

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

May 10, 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 - 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 Exhibit VII-A
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Faculty Appointments
 - 1. Biology Exhibit VIII-B-1
 - 2. Allied Health Science Exhibit VIII-B-2
 - 3. Adult Basic Education Exhibit VIII-B-3
 - C. RECOMMENDATION: Faculty Leaves of Absence Without Pay Exhibit VIII-C
 - D. RECOMMENDATION: Faculty Promotions Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of Auditing Firm Exhibit VIII-E
 - F. RECOMMENDATION: Student Activities Budget Exhibit VIII-F
 - G. RECOMMENDATION: Cooperative Agreement - Nursing Assistant Training Exhibit VIII-G

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| H. RECOMMENDATION: Farm Lease | Exhibit VIII-H |
| I. RECOMMENDATION: Summer Work Week Adjustment | Exhibit VIII-I |
| J. BOARD INFORMATION: Grants Status Report | Exhibit VIII-J |
| K. BOARD INFORMATION: Building M Progress Report | Exhibit VIII-K |
| 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, 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

Also present: James J. McGrath, James Perry, David Williams, Guerin Fischer, Bill Miller, Joan Young Suzanne Santeler, Barbara Gooch, Reggie Plahta, Muriel Zobott, Peggy Ringham, Anton A. Dolejs, Fred Inden, John Gelch, Jean Lytle, Ed Metcalf, Henry J. Kurowski, Charles Harrington, Karen Keres, Jay Singelmann, Pat Bourke, Susan Brooks, Lea Bartow, James F. Arnesen, George Dorner, Don Misic, Rosemary Murray, Robert Cormack, Bruce Weaver, Donn Stansbury, John Neuhaus, Bill Howard, Jeanne Pankanin, John Lucas, Joann Powell, Liz McKay, Karen M. Lueth, Carolyn Robertson, Burdette Katzen, Lil Morin, Mary Sierokowski, Patricia Furtak, Dennis Kowalski, Fred Waters, Betty Cwik, Virginia Kuykendall, Nancy Jack, Jan Langdon, Sandra Manner, Marge Fowler, Rose Trunk, Linda Wegner, Doloris Johnson, Polly Brandt, Diane Nowakowski, Regina C. Witort, Pat Hanish, Ray White, Harold Neumann, Kathleen Brown, Nadine C. Punch, Geraldine Goncher, Carolyn Butz, Elaine Stoermer, Fred Vaisvil--Harper College; John Blim, Alan Bergstrom, Debbie Teschke, Richard Morin, Lynda Mueller, Bruce Weaver, Dale W. Markay--Harper Students; Harolyn Ropp-Copley Record Newspaper; Jerry Hansen--Paddock Publications; Janell Francl--League of Women Voters of Palatine; Gary C. Brooks, Robert Katzen, Richard Morin, R. J. Cwik, Joseph J. Hanish.

Chairmann 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:

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:

Educational Fund	\$203,757.89
Building Fund	187,212.11
Site and Construction Fund	156,165.03
Bond and Interest Fund	237,331.05
Auxiliary Fund	120,562.22
Restricted Purposes Fund	51,114.59

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.

DISBURSEMENTS:
Bills Payable
and Restricted
Purposes Fund
(cont.)

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

DISBURSEMENTS:
Bills Payable
and Restricted
Purposes Fund
(cont.)

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.

DISBURSEMENTS:
Bills Payable
and Restricted
Purposes Fund
(cont.)

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 text books, 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.

Payrolls and
Estimated
Insurance and
Utility Bills

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.

Financial
Statements

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.

DISBURSEMENTS:
Financial
Statements
(cont.)

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.

Budget
Transfers

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.

Bid
Awards

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:

- DISBURSEMENTS: V-F1 Award the Bid Q6077 for office furniture for
Bid Building M to E & I Coop in the amount of
Awards \$6,361.07 and Item 9 to Virco in the amount
 of \$674.50. Total amount of award is \$7,035.57.
- V-F2 Award the Bid Q6080 for repair and replacement
 of gutters to James Mansfield and Company in
 the amount of \$3,775.00.
- V-F3 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.
- V-F4 Award the Bid Q6075 for equipment for Building
 M to the Nautilus Midwest Company in the amount
 of \$12,150.00.
- V-F5 Award the Bid Q6076 for striping paint to the
 low bidder, Glidden Paint, in the amount of
 \$3,124.00.
- V-F6 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.
- V-F7 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.
- V-F8 Award the Bid Q6081 for a Turf Tractor to the
 Turf Irrigation (TORO) Corporation in the amount
 of \$13,730.00.

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

DISBURSEMENTS: changed on the tables, and the new request for bids
Bid was completed today.

Awards
(cont.)

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.

Construction
Change
Orders

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.

Bookstore
Purchases
in Excess
of \$2500

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

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
Review
(cont.)

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.

Committee
Appointments

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.

UNFINISHED The Finance Committee will be Member Dasher, Chairman;
BUSINESS: and Member Munson.

Committee The Ethics Committee will be Member Tomchek, Chairman;
Appointments (cont.) and Member Dasher.

Committee Member Munson reported that the Public Relations
Reports Committee met on Wednesday afternoon with Elaine
--Public Stoermer, Jim McGrath, and Natalie Weber. They
Relations 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 recommenda-
tions for the Board in the very near future.

--Building 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.

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

Professional/Technical Appointments
Fred Inden, Facilities Mgr. Bldg.M, 5-15-79, \$17,994
Regina Witort, Buyer-Mail Coord., 5-15-79, \$16,235

Classified Staff Appointments
Ron Halle, 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

NEW BUSINESS: Classified Staff and Union Service Employee Resignations
Personnel Mary Ann Olson, Ed. Asst. 4-20-79
Actions Marga Kozar, Cook I, 4-20-79
(cont.) William Pollack, Custodian, 4-9-79
Georginia Kirkham, Lib. Asst. I, 4-30-79
Jan Smetana, Clerk III, 4-30-79

Teacher-Associate Leave of Absence
Afkham O'Donnell, Teacher-Asso.--Coor., 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: 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.
Personnel
Actions
(cont.)

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."

NEW BUSINESS:
Personnel
Actions
(cont.)

Member Tomchek 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, Tomchek
Nays: Member Munson

Motion carried. Member Zanca voted aye.

Faculty
Appointments

Member Tomchek 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, Tomchek
Nays: None

Motion carried. Member Zanca voted aye.

Faculty

Member Weber moved, Member Bone seconded, approval of the Faculty Promotions, as in Exhibit VIII-D, effective with the 1979-80 academic year.

NEW BUSINESS: From Instructor to Assistant Professor
Faculty Promotions

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

of Auditing

Firm

(cont.)

Chairman Klussmann felt comfortable with both matters included in the motion.

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
Activities
Budget

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

NEW BUSINESS:
Student
Activities
Budget
(cont.)

vote against approval because, perhaps through the Board's own failure, the budget did not seem to reflect the Board's intent and philosophy. Perhaps the Board has not conveyed the critical nature of the cuts the Board has been forced to make. Member 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 climate.

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 administration 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 Klussmann 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

NEW BUSINESS: Board set some policy.

Student

Activities

Budget

(cont.)

Upon roll call, the vote was as follows:

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

Nays: Weber, Tomchek

Motion carried. Member Zanca voted aye.

Cooperative
Agreement
Nursing 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, Tomchek

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 Tomchek 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.

PRESIDENT'S
REPORT:
(cont.)

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