

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

January 11, 1979

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 - December 15 and December 30, 1978
 - C. Estimated Payroll January 1 through February 28, 1979
 - 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: Trustee Election Nominating
Petition Notice Exhibit VIII-B
 - C. RECOMMENDATION: Budget Calendar Exhibit VIII-C
 - D. RECOMMENDATION: AACJC, AGB, and ICCTA Membership Exhibit VIII-D
 - E. RECOMMENDATION: Acceptance of Management Letter
and Audit of Federal Grants Exhibit VIII-E
 - F. RECOMMENDATION: Supplemental Education Grant, Faculty Exhibit VIII-F
 - G. BOARD INFORMATION: Unemployment Compensation Insurance Exhibit VIII-G
 - H. BOARD INFORMATION: RIF Committee Exhibit VIII-H
 - I. BOARD INFORMATION: Annual Board of Trustees Election Exhibit VIII-I
 - J. BOARD INFORMATION: Grant 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, January 11, 1979

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, January 11, 1979, at 8:07 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

In the absence of Secretary Weber, Chairman Klussmann asked Member Dasher to act as Secretary Pro Tem until the arrival of Member Weber.

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

Also present: James J. McGrath, Pat Bourke, Dan Cash, Jean Chapman, R. B. Cormack, Anton A. Dolejs, Frank Firak, G. Fischer, John Gelch, Barbara Gooch, Jean Goodling, Peggy Gorman, Bill Howard, Fred Inden, W. D. Klingenberg, John A. Knudsen, Henry J. Kurowski, John A. Lucas, John Madej, Liz McKay, William E. Miller, Don Misic, John Muchmore, Patricia Mulcrone, Joann Powell, Robert Powell, Henry Roepken, Elaine Stoermer, Gil Tierney, Urban A. Thobe, John Thompson, Fred Vaisvil, Frank Vandever, George Voegel, Fred Walters, C. R. Wener, Dave Williams, Betty Windham, Regina Witort, Robert Wyman, Joan R. Young, and Carol Zack--Harper College; Alan Bergstrom--Harper Student; Janell Francl--Palatine League of Women Voters; and Lorelei Cole and Joanne Coville--Peat, Marwick, Mitchell & Company.

Chairman Klussmann welcomed members of the student body, staff and community.

MINUTES: Member Dasher moved, Member Munson seconded, approval of the minutes of the special Board meeting of December 7, 1978 (noting that Chairman Klussmann acted as Secretary Pro Tem), and approval of the minutes of the regular Board meeting of December 14, 1978.

Members Weber and Tomchek entered the meeting.

Chairman Klussmann mentioned that Member Bone had requested an addition to the minutes of December 14, page six, in the next to last paragraph. The words, "...as liaison from the ICCTA," should be added at the end of the sentence reading, "Member Nicklas spoke of her appointment to the Illinois State Scholarship Commission." With this addition, the motion carried.

CITIZEN
PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:
Bills
Payable

Member Nicklas moved, Member Dasher seconded, approval of the bills payable of January 11, 1979 (including the supplemental list), as follows:

Educational Fund	\$123,883.64
Building Fund	322,521.10
Building Fund	52,576.47
Auxiliary Fund	43,085.83
Auxiliary Fund	277,320.08
Restricted Purposes Fund	29,238.40

Member Nicklas noted that there was no bill for legal fees this month. Mr. Dolejs explained there were two additional billings in the office which will be paid next month. The October bill, dated November 15, is in the amount of \$4,076, and the November bill, dated December 15, is in the amount of \$1,515.

Member Mariahazy entered the meeting.

Several questions regarding specific bills were answered.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Payrolls and
Estimated
Utility Bills

Member Nicklas moved, Member Munson seconded, approval of the payroll of December 15, 1978, in the amount of \$473,668.89; the payroll of December 31, 1978, in the amount of \$459,194.02; the estimated payroll of February 1, 1979 through March 31, 1979, in the amount of \$1,879,718.76; and the estimated utility bills for March, 1979, in the amount of \$50,635.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Financial
Statements

Member Tomchek referred to payroll account #67000512, a Restricted Purposes Fund account; however, he stated there is no 512 account in the cost center on page 37 of the Financial Statements. Mr. Dolejs indicated this was discussed at the Finance Committee meeting and the details will be worked out for the Board.

Member Tomchek questioned a salary being paid out of the Restricted Purposes Fund with no accounting being shown.

DISBURSEMENTS:
Financial
Statements
(cont.)

Mr. Dolejs stated the 512 figure is included in the expenditures-to-date column. Member Tomchek asked if the Board had ever approved a budget transfer with respect to that account. The Board had adopted the budget in the Student Activities Fund, but he did not recall a transfer to a salary account. He asked if it were possible to make budget transfers in the Restricted Purposes Fund without Board approval.

Dr. Fischer stated a transfer had not been made. When Frank Borelli resigned as Student Activities Director, Jeanne Pankanin was appointed director. The salary for the assistant director was then frozen, and the \$14,000 saved by not replacing the assistant director was still in the budget and will be there at the end of the year. Dr. Fischer stated he then informed the Student Senate that if they desired to have an assistant to the director, this salary would have to come from the Student Activity budget.

Member Tomchek asked if an additional item is being paid out of the Student Activity Fund that had not been budgeted for. Dr. Fischer explained that on page 36 of the Financial Statements there is a 7/1/78 fund balance of \$48,345, which has accrued over the years. He stated that, specifically, Fred Waters is being paid by the students out of that balance. Member Tomchek asked if the Board had approved a 512 account in the Student Activity Fund. Dr. Fischer answered that they had not. Member Tomchek pointed out that any minor transfer in the Educational Fund is approved by the Board. He felt it was crucial that all aspects of the college be treated equally and fairly; and if the Trustees are, in fact, responsible for the Student Activities Fund, he felt they should approve these transfers.

Mr. Wyman explained that each item listed in the Student Activities Fund is a cost center within itself; however, they are not broken down, as in the Educational Fund, because the statements would become too bulky. The details are recorded in the Accounting Department, but are shown as one amount on the statements.

Member Tomchek pointed out that at the time the Board approved the Student Activities Fund they had not approved salaries; subsequently, salaries are being paid out of that fund. He felt it would have been appropriate for the Board to approve a budget transfer for this purpose. Chairman Klussmann stated President McGrath had informed the Board that Fred Waters' salary would be paid out of the Restricted Purposes Fund. President McGrath agreed that in the future this type of expenditure would be made as a budget transfer.

DISBURSEMENTS:
Budget
Transfers

Member Munson moved, Member Nicklas seconded, approval of the Educational Fund budget transfers, in the amount of \$3,790.00, as per Ex. V-E(1) attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Bid
Awards

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

- V-F1 Authorize the renewal of the lease with the Arlington Ice Spectrum in the amount of \$4,567.50;
- V-F2 Approve the change order to increase purchase order D10126 from \$3,000.00 to a new total of \$5,000.00, for want ads in Paddock Publications;
- V-F3 Approve the two months additional coverage on the rental contract issued to the Opscan Division of the National Computer Systems, Inc. The change order for two months additional coverage at \$1,105.00 per month would make the new total \$8,840.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Construction
Change
Orders

Member Weber moved, Member Mariahazy seconded, that the Board ratify the submittal of the Proposed Change Orders IH-11 and IH-12 to the Capital Development Board.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

Secretary Weber stated she had received a communication from Frank Vandever when she arrived at the Board meeting. President McGrath stated he had also received a copy late this afternoon and he would make sure Members of the Board received copies. There were no other communications.

UNFINISHED BUSINESS:

Committee Reports--
Board Liaison,
Second Site

Chairman Klussmann appointed Member Munson as the Board Liaison to the administration on matters relative to the Second Campus Site. She stated all Board members have been submitting questions to the administration. The administration has been contacting village planners, attorneys and members of planning commissions, to obtain as many answers as possible before the Board holds a full informational meeting. There is much work to be done. Since she had spoken informally with Member Munson last week, Chairman Klussmann asked her to report on the committee. Member Munson stated all Board members have received the various options that will be considered with regard to the Second Site. Additional information will be compiled, and as soon as enough background is available, Member Munson stated a meeting will be held. Chairman Klussmann pointed out this will be a meeting as a committee-of-the-whole.

--Finance Committee

Member Dasher stated the Finance Committee meeting on January 8 was a public meeting, and therefore a matter of record.

--Building Committee

Member Dasher reported on building progress, stating it has come to a freezing stop because of the extreme cold and lack of permanent heat. He reported Building "M" will not be completed any sooner than predicted, and perhaps even later.

--Goals Committee

Member Weber reported on the Goals Committee, stating she had met with President McGrath and Ms. Stoermer. They plan to reorganize the approach to the goals and move up the timetable for establishing the goals so they can be coordinated with budget considerations.

NEW BUSINESS:
Personnel Actions

Member Munson moved, Member Weber seconded, approval of the personnel actions in Ex. VIII-A, as follows:

Classified Staff Appointments

- Barbara Levine, Corr. Sec. I, 12/11/78, \$8,508
- Kathleen Selemon, Clerk I, 12/4/78, \$6,916
- Nancy Crossthwaite, Computer Op., 12/1/78, \$10,646
- Karen Lueth, Lead I/O Control Clerk, 12/1/78, \$8,295
- Adelle Muncey, Sec. II, 12/4/78, \$8,964
- Ted Dybos, Lead Computer Op., 1/2/79, \$12,672

Professional Appointments

- Patricia Pinianski, TV Prod./Dir., 12/11/78, \$18,795

Classified Staff Resignations

- Ellen Schoenbeck, Sec. II, 12/1/78
- Brennan Crowley, Computer Operator, 12/1/78
- Mary Ann Grimes, Corr. Sec. I, 12/18/78
- Linda Daut, LRC Clerk I, 12/22/78
- Jean Thiel, Clerk Typist II, 12/15/78
- Leslie Gallay, Placement Specialist, 12/29/78

NEW BUSINESS:
Personnel
Actions
(cont.)

Professional Resignations

- Carol Colwell, Testing Specialist, 12/22/78
- Lee Leon, CETA Training Specialist, 12/30/78
- Joyce Meisenheimer, Nurse, 12/22/78
- Lillian Fair, Coordinator, 12/22/78

Member Tomchek referred to three of the professional resignations due to the termination of CETA funding, and raised the question as to whether these employees have the right to claim unemployment; would they be eligible or would they be better off to wait to be fired. He felt if they do have some rights under the law, the college should not encourage them to resign. Discussion followed on various possibilities, and President McGrath stated he did not have the answers at this point but stated he would have this checked out.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Trustee
Election
Nominating
Petition
Notice

Member Tomchek moved, Member Munson seconded, that the following resolution regarding the notice related to the filing of nominating petitions for Board candidacy be approved:

RESOLUTION

WHEREAS, the Secretary of the Board of Trustees must publish notice of time, place, and with whom nominating petitions must be filed pursuant to the School Code, Ill. Rev. Stat. ch. 122, § 103-7.10.

NOW, THEREFORE, Be It Resolved that the following notice relating to the filing of nominating petitions for Board candidacy be and hereby is approved as to form and content and that same be published at least once not more than 30 days nor less than 10 days prior to the first day for filing such petitions in one or more newspapers published within the district.

NOTICE

NOTICE IS HEREBY GIVEN that nominating petitions for membership on the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and the State of Illinois, for the annual election to be held on April 14, 1979, to elect two members for the full three-year term, may be filed not earlier than Wednesday, February 28, 1979, and not later than Friday, March 23, 1979, between the hours of 8:30 A.M. and 4:00 P.M.,

NEW BUSINESS:
Trustee
Election
Nominating
Petition
Notice
(cont.)

excepting Saturdays, Sundays and school holidays, only at the Administration Offices at Algonquin and Roselle Roads, Palatine, Illinois, with Dr. James Perry, the designated representative of the Secretary of the Board.

APPROVED this 11th day of January, 1979.

Chairman

Secretary

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Budget
Calendar

Referring to the Budget Calendar for completion of Round I of the 1979-80 budget, Ex. VIII-C, Chairman Klussmann pointed out that the tentative schedule lists that the budget will come back to the Finance Committee meeting; she stated instead the budget will come back to the Budget Committee, with the Board serving as a committee-of-the-whole.

Member Dasher moved, Member Nicklas seconded, that the Board adopt the budget calendar as detailed in Ex. VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes.

Motion carried.

AACJC, AGB,
and ICCTA
Membership

Chairman Klussmann stated the next recommendation concerned annual membership dues to the American Association of Community and Junior Colleges (AACJC) and the Association of Governing Boards (AGB), a national organization, and semi-annual membership dues to the Illinois Community College Trustees Association (ICCTA).

Member Tomchek moved, Member Weber seconded, approval of the administration's recommendation that, following study and in consideration of current college financial conditions, membership be discontinued in the AACJC and the AGB; further, that membership in the ICCTA be retained for the remainder of this year by payment of \$3,304.50 currently due.

Member Mariahazy questioned why it was recommended that membership in the AGB be discontinued. President McGrath stated he would be recommending this year the withdrawal of membership in a number of associations which he felt did not provide pertinent information for Harper College.

NEW BUSINESS:
AACJC, AGB,
and ICCTA
Membership
 (cont.)

He felt the value of membership in AGB to the college and the administration was marginal. President McGrath expressed regret on the recommendation for withdrawal from the AACJC; as soon as the college is financially sound, he will recommend re-establishing this membership. However, at this point, President McGrath did not feel the college should pay \$1300 for this membership, when cuts are being made in other areas. Member Nicklas also felt this membership should be reconsidered at another time. President McGrath informed the Board he would retain his personal membership in the AACJC.

Member Munson felt because of the different types of institutions involved in the AGB (four-year, private and public), there was at times a lack of common ground between members. Member Nicklas felt that membership in the AGB had provided an advantage to community colleges. She felt it had helped four-year schools understand the relationship of community colleges to their institutions, and probably helped in the acceptance of community colleges over the years. Chairman Klussmann pointed out that at this point the AGB publications are mainly geared to needs and problems which do not affect Harper.

President McGrath stated he had discussed with Chairman Klussmann a travel policy for Board members; he informed the Board he would provide a recommendation on this at the next meeting. Information is presently being gathered from area high school districts and neighboring community colleges on their policies.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Management
 Letter and
 Audit of
 Federal
 Grants

Member Tomchek moved, Member Dasher seconded, that the Board accept the audit of Federal Grant Programs and the Management Letter of Peat, Marwick, Mitchell and Company, as per Ex. VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes.

Motion carried.

Supplemental
 Educational
 Grant,
 Faculty

Chairman Klussmann stated Ex. VIII-G is a request for approval of a supplemental educational grant for Mr. William Jedlicka. Member Tomchek asked why it was necessary for the Board to approve this relatively minor type of expenditure. He felt this type of thing should be covered in the budget.

Dr. Williams pointed out that under conditions of the Collective Bargaining Agreement a grant request in excess

NEW BUSINESS:
Supplemental
Educational
Grant,
Faculty
(cont.)

of \$150 must be approved by the Board. Several Board members felt the exhibit did not clearly state the cost and Dr. Williams explained this grant will be \$1,080 in excess of normal tuition reimbursement to an individual for six courses.

Member Munson moved, Member Weber seconded, that the Board of Trustees authorize the administration to approve supplemental educational grants to Mr. William Jedlicka in accordance with Article VIII-A of the Collective Bargaining Agreement.

Member Tomchek suggested adding, "and such other grants as the administration deems appropriate and that are within the budget." Member Weber felt this would require a Policy Manual change, or a change in the contract.

Member Nicklas questioned including in the motion the last part beginning with, "...in accordance with Article VIII-A..." She pointed out approval is needed because the tuition is in excess of normal reimbursement.

The maker and seconder of the motion agreed and requested the phrase, "...in accordance with Article VIII-A of the Collective Bargaining Agreement," be deleted from the motion.

Member Tomchek again stressed that he felt these are trivial decisions that could well be left to the administration. President McGrath agreed that he would prefer this to be an administrative matter. Chairman Klussmann suggested that this matter could be considered by the Policy Manual Committee.

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

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

Motion carried. Member Mariahazy voted aye.

Unemployment
Compensation
Insurance

Chairman Klussmann explained that Ex. VIII-G was an informational item concerning the choice of Unemployment Insurance Option for 1979 and 1980. After examining the pros and cons and obtaining as much information as possible, the administration made the decision to remain with the reimbursement method for unemployment insurance in 1979.

RIF Committee

Chairman Klussmann stated the Board had received the RIF Committee report on Dec. 20, 1978. They had received an addendum to that report today, but had not had time to study it in depth. Chairman Klussmann asked for a report from the committee.

NEW BUSINESS:
RIF
 Committee
 (cont.)

Ms. Therese Butzen, Chairman of the RIF Committee, explained the addendum to the report consists of three sections. The first section is a diary of the committee's work since the first report. The second section is an itemized list of cost-cutting suggestions. The third section covers concerns on the data received by the committee and the time frame they were given. Ms. Butzen felt the data, in particular, has been a problem; the cost data is not in a usable form. At a time when hard decisions need to be made, there is a lack of good information on which to base these decisions.

As the Board had not had the opportunity to study this report, Member Tomchek suggested the committee prepare a more extensive presentation for a meeting which will be held to discuss this subject, rather than present a cursory report at this time. President McGrath stated he would report on that meeting under the President's Report. Chairman Klussmann pointed out the Board would not respond at this time; they were simply accepting the report.

Member Munson felt all Board members were sympathetic to the committee's problems; she felt these were due in large part to the shortness of time and tight schedule involved.

Although he had only glanced briefly at the report, Member Tomchek complimented the committee on their work, and Chairman Klussmann thanked the committee for the great amount of time they had given this matter.

Annual
 Board of
 Trustees
 Election

Chairman Klussmann called on Elaine Stoermer regarding several corrections to Ex. VIII-I, informational item on the annual Board of Trustees' election. Ms. Stoermer referred to Friday, April 13, on the election calendar. As April 13 is Good Friday (a legal holiday) and the college will be closed, the college attorney stated absentee balloting need not be extended to that date as long as it is well publicized in advance. Therefore, the last day for applying for absentee ballots in person will be April 12.

Ms. Stoermer stated the second correction to the election calendar was the next item, Saturday, April 14, election day. The polls will be open from 12:00 noon until 7:00 p.m. on election day.

Grant
 Status
 Report

The Grant Status Report was for Board information only, and indicated any changes in grants since the last regular Board meeting.

PRESIDENT'S
REPORT:

President McGrath reported a successful student orientation was held January 5 and 8, staffed by peer counselors and counseling faculty staff. About 300 students were put through the orientation process.

PRESIDENT'S
REPORT:
(cont.)

An active Recruitment Committee will be formed. Dr. Guerin Fischer, Vice President of Student Affairs, and Dr. Roger Mussell, faculty member, will act as co-chairmen of this committee. Together with faculty, staff and students, they will visit area high schools and recruit students. The committee will look at all phases of the recruitment operation during the spring semester.

Along with other representatives of Harper, President McGrath visited Forest View High School. He felt it was a fruitful visit because of the relationship that has been developing with high school principals. Prior to their presentation to the high school body, the principal, Dr. Martin, introduced them and spoke very favorably of Harper College. President McGrath felt this is the type of thing that needs to be intensified during the next semester.

Five and ten year awards were presented at the Faculty Orientation. Five year awards were given to: Patricia Bourke--L&HS; Edward Downs--SS&PS; Nancy Fojo--STU DEV; Henriette Gebert--L&HS; Scott McMannis--LLL; Carol Neuhauser--SS&PS; Roy Rank--EM&PS; Lola Smith--L&HS; and David Williams--ACA AFF.

Ten year awards were given to: Joseph Bauer--EM&PS; Diane Callin--LIB ARTS; Michael Carroll--EM&PS; Daniel Cohen--SS&PS; Frances Dionisio--LRC; Marshall Fisher--LRC; James Heisler--EM&PS; Kenneth Jauch--EM&PS; Lester Hook--SS&PS; Richard Lockwood--LIB ARTS; Rebecca McLoughlin--BUS; William E. Miller--SS&PS; Robert Nolan--PEAR; Frank Oliver--SS&PS; Lee Owens--LIB ARTS; Meyer Rudoff--FA&D; Janet Savin--LIB ARTS; Marilyn Shaver--L&HS; Frank Smith--LIB ARTS; Gilbert Tierney--LIB ARTS; J. Robert Tillotson--FA&D; Robert Tysl--LIB ARTS; George Voegel--LRC; Donovan Wachlin--L&HS; and Joseph Yohan--FA&D.

The President congratulated and thanked these faculty members and administrators for their service over the five and ten year periods.

President McGrath introduced Ms. Peggy Gorman to the Board. Ms. Gorman is the new Specialist in the Personnel area.

Dr. John Muchmore's book, Speech Communication, was recently published by the Addison-Wesley Publishing Company. President McGrath congratulated Dr. Muchmore and the Board added their congratulations too.

Dr. James Perry, Vice President of Administrative Services, had minor surgery yesterday. Dr. Perry returned home from the hospital today and expects to be back at Harper next week.

PRESIDENT'S
REPORT:
(cont.)

Ms. Mary Jo Willis, from the Speech and Theatre area, will be going back into the primary schools this spring with her student productions. President McGrath felt going into the community with these productions provides a tremendous service to Harper.

Two of Harper's administrators were honored recently. Dr. Fischer was invited to a conference in Boston on "Help for Retarded Adults," at which he delivered a paper. Dr. Cormack received recognition by the American Personnel Association for his work as President of the Northwest Industrial Council. President McGrath mentioned the importance of Dr. Cormack's work on the Council to Harper's career programs.

President McGrath announced with sincere regret the resignation of Mr. Walter Klingenberg, Director of the Bookstore, to be effective March 1, and expressed appreciation for his work at the college, and stated he had asked Mr. Klingenberg to serve on the committee for his replacement.

President McGrath expressed appreciation to the classified, administrative, counseling and teaching staff for the work they are doing on registration. He stated the headcount is noticeably down but that the FTE total is holding steady and is right where it was last semester at this particular point. He announced he had released funds for radio announcements on registration because of his concern and his feeling that recruitment is so important. Ads were also placed in local newspapers. If more bad weather is encountered, plans have already been made to extend registration.

President McGrath thanked Mr. Kurowski and his staff for their work in clearing snow in zero temperatures, and asked him to extend thanks to his staff for the good job they have done.

The President reported he will be meeting with Member Weber and the Institutional Goals Committee, and will also be working with Member Munson on matters pertaining to the Second Site. If Board members have any questions that have not been covered regarding the Second Site, he asked that they get them to him this week.

President McGrath called for a special meeting of the Board on January 25 to discuss the personnel, organization, and budget crises. The Board agreed on this date.

Chairman Klussmann added the congratulations of the Board to all those who achieved honors in recent weeks.

ADJOURNMENT:

Member Dasher moved, Member Munson seconded, that the meeting be adjourned.

Motion carried and the meeting was adjourned at 9:15 p.m.

Chairman Joan Klusmann

Secretary Natalie Weber