

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

November 9, 1978

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - October 15 and October 31, 1978
 - C. Estimated Payroll November 1 thru December 31, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Contract Rider, Associate Dean of Liberal Arts Exhibit VIII-B
 - C. RECOMMENDATION: Leave of Absence, Faculty Exhibit VIII-C
 - D. RECOMMENDATION: Approval of Telephone Cable Easement Exhibit VIII-D
 - E. RECOMMENDATION: Purchase of New Payroll System Exhibit VIII-E
 - F. RECOMMENDATION: Facilities Charges & Fee Structure, Building M & Outdoor Athletic Facilities Exhibit VIII-F
 - G. RECOMMENDATION: Approval of Section 504, Compliance Plan for Harper College Exhibit VIII-G
 - H. RECOMMENDATION: U.S. Dept. of Commerce - Auxiliary Office Exhibit VIII-H
 - I. BOARD INFORMATION: Bookstore Purchases for Resale in Excess of \$2,500 Exhibit VIII-I
 - J. BOARD INFORMATION: Grants Application Status Report Exhibit VIII-J
- 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, November 9, 1978.

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Klussmann on Thursday, November 9, 1978, at 8:06 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

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

Absent: Member David Tomchek

Also present: James J. McGrath, Felice Avila, Michael Bartos, Roger Bechtold, Martha Lynn Bolt, Pat Bourke, Donald Carlson, Dan Cash, Bob Chantry, Robert Cormack, Ray DePalma, Anton Dolejs, George Dorner, Al Dunikoski, Ted Dybos, Jr., Ambrose Easterly, Guerin Fischer, John Gelch, Barbara Gooch, Chuck Harrington, Fred Inden, Roy Kearns, Dan Klingenberg, Soter Kokalis, Henry Kurowski, Jack Lucas, Liz McKay, William Miller, Don Mistic, John Morrow, Robert Nolan, Jeanne Pankanin, Joann Powell, Robert Powell, Anne Rodgers, Ralph Rohling, Elaine Stoermer, Andrew Suk, Fred Vaisvil, George Voegel, Fred Walters, Dave Williams, Regina Witort, Joan Young--Harper College; Alan Bergstrom, Scott Dever, Debbie Durster, David Flesher, Paul Johnson, Scott McCulley, Jody Saunders, Debbie Teschke--Harper Students; Patricia Broughton, Countryside Newspapers; Jerry Hansen, Paddock Publications; Judith Gamoran, Frank Regan, W. W. Bertrand, and Tom DeSeve.

Chairman Klussmann welcomed members of the community, staff and students. She also congratulated the Harper football team for taking first place in the State.

MINUTES: Corrections were made as follows: On page 11, change "Mr. Miller" to "Dr. Williams" on the second line of the last paragraph; and on page 14, change "Member Bond" to "Member Bone".

Member Weber moved, Member Dasher seconded, approval of the minutes of the regular Board meeting of October 12, 1978, as corrected. Motion carried.

CITIZEN PARTICIPATION: Mrs. Judith Gamoran and Mr. Frank Regan of the Palatine Library Board requested the Board of Trustees' support of their efforts to establish the Palatine Historical Library. Mrs. Gamoran stated that she and Mr. Regan are working diligently to complete the restoration of the facilities, and support from Harper College will demonstrate to the Foundation funding the project that the Historical Library will be a valuable resource and enrichment for the college community.

Mrs. Klussmann suggested that Mrs. Gamoran's request be taken up during the Communications section of the agenda and the Board will ask questions at that time.

CITIZEN
PARTICIPATION:
(cont.)

Mr. William Miller, President of the Faculty Senate, said that a lot of concern was expressed at the Faculty Senate meeting that day regarding contractual interpretations. He was requested to express this concern through a motion passed by the Faculty Senate:

"It was moved that the president apprise the Board at tonight's meeting of the Senate's amazement, dismay and disgruntlement at the administrative interpretation of the workload provision of the master contract which increases the workload of the faculty to a mandatory overload even though it was apparently a clear understanding on both sides at the negotiations table that there would be no mandatory overload assignments except in dire emergency, and of the Faculty Senate's intent to institute a class action grievance under the contract to remedy this."

Mr. Miller added that he is aware of the Board's request that problems be discussed with the President. However, they did not become aware of the problem until sometime last week. A meeting has been arranged for Monday with Dr. Williams, and Mr. Miller stated that it is hoped the problem can be resolved at that time. Mr. Miller said that the Senate is objecting to the unilateral interpretation of the contract.

Mr. McGrath stated that he appreciates Mr. Miller's contacting him prior to the Board meeting and that there will be a meeting with representatives of the Faculty Senate.

DISBURSEMENTS:
Bills Payable

Member Munson moved, Member Dasher seconded, approval of the bills payable as of November 9, 1978, as follows:

Educational Fund	\$968,651.26
Building Fund	539,927.86
Site & Construction Fund	3,053.90
Bond & Interest Fund	1,425,779.10
Auxiliary Fund	271,730.14
Restricted Purposes Fund	176,234.56

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Payrolls and
Estimated
Utility Bills:

Member Nicklas moved, Member Bone seconded, approval of the payroll of October 15, 1978, in the amount of \$466,795.42; the payroll of October 31, 1978, in the amount of \$467,990.48; the estimated payroll of November 1, 1978 thru December 31, 1978, in the amount of \$1,883,593.59; and the estimated utility bills for January in the amount of \$58,267.00.

DISBURSEMENTS: Upon roll call, the vote was as follows:
Payroll and
Estimated Ayes: Members Bone, Dasher, Klussmann, Munson, Nicklas
Utility Bills and Weber
(cont.) Nays: None

Motion carried. Member Mariahazy voted aye.

Financial Statement Mrs. Nicklas mentioned the billing procedures of the Board attorney. She was a little concerned because the billing was so far behind and, although the attorneys are paid a retainer's fee, there is no listing under encumbrances. Dr. Perry said that that would be taken care of. He added that the legal firm has indicated they would be down to a 30-day billing period by the end of December.

Budget Transfers Member Munson moved, Member Nicklas seconded, approval of the Educational Fund budget transfers in the amount of \$3,520.00 and the Building and Maintenance Fund budget transfers in the amount of \$940.00 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, Dasher, Klussmann, Munson, Nicklas
and Weber.
Nays: None

Motion carried. Member Mariahazy voted aye.

Bid Awards Member Nicklas moved, Member Weber seconded, approval of the following bid awards in Ex. V-F:

- V-F1 Award the bid to Printech as low bidder in the amount of \$11,045.40 for printing of spring course schedule.
- V-F2 Award the bid to Duro-Pave Company in the amount of \$10,857.00 for parking lot for handicapped.
- V-F3 Award the bid to Suburban Audio-Visual as low bidder in the amount of \$4,147.50 for video tapes and cassettes.
- V-F4 Award the bid to Lavin Roofing Company in the amount of \$16,300.00 for the installation of metal roofing on Building A.
- V-F6 Award the bid to Fischer Scientific Company as low bidder in the amount of \$3,130.40 for microscopes for the Biology Department.
- V-F7 Award the bid to Frito-Lay Company in the amount of \$4,984.50 for snack items for use by Food Services.
- V-F8 Award the bid for rental of buses for the Intercollegiate Athletic Program for the Winter 1978-79 season to Schaumburg Transportation Company as low bidder in the amount of \$3,405.00.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Bid Awards

(cont.)

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Member Weber moved, Member Mariahazy seconded, approval of the following bid award in Ex. V-F:

V-F5 Award the bid to the IBM Corporation as low bidder in the amount of \$3,194.68 for various forms used by the Data Processing Department.

Upon roll call, the vote was as follows:

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

Nays: None

Abstain: Member Nicklas

Motion carried. Member Mariahazy voted aye.

Change Orders

Member Weber moved, Member Nicklas seconded, that the Board ratify the submittal of proposed change orders for Buildings "I" and "J" to the Capital Development Board in the amount of \$2,730.84.

Dr. Dasher said that he had gone over the change orders very carefully with the architect and Mr. Mistic. He recommended approval in order for the building to proceed.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

Mrs. Klussmann reiterated Mrs. Gamoran's desire to have the Harper Board express support for the Palatine Historical Library. President McGrath stated that he had a meeting with Mrs. Gamoran, and briefly with Mr. Regan, and recommended that the Board give their letter of support for the project.

Mrs. Gamoran answered questions from Board members. She stated that they are not asking for money, only a letter. She also requested that the letter be directed to the Library with no mention of a particular foundation since they would like to include Harper's letter for other sources of funding in case they are unable to obtain funds from the Chicago Community Trust.

The Chairman requested that President McGrath write a letter for the Board.

DISBURSEMENTS: Member Dasher moved, Member Munson seconded, that the Board ratify
Change Order submittal of proposed change orders for Building "M" to the Capital
Development Board in the amount of \$11,317.65.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

COMMITTEE Jan Bone reported on the policy workshop sponsored by the ICCTA at
REPORTS: the Arlington Hilton. She will provide Board members with notes
on the topics discussed.

Policy Manual As chairman of the Policy Manual Review committee, Mrs. Bone called
Committee for an open meeting of the committee for the purpose of revising
the Board Policy Manual to conform with the faculty collective
bargaining agreement of October 18, 1978.

Member Bone moved, Member Dasher seconded that, in accordance with
B.L. 1.6.2., the first reading of these revisions will be made at
the committee meeting with final action to be taken on these
revisions at the December 14, 1978 meeting of the Board.

There was discussion on whether the first reading should be done
at a regular Board meeting. It was finally agreed that in order
to conform with Board bylaws, the Board would adjourn to another
meeting for the first reading of the revised Policy Manual. The
date would be set at the close of the meeting.

Member Bone withdrew her motion and Member Dasher withdrew his
second to the motion.

Building On the Building Committee, Dr. Dasher reported that the completion
Committee date is November 20th, and although he is pessimistic, he is
hopeful that the roof of Building A will be fixed, the spandrel
repaired and the bridge between Buildings A and C completed by
the next regular Board meeting.

Finance Regarding the Finance Committee, Dr. Dasher had two comments. As
Committee of October 31, the interest account has already earned 80% of the
interest budgeted for the whole year which is half as much as the
interest earned all of last fiscal year. He congratulated the
staff for this accomplishment.

Concerning the budget, Dr. Dasher said that as of the first
semester, the total number of credit hours is 5.4% below budget
and 2.9% below 1977-78. Unfortunately, an increase had been bud-
geted, so in addition to the budgeted deficit of \$990,000 the
college is faced with another \$340,000 deficit. When next year's
budget is discussed, Dr. Dasher cautioned that these are the
deficits the Board has to face. Regarding the corporate property
tax that was defeated, Dr. Dasher said this means \$330,000 less
income for the college. Instead of \$1.3 million, the deficit would
run to \$1.6 million.

NEW BUSINESS: Member Munson moved, Member Mariahazy seconded, that the Board of
Personnel Trustees approve the personnel actions shown in the attached
Actions Exhibit VIII-A-1, as follows:

Classified Staff Appointments:

Joan Quandee, Safety Officer, 9/18/78, \$10,646
 Carol Poierier, Administrative Secretary, 10/3/78, \$9,780
 Teresa Bachara, Clerk Typist I, 10/2/78, \$3,124
 Robert Hughes, Safety Officer, 10/9/78, \$10,646
 Eileen Dunham, Clerk II, 10/9/78, \$7,812
 Margaret Ringham, Acctg. Clerk II, 10/9/78, \$8,628
 Jeri Ebert, Child Care Attendant, 10/10/78, \$1,512
 Jean Thiel, Clerk Typist II, 10/13/78, \$3,008
 Michael Casey, A.V. Technician II, 10/16/78, \$7,555
 Sharon Angell, Acctg. Clerk Trainee, 10/18/78, \$7,332
 Barbara Litrenti, Secretary I, 10/17/78, \$8,292
 Victoria Johnson, Messenger, 10/16/78, \$6,480
 Marcia Davis, Safety Officer, 10/16/78, \$10,646

Professional Appointments

Lillian Fair, CETA Training Specialist, 10/2/78, \$8.50/hr
 Joyce Meisenheimer, CETA Training Specialist, 10/2/78, \$7.72/hr
 Andrew Suk, Media Systems Engineer, 10/30/78, \$15,887
 Fred Waters, Student Activities Advisor, 10/30/78, \$12,324

Classified Staff Resignations

Pamela Smith, Clerk II, 10/9/78
 James Galiardo, Safety Officer, 10/6/78
 Marty Marks, A.V. Technician II, 10/10/78
 June Nissley, Secretary II, 10/1/78
 James Wales, Safety Officer, 10/20/78

Professional Resignations

Paul Swanson, Safety Foreman, 10/6/78

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Member Weber moved, Member Mariahazy seconded, that the Board approve the rider for the reappointment of Mr. Robert Powell as Acting Associate Dean of Liberal Arts, in the amount of three (3) weeks prorated pay for the additional time required during the period of January 10, 1979 through June 8, 1979, to be paid from account number 112-980-511 in ten (10) installments.

Upon roll call, the vote was as follows:

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

NEW BUSINESS: Motion carried. Member Mariahazy voted aye.

Personnel

Actions

(cont.)

The Board congratulated Mr. Powell on his reappointment.

Member Weber moved, Member Munson seconded, the granting of a leave of absence without pay for the spring semester 1979 (January 10, 1979--May 20, 1979) and the fall semester of 1979 (August 21, 1979--December 22, 1979) in accordance with Article IV-A of the 1978-79 Collective Bargaining Agreement, for Mr. Edward Downs, Associate Professor of Criminal Justice.

Mrs. Munson commented that sometimes people say that teachers are not in touch with the real world; however, through granting of leaves such as this, our faculty does keep in touch with the real world. Mrs. Klussmann explained that Mr. Downs is an attorney and he is requesting this leave to allow him to update his knowledge in criminal law. This would allow him to better inform his students of what is going on in the area of criminal law. It was confirmed that adequate coverage will be available while Mr. Downs is on leave.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Telephone

Cable

Easement

Member Weber moved, Member Bone seconded, that the Board approve the granting of an easement to the Illinois Bell Telephone Company for the installation of underground cable.

Dr. Perry explained that the telephone company had requested this in view of the possibility that they would need to feed power to Square D Corporation across the street. The administration had foreseen the difficulty of burying cable on a steep bank along Roselle Road, and since they did not want to disturb the trees and shrubbery at the corner, and since this is in line with Harper's present electrical system along the perimeter road, he recommended approval of the telephone company's request.

It was confirmed that there is no payment to Harper but that the College is not committed financially to any of the work that will be done.

Motion carried.

Payroll

Computer

System

Member Weber moved, Member Dasher seconded, that the Board approve the purchase of the Oakton Community College Payroll System for \$6,000 plus establishment of \$9,000 as a contingency to cover outside computer programming expenditures that may be necessary to complete the installation.

NEW BUSINESS:

Payroll
Computer
System
(cont.)

Dr. Perry stated that in comparing this with the two other systems available, this is the very best option and appears to be the most up-to-date in the entire Midwest.

In response to questions from the Board, Mr. Chantry explained that Oakton College took its developmental cost and applied 20% to arrive at the \$8,000 figure. The \$2,000 cost for Harper's address label system was an arbitrary amount. The \$2,000 figure does not cover actual cost since the teleprocessing system was the first ever developed by Harper and a great deal of time was spent on this first attempt. Mr. Chantry further explained that the payroll computer system being purchased was installed three years ago for Niles High School and was subsequently modified to handle Oakton's payroll.

Mrs. Klussmann said that the college does not necessarily have to spend the entire \$9,000 allocated for contingency; it was placed in the budget just to be on the safe side.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Building M

Member Weber moved, Member Munson seconded, the approval of the fee structure for Building M and outdoor athletic facilities.

Dr. Dasher stated that he sat in on the meetings of the committee and he feels they have done an excellent job. The most difficult work, he said, was determining the proper price for the fee schedule. It is best to keep in mind that this is just a start and is the best that can be done under the circumstances, and that the fee structure may change in the future.

Dr. Fischer made a presentation of the physical education facility and the programs that will be offered. He commended the advisory committee for their help in developing the P.E. program. He went through the organization chart and explained that it reflects current staffing and some new positions being proposed to the Board. Because the building is an academic facility, the instructional area has priority, he said, and committee members are aware of the potential for changes in the schedules that have been adopted. Dr. Fischer expressed the committee's desire to have good outfront planning in advertising the programs and services to the community so that all constituents are treated equally. There is a need to bring in some income to take care of the deficits. There will be a higher charge for profit organizations than for non-profit organizations.

Mrs. Weber inquired about the status of the cardiac exercise technician program. Mr. Gelch explained that there are certain equipment and staffing requirements for the laboratory and there is no provision for adding the staff at this time although some basic equipment will be available in the present offering. The

NEW BUSINESS:
Building M
(cont.)

implementation of the program will have to be delayed. Mrs. Weber indicated the possibility of tapping some of the resources in allied health within the community.

Dr. Fischer emphasized that students with ID cards can utilize the facility free of charge when it is not being used for instructional purposes. There will also be open times during the week when faculty and administration can use the facility depending on instructional time needed. The committee consistently stated that the schedule be designed for extensive use by the students since the Student Senate has helped underwrite some of the major equipment for this building.

After additional discussion, Dr. Fischer thanked the committee for the work and indicated that this will be the start of an ongoing community advisory group.

President McGrath and Mrs. Klussmann thanked Dr. Fischer and everyone who worked very hard on Building M.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Section 504

Member Weber moved, Member Bone seconded, that the Board of Trustees approve the plan for institutional compliance with Section 504 of the Rehabilitation Act of 1973.

Board members congratulated the college staff for putting the document together. Mrs. Bone commented that this plan proves that Harper is sensitive to the needs of the handicapped students and that the college is conforming with all mandates.

Dr. Fischer mentioned that credit should go to Liz McKay who put the compliance plan together. Mrs. McKay thanked the Board for granting her the leave last summer which made possible the beginning of the plan presented.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

U.S. Dept.
of Commerce

Member Nicklas moved, Member Weber seconded, that the Board of Trustees grant the request of the U.S. Department of Commerce that Harper College house the Northwest Suburban Auxiliary Office.

NEW BUSINESS:
U.S. Dept. of
Commerce
 (cont.)

Dr. Cormack reported that the administration supports the request by the U.S. Department of Commerce. He said that the Department's auxiliary office is really in the education business and the administration is pleased to know that it has strong support from the business community. Through the efforts of Mr. Tom DeSeve who heads the office, a seminar series on export business is currently running at the college and has been drawing 70 to 80 business members per seminar with top people in the business community serving as lecturers. Some of the benefits of having the auxiliary office on campus are Mr. DeSeve's availability as guest lecturer to bring new dimension to the program, the Department of Commerce's library as a resource on campus, and greater interchange to build a large conference program in the future.

Pres. McGrath added his support and reiterated the benefits to the business community, the students and faculty.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Bookstore
 Purchase

Mr. Klingenberg explained that with this new business office policy, bookstore purchases for resale in excess of \$2,500 will be submitted to the Board, although after the fact, in order to comply with statutes and Board of Trustees policies. In the past, the college had not been following college procedures as strictly as it should.

PRESIDENT'S
REPORT:

President McGrath announced a bill being prepared by ICCB and IBHE staff for funding of replacement for education equipment. He said that one of the serious problems the college faces is equipment replacement, particularly in the health area. Out of the \$8 million funding, Harper's share will be about \$300,000.

Regarding the Continental Bank Word Processing Center at Harper, President McGrath reported that there are 20 students working in the area and 29 are scheduled for next semester. The bank is very pleased with the operation of the center which is a credit to the secretarial science staff.

President McGrath described the visit of Paul Sorvino, Broadway actor, who came to the campus to visit with the hearing impaired students so he could better portray a person with hearing impairment.

The President also reported on a presentation he gave about Harper College to 30 of the mayors and chief administrators of the township through the Northwest Municipal Conference. He gave the same presentation to the Northwest Association of Commerce and Industry which had about 250 area businessmen in attendance.

PRESIDENT'S
REPORT:
(cont.)

President McGrath reported meeting with district superintendents where they discussed mutual concerns, particularly in the area of continuing education where closer cooperation could be established with Dr. Gilbert of District 214 and Dr. Kolze of District 211.

He also announced undertaking a series of meetings with handicapped students in order to become more sensitive to their specific educational and living problems.

President McGrath congratulated the Harper football team on their first championship and encouraged everyone to watch their final match with Minnesota on November 18th. He also congratulated the women's tennis team which won the regional championship. On the academic side, the President mentioned the trophies won by two Harper students at Illinois State University for entertainment speaking. He also mentioned that the faculty and students are working hard on the production of "Cabaret" to open that evening.

He announced the resignation of Mr. Robert Chantry who will be going to the City Colleges of Chicago to accept the position of Vice Chancellor for Management Information Systems. He commended Mr. Chantry and the Chicago City Colleges for the professional manner in which Mr. Chantry was recruited. He said that the appointment is a credit to Mr. Chantry and to Harper College and shows what a magnificent job he has done.

The Board congratulated Mr. Chantry.

President McGrath announced the resignation of Susan Stob, coordinator of the Community Development Education Center to accept the position of division head of public programs at the Field Museum of Natural History.

President McGrath informed the Board that he is working on the budget situation and that at the end of the month or early next month, he will have the first round of budget cuts for the Board to look at.

ADJOURNMENT:

Member Munson moved, and Member Dasher seconded, that the meeting be adjourned to Thursday, November 30, 1978, at 8:00 p.m. in the administration building of Harper College.

Chairman Joan Klussman

Secretary Natalie Weber