

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

RESCHEDULED BOARD MEETING

AGENDA

June 13, 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 - May 15 and May 31, 1979
 - C. Estimated Payroll June 1 through July 31, 1979
 - D. Financial Statements
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports Exhibit VII-A
 - B. RECOMMENDATION: Additional Coverage for the Health Benefit Plan Exhibit VII-B
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Faculty Appointments
 - 1. Biology Exhibit VIII-B-1
 - 2. Learning Laboratory Exhibit VIII-B-2
 - C. RECOMMENDATION: Contract Riders
 - 1. Coordinators Exhibit VIII-C-1
 - 2. Counselors Exhibit VIII-C-2
 - D. RECOMMENDATION: Authorization of Salaries
 - 1. Classified Staff Exhibit VIII-D-1
 - 2. Teacher Associates Exhibit VIII-D-2
 - 3. Administrators Exhibit VIII-D-3
 - E. RECOMMENDATION: Student Service Grants Exhibit VIII-E
 - F. RECOMMENDATION: Time Sharing Cooperative Agreement with High School District 211 Exhibit VIII-F

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- G. BOARD INFORMATION: Organization Charts Exhibit VIII-G
- H. BOARD INFORMATION: Goals Accomplishment Report Exhibit VIII-H
- I. BOARD INFORMATION: Grants Status Report Exhibit VIII-I
- 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 Rescheduled Board Meeting of Wednesday, June 13, 1979

CALL TO ORDER: The rescheduled meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Klussmann on Wednesday, June 13, 1979, at 8:10 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

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

ROLL CALL: Present: Members George F. Dasher, Joan M. Klussmann, Shirley A. Munson, Ray Mills, David Tomchek, Natalie C. Weber, and Student Member Bruce Zanca
Absent: Member Janet W. Bone

Also present: James J. McGrath, Lea Bartow, Pat Bourke, Polly Brandt, Kathleen Brown, Therese Butzen, Nancy Crossthaite, Betty Cwik, Anton A. Dolejs, George Dorner, John Gelch, Frank Firak, Guerin Fischer, Barbara Gooch, Jean Goodling, C. Harrington, Bill Howard, Donald Hruby, Burdette Katzen, Karen Keres, Dennis Kowalski, Henry Kurowski, Karen M. Lueth, Liz McKay, Don Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Joann Powell, Nadine Punch, Carolyn Robertson, Donn Stansbury, Elaine Stoermer, Rena Trevor, Rose Trunk, Linda Vlahovic, George Voegel, David Williams, Regina Witort, Robert Wyman, Joan Young--Harper College; Harolyn Ropp--Copley Record Newspapers; Jerry Hansen--Paddock Publications; and Brian Barch, Paula Barch, R. J. Cwik, and J. P. Jones.

MINUTES: Member Munson moved, Member Zanca seconded, approval of the minutes of the regular Board meeting of May 10, 1979.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Munson moved, Member Dasher seconded, approval of Bills Payable the bills payable of June 13, 1979, as follows:

Educational Fund	\$316,503.92
Building Fund	314,112.16
Site & Construction Fund #1	40,647.85
Site & Construction Fund #2	11,217.53
Auxiliary Fund	93,971.96
Restricted Purposes Fund	307,837.78

Member Weber asked several questions about the bills. Dr. Perry explained that check #55036 was for temporary secretarial help, and check #22016 covered travel for a Bookstore Manager candidate and for the tennis team. Dr. Williams stated check #55085 (Fashion Design Consultant)

DISBURSEMENTS:
Bills Payable

was for the spring fashion show. In answer to a question from Member Tomchek, Jeanne Pankanin explained that check #32520 was travel expense for four students who attended the USSA International Conference held in Washington. She confirmed that this travel expense has been cut from next year's budget. Referring to the telephone bills, Member Munson asked if the expense for the 397-3000 number is usually about \$11,000. Dr. Perry stated this runs between \$11,000 and \$13,000 monthly.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Payrolls,
Estimated
Insurance and
Utility Bills

Member Weber moved, Member Mills seconded, approval of the payroll of May 15, 1979, in the amount of \$457,747.30; the payroll of May 31, 1979, in the amount of \$385,376.24; the estimated insurance bills for Blue Cross of Rockford for June 15 through July 15, 1979, in the amount of \$8,000.00; and the estimated utility bills for July, 1979, in the amount of \$70,000.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Financial
Statements

In reference to the Restricted Purposes Fund, Chairman Klussmann asked about the negative balances in the various scholarship accounts. Dr. Perry explained that the College has paid out money in these accounts but will be reimbursed.

Budget
Transfers

Member Tomchek moved, Member Weber seconded, approval of budget transfers in the Educational Fund in the amount of \$13,700.00, in the Building Fund in the amount of \$12,600.00, and in the Auxiliary Fund in the amount of \$2,500.00 (as per Exhibits V-E(1-3) 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, Mills, Tomchek and Weber
- Nays: None

Motion carried. Member Zanca voted aye.

DISBURSEMENTS:
Bid Awards

Chairman Klussmann provided Member Weber with a corrected copy of the bid awards. Member Weber read the corrections to Ex. V-F2, V-F10 and V-F20, and included them in her motion.

Member Weber moved, Member Tomchek seconded, approval of the following bid awards, as per Exhibits V-F1 through V-F20 attached to the minutes in the Board of Trustees' Official Book of Minutes:

- Ex. V-F1 Issuance of a change order for P.O. D-10126 issued to Paddock Publications; the increase to read change total from \$5,000.00 to \$6,000.00.
- Ex. V-F2 Approve name change of James Kaplan Co., Inc. to Development Financial Services, Mr. Bill Thompson; also, to increase the order from \$4,800.00 to \$6,450.00.
- Ex. V-F3 Approve the issuing of the following change orders for Food Service
- D-10115 Bit-O-Gold, from \$13,500.00 to \$16,500.00
- D-10413 Runge Paper, from \$19,326.31 to \$20,326.31
- D-10017 Mr. Dee Meats, from \$27,000.00 to \$35,000.00
- D-10296 Union Linen, from \$5,000.00 to \$6,000.00
- D-10113 Vanderbilt, from \$7,200.00 to \$9,200.00
- D-10118 Emil Kahn, Inc., from \$17,000.00 to \$20,000.00
- D-10399 Hedlin's Dairy, from \$11,543.83 to \$11,843.83
- D-10297 Goldenrod Ice Cream, from \$2,400.00 to \$2,700.00
- TOTAL INCREASE - \$15,600.00
- D-10121 Holleb & Co., from \$10,000.00 to \$8,000.00
- D-10396 Coca-Cola USA, from \$6,250.00 to \$5,250.00
- D-10114 John Sexton, from \$45,000.00 to \$31,000.00
- D-10395 Mary Ann Bakery, from \$5,969.45 to \$3,969.45
- D-10119 Lawrence Foods, from \$12,600.00 to \$10,600.00
- TOTAL DECREASE - \$21,000.00
- Ex. V-F4 Approve the issuing of a blanket purchase order covering advertising for the Personnel office to Paddock Publications in an amount not to exceed \$5,000.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-F5 Award Bid Q-6091 for fertilizer for campus grounds to the sole bidder, Olson Distributing Company, in the amount of \$2,916.00.
- Ex. V-F6 Award Bid Q-6092 for ceramic tile and mastic for "G" and "H" Building restrooms to Peko Tile as the low bidder, in the amount of \$4,745.20.
- Ex. V-F7 Award Bid Q-6094 for Dictaphone Thought Transcribers for the Business Division classrooms to the sole manufacturer of this type of equipment, the Dictaphone Co., in the amount of \$5,527.00.
- Ex. V-F8 Award Bid Q-6109 for athletic equipment for Building "M" as follows: Item 1 and 2 to Ned Singer as low bidder in the amount of \$950.00; items 3 and 4 to Parrish as low bidder in the amount of \$607.00; and items 5 and 6 to Scholastic Equipment as low bidder in the amount of \$1,369.72; for a total award of \$2,926.72.
- Ex. V-F9 Award Bid Q-6093 for the Human Performance Lab for "M" Building to be split as follows: Items 10, 11, and 12 to MacLevy Products Corp., in the amount of \$5,970.00; and all other items to Quinton Instruments in the amount of \$23,650.00; for a total award of \$29,620.00.
- Ex. V-F10 Approve the renewal of the rental of the Willow Park Center for the fifth and final year in the amount of \$106,515.96 to Development Financial Services and common area maintenance charges in the amount of \$4,700.00.
- Ex. V-F11 Approve the extending of the amusement machine contract for fiscal year 1979/80 to Custom Amusement.
- Ex. V-F12 Award Bid Q-6111 for intercollegiate athletic insurance to Student Plans as the low bidder in the amount of \$6,284.00 for the fiscal year 1979-80.
- Ex. V-F13 Award Bid Q-6124 for an electric typewriter preventive maintenance contract to Trio Office Machines as low bidder in an amount not to exceed \$10,500.00.
- Ex. V-F14 Award Bid Q-6112 for swimming equipment for Building "M" to the low bidder, Recreonics, in the amount of \$3,637.60.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F15 Award Bid Q-6113 for playground equipment for Buildings "I" and "J" Child Development Program to the only responsive bidder, Newtoys, in the amount of \$5,650.00.
- V-F16 Approve the renewal of the service contract for the maintenance of all elevators located on the College campus to the Gallaher and Speck Co., in the amount of \$5,088.00.
- V-F17 Award Bid Q-6119 for typing lab furniture for Buildings "I" and "J" to the low bidder, Toledo Metal Furniture, Inc., in the amount of \$20,904.00.
- V-F18 Award Bid Q-6118 for the replacement of Buildings "B" and "C" roofs to the low bidder, Mansfield & Sons, in the amount of \$53,500.00.
- V-F19 Approve the renewal of the lease/purchase contract for a Time Sharing Computer during the fiscal year 1979-80 to Hewlett-Packard in the amount of \$16,742.56.
- V-F20 Approve the renewal of a maintenance contract applicable to the Hewlett-Packard 2000E Time Sharing System to Hewlett-Packard in the amount of \$7,908.00.

Member Munson asked how many elevators are involved in the service contract under V-F16. Mr. Kurowski stated seven elevators and a dumbwaiter are involved. This contract covers monthly maintenance and any replacement parts necessary due to an elevator breakdown. In answer to Member Munson's question on V-F11, Ms. Witort explained this is the option to extend the amusement machine contract for the third year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Change
Order

Member Tomchek moved, Member Weber seconded, that the Board ratify the signing and submittal of Proposed Change Order G-14 to the Capital Development Board for a total increase to the contract of \$3,455.90.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

COMMUNICATIONS:

Member Dasher referred to a letter written to Elaine Stoermer by Lloyd Blair of Lloyd Blair Associates. Mr. Blair commented favorably on a seminar held at Harper for the purpose of acquainting people in the area with office temporary help, which was publicized as being put on by Kelly Services. As Mr. Blair is in the same business, and as a taxpayer in the district, he requested the opportunity in the future to be a co-sponsor for this type of seminar. Member Dasher supported Mr. Blair's request.

Chairman Klussmann read a letter from Mrs. Margaret Schultz of Niles. Mrs. Schultz expressed appreciation for the help she had received regarding her reading skills, but primarily regarding her son who has learning disabilities. She felt Harper's resources and encouragement to all adults returning to school is very heartwarming.

Member Weber read a letter she, as Board Secretary, had sent to the Board. In the letter, she proposed that the Board honor Jessalyn Nicklas by naming one of Harper's buildings for her in appreciation for her efforts in the founding of Harper College; the building selection and process to be determined by the Harper Board and administration. In the past, a committee had been formed for the purpose of naming the buildings; however, this has not been accomplished. As Board members serve over a relatively short period of time, Member Munson did not feel that the Board per se should be in the position of naming the buildings. She pointed out that representation on the committee had been broad--students, faculty, and citizens of the community. The Board agreed that serious consideration should be given to naming the College buildings.

UNFINISHED
BUSINESS:Committee
Reports--ICCTA

Member Mills had attended the ICCTA meeting in Member Bone's place and reported on the fine program presented. Included in the program were presentations on Board Organization, Board Goal Setting, How Your College Survives, Grants and Foundations, Skills for New Board Members, and Waubonsee College's successful referendum. He spoke of the tremendous organization Waubonsee had for their referendum, stating he planned to retain the notes he had made on this subject. At the banquet on Saturday evening, Jessalyn Nicklas was made an honorary member of the ICCTA. Due to moving, she was unfortunately unable to attend. Member Mills expressed his enjoyment of and appreciation for the opportunity to attend this meeting.

--Building

Member Dasher reviewed the Building Committee Report which had been distributed to the Board. He noted the College will be coming in about \$200,000 under budget on both building M and Harper's share of I and J Buildings. However, there is concern on occupancy dates. October 15 is an optimistic date for Building M. Permanent power for Buildings I and J has been held up, so the August

UNFINISHED
BUSINESS:
Committee
Reports--
Building
(cont.)

occupancy dates for these buildings is doubtful; this will affect the fall semester. Member Dasher has been unsuccessful in attempts to exert influence with Commonwealth Edison Company regarding this problem. Don Mistic had provided a book of pictures covering the process of constructing Building M for those Board members who wished to look through it.

Mr. Mistic discussed the kinds of problems encountered in the construction of these buildings. He pointed out that the change orders which come to the Board are proposed change orders and have to be approved downstate. The Capital Development Board is automatically the Owner in any project in which they are involved until the project is completed. Harper College is simply the User until the project is complete. He stated his function regarding change orders is as the User's representative. Mr. Mistic mentioned the poor soil which was a big problem with Building M. He discussed several other change orders made to correct honest oversights. Another big problem had been the cement shortage. A delay in one trade causes delays in others, resulting in coordination difficulties for the general contractor. Mr. Mistic felt, in comparing the percentage of change orders to the total project cost, that these projects are going very well.

Member Munson questioned the type of roof being used. Mr. Mistic pointed out it is the same type of roof that replaced the one on Building A, an "All-Weather Crete" roof which is entirely different from the roof originally used on Building A. The roof guarantee is for 10 years on Buildings I and J. Member Tomchek asked if the roofing firm is one that will not go out of business in the next ten years. He felt public institutions were afflicted with that problem. He stated the College is obsessed with taking the lowest bid and pointed out that the lowest bidder may not be in business two years from now.

Member Munson suggested that the Board as a whole could exert pressure on Commonwealth Edison Company to provide the power for Buildings I and J. It was agreed that a formal letter from the Board will be sent to the President of Commonwealth Edison Company concerning this problem.

--Public
Relations

Member Munson stated the Public Relations Committee had not met.

--Educational
Foundation

Member Munson stated she had attended the meeting of the Educational Foundation last week, and was very pleased with a comment made by one of their board members. He asked for a clarification of the lines of operation between the Foundation Board and Harper's Board. Their members seem very willing to assist and help wherever they can. Member Munson found this very gratifying as there are a large number of community leaders on the Foundation Board.

UNFINISHED

BUSINESS:

Additional Coverage for the Health Benefit Plan

Chairman Klussmann discussed additional coverage for the Health Benefit Plan. An increase in benefits is necessary in order to comply with the impact of federal legislation upon maternity and disability benefits. The recommendation is based upon the advice of legal counsel after they reviewed the Civil Rights Act and the College's contractual obligations to employees.

Member Dasher moved, Member Mills seconded, approval of the additional coverage for the Health Benefit Plan to be retroactive to April 1, 1979. Faculty members would pay the increase in premiums because of the terms of the faculty contract. For all other employees, the Board would pay 100 percent of the individual coverage and 70 percent of the dependent coverage.

Member Tomchek proposed an amendment to the motion to include coverage for the faculty in the same amount. At the present time, the College is paying full individual coverage and 70 percent of dependent coverage for the faculty. Although this is a negotiable item, he felt it was wrong to separate one group from another and exclude the faculty. The other Board members agreed, and Member Dasher withdrew his motion and Member Mills withdrew his second.

Member Tomchek moved, Member Weber seconded, that the Board approve the additional coverage for the Health Benefit Plan, to be retroactive to April 1, 1979. The Board will pay 100 percent of the individual coverage and 70 percent of the dependency coverage for all employees.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

Personnel Actions, Faculty Appointments, and Contract Riders

Member Weber moved, Member Dasher seconded, approval of Personnel Actions, Faculty Appointments, and Contract Riders, as per Exhibits VII-A, B-1, B-2, C-1 and C-2, as follows:

Ex. VII-A--Personnel Actions

Classified Staff and Union Service Employee Appointments:

Ramon Ruiz, Custodian, 5/8/79, \$10,442

Theresa Allen, Clerk I, 5/14/79, \$7,366

Alan R. Bokowski, Public Safety Off., 5/16/79, \$10,646

Joseph Stehle, Custodian, 5/31/79, \$10,442

Joanne Pepich, Sr. Recept., 5/7/79, \$8,076

Anna Harshbarger, Cl. Typ. II, 5/15/79, \$7,512

Margaret Ringham, Bookkeeper, 6/1/79, \$9,768

NEW BUSINESS:

Personnel Faculty Resignations
 Ronald Cooper, Asst. Professor, Bus. Div., 5/30/79

Actions, Faculty Teacher/Associate Resignation
 Appointments, Frank M. Balles, Bus. Div., 5/30/79
 and Contract Joanne Jackowski, Hear. Impaired, 5/20/79
 Riders (cont.)

Classified Staff Resignations
 Beverly J. O'Connor, Sec. I, L&HS, 5/25/79
 Carolyn Bansbach, Clerk III, Bus. Div., 5/25/79
 Sandra McQuade, Cl. Typ. I, SS&PS, 5/25/79
 Marie Foltman, Sec. I, SS&PS, 5/25/79
 Carol Thibault, Bookkeeper, Acctg. & Sys., 6/15/79
 Andrew Surratt, CETA Trng. Spec., Car. Prog., 6/1/79
 Andy Suk, Media Syst. Engr., A/V Svc., 6/8/79
 Patti Morrow, Place. Spec., Car. Prog., 6/1/79
 Jo Ann Brinkman, Newswriter, Inst. Com., 6/15/79

Classified Staff Leave of Absence
 Michael Zima, Chef, Fd. Svc., 6/8/79

Ex. VIII-B-1

Mr. William Andresen be reappointed as Instructor of Biology for the 1979-80 academic year, at a salary to be determined by an adjustment to his current salary based upon next year's salary schedule.

Ex. VIII-B-2

Mr. Girard Weber be reappointed as Associate Instructor Learning Laboratory for the 1979-80 academic year, at a salary to be determined by an adjustment to his current salary based upon next year's salary schedule.

Ex. VIII-C-1

Approval of contract riders for career program coordinators as shown below, in the amount of \$9,234 based on faculty salaries for 1978-79. Adjustments to individual riders will be dependent on the 1979-80 negotiations.

<u>Name</u>	<u>Days</u>	<u>Salary</u>
Marlene Andelman	3	\$ 272
Wallace Davis	5	529
Henriette Gebert	3	341
Susanne Havlic	2	133
William Jedlicka	7	529
Thomas Johnson	10	782
Michael Louis	5	660
Eugene Magad	5	527
Gerald Mellenthin	4	438
Mary Ann Mickina	10	1,035

NEW BUSINESS:Ex. VIII-C-1 (cont.)Personnel

Actions, Faculty
Appointments,
and Contract
Riders (cont.)

<u>Name</u>	<u>Days</u>	<u>Salary</u>
Vera Murchison	5	\$ 379
Chieko Nambu	2	189
Jean Pearson	10	894
Donald Sedik	5	727
Jay Singelmann	3	315
Margaret Smith	5	398
Rose Trunk	7	831
Joseph Yohanan	2	<u>255</u>
Total		<u>\$9,234</u>

Ex. VIII-C-2

Approval of contract riders for Student Development faculty as shown below, in the amount of \$31,205.44, based on faculty salaries for 1978-79. Adjustments to individual riders will be dependent on the 1979-80 negotiations.

<u>Name</u>	<u>Days</u>	<u>Salary</u>
Bruce Bohrer	30	\$ 2,210.40
Dennis Brokke	25	2,728.20
Marguerite Ewald	20	2,204.41
Nancy Fojo	20	1,753.84
Janet Friend	10	702.20
Clete Hinton	20	2,785.44
Ray Hylander	20	3,003.08
Ed Liska	20	2,410.25
William Nelson	20	2,367.69
Joyce Nolen	20	2,268.00
Barbara Olson	20	1,694.97
John Papandrea	10	1,017.95
Anne Rodgers	20	1,988.21
Philip Troyer	20	2,020.60
Steve Catlin	25	<u>2,050.20</u>
Total		<u>\$31,205.44</u>

Member Weber expressed regret regarding staff resignations, particularly the resignation of Andy Suk with whom the Board had worked. President McGrath agreed, but pointed out that the new position is a great opportunity.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

NEW BUSINESS:
Authorization
of Salaries---
Classified
Staff

Member Weber moved, Member Dasher seconded, approval of a sum not to exceed \$219,000 to implement the salary increases of the classified staff for 1979-80, effective July 1, 1979.

President McGrath discussed the salary increases, or adjustments, which included the following:

1. An adjustment to the current salary ranges of two percent which brings the College more in line with industry and other colleges in the area;
2. Moving people within the ranges to the appropriate step;
3. A seven percent increase within the range--this adjustment is requested at this time in order to meet the July payroll. (Ten people at the top of their range will receive from two percent to around five percent, and a possible amendment is being considered for the July Board meeting.)

President McGrath then discussed the other items reviewed with the Classified Employee Council which he hopes will be accomplished by January 1:

1. Annual adjustment of ranges to be discussed each year with the Classified Employee Council;
2. Regarding promotions, in the future consider the individual, the promotion, and the market. The College has been locked into a six percent cap on promotions in the past. If necessary, he will come back to the Board asking them to do away with this six percent cap.
3. For reclassification purposes, review all positions and ranges in the next few months.
4. Bring the evaluation system up to date, moving people up to the mid-range in terms of time and grade, and beyond that judge them on merit.

Ms. Barbara Gooch and Ms. Regina Witort agreed these were the major points discussed.

Member Tomchek asked what the \$219,000 represented in percentage of increase. President McGrath stated it amounted to about 12 percent. Mr. Neuhaus explained that each individual has been reviewed, some are receiving seven percent plus two percent, and others might receive from seven percent up to 18 percent. President McGrath explained that those at the top of their range would receive between two and five percent after the adjustments were made. He mentioned again that these 10 people will be reviewed to consider whether or not there should be a one-time non-cumulative salary adjustment.

NEW BUSINESS:
Authorization
of Salaries--
Classified
Staff
(cont.)

Member Tomchek asked what the highest percentage increase would be, and the answer was 18 percent, resulting from a shift plus seven percent. President McGrath pointed out that this particular individual was brought in at a low salary.

Member Tomchek asked if these adjustments had been negotiated with the Classified Employee Council or had occurred as a result of administrative fiat. President McGrath explained that the Council had presented seven or eight proposals. Originally, he was not willing to accept the proposal for change in ranges, but after reconsideration he accepted that along with the other proposals. In his perception, the Council turned in a demand and the administration met their demand. Member Tomchek asked if this was acceptable to all or a great number of the classified staff. Ms. Gooch felt it was acceptable and fair to the majority of the staff.

Referring to the 10 employees at the top of their range, Member Tomchek pointed out that the CPI is running at about 11.4 in the Chicago area. Even though he recognized the need for ranges, he felt anyone getting less than half that amount would be running drastically behind.

Member Weber expressed the Board's gratitude for the progress being made in the area of salary adjustments, stating it was a tribute to the Classified Employee Council and the administration.

Chairman Klussmann pointed out that these adjustments were based on information obtained from salary surveys of industry, community colleges, and school districts in the area, along with survey data from the Northwest Industrial Council, the American Management Society, and the American Management Compensation Association.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

--Teacher
Associates

Member Weber moved, Member Mills seconded, approval of a maximum of \$6,000.00 for the salary adjustments to Teacher Associate staff for the 1979-80 contract year.

In answer to Member Tomchek's questions, President McGrath stated the Teacher Associates were not covered by a bargaining unit and that the percentage of increase involved was seven percent. Member Tomchek pointed out that the major group in the college is the faculty, and

NEW BUSINESS:
Authorization
of Salaries--
Teacher
Associates
(cont.)

he wondered if the Teacher Associates accepted a seven percent increase if that might somehow inhibit the faculty's expectations. The Board did not feel it would. He asked if the Board could not wait on this action until faculty salaries have been settled. President McGrath stated the feeling was that it was unfair to keep these people waiting. Member Tomchek asked if there might be an adjustment later. Member Dasher pointed out that the college had budgeted a deficit of between \$700,000 and \$800,000 for next year, which is contrary to the Board's wishes.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

--Administra-
tors

Member Weber moved, Member Zanca seconded, that the Board approve a maximum of \$55,000 for the salary adjustments to administrative staff for the 1979-80 contract year.

Member Tomchek asked if it were necessary to approve this at this meeting. Member Dasher questioned whether there was a chance of changing this amount in the future in either direction. President McGrath stated he would prefer to have it acted upon at this meeting. This is the minimum, and after negotiations are complete he would like to come back to the Board if he thought it was justified.

Member Dasher moved, Member Tomchek seconded, to amend the motion to make the line read \$70,000 instead of \$55,000.

Member Munson asked about the percentage of increase. President McGrath stated the \$70,000 would be nine percent. Member Tomchek felt this is low, as the Board is asking fewer people to do more and more. There are now 28 administrators.

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

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

Motion carried. Member Zanca voted aye.

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

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

Motion carried. Member Zanca voted aye.

NEW BUSINESS:

Student
Service
Grants

Chairman Klussmann stated it is traditional that students who have made outstanding contributions in the areas of student theatre, student government, the Harbinger, the Program Board, Point of View, and other student activities are nominated to receive either half or full rebate of tuition. The individuals who have met the criteria are listed in the attachment to Ex. VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Mills moved, Member Zanca seconded, approval of the Spring 1979 student awards tuition rebates, in the amount of \$3,238.50.

Member Munson noted this was the first time these rebates had ever come before the Board. Dr. Fischer pointed out this was due to a change in the wording in the Policy Manual.

Member Tomchek questioned where the \$3,238.50 in the motion comes from. Dr. Fischer explained that approximately \$3500 is budgeted in the Student Activities Fund, along with the \$3500 allocated from the Educational Fund, for a total of \$7,000. Member Tomchek asked what the ratio is. Jeanne Pankanin stated the Activity Fund has always paid more than the Educational Fund.

Member Tomchek reiterated his ongoing concern that the Student Activities Fund continues to be subsidized from the Educational Fund, and for that reason stated he would vote against the motion. He felt the expenditure from the Educational Fund was not made clear in this recommendation and objected to the ongoing obfuscation from the Office of Student Affairs. Ms. Pankanin explained that for the spring semester approximately \$2,000 was being expended from the Student Activities Fund and \$1,250 from the Educational Fund. Member Tomchek did not feel the problem was Ms. Pankanin's; he felt it was up to the President. Member Mills stated he did not feel all Board members necessarily agreed with Member Tomchek, and Member Dasher agreed and called for the vote.

Upon roll call, the vote was as follows:

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

Nays: Member Tomchek

Motion carried. Member Zanca voted aye.

Time Sharing
Cooperative
Agreement with
H.S. Dist. #211

Member Munson moved, Member Weber seconded, approval of the agreement with High School District #211 to share interactive computing facilities from July 1, 1979, through June 30, 1981.

NEW BUSINESS:

Time Sharing
Agreement with
H.S. Dist. #211
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Organization
Charts

Chairman Klussmann explained the Administrative Organization Charts for 1979-80 in Ex. VIII-G were for Board information and included the most recent changes in internal organization.

President McGrath commented on the new position of the Assistant to the President for Special Projects. Special projects will include the upcoming accreditation visitation. This will be a major problem for the College to address, and the President feels he will need assistance there. He also feels the Office of College Relations has been overworked in the area of assistance to the President, inhibiting their work in community relations. These tasks can be picked up under special projects, along with the Educational Foundation which he wants closer to his office.

President McGrath discussed the new organization in the Academic Affairs area which he felt would be of interest to the Board. Several of the divisions have been pared down. Some areas in Social Science have been realigned in the Business Division, along with Humanities and Fine Arts in the Liberal Arts Division. There are new areas in the Mathematics and the Life Science Divisions. The new organization in the Academic area and the new position in the President's area are the two major changes, other than positions not filled and eliminated during the past year.

Member Tomchek observed that at the present time the College has three vice presidents. He felt it was indicated in the administrative charts that there is some parity in terms of responsibility. Yet he felt it was clear that the Academic area is carrying a substantial burden in terms of the number of people to be supervised. He felt an effort should be made to bring this under control; somebody should subordinate those roles in an agreeable manner.

Member Tomchek left the meeting.

In answer to Member Munson's question, President McGrath stated there were detailed job descriptions on these positions.

Chairman Klussmann thanked President McGrath for providing this information to the Board.

Member Dasher left the meeting.

NEW BUSINESS:
Goals
Accomplishment
Report

Chairman Klussmann stated the next item was the 1979-80 Institutional Goals Accomplishment Report for Board information.

President McGrath felt that due to Member Weber's efforts, the 1979-80 goals are much more realistic. The list last year was almost endless and he was not sure they were really in priority order. Member Weber felt it was amazing that so many of the goals were accomplished, in spite of the special kinds of problems and activities in the last year. With a shorter list, she felt people will feel a real sense of accomplishment when they complete a task they have set for themselves.

Grants
Status
Report

Referring to the grant for the Hearing Impaired Program in the Grants Status Report, Member Munson asked if the matching requirements were part of these grants in the past. President McGrath stated they were, with the State providing 60 percent and the College 40 percent.

Faculty
Senate

With reference to the agreement between the Board of Trustees of Harper College and Local 1600, William Miller, President of the Faculty Senate, stated the Faculty Senate is requesting arbitration regarding the firing of the teachers. He gave copies of the notice to Chairman Klussmann and President McGrath.

Resignation
of Board
Member

Member Natalie Weber read the following communication to the Board. "Due to the fact that my family and I are moving out of Harper's district, it is with deep regret that I must tender my resignation from this Board, effective on June 16, 1979." Signed, "Natalie C. Weber."

Member Weber then addressed the Board, stating it has been a rewarding experience, a privilege and a pleasure to serve on the Board. She spoke of the many friends she has made, not only as a student but in her four years on the Board, and how much they have meant to her. She expressed confidence that Harper under its present administrative leadership, with its faculty, its classified staff and with the Board, has a great future. In conclusion, she stated how much she would miss everyone.

On behalf of the Board, Chairman Klussmann thanked Member Weber for her many contributions to the Board--as Secretary of the Board, for her conscientious attendance at meetings, for doing her homework and stating her own views in a constructive and positive manner, for her hard work on the Referendum Committee, as Chairman of the Goals Committee, as a member of the Public Relations and Presidential Search Committees, and for her participation and understanding. Chairman Klussmann stated Member Weber would be missed by all, and presented her with a plaque from the Board in recognition of her dedicated service.

NEW BUSINESS: Member Munson added that some of the excellent things which
Resignation of have happened to Harper in the last year would not have
Board Member happened if it were not for Natalie Weber.
(cont.)

The Board will interview for Member Weber's successor, and all those interested in this Board position should contact Chairman Klussmann by June 25. They will be sent a packet of information about Harper College, and those meeting the legal requirements of age and residency will be interviewed by the Board. As the law requires an appointment within 30 days after a resignation, the new member will be appointed at the July meeting.

Appointment of new Board Secretary Chairman Klussmann had been advised by the attorney that the Board should at this meeting select a new Secretary whose term will commence on June 16, the date of Member Weber's resignation.

Member Munson moved, Member Weber seconded, the appointment of Member Jan Bone as the new Secretary of the Board of Trustees.

Motion carried.

PRESIDENT'S REPORT:

On behalf of the faculty, staff and administration, President McGrath expressed appreciation for Member Weber's dedication, support, warmth, friendship, and her service on the Board of Trustees. He personally noted her excellent work on the Search Committee. Referring to her plan to stay in touch with the College, he stated that the administration will make every effort to keep in contact with her.

With the agreement of the Board, a budget meeting on Round III of the budget was set for the Board committee of the whole on Thursday, June 28. Those members not present will be contacted by telephone and a notice sent out to the Board.

President McGrath noted that registration for summer school is down. Comparing it to last year, Head Count is down 360 and FTE is down 114.8. The major drop in Head Count is in the Adult Basic Education Program in General Studies. The program is funded in two ways--through State apportionment and tuition. The State apportionment for Adult Basic Education is very low at \$7.01 per credit hour. In addition, the tuition is not paid by the students but by a State grant. The grant takes into consideration fall, spring and summer terms. There were not enough funds to register all of the students this year. It would have been fiscally imprudent to take in 330 students at a cost of \$18.00 per credit hour, considering the financial status of the College. President McGrath pointed out, therefore, that the drop in Head Count is not as drastic as it sounds. In terms of FTE, the College is budgeted for summer at an FTE rate of 1300. The rate right now is 1351. Attrition by mid-term is expected to bring that much closer to the

PRESIDENT'S
REPORT:
(cont.)

budgeted figure of 1300. Early registration was encouraging, but it fell off later. President McGrath stressed that staff members have their work cut out for them in terms of recruitment for the fall semester.

The young daughter of Linda Nelson, Accounting Department, suffered a tragic accident over the last weekend. She was thrown from a horse and is in the University of Wisconsin Hospital. At this point, she has not regained consciousness. President McGrath felt the Nelson family would appreciate notification of support.

Jay Singelmann, faculty member, also was recently involved in an accident on his motorbike. He is recuperating at home with a broken leg and collarbone and multiple abrasions. It is doubtful that he will be back before the fall semester, and President McGrath encouraged the sending of notes or cards to him.

Jack Pageler, faculty member, and his family were visiting the Moraine Hills State Park. He saw a canoe about to go over the dam and, with another person, commandeered another canoe and dove in and saved the couple involved.

Another faculty member, Pat Bourke, was involved in a rescue in Florida. She was walking on the beach with her family, when they heard a cry for help. Her daughter, a lifeguard, rescued the victim who had stopped breathing. Ms. Bourke gave resuscitation and saved the person's life.

Although both these rescues had been publicized elsewhere, President McGrath stated he wished to publicly acknowledge these actions; he felt it exemplified the concern teachers have for people in general.

President McGrath expressed gratitude to Polk Brothers of Schaumburg, who donated a TV set to the Hearing Impaired Program at Harper. This donation came about through the efforts of the Educational Foundation.

It had been planned to invite the Board to visit the recruitment van following the meeting. This is the van donated by the Educational Foundation and another donor. However, the van will be at Randhurst Shopping Mall at 9:00 a.m., Thursday, June 14, and was taken over there. A future date will be set for the Board to see the van.

President McGrath reported a number of awards and honors.

Ms. Elizabeth Hull, of the English Department, has been appointed a regional judge for the 1979 achievement awards in a writing program sponsored by the National Council of Teachers of English.

PRESIDENT'S
REPORT:
(cont.)

Paul Sipera, of the Geology and Physical Science Department, has received an award from the Illinois State Academy of Science.

As mentioned earlier, former Board member, Jessalyn Nicklas, has been made an honorary member of the ICCTA.

Five Harper athletes who have received scholarships are:

Brad Sinclair, Stetson Univ., Florida, basketball
Nick Kekos, Bradley University, tennis
Mike Reif, Univ. of Nevada, wrestling
Paul Preissing, Univ. of Utah, wrestling
Joe Rizza, Western Illinois Univ., wrestling

Barbara Bostelmann, a Harper student from Elk Grove, has received a \$200 scholarship from the Elk Grove Nursing Club.

Kristina Misic, Don Misic's daughter, has won a two-year legislative scholarship to Northern Illinois University.

Carolyn Dobbs, Adult Basic Education Program, had an article published recently.

President McGrath extended congratulations to these people on their awards and honors. He further announced that Frank Firak, of Administrative Services, had become the father of a son last week.

ADJOURNMENT:

Member Munson moved, Member Zanca seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:35 p.m.

Chairman Joan Klussmann

Secretary Natalie Weber