staff meetings. He pointed out, however, that if travel is denied by a supervisor it does not come before this weekly meeting.

Dr. Fischer stated he would be happy to meet with Mr. Miller at any time to discuss the questions he had raised. He pointed out the trip to New Orleans had been discussed at the time it came up for approval.

Member Tomchek did not recall any discussion on the rock band or the four people who went to Washington. He stated the Board has absolutely no control over the Student Activities Fund. They receive a statement showing the bills already paid. Member Tomchek stated the Student Activities area has free rein on close to a quarter million dollar fund that the Board does not approve and that Student Activities spends. He stated it shocked him that this is the kind of thing that goes on.

Member John Demmert entered the meeting at 8:20 p.m.

CITIZENS
PARTICIPATION:

Member Dasher asked the source of the Student Activities Fund. Member Tomchek stated full-time students pay a \$12.00 activities fee and part-time students pay \$6.00. Member Dasher pointed out that it was not taxpayers money.

Chairman Klussmann stated this subject could be brought up for discussion at the all day meeting on Saturday, April 29. She also directed Dr. Fischer meet with Mr. Miller for discussion of the questions on travel.

DISBURSEMENTS:
Bills Payable

Member Dasher moved, Member Weber seconded, approval of the bills payable of April 13, 1978, as follows:

Educational Fund	\$330,642.67
Building Fund	269,550.54
Site & Construction Fund	6,054.56
Bond & Interest Fund	70,013.84
Auxiliary Fund	235,671.31

Member Weber asked about check #8880 on page 13 to Northern Illinois Gas Co. Mr. Wyman explained this was to correct an error on the Feb. 9 Board listing where this amount was shown as a minus. Member Munson asked about check #18685, Meeting Expense, to the Arlington Park Hilton. Mr. Howard explained this was a workshop for Para/Legals, part of the Continued Professional Development Program, and stated a dinner preceeded the seminar. This amount is reimbursable, as the dinner was included in the registration fee. Member Munson referred to check #18744, page 21, for a printing bill. She stated she had not seen a bid on this and thought printing went through the bid process. As this bill was for \$279.40, Mr. Inden pointed out items under \$500.00 are not required to be bid. Member Munson questioned if this was a direct order and Mr. Inden stated he would check it out and let Member Munson know. Member Bone pointed out that the Board had set a maximum in the Imprest Fund of \$60,000 and in this month were approving, after the fact, checks for \$67,000. Dr. Williams stated an effort was being made to limit this to \$60,000, but there were an inordinate number of student refunds. Member Tomchek pointed out that adding the Imprest Fund together with the Restricted Purposes Fund, the Board is approving over \$264,000 this month.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Restricted
Purposes Fund

Member Weber moved, seconded by Member Bone, approval of the Restricted Purposes Fund of April 13, 1978, in the amount of \$197,634.54.

DISBURSEMENTS:
Restricted
Purposes
Fund (cont.)

Member Tomchek asked where the back-up was for checks #23500-23503, Accounts Receivable--Travel Advance. Mr. Wyman stated the back-up on these checks was missing. Member Tomchek felt the Board had no control with regard to the Restricted Purposes Fund, that there is no regard for the kind of direction the Board would like to see. He felt it was appropriate to say at this point that, if the administrators in this area cannot proceed in accord with Board direction, it was time they resigned so the Board can find someone who can.

Member Bone stated it was her understanding that time will be spent at the meeting on April 29 in discussing the Restricted Purposes Fund.

Dr. Williams stated the administration would search out the missing data on the four checks and provide the information to the Board at the meeting on April 29, or sooner.

Member Weber asked about check #23689, page 82, to the Bank & Trust Travel Service--Radio WHCM, Travel and Meetings. Ms. Jeanne Pankanin stated this was airfare for three students who attended an intercollegiate broadcasting conference held in New York.

Member Tomchek stated that three or four months ago the Board was told that a procedure was going to be established whereby these kinds of expenditures were not going to be made prior to Board approval. He pointed out that according to law the Board may not delegate any of their discretionary authority, yet he stated they are delegating discretionary authority to students and non-classified personnel. Member Dasher asked if Member Tomchek felt the Board should decide on such things as whether or not the student broadcasting group should attend a conference. Member Dasher stated this was picking at small things, which are totally irrelevant, in a fund which basically comes from students. He felt this was absurd and a waste of the Board's time.

Member Klussmann asked that the Board consider this at the committee-of-the-whole meeting on April 29. With the consensus of the Board, she stated she would request that Dr. Birkholz include it on the agenda--what types of information the Board wants, what kinds of approval they wish to give, whether it is before or after the fact.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson
and Weber
Nays: Member Tomchek

Motion carried. Member Demmert voted aye.

DISBURSEMENTS: Member Munson moved, Member Weber seconded, approval of
Payrolls the payroll of March 15, 1978, in the amount of \$459,985.76; the payroll of March 31, 1978, in the amount of \$458,997.58; the estimated payroll of April 1, 1978, through May 31, 1978, in the amount of \$1,824,181.93.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Estimated Member Munson moved, Member Weber seconded, approval of
Utility the estimated utility bills for June, 1978, in the
Bills amount of \$42,300.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Financial Member Dasher felt the financial statement was far more
Statement complex than is necessary. He stated he would like to see the cash flow by month for the past 12 months for each of the six funds. This would provide a better grasp on the college's direct financial situation at any given time. Member Dasher stated he would like to see a projected cash flow for the next 12 months for the Educational Fund and the Building Fund. In the Educational Fund projection, he stated he would like: 1) an assumption that the current enrollment is maintained, and 2) an assumption of a five percent FTE drop.

Chairman Klussmann agreed this is the type of information she too would like to see. She felt it is imperative to have that type of information prior to decisions regarding the need for a referendum.

Member Dasher referred to \$1,439,000 in the bank at the end of March, not drawing interest. In current 30 day C.D.'s, he stated this would have earned \$7900 interest in that month, and for two months--close to \$16,000.

Mr. Dolejs agreed that the college should not have had that amount of uninvested money on that particular day. However, he stated it was not a condition that existed all through the month, or all through the next month. He explained that tax money goes to three different banks. The check is sent to one bank and the money cannot be invested until it is transferred to the other two banks. Mr. Dolejs suggested the college could combine the tax monies in one bank and could then invest

DISBURSEMENTS:
Financial
Statement
(cont.)

the money when it is received. Member Dasher agreed this was the direction to go. Mr. Dolejs further suggested setting up separate savings accounts for each account in order to earn interest for the maximum number of days. Member Dasher felt this should be looked into.

Budget
Transfers

Member Tomchek moved, Member Bone seconded, approval of budget transfers in Ex. V-E(1) through V-E(4), copies of exhibits attached to minutes in Board of Trustees' Official Book of Minutes, as follows:

- V-E(1) Educational Fund budget transfers in the amount of \$21,220.00
- V-E(2) Building and Maintenance Fund budget transfers in the amount of \$25,000.00
- V-E(3) Site and Construction Fund budget transfers in the amount of \$200,000.00
- V-E(4) Auxiliary Fund budget transfers in the amount of \$1,300.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Bid Awards
and
Change
Orders

Member Tomchek moved, Member Weber seconded, approval of bid awards and change orders in Ex. V-F and V-G attached to minutes in Board of Trustees' Official Book of Minutes, as follows:

- V-F1 Award of bid to Intercollegiate Press in the amount of \$3,280.00 for the purchase of imitation leather covers for diplomas
- V-F2 Award of bid to Frontier Press in the amount of \$4,995.00 for the printing of the 1978 Summer Course Schedules
- V-F3 Authorize five change orders for Food Services--
 - P.O. D8545 from \$4,000 to read \$6,000
 - P.O. D7210 from \$20,461.91 to read \$24,461.91
 - P.O. D8461 from \$6,000 to read \$9,000
 - P.O. D7776 from \$9,402.69 to read \$10,402.69
 - P.O. D7209 from \$9,000 to read \$13,000
- V-F4 Authorize one change order for Personnel,
P.O. D7433 from \$3,000 to \$3,500
- V-G Submittal of proposed change order #E9 to the Capital Development Board.

DISBURSEMENTS:
Bid Awards
and Change
Orders
(cont.)

In the discussion which followed on the increased costs in Food Service purchase orders, Mr. Inden explained that many smaller companies have gone out of business and this has necessitated going to other companies at increased costs.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

COMMUNICATIONS:
Student
Trustee

Member Demmert introduced Peter Mariahazy, newly elected Student Trustee. Chairman Klussmann congratulated Mr. Mariahazy and stated the Board would be looking forward to working with him.

UNFINISHED
BUSINESS:
Conflict of
Interest
Statement

As there were no objections, Chairman Klussmann deferred action on the Conflict of Interest Statement until the May meeting. She explained that at the recent Policy Committee meeting there were recommendations for possible changes. These will be discussed at the April 29 meeting covering policy.

Ethics
Committee

Chairman Klussmann stated she had asked Members Tomchek and Dasher to be the Board representatives on the Ethics Committee. She will contact administrators and faculty for help in naming other members of the committee. This will be announced in May.

Board Liaison
on Building
and
Construction

Chairman Klussmann announced that Member Dasher would be the Board's liaison with the administration in all Building and Construction matters. She stressed the importance of this, referring to the Board's concern about Building "M", concerns about second campus, and concerns about financial and construction costs.

Public
Relations
Committee

Chairman Klussmann stated she had been serving as Chairman of the Public Relations Committee. She now had appointed Member Munson as Chairman of this committee, leaving the rest of the committee as appointed--Member Weber and Member Nicklas.

Policy
Committee

Chairman Klussmann announced that Member Munson would also serve on the Policy Committee, along with Members Nicklas and Demmert, under the Chairmanship of Member Bone.

Member Bone reported that the Policy Committee had met on April 17. At the meeting on the 29th of April, the suggested changes, revisions, and questions raised will be discussed. She stated these involved three or four areas in general. Member Bone pointed out the Policy Committee makes no decisions on policy other than to recommend or not recommend for the Board's consideration.

UNFINISHED

BUSINESS:

ICCTA

Representative

Member Bone reported on the ICCTA meeting in Springfield attended by Members Nicklas, Klusmann and herself. They met as a group with the Board of Higher Education and all attended the monthly meeting of the ICCTA at which the legislative package the ICCTA is recommending was discussed. Member Bone referred Board members to the ICCTA minutes of this meeting for further details.

Goals

Committee

Member Weber reported the Goals Committee had received input from the entire Board on Institutional Goals as they currently stand. Because of those goals with budget implications, she stated there is very little the committee can do on evaluating the goals until after the budget meeting on the 29th of April. Member Weber felt it would be appropriate to meet after the budget meeting and decide at that time which goals are budgetarily feasible.

Distinguished
Faculty Award
Committee

In the absence of Member Nicklas, Chairman of the Distinguished Faculty Award Committee, Member Bone reported the committee had met. She stated it was a pleasure to review the files on Harper's many distinguished faculty. The committee will be bringing their recommendations to the Board in May for their decision.

Presidential
Search
Committee

Chairman Klusmann reported the Presidential Search Committee had a lengthy and very productive meeting on April 19. Their last meeting will be held on April 24, at which time they will make their decision on the five to eight candidates whose names will be brought to the Board. She highly praised the committee and thanked them all for the wonderful job they had done. Member Weber added that everyone on the committee had worked very well together and accomplished so much. Chairman Klusmann stated the committee's selections will be made after reading the resumes and making telephone calls. The committee has not interviewed. Chairman Klusmann stated Member Weber and she would recommend that members of the Search Committee have ample time to speak and exchange views with the candidates brought in.

It was agreed an Executive Session of the Board will be held on Thursday, April 27, at 7:30 p.m., at which time the Board will review the resumes and information on each of the candidates selected.

NEW BUSINESS:

Staffing--

Faculty

Resignation;

Admin. Appt.,

Assoc. Dean

Bus. Div.;

Member Tomchek moved, Member Munson seconded, approval of recommendations in Ex. VIII A-1a, A-2a, and A-2b, as follows:

A-1a Accept the resignation of Ms. Donna Lach, effective March 6, 1978

A-2a Appointment of Dr. Charles T. Harrington as Associate Dean, Business Division, with rank of Associate Professor, at an annual salary of \$27,750.00, effective July 1, 1978.

NEW BUSINESS:

A-2b Accept with regret the resignation of Dr. Frank Christensen, effective June 14, 1978

Staffing---
Admin.
Resignation,
Assoc. Dean
Special Svcs.

Member Tomchek stated it was his understanding that pursuant to advice from counsel the Board will be dealing with all personnel transactions in the college, and asked Dr. Williams about when that would take place. Dr. Williams stated he assumed it would be after July. Most of the instructional staff will be under contract by August with the exception of the part-time faculty. He stated the mechanics for part-time staff have not been worked out yet.

Regarding the two resignations, Member Munson suggested the administration not begin a search to fill these positions until the Board knows the administrative alignment resulting from the Master Planning process.

Dr. Williams suggested it might be appropriate for the administration to provide rationale to the Board. He felt the Division of Special Services is one of the more complex divisions with a unique mixture of programs and complicated funding patterns. He felt it might be false economy to let this division go unattended. Member Munson felt these positions could be covered. Dr. Williams agreed Dr. Christensen would still be with the college for a period of time. Although the enrollments and activities in the summer would not be quite the same level as fall and spring semesters, he felt the summer is critical in terms of preparing for the fall semester.

Member Dasher agreed with Member Munson, pointing out it might be found there is not enough money. He felt possibly some positions might have to be absorbed by other administrators until the Master Plan is completed. Member Weber suggested action be deferred and the administration cover this position until firm recommendations can be made. As the Master Plan does have implications on organizational structure, Dr. Williams suggested the administration would bring the impact of this position to the Board before moving ahead.

Member Munson congratulated the people who had served on the search committee for the Associate Dean of Business Division, pointing out this had been a lengthy process. On behalf of the Board, Chairman Klussmann thanked Dr. Sedik for his service as Acting Associate Dean of Business Division.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

NEW BUSINESS:
Selection
of Firm
for Annual
Audit

Member Bone moved, Member Dasher seconded, that the bid for the annual audit of Harper College be awarded to the firm of Peat, Marwick & Mitchell, for a sum not to exceed \$17,000.00.

Chairman Klussmann discussed the various bids for the annual audit and the reasons for the recommendation of Peat, Marwick & Mitchell. Member Tomchek felt it would be appropriate for Chairman Klussmann to meet with the auditors and express some of the Board's concerns with past procedures of auditors. Chairman Klussmann stated she would be happy to do that and asked that Board members contact her and inform her of any concerns they may have.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Faculty
Exchange
Program

Member Weber moved, Member Demmert seconded, that the Board authorize the administration to continue development of the Faculty Exchange Program, with the understanding that a set of procedures will be developed prior to final approval.

Member Munson asked that the record show that the financial details of the proposed exchange program with the Canadian Community Colleges be worked out before this is brought back to the Board for final approval.

Motion carried.

Master
Planning--
Summer
Activity

Member Tomchek moved, Member Demmert seconded, to adopt the recommendation in Ex. VIII-D, as follows:

1. That John Muchmore receive an amount equivalent to and in lieu of two summer classes for continuing in the role of project coordinator on a partial basis during the months of June and July.
2. That the Board of Trustees authorize the administration to provide stipends to faculty members serving as task force chairpersons for that service occurring during the months of June and July, and that the total amount of those stipends not exceed \$4,500.00 (a maximum of six stipends of \$750.00 each).

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

NEW BUSINESS:
Unemployment
Compensation
Insurance

Member Weber moved, seconded by member Dasher, that the Board retain Gates, McDonald and Company to perform services relating to the Unemployment Compensation Program at \$1.70 per full-time equivalent employee, at an estimated annual fee of \$2,295.00.

In the discussion which followed, Mr. Dolejs explained that full-time equivalent employee is the method on which this company bases their fees and it does cover both full-time and part-time employees. Consequently, their rate is lower than that bid by the other company-- R. E. Harrington, Inc.--which computes its \$1.85 rate on all employees, full and part-time. Chairman Klussmann added that upon checking references it was felt the other company spread themselves too thin and had not been able to fulfill their commitments promptly.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Approval of
Fees, 1978-79

Member Weber moved, Member Dasher seconded, that the proposed fees as cited in Attachment A, of Ex. VIII-F, be established for the 1978-1979 academic year, to be effective Fall Semester, 1978. (Ex. VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Weber questioned the amount of additional revenue this fee schedule would generate and also asked why the Continuing Education rates had not been raised. Member Munson explained that nearly all the Continuing Education courses are reimbursable, except for something like the Senior Citizens Program.

Dr. Williams stated the estimated increase for the degree credit courses, based on previous enrollment, would be roughly \$12,000 to \$15,000.

Member Munson questioned the activity fee for part-time students, stating she had received more calls on this subject than any other since she had been on the Board. She asked how the part-time students benefit from the activity fee.

Mr. Borelli reviewed the opportunities and services available to part-time students, which are the same as those for full-time students. He mentioned the cultural art series which include studio theater presentations, the concert series, film series, free admission to all athletic activities, student newspapers, intramural programs, contemporary entertainment and special interest

NEW BUSINESS:
Approval of
Fees, 1978-79
(cont.)

programs sponsored by the Program Board, use of health services, legal services at no cost to the student, Child Care Center at a reduced rate, discount ticket program, etc.

Member Munson pointed out that a number of adult part-time students have full-time employment, take courses at night, and do not have time to use these services. She asked if there would be any possibility for them to opt out of the activity fee and also how other colleges handle these fees.

Mr. Borelli stated fee structures differ widely. He discussed the various methods used by different colleges and stated he was unaware of any college in this area that provided the option for the part-time student to opt out of the activity fee. He pointed out that would be a Board option.

Member Tomchek felt this was a classic example of taxation without representation. He felt some of the student activities were heavily subsidized out of the Educational Fund, as for example the Athletic Program. He stated all salaries in Student Activities are paid from the Educational Fund. If all Student Activities were grouped and the money spent allocated properly, Member Tomchek felt the Student Activities fees would fall far short of paying the true costs of that area. Member Tomchek asked what the ramifications would be if the Board put off approval of the fee schedule. Dr. Williams pointed out registration starts May 8. Member Tomchek asked why the fee schedule comes to the Board so late. Member Dasher suggested that Member Tomchek make a note for his December tickler file, stating it was too late now to defer this. Member Tomchek felt it was crucial that the budget for the entire Student Activities area be presented to the Board. Dr. Williams stated the College Bulletin includes a statement that these fees could be changed without notice. If not changed for fall, he stated it would be possible to change them for the second semester.

Member Bone pointed out colleges would be paying more royalty fees because of the change in the copyright law, and asked Dr. Fischer if that had been taken into consideration in the budget. Dr. Fischer stated it had and that counsel is now looking into the college's commitments.

Member Munson suggested approving the fee schedule as is and that an investigation be started immediately on the fee schedule.

Member Dasher asked if he could call the question. Chairman Klussmann asked for a voice vote and the Board was in favor of calling the question.

NEW BUSINESS:
Approval of
Fees, 1978-79
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

One and Five
Year Plan
for Career
Education

Member Bone left the meeting temporarily.

Member Tomchek moved, Member Munson seconded, that the Local Plan for Vocational and Technical Education be approved as a guideline document through 1982-83.

Member Tomchek referred to Section C, page 8, and read the following: "In order to more realistically meet student needs, a reorganization of internal management will be done." He questioned if the management of the college can be restructured internally without the Board knowing about it.

Dr. Williams explained this reference is to the CETA program; the intent is that as the college acquires CETA programs, Harper is attempting to get authorization for a person who would be an in-house supervisor on CETA funds, not local funds. Dr. Cormack added that this is to suggest to CETA that Harper would like to be funded for administration on an indirect basis.

Member Bone returned to the meeting.

Member Tomchek referred to cooperative agreements between Harper and other districts in the document. He questioned the authority for the President of Harper to enter into contracts on behalf of the college without specific Board authority. Dr. Cormack stated these had Board approval. Board members agreed these had been approved at a recent meeting.

Member Munson felt this document was quite helpful. Dr. Cormack paid recognition to Dr. Mussell's efforts in developing this document through a collection of information from all sectors of the college.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Faculty
Fellowship
Program

Member Munson moved, Member Weber seconded, that a \$10,000.00 amount be budgeted in the 1978-79 budget to fund the Faculty Fellowship Program.

NEW BUSINESS:

Faculty
Fellowship
Program
(cont.)

Member Dasher questioned where the \$10,000 is coming from for this program.

Member Weber asked how many proposals had been submitted. Dr. Cormack reported seven proposals had been submitted, ranging from around \$1,000 to \$2,000 and all specifically for curriculum improvement projects for the summer.

Chairman Klussmann had discussed this with Dr. Birkholz and stated there is \$15,000 in Innovative Travel, after the freeze, and the funds could come from that. Member Dasher stated he would like to see the cash flow before voting any more money going out.

Member Dasher moved, Member Weber seconded, to table the motion.

Upon roll call, the vote was as follows:

Ayes: Members Dasher, Klussmann, Munson, Tomchek
and Weber

Nays: Member Bone

Motion to table carried. Member Demmert voted aye.

Chairman Klussmann stated she would request that Dr. Birkholz provide more information on this program at the next Board meeting.

Bid
Reconfirmation

Referring to Ex. VIII-I, Chairman Klussmann explained there was a mistake made last year in the vending machine contract. The exhibit erroneously stated the contract was for one year; the bids read for three years. The Board attorney has advised the Board to amend the original resolution to give ARA Corporation a three-year contract which would extend the original approval to June 30, 1980.

Member Dasher moved, Member Demmert seconded, that the Board amend Ex. VF-9, dated June 9, 1977, to state in paragraphs I and IV that the contract extends from July 1, 1977 to June 30, 1980.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

NEW BUSINESS
Reopening of
One Year
Teaching
Positions

Member Weber moved, Member Demmert seconded, approval that the following positions be opened for the 1978-79 academic year and that the Board authorize the administration to begin the staffing of these positions:

Accounting--Business Division
Economics--Business Division
Dental Hygiene--Life & Health Science Division
Refrigeration & Air Conditioning--Engineering,
Math Physical Science Division
Adult Basic Education--Special Services Division
Cataloging Librarian--Learning Resources

Member Weber questioned the rationale for the Refrigeration & Air Conditioning position where there has been a decrease in enrollment, comparing it to the Philosophy position which has been dropped. Dr. Williams pointed out the rationale for this position is based on lecture and lab contact hours because of the nature of the program. He explained that the full-time faculty generally has one assignment in the evening, stating it is important to have some full-time staff present to assist the part-time staff. This is not as much of a problem in some other areas, but in a heavily oriented technical program, Dr. Williams felt having full-time staff on site who know the equipment, facilities, etc., is a much more optimal way to run the program.

Member Weber referred to the Economics position where the enrollment is dropping off and again compared it to the Philosophy position. She felt it would be wiser to wait and see if the enrollment drop continues. Dr. Williams pointed out the overall trend is a nine percent increase over the past three years. He agreed, however, that these positions could be filled on a terminal basis again. Member Tomchek questioned the difference between a one year terminal and a one year appointment. Dr. Williams stated when a position is advertised the applicant has to be made aware whether it is a terminal position or a tenure track position. Member Tomchek pointed out tenure is not granted until after five years. Member Dasher asked if higher caliber teachers would apply if it is not advertised as a terminal position. Dr. Williams stated the pool of applicants would be larger which would give a broader selection.

Member Weber felt the Refrigeration & Air Conditioning position and the Economics position were questionable. Because of the lighter enrollment, she stated she could not accept the rationale for giving authorization to advertise these positions. Member Weber referred to the assumption on the Philosophy position that if enrollment continued to decline, there may not be enough class loads for existing full-time faculty. She preferred the option of rehiring on a one year terminal contract. Member Dasher felt it would not be advisable to plan on permanent positions at this point because of budget considerations and suggested an amendment to the motion.

NEW BUSINESS:
Reopening of
One Year
Teaching
Positions
(cont.)

Member Weber moved, Member Demmert seconded, to amend the motion to read, "Authorize the administration to begin the staffing of these positions with one year terminal contracts."

In the discussion which followed, Dr. Williams stated he could appreciate the points made on the two positions in question. However, he further discussed the needs in the four other areas, pointing out the risk involved if these are made one year terminal contracts--that these people might feel they should go out in the market. He stated the people involved are competent and have been doing an excellent job, and their year of experience would certainly be an advantage. Member Weber agreed with Dr. Williams on the four other positions, but stated she could not go along if the other two positions had to be included. Member Dasher felt it might be wise not to make a commitment to permanent positions lacking information about funding for next year. Member Bone pointed out this could be discussed at the budget meeting on April 29. Member Tomchek felt this would not make any difference at this point, as none of these individuals will go on tenure. He agreed that advertising these as permanent positions might make them more attractive.

Member Weber withdrew the motion. As seconder, Member Demmert agreed.

Member Weber moved, Member Demmert seconded, that the following positions be opened for the 1977-78 academic year: Accounting, Dental Hygiene, Adult Basic Education, and the Cataloging Librarian; and that the Economics and Refrigeration & Air Conditioning positions be retained in a one-year terminal contract situation.

William E. Miller, President of the Faculty Senate, questioned dropping the Philosophy position. Chairman Klussmann pointed out this position was not part of the motion.

Mr. Dorner pointed out that the Refrigeration & Air Conditioning Program has an offering with the approximate equivalent of eight full-time faculty members. There are two full-time faculty members at this point, and one on a terminal contract for the remainder of the year. The demand in that program is related to the laboratory requirements, the substantial capital outlay, and to the substantial supervision of hands-on experience which is not the case in most classroom courses. Mr. Dorner stated part-time faculty in the program are generally tradesmen in refrigeration, heating, and air conditioning industries, usually without an associate degree. In order to continue a program of that type, some educational guidance is required and he did not feel that guidance could be provided by two full-time faculty members. Veteran funding has dried up, and Mr. Dorner felt the enrollment has leveled out at this point.

NEW BUSINESS:

Upon roll call, the vote was as follows:

Reopening of
the Year
Teaching
Positions
(cont.)

Ayes: Members Bone, Dasher, Klussmann, Tomchek
and Weber
Nays: Member Munson

Motion carried. Member Demmert voted aye.

Establishment
of Trust
Fund for
Third Boiler

Member Munson moved, Member Dasher seconded, that the Board approve the establishment of a CDB Trust Fund in the amount of \$295,000.00 at the Wheeling Trust and Savings Bank and the transfer of funds from the Site and Construction Fund.

Upon roll call, the vote was as follows:

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

Motion carried. Member Demmert voted aye.

Resignation

Referring to the resignation of Dr. Christensen, which had been accepted earlier in the meeting, Member Bone stated she first met Dr. Christensen in 1972 when she was doing a story on the Learning Lab. Since that time, she felt not only she and members of her family had personally benefited through the Division of Special Services, but she felt Harper had also benefited greatly from the leadership skill and direction of Dr. Christensen. Member Bone felt it was appropriate that they accept with regret the resignation of Dr. Christensen. Chairman Klussmann agreed and thanked Member Bone for adding her personal comments.

PRESIDENT'S
REPORT:

There was no President's Report.

Member Dasher moved, Member Weber seconded, that the meeting be adjourned at 10:10 p.m. Motion carried.

Chairman Joan Klussmann

Secretary Natalie Weber