

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 14, 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 - November 15 and November 30, 1978
 - C. Estimated Payroll December 1 thru January 31, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
 - H. Bookstore Purchases in Excess of \$2500
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Leave of Absence, Faculty Exhibit VIII-B
 - C. RECOMMENDATION: Leaves of Absence, Classified Staff Exhibit VIII-C
 - D. RECOMMENDATION: Contract Riders, Faculty Exhibit VIII-D
 - E. RECOMMENDATION: Approval of Board Policy Manual Changes Exhibit VIII-E
 - F. RECOMMENDATION: Approval of Peat, Marwick, Mitchell & Company Audit Reports Exhibit VIII-F
 - G. BOARD INFORMATION: Master Planning Update, Dr. John Muchmore
 - H. BOARD INFORMATION: Grant Status Report Exhibit VIII-H
- 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, December 14, 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, December 14, 1978, at 8:05 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, Shirley A. Munson, David Tomchek, Natalie C. Weber, and Student Member Peter Mariahazy
Absent: Member Jessalyn M. Nicklas

Also present: James J. McGrath, Bob Chantry, Robert Cormack, Jefferson Covey, Anton A. Dolejs, George Dorner, Theodore J. Dybos, Jr., Frank Firak, Guerin Fischer, Marianne Gasparaitis, Barbara Gooch, Jean Goodling, Chuck Harrington, Bill Howard, Fred F. Inden, Nancy Jack, Kevin King, W.D. Klingenberg, Henry J. Kurowski, John Lucas, Jean E. Lytle, John Madej, Liz McKay, Bill Miller, Don Misic, John Morrow, LeRoy Mottla, John Muchmore, Jeanne Pankanin, James D. Perry, Joann Powell, Robert Powell, Henry Roepken, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, George Voegel, Dave Williams, Betty Windham, Regina Witort, Robert Wyman, Joan Young, and Muriel Zobott--Harper College; Alan Bergstrom, Scot Dever, Paul Johnson, Pat McGrady, Lynda Mueller, Jody Saunders, and Debbie Teschke--Harper Students; Patricia Broughton---Countryside Newspapers; and Lorelei Cole and Joanne Coville---Peat, Marwick, Mitchell & Company.

Chairman Klussmann welcomed members of the student body, staff and community, and wished everyone a joyous Christmas.

MINUTES: Member Dasher moved, Member Bone seconded, approval of the minutes of the regular Board meeting of November 9, 1978, and the adjourned Board meeting of November 30, 1978, as submitted. Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Munson moved, Member Bone seconded, approval of Bills Payable the bills payable of December 14, 1978, as follows:

Educational Fund	\$321,273.31
Building Fund	68,883.20
Site & Construction Fund	105.00
Auxiliary Fund	138,686.78
Restricted Purposes Fund	274,713.23

Member Nicklas entered the meeting at 8:07 p.m.

DISBURSEMENTS:

Bills
Payable
(cont.)

There were several checks listed which related to seminars, and Member Munson noted that the dates of the seminars are no longer included in the description column. As this is helpful in identifying seminars, Mr. Wyman stated the dates would be included in the future.

Referring to check #50721 to the college attorneys, in the amount of \$9,555, Member Nicklas asked if the attorneys' billing was now up to date. Dr. Perry explained this payment was for the months of August and September, and the October billing is in the mail. The legal firm (Robbins, Schwartz, Nicholas & Lifton, Ltd.) has indicated they will be billing the college on a monthly basis from now on. Dr. Perry stated the retainer has already been encumbered. Member Nicklas noted the fees already amount to \$15,000, with \$19,000 left in that account for the rest of the year. She felt it was important that these bills are kept up to date.

Member Nicklas commented on the chargebacks to Waubonsee and Triton Colleges. She discussed the need to keep track of these chargebacks, of the kinds of programs involved, and whether or not they are increasing, so this can be taken into consideration in future planning.

Member Nicklas also asked about student refunds. She asked if any study has been done on whether the refunds are increasing or decreasing, and if there are any particular reasons for them. Dr. Perry stated the refunds are being looked into and he will report back on this to the Board.

Member Weber referred to a program at McHenry County College where certain Master's Degree courses will be offered in cooperation with several other colleges. Dr. Williams stated the program at McHenry is a consortium of some of the private institutions in the Chicago area. He stated Harper has been articulating with public institutions, such as Northern Illinois, Illinois State and the University of Illinois, about graduate programs. Harper has had some programs with Elmhurst College and Northeastern Illinois University. He stated he will obtain more information about the consortium in which McHenry County College is involved.

Member Tomchek referred to check #30006 in the Restricted Purposes Fund to the Bank & Trust Travel Service. Dr. Perry explained this was for tickets for two students attending a conference in Houston for the Harbinger. Member Tomchek, referring to the freeze on travel, asked if separate standards were applied to student travel from those applied to faculty travel. Member Nicklas suggested this is part of the student direction with student activities and stated this money came from the Student Activities Fund approved

DISBURSEMENTS:

Bills
Payable
(cont.)

by the Board in June. Member Tomchek felt if the travel freeze does not apply to certain areas, this should be clarified. President McGrath stated the travel freeze applies to the Educational Fund and the Building and Maintenance Fund. There is no travel freeze on the Student Activities Fund at this point. Member Weber felt it was important to point out this is students' money and is from their budget approved in June. Member Tomchek pointed out that at the present time the Educational Fund is subsidizing the Student Activities Fund in a significant amount, and he felt this was a serious conflict. Member Nicklas stated the Board needs to consider the value placed on a certain activity and its importance to the students.

Member Munson mentioned the large amount of bills to IBM, noting these are for deferred billing on rental units. Mr. Chantry explained the paper work that has been involved (Board approval of change orders, etc.) and stated these bills represent payment to IBM from the first of the year. Member Dasher noted that the Data Processing Center had a \$32,000 savings in the last budget, as opposed to the Program Budget.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Payrolls
and
Estimated
Utility
Bills

Member Weber moved, Member Nicklas seconded, approval of the payroll of November 3, 1978 (staff retroactive pay) in the amount of \$35,246.91; the payroll of November 14, 1978 (faculty retroactive pay) in the amount of \$40,745.84; the payroll of November 15, 1978, in the amount of \$477,405.12; the payroll of November 30, 1978, in the amount of \$476,102.68; the estimated payroll of December 1, 1978 through January 31, 1979, in the amount of \$1,921,318.22; and the estimated utility bills for February, 1979, in the amount of \$58,180.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

DISBURSEMENTS:

Financial
Statements

On behalf of the Finance Committee, Chairman Klussmann explained there are two reasons why the format for the financial statements has not been revised: a method of projecting it on a monthly basis is being considered and investigated by Dr. Perry and his staff and work on the payroll has been a priority item. Dr. Dasher commented on the receivables and payables in various funds, noting that at least 1/2 million dollars is balanced, as opposed to 2½ million dollars out of balance last month.

Budget
Transfers

Member Munson moved, Member Nicklas seconded, approval of the Educational Fund budget transfers, in the amount of \$8,970.00, and the Building and Maintenance Fund budget transfers, in the amount of \$3,830.00, 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, Tomchek and Weber
Nays: None

Motion carried. Member Mariahazy voted aye.

Bid Awards

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

- V-F2 Award the bid to the low bidder, Rowlands Co., in the amount of \$3,200.00, for a turf mower for use by the Roads and Grounds Department;
- V-F3 Award the bid to the low bidder, Brown's Industrial Uniform Co., in the amount of \$4,462.50, for uniforms for use by the Physical Plant Division;
- V-F4 Award the bid to the low bidder, Activision Aids, in the amount of \$2,748.00, for fluorescent lamps and flood lights;
- V-F5 Award the bid to the low bidder, James Mansfield Roofing Co., in the amount of \$23,275.00, for the installation of new metal roofing on the west section of Building "D."
- V-F6 Award the bid to the Daddosio Co., in the amount of \$6,600.00, for the construction of a concrete sidewalk and stairs on the west side of Building "A."
- V-F7 Award the bid to the low bidder, Roberts Press, in the amount of \$3,190.00, for the printing of Point of View publication;

DISBURSEMENTS:
Bid
Awards
(cont.)

V-F9 Approve the issuance of a change order for Food Service Department to Railton to increase the total from \$10,000.00 to \$16,000.00 (P.O.D10120).

Member Munson noted the detailed specifications in the uniform bids and wondered if this would lock the college in. Mr. Inden stated government specifications were used and all leading manufacturers can respond to these specifications. Referring to F5, Member Munson noted the specifications for new metal roofing were not detailed in the exhibit and hoped the back-up material was detailed. Dr. Perry explained that very good specifications were used. In response to a question from Member Weber, Mr. Kurowski explained the lights in Ex. F4 were to be used for replacements throughout the campus.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Member Bone moved, Member Munson seconded, approval of bid awards V-F1 and V-F8, as follows:

V-F1 Approve a lease/purchase agreement to IBM Corp., in the amount of \$5,012.91, and the approval of the cancellation of a rental agreement for Mag Card typewriters to IBM.

V-F8 Approve the cancellation of P.O.D10627 to IBM Corporation for rental of one Mag II typewriter, and the approval of a lease/purchase agreement to IBM Corporation for one Mag II typewriter in the amount of \$1,348.90.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Change
Orders

Member Munson moved, Member Weber seconded, that the Board ratify the submittal of the proposed change orders P-4 and G-11 to the Capital Development Board. The total amount of the change orders is \$3,868.20.

Member Munson noted the exhibit indicated Member Dasher had reviewed one of the change orders and considered it

DISBURSEMENTS:

Change
Orders
(cont.)

acceptable. She expressed the hope that it was not necessary to have a Board member's approval before change orders come to the Board. Member Dasher stated, as Chairman of the Building Committee, he felt it would simplify things if he went over the change order. He agreed he had no right to prevent anything from coming to the Board.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Bookstore
Purchases
in Excess
of \$2500

Member Weber moved, Member Mariahazy seconded, that the Board approve the listed purchase orders issued during October and November, 1978, in the amount of \$125,200.00 as per Ex. V-H 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, Tomchek and Weber

Nays: None

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

There were no communications.

UNFINISHED

BUSINESS:

Committee

Reports

--ICCTA

--ICCB

Member Bone stated she was unable to report on the ICCTA meeting as there was an ice storm in Springfield and the meeting was canceled. Any business scheduled for that meeting will be handled in January.

Member Nicklas reported she had attended a meeting of the Board of Higher Education where presentations were made by five higher education systems, including the Community College Board. She also attended a meeting with the BHE staff regarding funding and their recommendations. As the BHE recommendations did not take into consideration some of the things the ICCB had specified for next year, the representatives will be meeting in January to prepare a rebuttal and recommendations for the BHE. Member Nicklas spoke of her appointment to the Illinois State Scholarship Commission. She discussed some of the Commission's limitations on scholarships and how these affect community college students. Member Nicklas explained some of the things they hoped to have changed to make scholarships more available to community college students.

from the ICCTA.

--Building

Member Dasher reported the concrete work on Building "M" is completed and the window frames are in. How-

UNFINISHED

BUSINESS:

Committee

Reports

--Building
(cont.)

--Finance

ever the building is not closed in and consequently progress is still measurably slow. Buildings "I" and "J" are progressing well; most of the problem had been lack of concrete but that is moving along fairly well now.

Member Dasher discussed the memorandum he had sent to the Board in which he analyzed the income and expenditures of the past four years. He discussed the previous budget cuts, the dwindling surplus, and the message from the community in their two to one vote against the referendum. He recommended that the administration be directed to balance the budget for 1979-80. He realized this was a severe requirement, but stated he could see no other choice.

Member Weber pointed out the number one institutional goal is to work toward a balanced budget. Member Dasher stated, unfortunately, the college had not come close to balancing the budget.

Member Bone moved, Member Dasher seconded, that the Board direct the administration to present a balanced budget for 1979-80, with the provision that some exceptions may be made for purposes of educational quality or community desires upon the recommendation of the President and approval of the Board; and

Further, that the Board direct the administration to present a Building Fund budget which will enable us to retain our physical assets in a safe and usable condition; and also

That the Board direct the administration to budget on the assumption that our student population will continue to decline at the current rate.

A lengthy discussion followed. Member Weber asked for clarification as to why a formal motion was necessary when this is stated in the institutional goals. Member Dasher felt it was necessary to spell out in detail the amount of money available and to indicate the Board expects a balanced budget; therefore, he felt it was wise to have a motion.

Member Nicklas discussed the importance of this type of motion. Working toward a balanced budget has been an institutional goal, but she pointed out this was something the Board had hoped for, not a direct statement. Considering the present financial situation and also some communication with the community, Member Nicklas felt it is important to let the community know the Board has listened. The Board has a mission to serve the community. The motion provides that needs or desires expressed by the community will be studied by the administration. If recommended by the President, the

UNFINISHEDBUSINESS:CommitteeReports

--Finance

(cont.)

Board will then consider and perhaps make an exception in these cases.

Member Bone pointed out the motion asks the administration to present a balanced budget, but the final authority still rests with the Board.

Member Tomchek asked President McGrath how he saw his role and the role of the administration with respect to this motion. President McGrath felt the motion did carry more weight than the goal, but stated the onus is still on the administration and they will accomplish the job whether a motion is passed or not. Member Tomchek thought the motion was superfluous and expressed concern that suddenly it has become imperative that the budget is balanced. Member Tomchek felt the administration needs all the latitude possible so they can concentrate on maintaining the high level of educational excellence expected, and at the same time be mindful of the need to work toward a balanced budget. He felt the motion subordinates the role of education to the importance of fiscal excellence, and stated it should be reversed. Given the context of this discussion, Member Tomchek stated the administration would have sufficient direction. He felt the motion should be dropped.

Chairman Klussmann thought the motion takes into consideration the desires of the Board, as expressed in past discussions and in their goals, and also the desires of the community to see a more balanced budget. She felt the motion does give the administration flexibility to consider the variables which plague school districts.

In terms of drafting the motion, Member Tomchek expressed shock at the implication that educational excellence becomes an exception. Member Bone pointed out the question is educational quality, not educational excellence. She felt the point is to present a balanced budget, which does not mean that educational quality is necessarily sacrificed in the process of budgeting.

In a voice vote, the Board was in favor of calling the motion.

Upon roll call, the vote was as follows:

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

Nays: Members Tomchek and Weber

Motion carried. Member Mariahazy abstained.

UNFINISHED
BUSINESS:
Appointment
of
Committees

Chairman Klussmann announced that it is customary at this time of year to appoint the Goals, Policy, and Public Relations Committees. Because there have been so many changes during the past year, Chairman Klussmann stated she would like to keep the committees essentially the same, with one exception. She stated she was appointing Peter Mariahazy to the Goals Committee. She announced the committee memberships would be as follows:

Goals Committee: Natalie Weber, Chairman, and David Tomchek and Peter Mariahazy

Policy Committee: Jan Bone, Chairman, and Shirley Munson and Jessalyn Nicklas

Public Relations Committee: Shirley Munson, Chairman, and Jessalyn Nicklas and Natalie Weber

NEW BUSINESS:
Personnel
Actions

Member Dasher moved, Member Nicklas seconded, approval of the personnel actions in Ex. VIII-A-1, as follows:

Classified Staff Appointments

- Carolyn Larimore, Child Care Attendant, 11/2/78, \$1,210
- Ronald Simpson, Messenger, 11/20/78, \$6,481
- Mary Ellen Leon, Library Asst. I, 11/27/78, \$8,957
- Virginia Bischoffer, Clerk III, 11/6/78, \$7,716
- Marianne Gasparaitis, Sec. II, 11/1/78, \$9,408
- Marga Kozar, Cook II, 11/13/78, \$4,896
- Mary Anne Ochs, Admin. Secretary, 7/1/78, \$9,816
- Margaret Gorman, Personnel Specialist, 1/2/79, \$15,887

Classified Staff Resignations

- Jeri Ebert, Child Care Attendant, 10/31/78
- Alice Billings, Clerk III, 11/15/78
- Joyce Mariano, Sec. I, 11/1/78
- Victoria Marshall, Cook I, 11/7/78
- Mark Shibe, Messenger, 11/6/78
- Robin Aiken, Clerk I, 11/3/78
- Frank Ofiana, Graphic Artist II, 11/28/78
- Margie Johnson, LRC Clerk II, 11/30/78

Professional Resignations

- Susan Stob, Coord., Continuing Education, 11/10/78
- Ted Dybos, Lead Computer Operator, 11/17/78

Administrative Resignation

Robert Chantry, Dir. Computer Services, 1/6/79

Chairman Klussmann commented that the Board had previously expressed their regret that Mr. Chantry was leaving. Other Board Members agreed they were sorry to see him go.

Member Tomchek left the meeting temporarily.

NEW BUSINESS:

Personnel

Actions
(cont.)

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 Tomchek returned to the meeting.

Leave of
Absence--
Faculty

Member Dasher moved, Member Nicklas seconded, that Dr. Richard H. Lockwood, Professor of Humanities, be granted a leave of absence without pay for the Spring semester, 1979 (January 10, 1979 - May 20, 1979), in accordance with Article IV-A of the 1978-79 Collective Bargaining Agreement.

Motion carried.

Leave of
Absence--
Classified
Staff

Member Munson moved, Member Dasher seconded, approval of the following Long Term Leaves of Absence without pay, as per Ex. VIII-C, as follows:

Marie Angeloff, Custodian, as of Oct. 10, 1978

Betty Flynn, Custodian, as of Nov. 11, 1978

Ben Gardner, Maintenance Helper, as of Dec. 1, 1978

Motion carried.

Contract
Riders--
Faculty

Member Weber moved, Member Nicklas seconded, approval of contract riders for Physical Education coaches listed below for the number of days and salaries indicated, in the amount of \$1,882.50, based on faculty salaries for 1978-79:

Roger Bechtold, 6 days, \$461.54

Roy Kearns, 5 days, \$526.98

Robert Nolan, 5 days, \$526.98

John Eliasik, 5 days, \$367.00

In response to his questions, Member Tomchek was told this was a budgeted amount and that it is within the \$90,000 support from the Educational Fund. He asked if athletic activities are student activities. Dr. Fischer explained the riders are under the umbrella of inter-collegiate athletics which is underwritten by both the Educational Fund and the Student Activity Fund, with the larger share from the Educational Fund.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:
Policy
Manual
Changes

Chairman Klussmann explained the Board had considered the proposed changes to the Policy Manual at a previous meeting. These changes are being made so that the Policy Manual will conform to the faculty contracts. According to policy, the changes need to be considered at two meetings before formal adoption.

Member Bone moved, Member Dasher seconded, that the Board of Trustees Policy Manual be amended as indicated in Ex. VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Munson commented that she would like to see the Policy Committee reduce the size of the manual next year, particularly now with the Collective Bargaining Agreement. Member Bone stated that she and Dr. Williams will be reviewing the manual in January with that thought in mind, and with the guidance of the Board Attorney. Member Tomchek felt there are a lot of procedures included in the manual; he felt the goals' statement is more of a policy statement.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Peat, Marwick,
Mitchell
& Company
Audit
Reports

Chairman Klussmann stated several representatives from the auditing firm were in the audience, in the event any Board member wished to address specific questions to them.

Member Dasher moved, Member Nicklas seconded, that the Board accept the Audited Financial Statements, the Apportionment Aid Claim Data, the Disadvantaged Student Grant Audit, and the Educational Foundation Audit presented by Peat, Marwick, Mitchell & Co., as per Ex. VIII-F.

Member Munson asked if the Board is going to receive a specific letter from the auditors with their recommendations. Dr. Perry stated the administration had just reviewed the Management Letter with the auditors and it would be brought to the Board at the January meeting. Ms. Joanne Coville, a representative of the auditing firm, responded to several questions from the Board. She stated there had been no problem in obtaining the working papers from the previous auditing firm. The audit had taken three to five people three to six weeks at Harper. The Board expressed appreciation to the auditors for the notes included in the audits.

Motion carried.

NEW BUSINESS:Master
Planning
Update

President McGrath thanked all those who have participated in the Master Planning process, and, in particular, John Muchmore, the coordinator. He stressed the importance of the Master Planning process, pointing out that it will clarify some of the issues of policies and procedures, organization and administration. In addition, it will set the groundwork for the evaluation by the North Central Association next year.

Dr. Muchmore furnished the Board with copies of an Update of Master Planning Activities. Regarding the current status of activities, he stated the external agent is McManis Associates and the internal process has involved six task force groups.

A draft report is expected within a week from each of the task force groups. Dr. Muchmore commended those who have chaired the various task force groups; Scot Dever (student), Betty Windham, Janet Savin, Jean Lytle, Bruce Bohrer, and Rena Trevor. He spoke of the activities of these groups which have resulted in very productive dialogue among members of the institution. Dr. Muchmore felt the task force groups have accomplished a level of awareness on many institutional issues, and stated he believes a series of sound recommendations will emerge and that these will furnish a strong basis for re-accreditation next year.

Regarding external activities, Dr. Muchmore discussed the various tasks engaged in by Dr. Kinnison, primary agent for McManis Associates. Dr. Muchmore thanked Dr. John Lucas for the work he has contributed, stating Dr. Lucas has worked very closely with Dr. Kinnison. Dr. Kinnison has been involved in three areas: initial planning of the project; preparation of a set of Master Planning data tables; and initiation of an audit (checking of data). Dr. Muchmore stated McManis Associates have also engaged in interviewing a number of people on campus.

Dr. Muchmore discussed the remaining steps of the process, in which he felt the Board will take a much stronger part. The task force draft reports will be forwarded to McManis Associates next week, and they will begin work on a draft. At the January orientation session, the task force recommendations will be discussed with faculty, administration, and staff. Dr. Kinnison has requested an informational session be scheduled with the Board in January, and tentatively it is suggested this be held prior to the Board meeting. Dr. Kinnison and task force chairpersons would be present at this meeting to respond to questions. Dr. Muchmore discussed the need to select the issues which would have immediate and significant consequences for the community. Dr. Kinnison will furnish a modified draft of the report for the Board in March, and the

NEW BUSINESS:
Master
Planning
Update (cont.)

final draft will be presented in late March or early April. Dr. Muchmore informed the Board the project has not been without frustration, but stated it has been a productive experience.

Board members agreed both Dr. Muchmore and Dr. Lucas have done a tremendous amount of work, much more than the Board originally realized it would involve.

Chairman Klussmann referred to the proposal of McManis Associates in which they list, as one of their responsibilities, continuing supervision of the task forces. She asked Dr. Muchmore if he felt this had been true. Dr. Muchmore stated McManis Associates have been in constant telephone contact and also on campus a number of times. He felt they had done what they had said they would do up to this point. Member Munson expressed hope that it would be possible to incorporate the results of the Master Planning into the budget recommendations. She suggested this could be one of the controls for budget cuts. President McGrath stated some of the preliminary work has been completed and can be incorporated into the budget work. Dr. Muchmore pointed out that several of the task force groups have already interacted with the budget review committees.

On behalf of the Board, Chairman Klussmann expressed appreciation to Dr. Muchmore for his work with this committee and his report to the Board.

Grant Status
Report

Chairman Klussmann noted that the Grant Status Report in Ex. VIII-E was for information only. Several Board members expressed appreciation for the format now being used in this report.

PRESIDENT'S
REPORT:

President McGrath reported ICCB approval had been received for the Associate Degree in Science in the Health Education Program. He noted the importance of this approval in terms of the program for "M" Building.

President McGrath stated that through Dr. Thobe's association with Mr. William M. Bass five paintings have been donated to Harper College. Dr. Thobe added that from time to time Mr. Bass has donated paintings to the college from his personal collection. The five paintings are by area artists. Dr. Thobe stated that six additional paintings will be donated by Mr. Bass before the end of next week. He commented that Harper is fortunate to have a person in the community like Mr. Bass who recognizes the opportunity for Harper to become a cultural center for the community.

President McGrath reported on the meeting of the Educational Foundation. He stated a William Rainey Harper Conference Room has been set aside in Building "D" and items collected by the Foundation relevant to William

PRESIDENT'S
REPORT:
(Cont.)

Rainey Harper will be displayed in this room. At one time, the Foundation had requested the college to match their funds. However, recognizing the college's financial problems, at this meeting they decided to pay for all the items on the agenda themselves. President McGrath informed the Board that the Educational Foundation also came forward with \$12,500 in matching funds with the Allstate Insurance Company to purchase a van to be equipped and used for recruitment in the district. He stated this recruitment van will go out to high schools, shopping malls, etc., with teams of students, faculty, counselors, and administrators.

President McGrath spoke of his concern with two items relating to the budget picture for the coming years-- recruitment of students and retention of students. He stated a steering committee has been initiated on recruitment, aimed particularly at the high school population. Even though the high school population is declining, he felt the college is not getting as many students as possible from the high schools. He felt in an inflationary period the community college, particularly the community college with a quality educational program, is attractive to high school students.

President McGrath reported a ceremony had been held on campus in recognition of those persons on the classified staff who have served Harper College for ten years or more, and named them as follows: Polly Brandt-- Computer Center; Jean Goodling--Administrative Services; Virginia Kuykendall--Social Science & Public Service; Betty Lewis--Food Services; Betty Marscin--Word Processing; Bea Murphy--Switchboard; Nadine Punch-- Lifelong Learning; and Phyllis Scherer--Engineering, Math & Physical Science.

Regarding the Crusade of Mercy drive, President McGrath stated \$1,624 had been donated so far, and he hoped the total would reach \$2,000. He gave special thanks to those members of the staff who had worked with Elaine Stoermer on the collection of this money--Lea Bartow, Don Carlson, Roy Steffens, and Mike Korrick.

President McGrath informed the Board that Dr. William Monat, President of Northern Illinois University, will be visiting Harper on Friday, December 15. He will be looking at the facilities, meeting with members of the staff, and in particular talking about the cooperative programs between NIU and Harper.

President McGrath referred to CETA funding for the Displaced Homemakers Program, the Geriatrics Program, and the Small Engine Repair Program, which is in jeopardy of ending on December 31. He asked Dr. Fischer to report on a meeting he and Anne Rodgers had attended.

PRESIDENT'S
REPORT:
(cont.)

Dr. Fischer stated he had talked with Mr. Doyle, the overall administrator for the Greater Cook County area, regarding CETA funds, and asked to be placed on the agenda for the CETA Advisory Board meeting which was held on December 13. Mr. Doyle indicated a number of Senators, including Percy and Stevenson, had contacted his office regarding this. Dr. Fischer stated they were put on the agenda for the meeting, and Anne Rodgers spoke to the issue. She made a strong point to the effect that originally Harper was assured this funding would be for two years, and space was allocated and renovations were made. The board thanked them and laid it right back on the Senators, saying if the Senators can find a way in which they can do this, Harper would be contacted by the end of this week or early next week. Dr. Fischer felt Anne Rodgers had made an excellent presentation and stated he hoped at least one more quarter would be honored, at which time these programs could be phased out. He pointed out there will be Title III monies available nationwide, effective when Congress reconvenes, and the Displaced Homemakers concept is a major priority area with the Federal Government.

Regarding resignations, President McGrath said he also would like to wish Robert Chantry well and thanked him for his contributions to Harper. He also mentioned Susan Stob's resignation and wished her well.

President McGrath announced the appointees to the RIF Committee, as follows: Therese Butzen--Chairman, Diane Callin, Robert Cormack, Clete Hinton, Joann Powell, Frank Vandever and George Voegel. President McGrath stated the committee has been meeting every morning, interviewing people and going over paperwork. They have run into problems and President McGrath stated he will be meeting with them early next week and will be reporting back to the Board.

President McGrath reported bricks had fallen from several columns in the Student Lounge. Fortunately, this happened early in the morning when no one was in the area. He stated it was caused by the weight on the roof and the moisture up there, and also by the quality of the mortar between the bricks. Mr. Kurowski and his staff have patched up these columns and that area is now under inspection.

ADJOURNMENT:

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

Chairman Joan Klussmann

Secretary Natalie Weber