

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

August 10, 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 - July 15 and July 31, 1978
 - C. Estimated Payroll August 1 thru September 30, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Referendum Resolution Exhibit VII-A
- VIII. New Business
 - A. RECOMMENDATION: Budget Hearing and Adoption of 1978-79 Budget Exhibit VIII-A
 - B. RECOMMENDATION: Personnel Actions Exhibit VIII-B
 - C. RECOMMENDATION: Bids for Additional Auditing Services Exhibit VIII-C
 - D. RECOMMENDATION: Long-Range Capital Improvement Program Exhibit VIII-D
 - E. RECOMMENDATION: Rider, Intercollegiate Athletics Exhibit VIII-E
 - F. RECOMMENDATION: Continental Bank Word Processing Agreement Exhibit VIII-F
 - G. RECOMMENDATION: Cooperative Agreements with Affiliating Health Agencies Exhibit VIII-G

- H. RECOMMENDATION: Cooperative Agreements with Rock Valley
and Moraine Valley Community Colleges Exhibit VIII-H
 - I. RECOMMENDATION: RAMP Document, 1978-79 Exhibit VIII-I
 - J. RECOMMENDATION: Appointment of Harper Education
Foundation Directors Exhibit VIII-J
 - K. BOARD INFORMATION: Grant Reporting Procedures Exhibit VIII-K
 - L. BOARD INFORMATION: Report on Status of Building A Exhibit VIII-L
 - M. BOARD INFORMATION: Results of Purchase, Sale and
Leaseback of IBM Computer System Exhibit VIII-M
 - N. BOARD INFORMATION: Management Letters - Peat, Marwick
and Mitchell Exhibit VIII-N
- 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, August 10, 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, August 10, 1978, at 8:20 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

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

Also present: James J. McGrath, Pat Bourke, Donald Carlson, Dan Cash, Bob Chantry, Carol Colwell, Bob Cormack, Anton A. Dolejs, George Dorner, Al Dunikoski, Ted J. Dybos, Guerin A. Fischer, John Gelch, Barbara Gooch, Jean Goodling, Chuck Harrington, Sharrie Hildebrandt, Bill Howard, Larry P. Kent, W.D. Klingenberg, Betty Lewis, Jack Lucas, M. Scott McMannis, Bill Miller, Don Misic, John C. Morrow, Reggie Plahta, Joann Powell, Robert Powell, Vicki Rowe, Suzanne Santeler, James J. Smith, Donn Stansbury, Elaine Stoermer, Al Templin, Urban Thobe, Rena Trevor, George Voegel, Dave Williams, Regina Witort, Robert Wyman, Joan Young, and Muriel Zobott--Harper College; Jody Saunders and Debbie Teschke--Harper Students; Rena Cohen--Paddock Publications; Pat Broughton--Countryside Newspapers; Steven A. James, R. J. Forsberg, Frank Kinney, John M. Tucker, and Joanne M. Coville--Peat, Marwick, Mitchell & Company; Margaret Duer, Melinda Drum, Betsy Glorch, and Joyce Kratzenberg--League of Women Voters of Palatine; and Fran Rogers--NIU Grad Student.

Chairman Klussmann apologized for the meeting's late start, explaining the Board had been in executive session. On behalf of the Board and the staff, Chairman Klussmann warmly welcomed James J. McGrath, Harper's new president. President McGrath has been with the college since July 15. Chairman Klussmann welcomed representatives from the Palatine League of Women Voters, students, staff, and other visitors. Chairman Klussmann stated it had been learned with regret that Rena Cohen, Paddock Publications, will no longer be covering the Harper Board meetings as she will be working on the Sunday Herald, and she wished her good luck. Chairman Klussmann welcomed Pat Broughton, Countryside Newspapers, who was covering the Board meeting for the first time.

MINUTES: Member Dasher moved, Member Weber seconded, approval of the minutes of the regular Board meeting of July 13, 1978, as distributed. Motion carried.

CITIZENPARTICIPATION: There was no citizen participation.DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Weber seconded, approval of the bills payable as of August 10, 1978, as follows:

Educational Fund	\$123,977.80
Building Fund	39,150.94
Site & Construction Fund	-0-
Auxiliary Fund	179,488.86
Restricted Purposes Fund	25,100.50

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Nicklas and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

Payrolls and
Estimated
Utility
Bills

Member Nicklas moved, Member Weber seconded, approval of the payroll of July 15, 1978, in the amount of \$554,561.08; the payroll of July 31, 1978, in the amount of \$547,053.17; the estimated payroll of August 1, 1978, through Sept. 30, 1978, in the amount of \$2,219,752.71; and the estimated utility bills for October, in the amount of \$44,049.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Nicklas and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

Financial
Statements

Chairman Klussmann announced there were no financial statements because of the annual audit, pointing out this was customary at this time of year.

Budget
Transfers

Due to the annual audit, there were no budget transfers.

Bid Awards

Member Nicklas moved, Member Weber seconded, approval of the following bid awards in Exhibit V-F:

V-F1 The Board authorize the purchase of the thought transcriber packages for the Business Division, in the amount of \$7,600.00;

V-F3 The Board approve the change order to P.O. #D-9961 from \$9,774.00 to a new total of \$14,000.00 for the Site & Construction Fund for an additional 955'6" of sidewalk necessary to complete the bituminous sidewalk on the Second Campus Site. The purchase order was originally approved by the Board on 5/18/78 for \$9,774.00.

After discussion, it was agreed that Bid Award V-F3 was necessary due to a fundamental error in measurements in the past.

DISBURSEMENTS:
Bid Awards
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Member Dasher moved, Member Weber seconded, that the Board approve the renewal of the Mag II typewriter for the Secretarial Science Department, in the amount of \$286.65 per month, or \$3,439.80 per year, as per Exhibit V-F2.

Upon roll call, the vote was as follows:

- Ayes: Members Bone, Dasher, Klussmann, and Weber
- Nays: None
- Abstained: Member Nicklas

Motion carried. Member Mariahazy voted aye.

Construction
Change
Orders

Member Nicklas moved, Member Dasher seconded, that the Board ratify the submittal of the following change orders to the Capital Development Board (as per Ex. V-G and V-Gb attached to the minutes in the Board of Trustees' Official Book of Minutes):

- V-G Change Order I-P2 to A&H Plumbing \$0.00
- V-Gb Change order P-1 to J.M.Krejci Co., Inc. \$150.00

Mr. Mistic explained the first change order was for Building M and will not affect the quality of the basins.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

There were no communications.

UNFINISHED
BUSINESS:
Referendum
Resolution

Chairman Klussmann stated the Board had set the date of September 19, 1978, at the July Board meeting, for the fall referendum. At this time, she presented for adoption the resolution in Ex. VII-A.

After discussion, Member Dasher moved, Member Nicklas seconded, to dispense with the reading of the resolution in Exhibit VII-A, and that it be posted for public reading. Motion carried.

UNFINISHED
BUSINESS:
Referendum
Resolution
(cont.)

Member Weber moved, Member Nicklas seconded, adoption of the resolution in Exhibit VII-A relative to the calling of a Special Election to be held on September 19, 1978, for the use of affidavits in lieu of poll lists and poll books, for the establishment of precincts and polling places, for the designation of judges of election, for the format of the ballot, and for the publishing of notice of said election (copy of Ex. VII-A attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Klussmann reviewed the membership of the 18 member referendum committee made up of Board members, administrators, faculty, students, and classified and custodial staff members. The two representatives from the Board are Members Nicklas and Weber. As coordinator of the referendum, Dr. Fischer reported on the committee's activities. Approximately six meetings have been held as a total committee. The committee is working diligently on the details necessary prior to speakers going out. Each sub-committee has taken on specific responsibilities. Dr. Fischer stated the majority of the written documentation is complete, and initial mailings to the public will start next week. Speakers are going out in teams and packets for speakers are being prepared. Many organizations have already called in requesting speakers. The president has been booked almost night and day. Dr. Fischer stated ext. 361 will be the referendum "hot line" for anyone wanting additional information. He reported the referendum committee will meet again on Monday.

President McGrath commented on the spirit of cooperation exhibited at the meetings, in terms of staff, administration, faculty, and Board working together, and he thanked all of those on the committee. Chairman Klussmann felt this was the spirit which had manifested itself throughout the past several months, and she also thanked everyone on the committee.

Member Weber referred to one faculty member who had suggested starting a fund with voluntary donations to pay for all mailings with non-college funds. She stated the committee itself started this fund two weeks ago. President McGrath stated the account, "Friends of Harper," should be established by next week and pointed out donations could be made out to that fund.

Member Mariahazy asked if judges had been appointed for Precinct #40. Dr. Perry stated they had not as yet.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Nicklas
and Weber
Nays: None

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:

Budget
Hearing
and
Adoption
of 1978-79
Budget

Chairman Klussmann declared the Board meeting recessed and opened the public hearing on the 1978-79 budget. She asked President McGrath and Dr. Perry for their comments.

President McGrath thanked Dr. Perry and his staff for their work in developing the budget. He pointed out that every effort had been made to hold the line on this budget, stating the costs included are mostly those due to inflationary aspects. President McGrath felt the most critical problem facing the college is in the construction of the building itself. The recent fallen spandrel has mandated that we have a contingency fund for structural problems and another fund immediately set aside for repair of the spandrel and roof.

Dr. Perry discussed the increases over the earlier four percent projection, which are primarily in three categories. The provision for contingency in the Educational Fund has been set aside for emergencies, and Dr. Perry discussed the type of emergencies this would cover. He pointed out every expenditure must be approved by the Board of Trustees. He also referred to the \$300,000 included for replacement of the fallen spandrel and for scaffolding work to be done on other spandrels on the campus. In addition, Dr. Perry stated \$15,000 has been included for costs related to the referendum, such as judges, polling place expenses, ballots, legal advice, etc.

Mr. Dolejs reviewed the budget process, stating the first budget meeting was held Nov. 29, 1977, and thereafter almost monthly. He reported the Round I budget was approximately \$15,093,000. In Round II, budget cuts amounted to \$605,694, and in Round III, there were additional budget cuts of \$323,039, or a total of \$928,733 in cuts. In addition, he stated Dr. Birkholz called for a budget moratorium which eliminated \$261,307 from the current budget, or a total of approximately \$1,190,000 eliminated from the budget between the two years.

Member Dasher stated a lot of effort had gone into this budget. He stated there is now a new administration. Member Dasher felt at this point it is impossible to make any more cuts. However, he stressed that the college is still spending \$1,000,000 more than expected revenue, and he stated this is another reason the referendum is essential. In view of this, Member Nicklas felt the Board will need to continue to watch spending and make additional cuts without impairing quality. Member Dasher stated the message is that the college is spending more than they are taking in--not a stable condition. Member Bone felt this is a message for the community as well, and that the Board and staff will be keeping a close watch on that spending. Member Dasher added the Board will be looking for recommendations on where money can be saved. Chairman Klussmann commented that

NEW BUSINESS:

Budget
Hearing
and
Adoption
of 1978-79
Budget

President McGrath and other administrators are very much aware of the philosophy of the Board and share the Board's goals to keep the quality of education as high as possible but cut unnecessary waste wherever possible. Member Nicklas pointed out some essential things will have to be cut as well. Member Dasher added that the Board will have to realistically look at priorities. President McGrath agreed these things will have to be done with care in terms of protecting the quality of the college. He felt the entire college community understands that mandate from the Board.

Member Weber pointed out the number one goal of Harper College is to work towards a balanced budget. The entire Board is dedicated to that, yet cognizant that inter-relationships of various services and programs must be considered.

As there were no further comments from the Board, Chairman Klussmann asked if there were any comments from other persons present. Hearing none, she declared the budget hearing closed and reconvened the regular Board meeting.

Member Dasher moved, Member Bone seconded, to amend the legal budget in the Building Fund. After discussion, Member Dasher withdrew his motion and Member Bone withdrew her second.

Member Dasher moved, Member Nicklas seconded, to adopt the 1978-79 legal budget as per the resolution in Ex. VIII-A attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Dasher moved, Member Bone seconded, to amend the legal budget in the Building Fund, in the amount of \$300,000 with the classification of Emergency Building Repairs, in accounts #299-000-584-91 and #299-000-584-92.

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

Ayes: Members Bone, Dasher, Klussmann, Nicklas
and Weber

Nays: None

Motion to amend carried. Member Mariahazy voted aye.

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

Ayes: Members Bone, Dasher, Klussmann, Nicklas
and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

In response to a question from Member Bone regarding reading of the budget resolution, Chairman Klussmann felt as the Board had opted not to read the referendum resolution, she assumed their philosophy was the same on the budget resolution.

NEW BUSINESS:
Personnel
 Actions

Member Weber moved, Member Mariahazy seconded, the following personnel actions, as per Ex. VIII-B attached to the minutes in the Official Board of Trustees' Book of Minutes:

Ratification of Appointments--Ex. VIII-B-1

Kevin King, Supvr. Pub. Safety, 7/10/78, \$17,345
 Brennan Crowley, Computer Op., 7/3/78, \$10,140
 Linda Glover, Clerk I--LRC, 7/5/78, \$6,591
 Georgina Kirkham, Clerk II-LRC, 7/10/78, \$8,076
 Gail Geltner, Fac.Coord.--Coll.Rel., 7/10/78, \$7,728
 Carol Thibault, Bkkpr.--Acctg.& Sys., 7/14/78, \$9,600
 Vicki Rowe, Asst.Buyer--Bus.Serv., 7/15/78, \$8,748
 Kendra Blik, Clerk I--Campus Svcs., 7/17/78, \$6,591
 Karen Morgan, Cl.Typ.I, Student Svcs., 7/14/78, \$7,200
 Marsha Kralka, Sec. I--Public Safety, 7/24/78, \$7,896
 Betty Brooker, Clerk I--Admiss.Office, 7/19/78, \$6,588
 Sandra Kiermas, Cl.II--Personnel, 7/24/78, \$8,844
 Stephen Klasa, Safety Off.--Pub.Safety, 7/24/78, \$10,400
 Timothy Wingate, Offset Press Operator,
 Campus Services, 7/24/78, \$8,772
 Joel Shea, AV Tech II, LRC, 7/31/78, \$11,160
 Debra Maclay, Clerk Typ.I--Admiss., 7/31/78, \$6,588
 Barbara Deer, Recept.--Student Dev., 7/31/78, \$8,112

Ratification of Resignations--Ex. VIII-B-2

Robert Marshall, Asst.Dir.Admiss., 7/21/78
 Maureen Goodman, Fac.Coord.--College Relations, 7/7/78
 Carol Poierier, Sec. I--FA & D, 7/7/78
 Maureen Sciortino, Bookkeeper, Acct. & Systems, 7/18/78
 Sonja Minoughan, Corr.Sec. I, Campus Svcs., 7/31/78
 Kenneth Sarni, Safety Officer, Physical Plant, 7/22/78
 Dolores Wittmeyer, Sec. I, Veterans Affairs, 7/31/78
 Patricia Miller, Child Care Attend., Stu.Svcs., 7/18/78
 Janet Johnson, Acctg.Cl.II, Acctg. & Systems, 7/21/78
 Tom Beemsterboer, Custodian, Phy. Plant, 7/28/78
 Lorene Arnold, Child Care Atten., Stu.Svcs., 7/28/78
 Mary Ann Braden, Cl.Typ.I, Financial Aid, 7/26/78

Ex. VIII-B-3

Appointment of Ms. Patricia Mulcrone as Instructor/
 Coordinator of Adult Basic Education, for a one year
 terminal appointment, effective Aug. 15, 1978, at an
 annual salary of \$14,460.00 for a 39-week contract.

Ex. VIII-B-4

Appointment of Ms. Judith Woltering as an Instructor
 of Dental Hygiene, effective Aug. 15, 1978, at a
 salary of \$14,155.00 for a 39-week contract.

NEW BUSINESS

Personnel

Actions

(cont.)

Ex. VIII-B-5

Appointment of Mr. Michael J. Lackey as Associate Instructor, Learning Laboratory, for a one year terminal appointment, effective Aug. 15, 1978, at an annual salary of \$10,580.00 for a 39-week contract.

Ex. VIII-B-6

A rider in the amount of three (3) weeks pro-rated pay, based on 1978-79 contract, for Mr. Robert Powell for the additional time required during the period of August 8, 1978 through January 9, 1979, for assuming responsibilities as Acting Associate Dean of the Liberal Arts Division.

Ex. VIII-B-7

Dr. William Schooley be granted a long-term leave of absence without pay, in accordance with Policy 3.3.5, for the period of August 15, 1978 through May 20, 1979.

Chairman Klussmann asked the Board's opinion on this type of format on personnel actions--a summary sheet with the list of names. It was the consensus of the Board that this was all that was necessary. Chairman Klussmann pointed out background information would always be available to the Board.

Chairman Klussmann welcomed all new employees and accepted with regret the resignations of those that had left.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Nicklas
and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

Member Nicklas left the meeting at 9:05 p.m.

Additional
Auditing
Services

Chairman Klussmann referred to the proposed audits of the HEW Programs, the Illinois Community College Board grants, and the Harper Foundation as per Ex. VIII-C and asked for a motion.

Member Dasher moved, Member Mariahazy seconded, to accept the administration's recommendation to appoint the firm of Peat, Marwick, Mitchell & Company to perform the audits of the HEW Programs, the ICCB grants, and the Harper Foundation, as per Ex. VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes.

NEW BUSINESS:

Additional
Auditing
Services
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Long Range
Capital
Improvement
Program

Chairman Klussmann stated Harper has been having significant building and maintenance problems, and Dr. Perry and his staff have prepared an excellent long range plan listing the problems and providing suggested solutions with approximate costs.

Dr. Perry stated this is more appropriately referred to as deferred maintenance projects because they fit within State guidelines discussed at a meeting he had attended in Springfield. He stated this is a lot of hard work by the staff in looking into all deferred maintenance programs and projects necessary to bring Harper back up to standards. Dr. Perry stated this was a four or five year projection being submitted to the Board for consideration.

Member Dasher moved, Member Weber seconded, that the Board direct the administration to proceed with the Long Range Capital Improvement Program, dated Aug. 10, 1978, as outlined in Ex. VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes.

Chairman Klussmann thanked Dr. Perry and his staff for preparing this, stating this was something obviously needed for a long time. She stated the Board takes very seriously the safety of the students and the staff. Chairman Klussmann stated the Board wishes to proceed as quickly as possible to take the appropriate steps to correct all of the deficiencies and emergency situations that may exist at the present time. Member Dasher added his thanks, stating he was extremely pleased with how fast and thoroughly this was put together. Member Mariahazy left the meeting.

Upon roll call, the vote was as follows:

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

Motion carried.

Rider,
Intercollegiate
Athletics

Member Mariahazy returned to the meeting.

Member Dasher moved, Member Bone seconded, that Mr. John Eliasik be given a contract rider of \$345.88 for football duties for five days (Aug. 8, 9, 10, 11 and 14), based on his 1977-1978 contract salary. Any adjustment to this rider will be dependent upon 1978-1979 faculty contract negotiations.

NEW BUSINESS:

Rider,
Intercollegiate
Athletics
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Continental
Bank Word
Processing
Agreement

Member Bone moved, Member Weber seconded, that the Board of Trustees approve the Word Processing Satellite Center Agreement with Continental Bank as attached in Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Cooperative
Agreements
with
Affiliating
Health
Agencies

Member Dasher moved, Member Weber seconded, that the agreements between William Rainey Harper College and its affiliating health care agencies utilizing the standardized format and the special agreement with Hospital Dental Services, Ltd., be approved as submitted and outlined in Ex. VIII-G attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Mariahazy spoke of the waiting list for Medical Technicians Program--13 persons--and asked if this is true of other programs of this type. Member Weber pointed out hospitals are restricted by the number of stations they have available for students. Dr. Williams pointed out there are two new hospitals under construction in the area which will allow these programs to be expanded when they are completed. President McGrath added that this is not an unusual situation in the Allied Health Programs, stating he did not feel the waiting list was large in that particular program.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Cooperative
Agreements with
Rock Valley and
Moraine Valley
Community
Colleges

Member Weber moved, Member Dasher seconded, that the agreements between Harper College and Moraine Valley Community College and Rock Valley College be approved as submitted in Ex. VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes.

Several Board members asked what was meant by Non-destructive Evaluation Program. Dr. Cormack explained it is the analysis of materials in a non-destructive way to assess the stress of that material.

NEW BUSINESS:

Upon roll call, the vote was as follows:

Cooperative

Agreements with
Rock Valley and
Moraine Valley
Community
Colleges (cont.)

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

Motion carried. Member Mariahazy voted aye.

RAMP

Document,
1978-79

Chairman Klussmann explained the RAMP document is required by the ICCB and the IBHE to be submitted annually listing many facts about Harper and it also serves as Harper's application for capital funds.

Member Weber moved, Member Mariahazy seconded, that the Board approve the RAMP/CC document as submitted in Ex. VIII-I attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Dasher expressed the hope that next year this document will check better with the financial documents. President McGrath accepted his comment and stated provisions have already been made for reconciliation of these documents. Chairman Klussmann stated that under Food Services it is stated that Food Services are operated on a break-even financial policy. According to his information, President McGrath agreed this was incorrect. Chairman Klussmann felt this one piece of information should be deleted and the Board agreed to this deletion.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Appointment
of Harper
Education
Foundation
Directors

Member Weber moved, Member Bone seconded, that the Board of Trustees approve the reappointment of Mrs. Virginia Hayter and Mr. James Lancaster to three-year terms on the Board of Directors of the William Rainey Harper Educational Foundation. Motion carried.

Grant
Reporting
Procedures

Chairman Klussmann reported the Board has on many occasions discussed its interest in knowing of the grants the college has applied for, is using, and intends to apply for in the future. She referred to the draft of a Grants Application Status Report for Board consideration in Ex. VIII-K. Member Dasher suggested modifying the report to show costs as well as revenue. President McGrath agreed the form would be modified. Member Bone spoke of the Board's interest in grants, pointing out they need to be aware of the grants so that when they make a decision to accept a grant they are all cognizant of the implications.

NEW BUSINESS:
Report on
Status of
Building A

Chairman Klussmann asked Dr. Perry to report on the fallen spandrel and other suspect areas.

Dr. Perry distributed to the Board copies of the second preliminary report from Caudill Rowlett Scott, dated Aug. 3, 1978. He pointed out the report indicated the areas on campus that should be shored up, particularly areas between Buildings A and C. It did not mention Pittsburgh Testing Co., but indicated Wiss, Janney, Elstner & Assoc., Inc., are continuing to investigate, and that CRS will share the reports of the investigation with Harper College. Dr. Perry stated the administration would like direction from the Board in order to move ahead in obtaining quotes on these corrections.

Member Dasher moved, Member Weber seconded, that the Board direct the administration to proceed to obtain quotes to implement all of the recommendations outlined in the document dated August 3, 1978, entitled "Preliminary Structural Review, Building A and Connecting Link."

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

Chairman Klussmann thanked Dr. Perry and those involved in the research and work necessary to prepare this report, expressing appreciation for their promptness.

Results of
Purchase,
Sale and
Leaseback of
IBM Computer
System

Chairman Klussmann referred to Ex. VIII-M, an informational item on the results of the purchase, sale and leaseback of IBM computer equipment. The Board had previously given the administration authorization to negotiate and consummate an agreement with an appropriate firm and the exhibit provided the results of that negotiation and a copy of the agreement.

Management
Letters--Peat
Marwick,
Mitchell & Co.

Chairman Klussmann discussed the management letters from the college's new auditors, Peat, Marwick, Mitchell & Co., in Ex. VIII-N. The auditors have responded to the Board's desire for additional cash flow information and also the desire of both the Board and administration for more internal types of auditing controls. Along with their recommendations, the auditors submitted samples of different types of financial reports for the Board's consideration.

Chairman Klussmann stated she had appointed Member Dasher as Chairman of the Finance Committee, with Member Munson as the other Board member. Chairman Klussmann indicated she had asked them to work with President McGrath and Dr. Perry, using the auditors' information as a base to come up with the most appropriate form of financial

NEW BUSINESS:
 Management
 Letters--Peat,
 Marwick,
 Mitchell & Co.
 (cont.)

reporting. She stated the committee will also address itself to the internal auditing suggestions outlined in the management letter. Chairman Klussmann thanked Peat, Marwick, Mitchell & Co., for their examination and for their very prompt response to the Board's request. Other Board members also expressed their appreciation.

Member Dasher felt the Board should direct the administration to take the necessary steps involved in buying computer programs to implement the auditors recommendations. He pointed out on a long term basis it is much cheaper to buy the program than to hire a programmer. Chairman Klussmann felt a motion to that effect was unnecessary and, with the consensus of the Board, directed that the administration explore this suggestion and obtain the appropriate data for the Board. The committee will then discuss it, but any action will be taken by the Board.

Chairman Klussmann reported on other appointments since the last Board meeting: Member Bone is now serving as Board representative for negotiations with the faculty; Member Tomchek will serve as Board liaison for the Master Plan.

Prior to giving his report, President McGrath stated there was a technicality that Dr. Perry had reminded him about. Dr. Perry stated he had been informed by Mr. Dolejs that although the budget had been approved, there were two resolutions to be read into the record and approved--the budget resolution and the levy resolution.

1978-79
 Budget
 Resolution

Dr. Perry read the following resolution:

WHEREAS the Board of Trustees of Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 1978 to June 30, 1979, and the Secretary of this Board had made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon;

AND WHEREAS a public hearing was held as to such budget on the 10th day of August, 1978, notice of said hearing being published in the Barrington-Courier Review and in Paddock Publications, newspapers published in said Community College District, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

NEW BUSINESS:
1978-79
Budget
Resolution
(cont.)

Section 1. That the fiscal year of this college district be and the same is hereby fixed and declared to begin on the 1st day of July, 1978, and end on the 30th day of June, 1979.

Section 2. That the following budget containing an estimate of amounts available in the Educational, Operations, Building and Maintenance, Bond and Interest, and Site and Construction Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

Member Dasher moved, Member Weber seconded, that the Board adopt the resolution as read.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Tax
Levy
Resolution

Dr. Perry read the following resolution for the adoption of the levies:

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 1978 be approved and adopted by the Board of William Rainey Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, on or before Tuesday, September 26, 1978;

We hereby certify that we require the sum of \$3,800,000 to be levied as a special tax for Educational purposes on the equalized assessed value of the tax property of this district for the year 1978.

We hereby certify that we require the sum of \$1,400,000 to be levied as a special tax for Operations, Building and Maintenance purposes on the equalized assessed value of the tax property of this district for the year 1978.

We hereby certify that we require the sum of \$61,604 to be levied as a special tax for Liability Insurance Premium purposes on the equalized assessed value of the tax property of this district for the year 1978.

NEW BUSINESS:
Tax
Levy
Resolution
(cont.)

We do hereby certify that we require the sum of \$47,492 to be levied as a special tax for 1977 deficiency in the Cook County extension.

Member Bone moved, Member Weber, the adoption of the tax levy resolution as read.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

PRESIDENT'S
REPORT:

President McGrath thanked Chairman Klussmann for her introduction at the beginning of the meeting, stating he was very pleased and proud to be at Harper. He reported he had met with all the staff, except the faculty. Commenting on the staff's tremendous openness and desire to work together in the continued development of the college, he stated he felt this was most important. President McGrath stated a major attempt will be made this year to bring the staffs together in terms of the operation of the college, to make each member of the college from the Board on down feel the worth and importance of their contribution to the college. He discussed other pressing issues--the spandrel, the budget, the referendum, and negotiations. Beyond those issues, he felt an essential issue was the reorganization of the college and stated he had asked people to make recommendations concerning this. He reported these were some of his goals for his first year.

President McGrath reported the college had received word from the ICCB that the college had received the Certificate of Recognition (registration with the State Education Department). He stated the next visitation is scheduled for 1981.

President McGrath extended congratulations to Mr. Richard Sanderson, who has earned his Doctorate at the University of Michigan, and to Professor E. L. Lancaster, who has received his Doctorate in Music Education at Northwestern University.

President McGrath reported that Ms. Shirley Phillips, of the Operating Room Technology Program, and Mr. Ray White, of LRC, are both in the hospital.

President McGrath informed the Board of the tragic death of the son of William Foust, faculty member, during the past week, stating Mr. Foust would prefer not receiving any phone calls. However, he stated he was sure Mr. Foust would appreciate any expression of sympathy from members of the Board and staff.

PRESIDENT'S
REPORT:

President McGrath discussed the program held the previous evening for approximately 450 parents of students. A program was presented introducing them to Harper College and tours were conducted by the Counseling staff. He thanked the Counseling staff, and in particular Joann Powell, for organizing this program which President McGrath felt was very successful.

President McGrath stated copies of the Student Activities annual budget and copies of the analysis of the transfer data of students leaving Harper and attending senior institutions are available for the Board. He reported that students who transfer continue with a very high academic average of 2.86, one of the things that makes Harper a college of national worth. He also reported that 70 percent of those that transfer have either earned their degree after three years or are still in continuance. President McGrath expressed gratitude to the academic community and support community for this fine record.

President McGrath mentioned various brochures available on workshops and seminars to be held during the fall semester. He stated he is looking forward to greeting the returning faculty on Tuesday, Aug. 15. There will be a two day workshop and orientation for the faculty, with the theme of the workshop the Master Plan.

ADJOURNMENT:

Member Weber moved, Member Dasher seconded, that the meeting be adjourned at 9:45 p.m. Motion carried.

Chairman Joan Klussmann

Secretary Natalie Weber