I. Call to Order

II. Roll Call

III. Approval of Minutes

IV. Citizen Participation

V. Approval of Disbursements
   A. Bills Payable
   B. Payroll - April 15 and April 30, 1979
   C. Estimated Payroll May 1 through June 30, 1979
   D. Financial Statements
   E. Budget Transfers
   F. Bid Awards
   G. Construction Change Orders
   H. Bookstore Purchases in Excess of $2500

VI. Communications

VII. Unfinished Business
   A. RECOMMENDATION: Board Travel Policy

VIII. New Business
   A. RECOMMENDATION: Personnel Actions
   B. RECOMMENDATION: Faculty Appointments
      1. Biology
      2. Allied Health Science
      3. Adult Basic Education
   C. RECOMMENDATION: Faculty Leaves of Absence Without Pay
   D. RECOMMENDATION: Faculty Promotions
   E. RECOMMENDATION: Appointment of Auditing Firm
   F. RECOMMENDATION: Student Activities Budget
   G. RECOMMENDATION: Cooperative Agreement - Nursing Assistant Training

Exhibit VII-A
Exhibit VIII-A
Exhibit VIII-B-1
Exhibit VIII-B-2
Exhibit VIII-B-3
Exhibit VIII-C
Exhibit VIII-D
Exhibit VIII-E
Exhibit VIII-F
Exhibit VIII-G
H. RECOMMENDATION: Farm Lease
I. RECOMMENDATION: Summer Work Week Adjustment
J. BOARD INFORMATION: Grants Status Report
K. BOARD INFORMATION: Building M Progress Report

IX. President's Report

X. Adjournment.
WILLIAM RAINNEY 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, May 10, 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, May 10, 1979, at 8:00 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, Ray Mills, David Tomchek, Natalie C. Weber, and Student Member Bruce Zanca

Absent: None


Chairman Klussmann welcomed members of the community, staff, and students.

MINUTES: Member Weber requested a correction in Alan Bergstrom's title in the last paragraph, page 9, of the minutes of the Regular Board Meeting of April 12. The title should be corrected to read, "Student Senate President."
Minutes of the Regular Board Meeting of Thursday, May 10, 1979

MINUTES: Member Weber moved, Member Mills seconded, approval of the minutes of the Regular Board Meeting of April 12, 1979, as amended; the minutes of the Adjourned Meeting of April 19, 1979, as presented; and the Special (Reorganization) Meeting of Thursday, April 19, 1979, as presented.

Motion carried.

CITIZEN PARTICIPATION: Barbara Gooch of the Classified Staff Employee Council advised the Board that the Employee Council had presented the Ad Hoc Salary Committee Report to the administration as of May 9, 1979. On behalf of the Council, Ms. Gooch requested that full consideration be given to the report and that the recommendations be evaluated and implemented as soon as possible.

Chairman Klussmann responded that Mr. McGrath had prepared copies of the report for the Board. The Board and the Administration are very aware of and interested in the concerns of the staff. Chairman Klussmann thanked Ms. Gooch for coming.

DISBURSEMENTS: Member Dasher expressed concern over the additional 450 student refunds. Dr. Perry responded that a number of these refunds are Community Education refunds and some are the last of the refunds from the second eight-week session. Dr. Perry indicated that Dr. Fischer is examining these refunds in an effort to reduce the number as much as possible.

Member Munson moved, Member Weber seconded, approval of the bills payable of May 10, 1979, as follows:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Fund</td>
<td>$203,757.89</td>
</tr>
<tr>
<td>Building Fund</td>
<td>187,212.11</td>
</tr>
<tr>
<td>Site and Construction Fund</td>
<td>156,165.03</td>
</tr>
<tr>
<td>Bond and Interest Fund</td>
<td>237,331.05</td>
</tr>
<tr>
<td>Auxiliary Fund</td>
<td>120,562.22</td>
</tr>
<tr>
<td>Restricted Purposes Fund</td>
<td>51,114.59</td>
</tr>
</tbody>
</table>

Member Weber addressed her concern over the number of refunds and the problem of retention to Dr. Fischer.

Dr. Fischer responded that he and Dr. Lucas designed a withdrawal questionnaire and submitted it to President McGrath. President McGrath has commented on it, and it has been rewritten and again submitted to the president for approval. It is planned to implement this questionnaire in the summer for those students who directly withdraw through the Admissions and Business Offices.
Member Weber inquired whether there was some informal method which could be used to find out reasons for withdrawals.

Dr. Fischer responded that work is being done in both recruitment and retention. Student Affairs is setting up rapidly in the recruiting area with the help of the Recruitment Committee, but he did not know what committee work is being done on retention. He felt that retention is a very different operation. Recruitment is aimed at making people aware of what the college offers.

President McGrath stated that the administration is going over the records to determine the numbers of students who have dropped out of courses over the past few semesters. He noted that, because of the academic freedom involved, it is important to be very careful in terms of retention—nonretention. The matter should be discussed with the faculty, who are aware that retention is a problem at the college and who will make every effort to improve the retention rate. However, retention should never be 100 percent.

President McGrath pointed out that other problems are the system of examination of students for placement and proper counseling directing students into the right classes. These are under review and changes will be instituted in the next semester.

Member Bone felt that the number of refunds may reflect a different problem from retention after the student has started classes. The student refund policy has a cut-off limit after the second week. She asked if there is a way to determine what makes a student withdraw ten days after signing up.

Member Weber explained that her concern was the problem of helping students achieve and succeed. While retention means trying to keep students through the second semester and the second year, it is important to recognize that there are some students who are going to have a hard time making the grade. It is important to determine whether the college provides all the services that can help them.

Member Bone assured Member Weber that, in certain cases, the services exist.

Member Weber acknowledged that the college does have a fine tutoring program, but wondered if the college is looking at today's needs and problems. Member Weber
felt that the college will be getting more students who need to know they can come and succeed.

Member Bone pointed out that during summer orientation program, students have the opportunity to go through placement tests, to visit with a counselor to find out what program they really want to be in, and to get the feel of the campus.

Member Weber agreed that this is helpful; however, she felt that even Dr. Powell would agree that usually the students who attend orientation are the students who don't need the counseling.

Member Bone pointed out that basically there are two problems. What is causing a number of these people to drop out or to get their money back within the second week of class may not be related to what is happening in that class.

President McGrath noted that a lot of drops are attributable to the absence of placement tests and appropriate counseling to assure that the students know what to expect in the classroom.

Member Bone indicated she would be highly supportive of funds to provide such services.

President McGrath explained that the college does provide support in terms of tutoring, but many students register by telephone without benefit of any counseling.

Dr. Fischer mentioned that a major recommendation of one of the faculty sub-taskforces in master planning is a self-assessment and assessment center, which is what President McGrath is talking about. Such a center would permit assessing students upon entry for proper placement. It would inform students of the probability of their success if they bypass prerequisites.

Faculty Senate President William Miller mentioned that some of the refunds are made to people who never show up in the class. It may not be a high percentage, but there are students who signup, never show up, and get a refund.

Member Dasher said that the key is to require students to answer a questionnaire to get a refund. The questionnaire would give the college some facts.
Chairman Klussmann pointed out that the Board will be extremely interested in hearing future administrative reports on both recruitment and retention efforts.

Chairman Klussmann questioned the reason for the payment to the Court House. Dr. Williams explained that it was for the facilities rented for racquetball classes.

Chairman Klussmann also questioned the checks No. 21654 through No. 21664. These checks were payable to Anton Dolejs for "Buy Back Fund." Dr. Perry explained that these are checks made out to the Bookstore Manager to buy back used textbooks, and the checks are written to Mr. Dolejs as administrator in charge of the bookstore.

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

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

Motion carried. Member Zanca voted aye.

Member Weber moved, Member Bone seconded, approval of the payroll of April 15, 1979, in the amount of $463,162.85; the payroll of April 30, 1979 in the amount of $448,794.78; the estimated insurance bills for Blue Cross of Rockford for May 15 through June 15, 1979, in the amount of $8,000.00; and the estimated utility bills for June in the amount of $54,000.00.

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

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

Motion carried. Member Zanca voted aye.

Member Munson questioned the Provisions for Contingency as shown on page 004 of the Financial Statement under Expenditures by Object. Apparently, none of these funds have been expended. Dr. Perry explained that it is actually a balancing amount and will remain there and become part of the balance.

Member Munson asked if Dr. Perry could estimate what portion of the contingency the college will use.

Dr. Perry indicated about $75,000 will be expended. He further explained that many of those expenditures were picked up in the Site and Construction Fund.
Member Munson explained that her reason for asking was that last year the expenditures exceeded the income by almost a million; and if it is true that the college is not going to use that contingency, it is going to look a little better. Dr. Perry explained that this was taken into consideration in Round II of the budget.

Member Dasher noted the college is $441,000 overpaid on the budget in our State Governmental Sources. $3,000,000 was budgeted; we already have received $3,486,000.

Mr. Dolejs responded that there is an offset in the Building Fund where it is much lower than budget.

By June 30, that will all be taken care of since it is due to the allocation of the state apportionment.

Member Dasher questioned the purpose of a financial statement that is misleading.

Member Weber commented that the Board will have to discuss the whole allocation process.

Dr. Perry assured Member Dasher that every attempt is being made to clear up the allocation problem, because he had brought up the same question.

Chairman Klussmann mentioned that she, too, has brought up allocations to Mr. McGrath in the past, and it is one of the things that will be looked at in the future.

Member Munson moved, Member Weber seconded, approval of the Educational Fund budget transfers in the amount of $15,500.00 and the budget transfer in the Building and Maintenance Fund in the amount of $1,000.00.

Member Klussmann asked if the Educational Foundation could be requested to reimburse the College for the $500 clerical expense. There were no objections.

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

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

Motion carried. Member Zanca voted aye.

Member Weber moved, Member Bone seconded, approval of bid awards as per Exhibit V-F1 through V-F8 attached to the minutes in the Board of Trustees' Official Book of Minutes:
** Minutes of the Regular Board Meeting of Thursday, May 10, 1979 **

** DISBURSEMENTS: **

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>V-F1</td>
<td>Award the Bid Q6077 for office furniture for Building M to E &amp; I Coop in the amount of $6,361.07 and Item 9 to Virco in the amount of $674.50. Total amount of award is $7,035.57.</td>
</tr>
<tr>
<td>V-F2</td>
<td>Award the Bid Q6080 for repair and replacement of gutters to James Mansfield and Company in the amount of $3,775.00.</td>
</tr>
<tr>
<td>V-F3</td>
<td>Award the Bid Q6078 for the printing of the 1979 Fall Course Schedule to the low bidder, Park Press, in the amount of $9,051.00.</td>
</tr>
<tr>
<td>V-F4</td>
<td>Award the Bid Q6075 for equipment for Building M to the Nautilus Midwest Company in the amount of $12,150.00.</td>
</tr>
<tr>
<td>V-F5</td>
<td>Award the Bid Q6076 for striping paint to the low bidder, Glidden Paint, in the amount of $3,124.00.</td>
</tr>
<tr>
<td>V-F6</td>
<td>Award Items 1 and 2 of the Bid Q6085 for chairs for use in Buildings I and J to Lowery McDonnell in the amount of $31,456.80.</td>
</tr>
<tr>
<td>V-F7</td>
<td>Award the Bid Q6086 for furniture in Buildings I and J as follows: Items 1 through 9 to Carey Furniture Company as low bidder in the amount of $10,093.40 and Item 10 to Prairie State as the low bidder in the amount of $3,024.00. Total amount of award is $13,117.40.</td>
</tr>
<tr>
<td>V-F8</td>
<td>Award the Bid Q6081 for a Turf Tractor to the Turf Irrigation (TORO) Corporation in the amount of $13,730.00.</td>
</tr>
</tbody>
</table>

Member Munson asked if the Park Press price of $9,051.00 had any additional charges for the additional thousands. Mr. Inden responded that the item was bid on a lump sum.

Member Weber pointed out that the new bidders are quoting on overruns; whereas, Park Press knows that with a flat amount there are no overruns. Mr. Inden agreed with Member Weber's observation that this is why Park Press quotes this way. They have traditionally been the low bidder.

Chairman Klussmann questioned why the original request for bid Q6085 of Exhibit V-F6 included 392 tables, but the tables were not included in any of the quotes. Mr. Inden explained that the specifications had been
President McGrath referred to Exhibit V-F8, the awarding of the bid for a turf tractor. This bid is a result of a recommendation of the Energy and Maintenance Committee Report to better care for the facilities. Through the joint efforts of the committee with Ed Metcalf, Hank Kurowski, and Dr. Perry, the college was able to purchase this piece of equipment on an especially low bid. The Board will be receiving a report on the savings the college will realize in terms of grounds labor. It is an exceptionally durable piece of equipment; and it will, with some simple modifications, aid snow removal in the winter.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

Member Tomchek moved, Member Munson seconded, that the Board ratify the signing and submittal of the proposed change orders in Exhibits V-G1 and V-G2 to the Capital Development Board (exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Ex. V-G1 Proposed Change Orders E-14, E-15, and V-14 in the total amount of $3,995.00

Ex. V-G2 Proposed Change Order V-5 in the amount of $305.32.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

Member Weber moved, Member Mills seconded, approval of Purchase Order #B-12262 in the amount of $2,700.00 to the Prentice Hall Inc. Publishing Company for textbooks.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.
COMMUNICATIONS: Chairman Klussmann summarized a letter from Josephine Kelly in Buffalo Grove, who expressed concern with the withdrawal of the Associate of Liberal Studies Program, noting it does attract the mature student. Ms. Kelly felt that, because of declining enrollments, the mature student will become even more important.

Another letter was received from Cindy Garesch of Schaumburg, who told of her experience when she phoned the school to ask questions of a staff member. The staff member told her to go back to the college she had graduated from and ask the questions there. The staff member then hung up. Ms. Garesch had gone to school in Anchorage, Alaska, had been out for several years, and had been planning to change her career. She merely wanted to ask a few questions. At this time, Ms. Garesch was not inclined to support any referendum for the college because of the attitude demonstrated by a college staff member.

Chairman Klussmann responded to the letter and had asked the administration to have the appropriate person contact the writer. Dr. Williams indicated this had been done.

UNFINISHED BUSINESS:

Committee Reports
--Policy Manual Review

Member Bone reminded the Board that it was the desire of the Board of Trustees to have a policy which would cover travel for Board members. A recommendation to the Board by the Policy Manual Review Committee at the March Board meeting raised the question whether registration fees are part of reimbursable travel expenses. Upon checking with the State Accounting System, it was determined that registration fees are reimbursable as meeting expense. Therefore, travel requests submitted to the Board for approval should provide an estimate of travel cost including registration fees.

Member Bone asked that, on the Travel Policy attachment, "D" be changed to "E" and the new "D" be substituted which says:

A travel request submitted to the Board for approval should provide an estimate of all travel costs, including registration fees.

Member Bone moved, Member Dasher seconded, that, since the Travel Policy had been presented to the Board previously, the Board suspend the rules in order to permit voting on the Travel Policy at this meeting.

Motion carried.

Member Bone moved, Member Weber seconded, approval of the Travel Policy, as presented on that page of the attachment
Minutes of the Regular Board Meeting of Thursday, May 10, 1979

UNFINISHED BUSINESS:

with the change that a request to the Board include registration fees.

Committee Reports

Upon roll call, the vote was as follows:

--Policy Manual

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

Nays: None

Motion carried. Member Zanca voted aye.

Member Bone advised that she had been informed that the Policy Manual is almost ready to go to press, and new manuals will be distributed shortly. She expressed her appreciation of the administration and staff efforts to complete the Policy Manual.

Chairman Klussmann thanked Ms. Bone, her committee, and the administration.

Chairman Klussmann named the Board committees and the Board members who are serving as liaison.

Member Mills will serve as a representative of the Board on the Negotiations Committee and as liaison to the administration on matters relating to the recruitment of students.

Member Weber will remain on the Referendum Committee and will be joined by Member Zanca, who will represent the students as well as the Board.

Member Tomchek will continue to act at liaison to the administration in matters relating to the Master Plan.

Member Bone will continue as the Board's representative to the ICCTA.

Member Dasher will be liaison on building matters.

Member Munson will be liaison on matters relating to the second campus and will also be the Board's representative to the Harper College Educational Foundation.

The Goals Committee has completed its assignments until winter. Therefore, no appointment will be made at this time.

The Public Relations Committee will be Member Munson, Chairman; Member Weber and Member Zanca.

The Policy Committee will be Member Bone, Chairman; Member Munson and Member Weber.
The Finance Committee will be Member Dasher, Chairman; and Member Munson.

The Ethics Committee will be Member Tomchek, Chairman; and Member Dasher.

Member Munson reported that the Public Relations Committee met on Wednesday afternoon with Elaine Stormer, Jim McGrath, and Natalie Weber. They discussed some excellent ideas, many of which centered around the use of the new recruitment van which has been donated to the college by the Educational Foundation. The Committee will have some recommendations for the Board in the very near future.

Member Dasher advised that a more comprehensive report will be presented at the next Board meeting. Buildings M, I, and J are approaching completion, but he was reluctant to make any statements regarding dates of completion at this time.

Member Munson moved, Member Weber seconded, approval of the personnel actions shown in Exhibit VIII-A with the exception of the first Classified Staff Appointment for Secretary I and the fourth Classified Staff Appointment for Receptionist, as follows:

Professional/Technical Appointments
Regina Witort, Buyer-Mail Coord., 5-15-79, $16,235

Classified Staff Appointments
Ron Hale, Utility Operator, 4-9-79, $11,773
Linda Brownell, P.T. Receptionist, 4-11-79, $4,420
Kenneth Fleisher, Computer Opr., 4-23-79, $10,646
Nadine Flint, Clerk II, 4-21-79, $7,569
Linda Perazzo, P.T. Cashier, 4-23-79, $4,605
Jerry Queen, P.T. Clerk-Typist, 5-1-79, $6,864
Susan Lewis, A/V Tech I, 3-30-79, $9,311
Betty Brooker, Clerk II, 4-16-79, $7,512
Audree Walsh, Facilities Coord., 4-9-79, $9,624

Faculty Resignations
Florence Murphy, Asst. Professor, 5-20-79
Michael D. Ward, Instructor, 5-20-79
Linda Gadlin, Assoc. Instructor, 5-20-79

Teacher-Associate Resignation
Harvey Wolfe, Teacher Asso., 5-20-79
Minutes of the Regular Board Meeting of Thursday, May 10, 1979

NEW BUSINESS:
Personnel

Classified Staff and Union Service Employee Resignations
Mary Ann Olson, Ed. Asst. 4-20-79
Marga Kozar, Cook I, 4-20-79
William Pollack, Custodian, 4-9-79
Georgia Kirkham, Lib. Asst. I, 4-30-79
Jan Smetana, Clerk III, 4-30-79

Teacher-Associate Leave of Absence
Afkh O'Donnell, Teacher-Asso.-Coo., 5-20-79

Classified Staff Leave of Absence
Luz Hansen, Secretary I, 3-28-79

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Member Dasher moved, Member Bone seconded, approval of
the first Classified Staff appointment for Secretary I
and the fourth Classified Staff appointment for
Receptionist as shown in Exhibit VIII-A, as follows:

Classified Staff Appointments
Alice Cochrum, Secretary I, 4-16-79, $11,220
Kathy Sorce, Receptionist, 4-23-79, $9,072

Member Munson advised that it was her understanding
that when it became necessary to recruit outside for
the positions, Secretary I in Finance and Receptionist
in Student Development, the college encountered a
highly competitive job market which was reflecting
a tremendous increase in base salaries. Unfortunately,
because of past practices, the salary levels of the
Classified Staff have not been keeping up as currently
as this Board would have liked. The college has people
presently on the staff who are not at the top of the
level and these new appointments are almost at the
top of the level. For this reason, Mrs. Munson felt
morally obligated to vote against such appointments.

Member Dasher remarked that he is morally in favor of
paying the market price.

Member Weber agreed. She further stated she would vote
for the approval of the appointments because she has had
assurances from the administration that the area of
these appointments is the area of the classified staff
that the college is going to take a very hard look at
to eliminate inequities in the future.
NEW BUSINESS:
Personnel
Actions
(cont.)

Member Tomchek remarked that it troubled him that last year the college spent $12,000 to have an audit of the classified staff and inequities still exist.

President McGrath replied that the audit in itself was not sufficient to eliminate inequities.

Member Dasher remarked that it was another $12,000 down the drain like the $55,000 spent on the five-year plan.

Member Bone shared Member Munson's feelings that the college should have hired from in-house or hired at salaries which were at the levels of the present staff, but these newly hired employees are already working. However, the entire classified area, including the communication received this evening, should come up for very thorough discussion during the summer.

President McGrath reported that Barbara Gooch, on behalf of the Classified Staff Employee Council, has requested a response to this communication by May 25, 1979.

Member Munson felt that, because the college will face this problem each time a secretary must be replaced and because it is not helpful to the morale of the present staff if new people are hired at the top of the existing salary ranges, she hoped to resolve the matter very quickly.

President McGrath commented that it is healthy and a credit to the Board that within recent months the salaries of people, rather than just name and position, appears on the Board Exhibit. That is one of the reasons that this problem has come to the fore.

Member Bone agreed that it is appropriate as these are taxpayer expenditures. She inquired about the opportunity for the present staff to apply for these positions.

Mr. John Neuhaus, acting director of Personnel, explained that every opening is posted for three days. If there are no candidates, then the Personnel Office advertises outside.

Member Munson asked if these positions were posted at these salaries. Mr. Neuhaus replied that the Personnel Office does not post at a particular salary. The problem is that if no one comes from within, the position will go outside. Member Munson then asked, "If the position had been filled from inside, would the college have paid a lesser salary?" Mr. Neuhaus replied, "Yes, with our present structure."
Member Tomcheck remarked that he could see no reason why an internal employee could not get the same amount for a job as an applicant from the outside. He felt the college's salaries should be competitive.

The members agreed that a very thorough study should be done to develop a plan which would resolve the problem.

Member Dasher felt the college's salary ranges should be competitive with the Schaumburg area.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Mills, Weber, Tomcheck
Nays: Member Munson

Motion carried. Member Zanca voted aye.

Member Tomcheck moved, Member Weber seconded, approval of the faculty appointments, as in Exhibit VIII-B, as follows:

Faculty Appointments

Jack Gallagher, Instructor, Biology, 1979-80 academic year at a salary to be determined by an adjustment to his current salary based upon next year's salary schedule.

Charles DuBois, Assistant Professor, Allied Health Services, 1979-80 academic year at a salary to be determined by an adjustment to his current salary based upon next year's salary schedule.

Patricia Mulcrone, Instructor, Adult Basic Education, 1979-80 academic year at a salary to be determined by an adjustment to her current salary based upon next year's salary schedule.

Members of the Board expressed pleasure with these appointments.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Munson, Klussmann, Mills, Weber, Tomcheck
Nays: None

Motion carried. Member Zanca voted aye.

Member Weber moved, Member Bone seconded, approval of the Faculty Promotions, as in Exhibit VIII-D, effective with the 1979-80 academic year.
Minutes of the Regular Board Meeting of Thursday, May 10, 1979

NEW BUSINESS:

Faculty Promotions

From Instructor to Assistant Professor
Ann Dice - Mathematics
John Eliasik - Physical Education
William Jedlicka - Management
John Neuhaus - Student Development
Beth Pawlak - Dental Hygiene
Peter Scherer - English

From Assistant Professor to Associate Professor
Therese Butzen - Mathematics
Lee Kolzow - Reading
Mary Ann Mickina - Secretarial Science
Roy Steffens - Learning Resources
Willard Williamson - Philosophy

From Associate Professor to Professor
Dan Danis - Accounting
William Foust - Art

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

President McGrath extended his congratulations to those who received promotions and his thanks to the committee who worked so long and hard to prepare these recommendations. The Promotion Committee also made suggestions for changes in the Promotion Policy, which will be presented to the Board for consideration as soon as the administration and the committee have completed the recommendations.

Chairman Klussmann added her congratulations to those receiving promotions and her thanks to the committee.

Appointment of Auditing Firm

Member Dasher moved, Member Tomchek seconded, approval of the auditing firm of Peat, Marwick & Mitchell to complete the audits as listed in Exhibit VIII-E for the 1978-79 fiscal year, and that the Board further authorize a supplemental payment of $9,000 for additional services rendered in the completion of the 1977-78 audits, and that the fees to be charged for the 1978-79 audit not exceed $39,000 without reconsideration by the Board of Trustees.

Member Munson questioned including business from last year in the motion for appointing the auditing firm for the following year.

Member Dasher responded it was included as a matter of expediency, and he felt that Robert's Rules of Order
NEW BUSINESS: would substantiate the form
Appointment Chairman Klussmann felt comfortable with both matters of Auditing included in the motion.
Firm (cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

Student Member Mills moved, Member Bone seconded, approval of Activities the 1979-80 Student Activities Budget in the amount Budget of $207,490.00.

President McGrath requested that the Board look favorably on the budget as presented because the students had worked on the budget for a very long time, but he recommended that next year the budget be presented one month earlier. If the Board's approval of this budget were delayed, the delay would force the many student programs, which require much advance planning and booking, into disarray. Additionally, because of the closing of the academic year, any delay would prevent student involvement in the programming.

At the Committee of the Whole Budget Meeting on the previous Monday evening, much discussion had centered around the elimination of funding for the student publication, Point of View, and the reduction of health services. President McGrath had requested that Dr. Fischer discuss these items again with the students.

The students have now indicated that any excess funds will be used to support Point of View. President McGrath felt that he could also request support from the Educational Foundation for Point of View if the available Student Activities Funds were not sufficient.

President McGrath felt the reduction in health services was regrettable, but he was satisfied that the Student Activities Budget has appropriately contributed to the support of these services. There will be a reduction of the physician's service to two days a week, two hours a day.

Student Member Bruce Zanca thanked the members of the Student Activities Budget Committee for their commitment to fairness in fund allocations.

Member Weber also expressed her appreciation for the students' efforts; however, she advised that she would
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NEW BUSINESS: vote against approval because, perhaps through the
Student Board's own failure, the budget did not seem to
Activities reflect the Board's intent and philosophy. Perhaps
Budget the Board has not conveyed the critical nature of the
cuts the Board has been forced to make. Member
(cont.) Weber felt the Student Activities Budget demonstrated
a reluctance to give up any special events or
concerts. By a negative vote, Member Weber intended
to serve a reminder to next year's budget committee
that the Student Activities' philosophy should be
reexamined in light of the college's total financial
cclimate.

Alan Bergstrom, president of the Student Senate, read
a portion of a statement prepared by the Student
Senate.

The Senate would like to see the Board
approve the proposed budget with the
recommendation that if on June 30, 1979,
there are funds in excess of the $22,490.00
anticipated as a fund balance, the director
of Student Activities will reinstate Point
of View in the Student Activities Budget for
1979-80.

Member Tomchek remarked that he does not fault the
students in this area of budget cutting. He felt
there was a failing on the part of the administra-
tion and the Board to provide direction. He felt the
Board members had closed their eyes to the fact that
the Student Activities area is subsidized for a
considerable amount out of the Educational Fund and
had not offered the students a choice regarding payment
of activities fees.

Chairman Klusmann favored President McGrath's
suggestion to prepare the Student Activities Budget
at an earlier date. This would allow the Board to
review the budget with the students.

Member Tomchek felt it was more pertinent for the
Board to set some policy in this area.

Members Weber and Dasher agreed.

Member Bone suggested the students who are serving
on the Student Activities Budget Committee should
also be encouraged to attend Board budget meetings
in the future. This would provide the students with an
opportunity to observe the direction of the college.

Member Dasher suggested that early next year the
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NEW BUSINESS:

Student Activities Budget (cont.)

Board set some policy.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Munson, Klussmann, Mills
Nays: Weber, Tomcheck

Motion carried. Member Zanca voted aye.

Cooperative Agreement Nurse Asst. Training

Member Mills moved, Member Bone seconded, approval of the Cooperative Agreement with Friendship Village of Schaumburg as submitted in Exhibit VIII-G.

Member Bone asked if this agreement had been reviewed by counsel. Dr. Williams indicated it had.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Munson, Klussmann, Mills, Weber, Tomcheck
Nays: None

Motion carried. Member Zanca voted aye.

Farm Lease

Member Weber moved, Member Mills seconded, approval of the month-to-month lease to Mr. and Mrs. Ahrens as second-site caretakers, as per Exhibit VIII-H, until final disposition of this property.

Chairman Klussmann explained that the Ahrens are the tenants who had farmed the land in the past. The Board terminated the lease in order to consider sale of the property and to avoid having the property return to the tax rolls. However, it is important that the site be properly attended.

Member Bone questioned the motion and the inclusion of the phrase "until final disposition of this property." Member Weber indicated that she did include the phrase in her motion.

Member Tomcheck felt the motion should be amended to approve a month-to-month lease to Mr. and Mrs. Ahrens.

Chairman Klussmann agreed the motion should be shortened.

Member Weber withdrew that portion of the motion, "until final disposition of this property." Member Mills agreed.

Motion carried.

Summer Workweek Adjustment

Member Weber moved, Member Dasher seconded, approval of adjustment to the workweek effective May 21 through August 17, 1979 as per Exhibit VIII-I.
NEW BUSINESS:  
Summer Workweek Adjustment (cont.)
Chairman Klussmann summarized the Exhibit which indicated the college would realize approximately $29,000 savings in utility costs during this 13-week period. The recommendation is also intended to improve employee morale.

Motion carried.

Grants Status Reports
No Comments.

Building "M" Progress Report
No Comments.

PRESIDENT'S REPORT:
President McGrath advised the Board of the death of Ron Christian, a part-time instructor in Electronics. The college has expressed its sympathy to his family.

President McGrath extended his congratulations to Professor Ray Moehrlin, associate professor of Mathematics, who recently earned his doctorate at Illinois State University.

President McGrath announced that Davey Tree Company is donating to the college two or three shade trees valued at $4,000. Dr. Metcalf added that some of the local park districts will assist the college in the planting of these trees.

A check was received for $4,419.00. Four major lock companies were sued by the state of Illinois in an antitrust litigation on price fixing. The check represented the college's share of the settlement.

Phi Theta Kappa has accepted 31 students, who carry at least 12 hours and have completed more than one semester, with a 3.5 or better grade point average.

President McGrath reported that Donn Stansbury has been chosen for an important national project concerning instructional programs and their taxonomy. Donn Stansbury explained that the assignment involves HEGIS taxonomy which is an educational classification of reporting data to the National Center of Educational Statistics and the National Center for Higher Education Management Systems. Basically, it is for all educational students--supplying data in a format to be used by legislatures and governmental agencies.

One of Harper's secretarial students was chosen as Miss Illinois Future Secretary of the Year.
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PRESIDENT'S REPORT:
Bob Boeke, assistant professor in Harper's Engineering Math & Physical Science Division, has been appearing in a T.V. series on energy conservation for home owners.

The college has received a van as a donation from the Allstate Foundation and the Educational Foundation. There will be an invitation to the Board and the college staff to view the van as soon as it is ready for the road.

President McGrath also reported that he has begun to work with the Physical Education Department on the formation of Booster Clubs to support our sport teams.

After using Harper's facilities, the Department of Commerce donated a collection of some very fine business materials which will be a valuable asset to our business community.

The Harper College Men's Tennis Team placed first in the Illinois Community College tournament on May 4 and 5. At a recent track meet, Jeff Bridges won the 1500-meter and 800-meter events and was named the outstanding athlete.

Chairman Klussmann thanked President McGrath for his report.

MEETING ANNOUNCEMENT:
Chairman Klussmann advised the Board of an Executive Session meeting at 4:30 Monday, May 14, for the purpose of discussing negotiations.

ADJOURNMENT:
Member Mills moved, Member Dasher seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:30 p.m.

Chairman Joan Klussmann

Secretary Natalie Weber