

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

July 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 - June 15 and June 30, 1978
 - C. Estimated Payroll July 1 through August 31, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Order
- VI. Communications
- VII. Unfinished Business
 - A. BOARD INFORMATION: Referendum Exhibit VII-A
 - B. RECOMMENDATION: Consolidation of Bank Accounts Exhibit VII-B
- VIII. New Business
 - A. RECOMMENDATION: Staffing
 1. Professional Appointments Exhibit VIII-A-1
 2. Professional Resignations Exhibit VIII-A-2
 3. Classified Appointments Exhibit VIII-A-3
 4. Classified Resignations Exhibit VIII-A-4
 5. Faculty Appointments
 - a. Economics Exhibit VIII-A-5a
 - b. Adult Basic Education Exhibit VIII-A-5b
 6. Faculty Resignations
 - a. Nursing Instructor Exhibit VIII-A-6a
 7. Administrative Resignations
 - a. Acting President Exhibit VIII-A-7a
 - b. Associate Dean - Liberal Arts Exhibit VIII-A-7b

- 8. Leaves of Absence
 - a. Long-Term Leave of Absence Faculty-Maternity Exhibit VIII-A-8a
 - b. Long-Term Leave of Absence Custodian Exhibit VIII-A-8b
- 9. Teacher/Counselor Associate Appointments
 - a. Interpreter - Special Services Exhibit VIII-A-9a
- B. RECOMMENDATION: Lease/Purchase IBM 370
Computer System Exhibit VIII-B
- C. RECOMMENDATION: Time Sharing Agreement,
St. Viator High School Exhibit VIII-C
- D. RECOMMENDATION: Joint Educational Agreements Exhibit VIII-D
- E. RECOMMENDATION: Increase in Treasurer's Bond Exhibit VIII-E
- F. RECOMMENDATION: Acceptance of Hearing Impaired
Grant Exhibit VIII-F
- G. RECOMMENDATION: Legal Budget Exhibit VIII-G
- H. RECOMMENDATION: Copyright Royalty Contract Exhibit VIII-H
- I. BOARD INFORMATION: Goals Accomplishment Report Exhibit VIII-I
(Hand delivered)
- J. BOARD INFORMATION: Physical Fitness Center Fees Exhibit VIII-J
- K. BOARD INFORMATION: Status Report on Fallen
Spandrel 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 Regular Board Meeting of Thursday, July 13, 1978

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Klussmann on Thursday, July 13, 1978, at 8:10 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads. Chairman Klussmann welcomed members of the staff, student body and community.

ROLL CALL: Present: Members Janet W. Bone, George F. Dasher, Joan M. Klussmann, Shirley A. Munson, David Tomchek and Natalie Weber, and Student Member Peter Mariahazy
Absent: Member Jessalyn M. Nicklas

Also present: David Williams, Michael Bartos, Frank Borelli, Pat Bourke, Steve Catlin, Bob Chantry, Bob Cormack, Anton A. Dolejs, George Dorner, Ted Dybos, John Gelch, Jean Goodling, Charles T. Harrington, Bill Howard, Fred Inden, Larry P. Kent, W. D. Klingenberg, Henry Kurowski, Betty Lewis, M. Scott McMannis, William E. Miller, John C. Morrow, Rosemary Murray, Jeanne Pankanin, James D. Perry, Joann Powell, Ralph Rohling, Donn Stansbury, Phil Stewart, James J. Smith, Elaine Stoermer, Al Templin, Urban Thobe, Fred Vaisvil, George Voegel and Robert Wyman--Harper College; Samuel D. Bieber, Debbie Clemetsen and Paul Johnson--Harper Students; Diane Granat--Paddock Publications; Peter Meyer--Suburban Trib; and Verna Parker--Countryside Newspapers.

Chairman Klussmann introduced Peter Mariahazy, recently elected by the student body to serve as Student Board Member, and welcomed him to the Board. She also introduced and welcomed James D. Perry, Vice President of Administrative Services, to his first official Board meeting.

MINUTES: Member Bone asked that the minutes of the regular Board meeting of June 8, 1978, be corrected on page 18. Under Board of Trustee Scholarships, she requested that the second paragraph be corrected to read, "...Scholarships had been extended by the Board beyond the maximum of 60 hours..." Chairman Klussmann pointed out that on page 13 in the roll call on the appointment of the President, Member Dasher's name appeared twice and Member Weber's name was omitted. She asked that this be corrected also.

Member Munson moved, Member Bone seconded, that the minutes of the regular Board meeting of June 8, 1978, be approved as corrected.

Motion carried.

CITIZEN

PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Bills Payable Member Munson moved, Member Weber seconded, approval of the bills payable (including the supplemental bills) of July 13, 1978, as follows:

Educational Fund	\$227,968.31
Building Fund	97,808.30
Site & Construction Fund	2,995.84
Auxiliary Fund	83,873.38

Member Tomchek questioned check #42348 for Ernst & Ernst, \$2,225. Mr. Wyman explained this resulted from voiding a larger check as per the Board's instructions at the June meeting. Ms. Stoermer explained that checks #42391 and #42392 were for the Harper Public Affairs Radio Program. Mr. Smith stated checks #42474 and #42808, Ernst & Ernst, will complete the payment for the staff audit. He stated Phase III of the staff audit should be completed in another week.

Member Weber questioned check #24620 in the Restricted Purposes Fund for Student Senate travel and meetings. Mr. Gelch explained this was tennis team travel expenses to the national tournament. Member Tomchek asked if all expenses for team travel come from the Restricted Purposes Fund, or if some come from the Educational Fund. If so, he questioned how the Board would know which fund, and why. Mr. Gelch stated funds come from the Educational Fund or Student Activities Fund. Income in the Athletic budget is reflected as income received from the Educational Fund and from the Student Activities Fund. In this particular case, Mr. Gelch stated the funds were directly from the Student Activities Fund. Member Tomchek felt there should be only one cost center for Athletic Funds, and questioned why these expenses show up in different places. Mr. Wyman referred to account #564 in the financial statements, the Intercollegiate Athletics cost center. He stated all Athletic expenditures come from the Auxiliary Fund, but money is transferred from the Educational Fund to subsidize it. He also stated he was not sure why this particular item showed up in the Restricted Purposes Fund. Member Weber suggested some format should be established. Mr. Dolejs explained that the Intercollegiate Athletic Fund is subsidized, but does not subsidize any other fund. After further discussion, Chairman Klussmann requested that Dr. Perry look into this and provide clarification for the Board.

Member Munson asked if most of the bills were in for the year end. Mr. Wyman stated the bills on the yellow sheets were reflected in the statements, but the supplemental list of bills (those which came in late) were not; the final payroll for June is not--however, the encumbrance is. Mr. Wyman explained there is still a great deal of work to be done before the final closing.

DISBURSEMENTS:
Bills Payable
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Payrolls

Member Munson moved, Member Bone seconded, approval of the payroll of June 15, 1978, in the amount of \$366,039.05; the payroll of June 30, 1978, in the amount of \$357,385.71; and the estimated payroll of July 1, 1978 through August 31, 1978, in the amount of \$1,457,700.89.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Restricted
Purposes
Fund

Member Munson moved, Member Weber seconded, approval of the Restricted Purposes Fund in the amount of \$180,553.29.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Estimated
Utility
Bills

Member Munson moved, Member Weber seconded, approval of the estimated utility bills in the amount of \$50,212.00 for September, 1978.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Financial
Statements

Member Bone asked about the \$587.75 meeting expense in the Board of Trustees budget shown on page 103 of the Financial Statements. Mr. Wyman explained this was for a series of bills from the cafeteria covering Board activity ranging back from last January. He estimated this amount covered about 15 meetings.

Member Dasher commented that, since previously he had commented on uninvested funds, on June 30 the college had approximately \$5,253,000 invested in time deposits and T bills, drawing a very substantial amount of interest. He complimented Mr. Dolejs on straightening this out.

DISBURSEMENTS:

Financial
Statements

Chairman Klussmann reported she had met with a partner in the firm of Peat, Marwick & Mitchell, auditors, when they were beginning their work. They discussed the financial records, cash flows, internal types of controls. The auditors will be coming up with recommendations in these areas and on the financial recording sometime in July. At that time, Chairman Klussmann will ask two Board members to sit down with Mr. McGrath and Dr. Perry to discuss the proposal. She stated she wanted all Board members to have the opportunity to state what they feel is important and what kind of information they desire in the financial statements.

Budget
Transfers

Member Munson moved, Member Bone seconded, approval of budget transfers in the Educational Fund in the amount of \$93,380.00, and budget transfers in the Building and Maintenance Fund in the amount of \$7,100.00, as per Ex. V-E(1) and Ex. V-E(2) 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, Dasher, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

Bid Awards

Member Munson moved, Member Dasher seconded, approval of bid awards as per Ex. V-F1 through Ex. V-F22 (attached to the minutes in the Board of Trustees' Official Book of Minutes), as follows:

- V-F1 Award the bid to the low bidder, the Economics Laboratory, in the amount of \$5,139.28, for cleaning products for Food Services.
- V-F2 Award the bid to the low bidder, the Mary Anne Bakery, in the amount of \$5,969.45, for bakery goods for Food Services.
- V-F3 Award the bid to the low bidder, the Coca Cola Co., in the amount of \$11,250.00, for assorted syrups for use by Food Services.
- V-F4 Award the bid to the low bidder, Superior Coffee Co., in the amount of \$18,060.00, for coffee for the Food Services Dept.
- V-F5 Award the bid to the low bidder, the Vitner Corp., in the amount of \$5,936.00 for snack items for Food Services.
- V-F6 Award the bid to the low bidder, the Hedlin Dairy Co., in the amount of \$11,543.83, for milk and milk products for Food Services.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F7 Award the bid for printing of the College Newspaper to the low bidder according to specifications, the Typatron Co., in the amount of \$13,650.00.
- V-F8 Approve the renewal of the Service Contract for the maintenance of all elevators to Gallagher & Speck Co., in the amount of \$4,624.00.
- V-F9 Approve the fourth year's renewal of the Willow Park Lease in the amount of \$111,315.96/year.
- V-F10 Award the renewal of the trash removal contract to the Browning-Ferris Co., in an amount not to exceed \$8,000.00.
- V-F11 Approve the final year renewal of the lease for the rental of the #416K Main Memory to the Memorex Corp., in the amount of \$25,896.00.
- V-F12 Approve the renewal of the lease contract to Hewlett-Packard Co., for a Time Sharing Computer in the amount of \$25,113.84.
- V-F13 Approve the issuing of a purchase order to the Johnson Control Co., in the amount of \$3,586.40, for past services rendered on the T-6000 atmospheric control board.
- V-F14 Authorize a change order for Physical Plant to Johnson Control Co., P.O. #D-8081, from \$1,500 to read \$3,759.52.
- V-F15 Award the bid for continuous stock, tab cards, and self-adhesive labels for Computer Services in the following way:
- Items 1-7 - Continuous stock to the Systems Forms Co., in the amount of \$15,573.15.
- Item 8 - Self-adhesive labels to Data Documents in the amount of \$572.00.
- Items 9-13 - Tab cards to the Data Documents Co., in the amount of \$2,945.00.
- Total amount of the awards is \$19,090.55.
- V-F16 Approve the renewal of the lease contract for Time Sharing equipment to the NCE Terminals and Communications Co., in the amount of \$6,296.64.
- V-F17 Authorize the renewal of the lease contract for the Opscan equipment to the Optical Scanning Corp., in the amount of \$6,630.00, for a six month period 7/1/78 to 12/31/78.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F18 Award the bid to the low bidder, the Lighting Maintenance, Inc., in the amount of \$2,580.00, for maintenance on the campus parking site lighting.
- V-F19 Award the bid to the low bidder, the Runge Paper Co., in the amount of \$19,326.31, for paper products and supplies for Food Services.
- V-F20 Award the bid to the low bidder, the Consolidated Press, in the amount of \$4,530.00, for the printing of the "Harper College Today" newsletter.
- V-F21 Award the bid to the low bidder, the Nashua Corp., in the amount of \$22,576.00, for copier paper and chemicals for the Business Services Division.
- V-F22 Award the bid as follows: Ned Singer Sports-- 14 items, total \$1,636.00; and Parrish Sports-- four items, total \$2,532.40; total amount of award, \$4,169.00.

Mr. Fred Inden responded to several questions concerning the bids.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Change
Orders

Member Munson moved, Member Weber seconded, approval of the submittal of proposed change orders #I-G4 and #J-G4 to the Capital Development Board, as per Ex. V-G attached in the Board of Trustees' Official Book of Minutes.

The exhibit referred to a mistake in the original site drawings. Chairman Klussmann asked who had done the original drawings. Mr. Kurowski stated they were done by Caudill, Rowlett, Scott.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

Secretary Weber read a letter from the Board Secretary, D. Richard Petrizzo, at the College of DuPage, requesting copies of Harper's Board of Trustees by-laws and procedure manual. Secretary Weber planned to send him a copy of the Board Information Manual since there are no separate procedures and by-laws.

UNFINISHED
BUSINESS:
Referendum

Chairman Klussmann stated the Referendum Planning Committee was made up of representatives of the Board, the administration, faculty, classified staff, custodial staff, students and others. They have been meeting and working on referendum plans. Members Nicklas and Weber are the Board representatives. Chairman Klussmann asked Member Weber to report on the committee meetings.

Member Weber stated there had been two meetings of the committee. At the last meeting the committee had decided on the date, time, and number of polling places. A formal resolution will follow in August. The committee decided on holding the referendum on September 19. It was felt the polls should be open for the maximum amount of time, from 6:00 a.m. to 7:00 p.m., in order to allow everyone in the district the opportunity to vote. After much discussion, the committee decided to use the regular number of polling places used in Board elections. They had discussed cutting down the number of precincts, because of the cost factor involved, but it was decided this might make it difficult for the voters.

Member Weber moved the committee's recommendation, Member Bone seconded, that Tuesday, September 19, 1978, be established as the date for an educational rate referendum. The polls will be open from 6:00 a.m. to 7:00 p.m. in 48 district precincts. Furthermore, the appropriate legal resolutions and naming of election judges will be acted on at the regular August meeting of the Board of Trustees. Furthermore, a \$60.00 daily rate for regular judges and a \$65 daily rate for head judges will be established. This daily rate is to include all costs for meals and transportation.

Member Dasher asked how the rate of \$60.00 per judge was arrived at. He stated in national elections the judges are paid \$45.00 with schooling, and \$35.00 without. Dr. Perry stated this had been reviewed in terms of what the judges had been paid in the past for Board elections-- with the polls open seven hours, \$40.00 and \$45.00. The judges will be putting in an additional six hours and providing two meals for themselves instead of one. Member Bone felt motivation might be higher for judges in national elections, and Member Tomchek pointed out that at national elections machines count the votes.

In further discussion on the number of polling places, Member Weber stated that to reduce the number of polling places raised the fear it might be depriving voters of their franchise to vote, and the difference in costs would not be worth the problems created. Dr. Williams added there has been litigation which negated the results of elections because it was felt this type of thing was making it difficult for people to vote.

Member Weber reported a letter is being developed to go to various groups in the district asking if they would

UNFINISHED
BUSINESS:
Referendum
(cont.)

like speakers from Harper to appear before their groups. Chairman Klussmann felt as many people as possible in the community should be informed of the need for the referendum and why. She pointed out the committee is working hard to reach as many groups as possible, taxpayer groups, home owner associations, women's groups, etc., to present information to them. Member Weber stated the purpose is twofold--to be available to provide information to as many as possible and to receive their feedback to the Board.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Consolidation
of Bank
Accounts

Chairman Klussmann stated the consolidation of four funds and selection of one depository had been discussed at the last several meetings and the Board had directed the administration to obtain information regarding this.

Mr. Dolejs stated the recommendation in Ex. VII-B was the culmination of much investigation and information requested from the nine banks listed therein. The idea was to develop a program where no additional personnel would be involved and yet substantially increase the amount of money invested at all times. Money will be invested by the bank on a daily basis after the required balance they need has been established. Mr. Dolejs felt the proposals were very good and urged the acceptance of either bank recommended.

Member Dasher moved, Member Weber seconded, to accept the recommendation that the Board consolidate the college funds in the Mount Prospect State Bank.

Member Munson asked about the basic criteria used in searching for the banks to be contacted. Mr. Dolejs stated he had chosen local banks with capital and surplus of \$4,000,000, as state law requires that we do not put in any bank more than 75% of the bank's capital stock and surplus. This would mean the legal limit would be \$3,000,000. Mr. Dolejs stated one other bank stated they would have \$4,000,000 on July 1, so they did receive a bid but did not return it.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:
Staffing

Member Tomchek moved approval of the staffing recommendations in Exhibits VIII-A-1 through A-9a.

After objections from several Board members to handling all staffing recommendations in one motion, Member Tomchek withdrew his motion.

Chairman Klussmann stated she would request that Mr. McGrath look into the possibility of setting up the personnel recommendations so they could be handled more efficiently.

Member Munson moved, Member Weber seconded, approval of the appointments and resignations in Ex. VIII-A-1 through Ex. VIII-A-6a, as follows:

- A-1 Ratification of professional employee appointments as follows:
 - John Madej, Team Leader, Sp.Proj. Comp. Serv. Prom., 6/1/78, \$16,545.00
 - Margaret Babcock, Prog.Analyst II, Comp. Serv. Prom., 6/1/78, \$15,130.00
 - Dennis Kowalski, Team Leader, Sys.Dev., Comp. Serv. Prom., 6/1/78, \$18,089
 - Donna Wesenberg, Counselor Ass't. (CETA) Displaced Home., 6/5/78, \$8,197.00
- A-2 Ratification of resignations of the following professional employees:
 - Larry Feldman, Mgr. Systems Development, DPR Center, 6/2/78, Advancement
 - Bettye Peterson, Library Asst. II, LRC, 6/9/78, Personal
 - Tom Severs, Chef, Fd. Serv., 6/9/78, Personal
 - Mary Jane Sullivan, Coordinator Geriatrics, Life & Health, 6/16/78, Program Discontinued
- A-3 Ratification of classified employee appointments as follows:
 - Gloria Eft, LRC Clerk II, LRC, 6/5/78, Promotion, \$1,908.00
 - Donna Dahlgren, Clerk III, Adm., 6/5/78, Promotion, \$7,308.00
 - Delores Morning, Lib.Asst.II, LRC, 6/12/78, Promotion, \$10,140.00
 - Barbara Schmeltz, Recept., Adm., 6/16/78, Promotion, \$7,284.00
 - Fred Voss, Groundsman, Phy. Plt., 6/19/78, Promotion, \$10,795.00
 - Jeanette Mershon, Clerk I, Bookstore, 6/19/78, Replacement, \$6,756.00
 - Rosemary Zygowicz, Switchbd. Opr., Phy. Plt., 6/26/78, Replacement, \$7,920.00
 - Anna Harshbarger, Clerk Typ. I, Adm., 6/26/78, Replacement, \$6,588.00

NEW BUSINESS:
Staffing
 (cont.)

- A-3 Nancy Presley, Clerk II, Camp.Serv., 6/26/78,
 Replacement, \$3,931.00
 Kathleen Fuson, Placement Spec. (CETA), Displaced
 Home., 6/26/78, New, \$10,139.00
- A-4 Ratification of the resignations of the following
 classified employees:
- John Neuman, Messenger, Camp.Serv., 6/2/78,
 Advancement
 Laurie Spicer, Sec. I, Personnel, 6/9/78,
 Advancement
 Benny Greene, Groundsman, Phy. Plt., 6/9/78,
 Own Business
 Diane Janura, Clerk I, Bookstore, 6/9/78,
 Personal
 Susan Cooper, Asst. Buyer, Purchasing, 6/15/78,
 Advancement
 Annette Wilson, Acct.Clerk II, Accounting,
 6/15/78, Advancement
 Stella Pryor, Clerk III, Adm., 6/15/78, Personal
 Gary Shipley, Comp.Opr., DPR Center, 6/15/78,
 Discharged
 Kathi Hogan, Sec. II, Stu.Serv., 6/16/78,
 Personal
 William Zajicek, Main. Helper, Phy. Plt.,
 6/30/78, Advancement
- A-5a The appointment of Mr. Dennis Brennan as
 Assistant Professor of Economics for a one-year
 terminal appointment, effective Aug. 15, 1978
 to May 19, 1978, at a salary of \$17,440.00 for
 a 39-week contract.
- A-5b The appointment of Ms. Jean Chapman as an
 Instructor, English as a Second Language,
 effective Aug. 15, 1978, at an annual salary of
 \$14,460 for a 39-week contract. A salary
 adjustment will be made contingent upon 1978-79
 negotiations.
- A-6a Accept with regret the resignation of Ms.Charles
 Etta Richardson, effective Aug. 14, 1978.

Member Munson raised a question concerning the salaries
 of the Displaced Homemaker (CETA) people. Dr. Powell
 reported these are 52-week salaries.

Member Tomchek questioned how members of the staff would
 know their resignations are accepted with regret. Dr.
 Williams stated they will receive a notice from the
 Personnel Office on the action taken and that their
 resignations were accepted with regret.

Member Munson referred to the resignation of Larry
 Feldman, Manager Systems Development, stating she knew
 this technical position was very difficult to fill. Mr.
 Chantry stated this had been taken care of through
 reorganization.

NEW BUSINESS:Staffing

(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Administrative
Resignation--
Acting
President

Chairman Klussmann stated that at the last Board meeting the Board had spoken at length of their gratitude to Dr. Birkholz for his service to Harper College. She asked that the Board, in accepting his resignation, include the resolution in the exhibit as part of the minutes. The resolution will be appropriately framed and given to Dr. Birkholz.

Member Munson moved, Member Bone seconded, that the Board of Trustees accept with great regret the resignation of Dr. John R. Birkholz, effective August 1, 1978, and adopt the following resolution:

RESOLUTION

Be it resolved that the Board of Trustees of William Rainey Harper College expresses gratitude to Dr. John R. Birkholz for more than ten years of service to the College as faculty member, Division Chairman, Dean, Vice President of Academic Affairs, and finally, as Interim President.

In his service as Interim President, Dr. Birkholz demonstrated leadership, integrity, and honesty. During a period of transition in the history of the college, Dr. Birkholz' perserverance and loyalty to the institution have been exemplary.

Although he will be missed at Harper, our best wishes go with him and his family as he begins his college presidency at Erie Community College.

Joan M. Klussmann
Chairman, Board of Trustees
July 13, 1978

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

--Associate
Dean of
Liberal
Arts

Chairman Klussmann referred to the resignation of Dr. John F. White, Associate Dean of Liberal Arts, who has been with Harper since 1972. She stated Dr. White had been active in the Honors and Travel and Study Programs and felt the Board would indeed accept with regret his resignation.

NEW BUSINESS:
Administrative
Resignation
(cont.)

Member Bone moved, Member Dasher seconded, that the Board of Trustees accept with regret the resignation of Dr. John F. White, effective July 28, 1978.

Motion carried.

Staffing

Member Weber moved, Member Mariahazy seconded, approval of the long-term leaves of absence, and appointment, in Ex. VIII-A-8a through A-9a, as follows:

A-8a A long-term leave of absence, without pay, for maternity be granted to Ms. Marsha Geddes for a one-year period, beginning August 1978 and ending August, 1979.

A-8b That the Board of Trustees grant Mr. Andres Escobedo a long-term leave of absence without pay, effective June 14, 1978, for a period not to exceed one year.

A-9a The appointment of Harvey M. Wolf as Teacher Associate, Interpreter for the Hearing Impaired, at an annual salary of \$9,075.00 for a 37½ hour week, 39-week contract, effective Aug. 15, 1978. This appointment is contingent upon continued funding by the Illinois Division of Vocational Rehabilitation or other outside funding sources.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Member Bone left the meeting temporarily.

Lease/
Purchase
IBM 370
Computer
System

Referring to Ex. VIII-B regarding the purchase, sale and lease back of IBM equipment, Chairman Klussmann stated the administration felt approximately \$117,000 in costs could be saved over a three-year period.

Member Dasher moved, Member Tomchek seconded, that the Board of Trustees accept the recommendation to purchase and lease back IBM 370 Computer System (as per 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 Dasher, Klussmann, Munson, Tomchek
and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:
Time Sharing
Agreement,
St. Viator
High School

Regarding the Time Sharing Agreement with St. Viator High School, Dr. Williams explained the lease had been reduced to reflect the fewer number of rooms to be used there to comply with the revised zoning ordinance in Arlington Heights which limits parking to what is available on site.

Member Tomchek moved, Member Bone seconded, that the Board authorize the renewal of the lease with St. Viator High School for the academic year 1978-79, in the amount not to exceed \$28,820.00 (as per Ex. VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Joint
 Educational
 Agreements

Member Weber moved, Member Tomchek seconded, approval of the educational agreements between William Rainey Harper College and Triton, the College of Dupage, and Oakton Community College be approved for the 1978-79 school year, as per Ex. VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes.

Dr. Williams explained these are two formats which the Board approved at the June meeting to be used expressly for this purpose. These will be the standard formats.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Member Bone returned to the meeting.

Increase in
 Treasurer's
 Bond

Member Tomchek moved that the District Treasurer's Bond with American Motorist Insurance Company be increased from \$3,900,000.00 to \$4,200,000.00, effective July 14, 1978.

Dr. Perry informed the Board they are in the process of renewing the \$1,000,000 Treasurer's Fidelity Policy, a policy that has been in effect for many years. He suggested including this in the motion for a premium of \$4,854.00 per year.

Member Tomchek amended his motion to include the \$4,854.00 premium for the \$1,000,000 Treasurer's Fidelity Bond. Member Munson seconded the amended motion.

NEW BUSINESS:

Increase in
Treasurer's
Bond
(cont.)

Mr. Dolejs explained that the college would not have the rate on the Treasurer's Bond increase until they actually establish the policy, but stated it should not be more than \$300.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Acceptance
of Hearing
Impaired
Grant

Member Tomchek moved, Member Weber seconded, that the Board approve the acceptance of the "Agreement between Illinois Division of Vocational Rehabilitation and William Rainey Harper College Rehabilitation Program-- F.Y. 1979" - DVR Grant in the amount of \$89,598.00 for the Hearing Impaired Program.

Dr. Williams stated that, as previously indicated, grants will either be brought to the Board at the time of submittal, if logistics allow that much time, or brought to the Board for approval of the acceptance of the grant. Preferably, it will be at the time of submittal. As the Hearing Impaired Program is not a new concept. he stated it had been submitted and accepted and was now before the Board for approval. Dr. Williams reported a meeting is planned for next week to try to resolve the whole grant issue. There are philosophical questions to be answered, such as the commitment the Board wishes to make, how much the institution wishes to become involved in many of these grant programs, etc. Dr. Perry spoke of the problems which could arise. Dr. Williams referred to the significant ramifications that grants could have when there are program or personnel commitments at partial funding. Member Dasher suggested filling out a standard form, prior to applying for a grant, with the object of the grant, the long-term and short-term implications. Dr. Perry pointed out one of the important aspects is the fund commitment by the college. Dr. Williams added there is also the question of the impact on the cash flow, because many grants are not reimbursed until the end of the year.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Legal
Budget

Chairman Klussmann stated a copy of the Legal Budget had been posted since July 11.

NEW BUSINESS:

Legal
Budget
(cont.)

Mr. Dolejs explained that the legal budget is based on the Round III budget, which is a culmination of at least six months of budget meetings between the administration and the Board of Trustees. While expenditures are governed by the operating budget (which is still to be completed), this particular budget does have factors added in to provide for contingencies not apparent at this time. He stated one contingency has already come up in the falling spandrel from Building A. Mr. Dolejs reported the budget categories have been increased five percent, the utilities increased 10 percent. He discussed increased provisions for contingencies in various funds. Mr. Dolejs called attention to page two, pointing out that the anticipated approved 7½¢ tax referendum makes the picture look favorable. Should the tax referendum not be successful, he stated \$2,000,044 should be subtracted from the ending fund balance, leaving \$1,000,000 balance on the accrual basis. This would take the college back to the cash flows he had prepared previously, showing at a particular point next year a cash shortage of \$850,000.

Member Klussmann pointed out as the budget was already on display, this exhibit was for information only and stated the budget will be officially adopted at the August Board meeting.

Copyright
Royalty
Contract

Member Tomchek moved, Member Weber seconded, that Harper College endorse and pay the license fees of the American Society of Composers, Authors, and Publishers (ASCAP), Broadcast Music Incorporated (BMI), and the Society of European Stage Authors and Composers (SESAC) for the 1978-79 annual fee not to exceed \$1,000.00. The cost per concert fee will be paid by the sponsoring organization.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Goals
Accomplishment
Report

Chairman Klussmann noted that the Goals Accomplishment Report had just been distributed to the Board, stating it was for Board information and no action was required. She pointed out this was a report on last year's goals and the action taken by the staff.

In reference to the goals established for next year, Member Munson felt suggestions and ideas presented to the planning group should be incorporated into the goals and the goals reflect the Master Plan.

NEW BUSINESS:

Goals
Accomplishment
Report
(cont.)

Dr. Williams felt sure Dr. Muchmore was aware of the suggestions and ideas. He pointed out the goals should be considered short-term, one-year goals, whereas the master planning process will be looking five years down the road. Member Weber referred to the goals approved by the Board, stating there were specific areas which had master planning implications and would have to be incorporated further into the longer range plan. Dr. Williams suggested Board Members contact Mr. McGrath if they had any questions regarding the Goals Accomplishment Report; he will channel them to the appropriate office.

Physical
Fitness
Center

Chairman Klussmann stated the progress report for the fee structure for Building M and outdoor athletic facilities in Ex. VIII-J is information on fees that might be charged, not a final listing.

Dr. Williams stated an internal advisory committee had been reviewing these fees. Member Dasher, as a representative of the Board, had sat in on these sessions. Dr. Williams stated the report reflects the thinking of the committee to this point. There will be unique facilities in Building M that the college has not previously been able to offer. This is a progress report on the status of a fee structure.

Member Dasher reported the budget for Building M will be \$10,000 a week. The Board will need to consider whether to charge the maximum or to have a better than competitive fee schedule to get people to use the facilities. He discussed fees in various areas of the facility. Realistically, rather than trying to set fees, he felt the Board should decide what to do. He felt people should be aware they cannot recover the costs and stated, in his judgment, it would be naive to attempt to. He felt the college will have to be competitive to draw people.

Member Bone mentioned she had received a call from a district resident with many years experience in a recreational area. This person expressed interest and wanted to know if he could attend the meetings of the advisory committee and be allowed input. Dr. Williams did not see any problem in this, and Member Bone stated she would provide the person's name.

Member Tomchek stated, as a general rule, he disapproved of public agencies competing with private enterprise.

Member Klussmann stated she would agree the college should charge the same or less than others, rather than charging more.

NEW BUSINESS:

Physical
Fitness
Center Fees

Member Dasher stated there was no need for a decision yet, but asked that the Board be giving this consideration. He also referred to different rates for college-affiliated and non-profit organizations, stating everyone pays taxes and he felt there is no need for two different price schedules. If such a thing is considered, Member Dasher felt the Board should make the decision.

Status Report
on Fallen
Spandrel

Chairman Klussmann stated Member Dasher has been attending meetings with administrators and members of the Capital Development Board about the fallen spandrel.

Member Dasher reported no one is willing to make a statement at this time as to what caused the spandrel to fall. The Board has received reports from the architects and the construction people, and now everyone is waiting for a report from the Pittsburgh Testing Company as to what may have caused this failure. Member Dasher stated there are symptoms in other spandrels giving cause for alarm, and consequently several entrances and stairwells have been blocked off as a precautionary measure.

Member Dasher asked the administration about the use of Site & Construction funds from the 2nd campus referendum for repairs to the present campus. Dr. Perry reported he had talked with Attorney Schwartz about the use of these funds for repairs, stating the present campus has many problems which will require substantial capital expenditure to bring them up to safe conditions. Dr. Perry stated Mr. Charles Hempstead of the ICCB has indicated he would give approval for the use of these funds. However, Attorney Schwartz is skeptical and has requested a letter from Mr. Hempstead indicating he would approve this and that it is a legal use of these funds. Mr. Schwartz will then contact bond counsel for their opinion, after which he will provide an opinion to the Board. Member Munson asked about a possible alternative, such as going to the voters in September and asking for approval to use these funds for this purpose. Dr. Perry felt if the referendum in September passed, there would be enough contingency to handle these repairs. Mr. Dolejs explained when the proposed tax rate was set, part of the reason was because of the lack of proper maintenance funds in the budget. He felt there would be a limited amount of funds for additional maintenance each year.

Member Tomchek asked if someone not involved in the construction of the college was investigating this mishap. Member Dasher pointed out that one of the reports was from CDB. He felt they were not biased, as they had no prior commitment so had nothing to hide.

During the investigation of the buildings, Dr. Perry reported it was discovered that the roof on Building A is in very poor condition. Water is seeping through the tar, through the felt, and through the insulation.

NEW BUSINESS:
Status Report
on Fallen
Spandrel
(cont.)

Currently, there has been water seeping into the Bookstore, the poolroom, the counseling area, and the east entrance. He felt it was only a matter of time before the entire building becomes susceptible to leaks. Member Dasher stated one of the reasons he had asked about funds was because it looked as though Building A will have to have a new roof.

Dr. Perry also called the Board's attention to a serious problem in the mechanical room. During a recent rain-storm, water poured over the top of the transformer, through the power switchbox onto the floor, resulting in about an inch of water on the floor. He pointed out this is extremely dangerous for personnel, as well as for the prime college power source. Member Dasher stated this is the reason for the increased contingency fund and pointed out the Board must move towards alleviating this situation. Chairman Klussmann agreed these problems must be remedied as soon as possible for the sake of the staff and the students.

Dr. Perry stated a long-range replacement program is planned. After this is completed, he stated they would like to establish a tour for Board Members. Member Dasher stressed it is critical that steps be taken toward repairs.

Member Bone stated the Board was extremely grateful that no one was injured in the fall of the spandrel; the Board is cognizant of the seriousness of the situation and will be looking forward to additional reports, additional recommendations, and the proposed tour.

Member Dasher felt the report from CDB should be ready within two weeks. Chairman Klussmann spoke of the precautions taken at the recommendation of the architects, and stated if any other action is required it will be taken immediately. She stated the safety of everyone is of deep concern to the Board.

Member Dasher felt the college should obtain bids from contractors on repairs as soon as possible, in order to have some idea as to what it will cost to bring the building back to safe condition. Dr. Perry stated CRS will have a design solution within two weeks on the fallen spandrel. After the report is received from Pittsburgh Testing Co., a report will be provided on the safety of the balance of the spandrels. Member Bone requested that the Board receive a copy of the original report from Pittsburgh Testing Company.

Member Klussmann stated this will be an item on the agenda at the August Board meeting. Dr. Perry stated hopefully an informal meeting could be held before that time with the architects.

PRESIDENT'S
REPORT:

Dr. Williams introduced Dr. Charles Harrington, new Associate Dean of Business Division, to the Board. On behalf of the Board, Chairman Klussmann welcomed Dr. Harrington.

Dr. Williams referred to a summary of up-to-date legislative reports the Board had received in their packets. He pointed out these included information on appropriations and the election consolidation law which would be of interest to the Board.

Member Munson commented on the material the Board had received in the last month, stating it was concise and understandable and extremely helpful.

ADJOURNMENT:

Member Bone moved, Member Weber seconded, that the meeting be adjourned at 10:00 p.m. Motion carried and meeting adjourned.

Chairman Joan Klussmann

Secretary Natalie Weber