

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

July 12, 1979

8:00 p.m.

- I. Call to Order
- II. Roll Call and Resolution for Trustee Appointment
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - June 15 and June 30, 1979
 - C. Estimated Payroll July 1 through August 31, 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: Non-cumulative Classified Salary Adjustments Exhibit VII-A
 - B. RECOMMENDATION: Approval of Flood Easements to the Metropolitan Sanitary District for the Salt Creek Flood Control Project Exhibit VII-B
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Faculty Leave of Absence: Criminal Justice Program Exhibit VIII-B
 - C. RECOMMENDATION: Contract Rider: Associate Dean of Communications, Humanities and Fine Arts Exhibit VIII-C
 - D. RECOMMENDATION: Approval of Architectural Consultant Exhibit VIII-D
 - E. RECOMMENDATION: Budget Hearing Resolution Exhibit VIII-E

Board Agenda
July 12, 1979
Page 2

- F. RECOMMENDATION: Transfer of Funds from Site
& Construction Fund to Operations,
Building & Maintenance Fund Exhibit VIII-F
- G. BOARD INFORMATION: Renewal of Continental Bank
Agreement Exhibit VIII-G
- H. BOARD INFORMATION: Legal Budget 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 Regular Board Meeting of Thursday, July 12, 1979

Prior to calling the regular Board meeting of Thursday, July 12, 1979, to order, Chairman Klussmann introduced Brian Barch, the new Board member, stating he would be officially appointed to the Board during the meeting. She also stated there were several awards to be made prior to the meeting.

Chairman Klussmann referred to the April 19, 1979, Adjourned Board of Trustees meeting, which was Mrs. Jessalyn Nicklas' last meeting as a member of the Board. At that time, the Board presented Mrs. Nicklas with a framed resolution in recognition of her part in the formation of the community college system in Illinois and in the founding of Harper College, her 14 years service on the Board of Trustees, and her activities in community college affairs at the State level. At the graduation ceremonies in May, Mrs. Nicklas was presented with a special Recognition Award in honor of her many contributions to Harper College. The Chairman stated the Illinois Community College Trustees Association had planned to honor Mrs. Nicklas with an award at their June meeting. However, Mrs. Nicklas was unable to attend that meeting.

Chairman Klussmann introduced Mr. Ray Hartstein, President of the ICCTA, and Mr. David Viar, Executive Director of the ICCTA. Mr. Hartstein addressed the Board and audience, stating he was particularly pleased to attend this meeting in order to honor his long-time friend, Jessalyn Nicklas. He stated the ICCTA was fully aware of Mrs. Nicklas' contributions to the College and Board of Trustees, and her achievements statewide. The ICCTA represents 39 community college districts of the State of Illinois and is one of the most visible and active lobbying associations in the State. He spoke of the Association's impact in Springfield. Mr. Hartstein stated the Association came into being through Mrs. Nicklas' visibility and dedication. He reviewed the numerous positions Mrs. Nicklas had held in the Association and the many committees on which she had served, and pointed out that she is currently a member of the ICCB committee to study Illinois college financing. The ICCTA award--the Certificate of Honorary Membership--is the highest honor that the Association gives. He discussed the essence of the award before presenting it to Mrs. Nicklas, and thanked the Board for the opportunity to present it at this meeting.

Mrs. Nicklas thanked Mr. Hartstein and Mr. Viar for coming. She expressed her appreciation to the ICCTA for the award, and stated how much she had enjoyed working with the many friends she had made in the Association. She felt much of the recognition offered her belonged to Harper College also. From the beginning, Harper had recognized that as a college they could not operate alone in the State of Illinois. To be effective in the community, it was necessary to branch out and develop relationships and acquaintances with State boards and agencies and with the legislature; and as a group to use its influence and data in order to help make decisions which aid community colleges. Mrs. Nicklas felt these are the benefits of joining and working together as an Association. She expressed the hope that Harper will continue to participate on this level, and stated she appreciated very much the opportunity the College had given her to be a part of this Association. She also expressed her gratitude to the Association for the opportunities provided her and the wonderful friends she had made through this work.

Chairman Klussmann introduced Mr. Thomas de Seve, from the U. S. Department of Commerce. Mr. de Seve presented President McGrath with a certificate officially designating Harper College as an Associate Office of the U. S. Department of Commerce. The Northwest Suburban Auxiliary Office of the Department has been housed at Harper since last November. President McGrath thanked Mr. de Seve and accepted the certificate on behalf of Harper College.

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, July 12, 1979, at 8:15 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, Ray Mills and Shirley A. Munson
Absent: Member David Tomchek and Student Member Bruce Zanca

Also present: James J. McGrath, Lea Bartow, Dan Cash, Robert Cormack, Anton A. Dolejs, Guerin Fischer, Pat Furtak, John Gelch, Barbara Gooch, Jean Goodling, Charles Harrington, Bill Howard, Henry Kurowski, John Lucas, Liz McKay, William E. Miller, Don Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Joann Powell, Elaine Stoermer, Urban Thobe, Fred Vaisvil, David Williams, Regina Witort, and Joan Young--Harper College; Carol Forrest--Record Newspapers; Thomas J. de Seve--U. S. Department of Commerce; Ray Hartstein, President, and David Viar, Executive Director, of the ICCTA; and Paula Barch, Frank Furtak and Jessalyn Nicklas.

TRUSTEE APPOINTMENT: Member Munson moved, Member Bone seconded, that Brian M. Barch be appointed to the Harper College Board of Trustees to serve until the next annual election in April, 1980.

Motion carried.

Chairman Klussmann welcomed Mr. Barch to the Board of Trustees and stated the Board is looking forward to working with him.

MINUTES: Member Dasher moved, Member Mills seconded, approval of the minutes of the rescheduled Board meeting of June 13, 1979, as distributed.

Motion carried. Members Barch and Bone abstained from voting.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS:
Bills Payable

Member Munson moved, Member Dasher seconded, approval of the bills payable of July 12, 1979, as follows:

Educational Fund	\$718,010.75
Building Fund	268,435.71
Site & Construction Fund #1	30,472.38
Site & Construction Fund #2	9,370.11
Auxiliary Fund	145,793.39
Restricted Purposes Fund	265,585.02

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Payrolls,
Estimated
Insurance and
Utility Bills

Member Munson moved, Member Dasher seconded, approval of the payroll of May 31, 1979, in the amount of \$365,376.24; the payroll of June 15, 1979, in the amount of \$355,777.92; the payroll of June 30, 1979, in the amount of \$328,507.10; the estimated payroll of July 1, 1979, through August 31, 1979, in the amount of \$1,381,456.11; the estimated insurance bills for Blue Cross of Rockford for July 15 through August 15, 1979, in the amount of \$8,000.00; and the estimated utility bills for August, 1979, in the amount of \$65,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Tomchek entered the meeting at 8:20 p.m.

Financial
Statements

Dr. Perry responded to several questions raised by Member Munson concerning the financial statements.

Budget
Transfers

Member Munson moved, Member Bone seconded, approval of budget transfer #8 in the Building and Maintenance Fund in the amount of \$4,465.22, and budget transfer #7 in the Auxiliary Fund, in the amount of \$2,600.00 (as per Exhibits V-E (1 and 2) attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Munson, Mills and Tomchek

Nays: None

Motion carried.

DISBURSEMENTS:
Bid Awards

Member Dasher moved, Member Bone seconded, approval of the following bid awards, as per Exhibits V-F1 through V-F21 attached to the minutes in the Board of Trustees' Official Book of Minutes:

- Ex. V-F1 Award of bid Q-6131 for coffee to the low bidder, Holleb and Co., in the amount of \$14,820.00;
- Ex. V-F2 Award of bid Q-6133 for beverage syrup to the second lowest bidder, Coca-Cola, in the amount of \$11,618.00. The recommendation of the second lowest bidder is made in light of the fact that the lowest bidder, Joyce Beverages, did not bid a diet-cola as requested.
- Ex. V-F3 Approve the issuing of the following change orders for Food Service:
- D-10118, Emil Kahn, from \$20,000.00 to \$22,000.00
D-10117, Mr. Dee Meats, from \$32,000.00 to \$37,000.00
D-10399, Hedlin Dairy, from \$11,843.83 to \$12,843.83
D-10115, Bit-O-Gold, from \$16,500.00 to \$18,500.00
TOTAL INCREASE - \$10,000.00
D-10114, John Sexton, from \$31,000.00 to \$21,000.00
TOTAL DECREASE - \$10,000.00
- Ex. V-F4 Approve the issuing of blanket purchase orders to cover the following supplies for the first quarter of the fiscal year;
- | | |
|-----------------------------------|-------------|
| Vanderbilt Foods, bakery supplies | \$2,500.00 |
| Bit-O-Gold, frozen foods | 5,000.00 |
| Mr. Dee Meats, meat | 10,000.00 |
| Railton, groceries | 6,250.00 |
| Redi Froze, frozen foods | 3,750.00 |
| John Sexton, canned goods | 10,000.00 |
| Emil Kahn, produce | 4,250.00 |
| L. Karp & Sons, bakery supplies | 3,150.00 |
| TOTAL AWARDS | \$44,900.00 |
- Ex. V-F5 Award the renewal of the contract for trash removal from the campus to the licensed company for the Village of Palatine, Browning-Ferris, in the amount of \$8,000.00.
- Ex. V-F6 Award of bid Q-6134 for snack items to the low bidder, Frito Lay, in the amount of \$5,563.35.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-F7 Award of bid Q-6135 for canned soft drinks to the low bidder, Coca-Cola, in the amount of \$3,600.00;
- Ex. V-F8 Award of bid Q-6137 for milk and milk products to the low bidder, Hedlin Dairy, in the amount of \$12,831.00;
- Ex. V-F9 Award of bid Q-6136 for bakery goods to the low bidder, Rosen's Baking, in the amount of \$1,038.00;
- Ex. V-F10 Approve the issuing of a change order for P.O. D-11445 issued to the IBM Corporation for word processing systems in the amount of \$8,695.56;
- Ex. V-F11 Approve the issuing of a change order for P.O. D-12027 issued to Midwesco Service for maintenance and repair of Food Service equipment. The increase will be from \$1,000.00 to \$3,200.00;
- Ex. V-F12 Award of bid Q-6144 for window cleaning to the low bidder, Independent Building Maintenance, in the amount of \$2,640.00;
- Ex. V-F13 Award of bid Q-6139 for linen service for the Food Service area to the low bidder, Union Linen, in the amount of \$6,415.00;
- Ex. V-F14 Award of bid Q-6138 for cleaning products for the Food Service area to the low bidder, Economics Lab, in the amount of \$5,213.00;
- Ex. V-F15 Award of bid Q-6132 for ice cream to the bidder with the lowest price per gallon, Goldenrod Ice Cream, in the amount of \$4,052.25;
- Ex. V-F16 Award of bid Q-6130 for classroom tables for Buildings I and J to the low bidder, Prairie State School Equipment, in the amount of \$14,541.00;
- Ex. V-F17 Award of bid Q-6140 for paper products for the Food Service area to the low bidder, Runge Paper, in the amount of \$24,436.05;
- Ex. V-F18 Award of bid Q-6142 for printing of the student newspaper, the "Harbinger," according to specifications, to the low bidder for an eight-page issue, 4,500 copies, Regional Publishing Corp., in the amount of \$14,532.00;

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-F19 Award of bid Q-6153 for tab cards for data processing to the low bidder, Computer Supplies, Inc., in the amount of \$2,938.50.
- Ex. V-F20 Split the award of bid Q-6141 for replacement equipment for the Architecture Department lost due to fieldhouse fire between A. R. Mathews, in the amount of \$2,040.77, and Paxton/Patterson, in the amount of \$268.50.
- Ex. V-F21 Award of bid Q-6146 for continuous forms for data processing to the low bidder, Discount Data Forms, in the amount of \$19,024.50.

Upon roll call, the vote was as follows:

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

Motion carried.

Construction
Change
Orders

Member Mills moved, Member Dasher seconded, that the Board ratify the signing and submittal of proposed Change Order E-16 for Building M to the Capital Development Board for a total increase to the contract of \$734.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Bookstore
Purchases in
Excess of
\$2500

Member Bone moved, Member Dasher seconded, approval of the Bookstore purchase orders issued during June, 1979, for a total amount of \$124,075.00, as listed in Ex. V-H attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Tomchek questioned why it was necessary that Bookstore items for resale come before the Board for approval. Dr. Perry explained that last year the Board had requested that all Bookstore purchases in excess of \$2,500 come before them for approval. Member Tomchek requested President McGrath check with legal counsel to find out if items for resale need Board approval.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS:

President McGrath read a letter from Donna Gilski, addressed to Mrs. Zack, Mrs. Klussmann and all Board Members, in which she expressed her gratitude for the Harper Trustee Scholarship and thanked them for helping her further her education. The President also read a letter from Raymond J. Holpuch commending Harper's faculty which he felt is of the highest caliber and dedication and Harper's most valuable asset.

UNFINISHED

BUSINESS:

Non-cumulative
Classified
Salary
Adjustments

Chairman Klussmann stated that at the last Board meeting the Board had approved raises and changes in ranges for the classified staff. A recommendation was now before the Board covering 11 members of the classified staff who were at or near the top of their salary ranges and had received less than a seven percent salary increase.

Member Mills moved, Member Bone seconded, that the Board approve a non-cumulative increase for the eleven classified staff members not to exceed \$8,500. This will be paid from the institutional estimated salary increases.

President McGrath stated he supported the recommendation.

Member Dasher felt the recommendation was fundamentally incorrect, stating the ranges are either correct or incorrect and if someone is at the top of the range they cannot receive an increase. He pointed out the ranges had been increased at the last Board meeting. President McGrath felt the College should continue to review these people every year.

Chairman Klussmann stated this had been discussed at the last Board meeting, and at that time President McGrath had mentioned that these people would be reviewed and considered for a one-time non-cumulative salary adjustment at the July meeting. Member Tomchek stated he agreed with Member Dasher. President McGrath reported the ranges are continually being reviewed. Member Dasher felt if the College goes beyond the ranges, the salaries will be above competition in the area.

Member Munson moved to call for the question. Member Mills seconded. Motion carried.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Klussmann, Munson,
Mills and Tomchek

Nays: Member Dasher

Motion carried.

UNFINISHED
BUSINESS:

Flood Easements
to Metro. San.
Dist. for Salt
Creek Flood
Control Project

President McGrath requested that the item regarding flood easements to the Metropolitan Sanitary District for the Salt Creek Flood Control Project be withdrawn from the agenda. This material was forwarded to the College late in the week and placed on the agenda by legal counsel. After review, there are items involved which the administration questioned. The lawyers are now reviewing this matter. President McGrath publicly thanked Donald Misic for reviewing this so thoroughly.

Committee
Reports

Chairman Klussmann stated Member Barch has been appointed to serve on the Finance, Policy Manual Review, and Public Relations Committees.

--Public
Relations

Member Munson stated the Public Relations Committee has not met but will be holding a meeting soon.

--Policy
Manual

Member Bone stated the Policy Manual is in the process of being updated. After the typing is complete, it will be duplicated and put together for distribution to the Board. She complimented Linda Wegner, David Williams, and Elaine Stoermer for their hard and diligent work in the revision of the Manual.

--Finance

Member Dasher stated the Finance Committee will be meeting soon.

NEW BUSINESS:
Personnel
Actions

Member Munson moved, Member Mills seconded, approval of the following personnel actions (as per Ex. VIII-A):

Professional/Technical Appointments

Patricia Furtak, Asst. Bookstore Mgr., 7/1/79, \$13,000
Barbara Gooch, Head Bookkeeper, 7/1/79, \$14,500
Frank Firak, Controller, 7/1/79, \$22,500
Michael McClane, Athletic Trainer, 8/16/79, \$15,865

Classified Staff & Union Service Employee Appointments

Valerie Harris, Accounting Clerk II, 7/2/79, \$9,840
Edward Demmin, Maintenance Mechanic, 6/18/79, \$14,518
Sandra McQuade, Secretary I, 8/13/79, \$9,648
Jonathon Gilbert, Computer Op., 6/18/79, \$12,200
Sharon Kryszak, LRC Clerk II, 6/12/79, \$2,987
Lois Sharp, Accounting Clerk I, 7/16/79, \$8,532
Sarah Wellbank, Library Asst. I, 7/16/79, \$8,461

Faculty Resignations

E. L. Lancaster, Asst. Prof., FA&D, 7/27/79
Jerry Davidson, Asst. Prof., FA&D, 5/19/79
Mary Ellen Deschenes, Instructor, L&HS, 6/21/79

NEW BUSINESS:Classified Staff & Union Service Employee Resignations

Personnel

Actions

(cont.)

Thomas Stefiniw, Maintenance Mech., 6/29/79
 Evelyn Peters, LRC Clerk II, 6/29/79
 Shirley Joyner, CETA Coordinator, 6/15/79
 Kathleen Maund, Clerk Typist II, 6/15/79
 Jerry Queen, Clerk Typist II, 6/20/79
 Suzanne Santeler, Secretary I, 6/21/79
 Susan Graham, Secretary I, 6/30/79
 Dorothy Carter, Food Service Helper II, 6/27/79
 Kathryn Vernsten, Clerk Typist I, 6/30/79
 Joel Shea, A.V. Technician II, 6/20/79
 Kathy O'Connell, Child Care Attendant, 3/1/79

President McGrath commented on the two resignations in the Music Department, noting that E. L. Lancaster has received an appointment at the University of Oklahoma, and Jerry Davidson will be going to Louisiana State University in his specialty -- religious music. The President felt this should be a source of pride to the Board, faculty, and administration that hired people of this caliber who are now moving on to major universities. The Board wished them well.

Upon roll call, the vote was as follows:

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

Motion carried.

Faculty Leave
 of Absence:
 Criminal
 Justice Program

Member Tomchek moved, Member Mills seconded, that Mr. E. Michael Louis be given a one-year leave of absence without pay from the period of August 21, 1979 through August 19, 1980.

Motion carried.

Contract Rider:
 Assoc. Dean of
 Communications,
 Humanities and
 Fine Arts

Member Bone moved, Member Munson seconded, approval of a rider in the amount of six (6) weeks prorated pay based on the 1979-80 faculty contract for Mr. Robert Powell.

Upon roll call, the vote was as follows:

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

Motion carried.

Approval of
 Architectural
 Consultant

Member Bone moved, Member Munson seconded, that the Board approve the awarding of a contract to S.P. Asrow Associates for the work outlined in A and B (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes) in the amount of \$12,500, and

NEW BUSINESS:
Approval of
Architectural
Consultant
(cont..)

That the Board approve the retaining of S.P. Asrow Associates as technical advisors to the College and its legal counsel, in accordance with the attached proposal of June 22, 1979 (Ex. VIII-D), and

That the administration will prepare quarterly reports for the Board of Trustees detailing current and cumulative expenditures made to Asrow Associates for their work as technical advisors to the College and its legal counsel. The entire contract will be reviewed on an annual basis to determine whether or not the services should be continued.

Upon roll call, the vote was as follows:

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

Motion carried.

Budget
Hearing
Resolution

Member Dasher moved, Member Munson seconded, that the following resolution providing for the annual Budget Hearing and the required public notice be adopted by the Board of Trustees:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1979 and ending on June 30, 1980.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1979 and ending June 30, 1980, be set for 8:00 o'clock P.M., on Thursday, August 16, 1979, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to August 16, 1979, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mount Prospect Herald, Palatine Herald, Wheeling Herald, and the Chicago Tribune, being newspapers published or distributed in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, that commencing at 9:00 o'clock A.M.,

NEW BUSINESS:

Budget
Hearing
Resolution
(cont.)

on July 16, 1979, a tentative budget for said college district for the fiscal year beginning July 1, 1979, and ending June 30, 1980, will be on file and conveniently available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock P.M., on the 16th day of August, 1979, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois.

DATED at Palatine, Illinois, this 12th day of July, 1979.

BOARD OF TRUSTEES OF COMMUNITY
COLLEGE DISTRICT NO. 512
COUNTIES OF COOK, KANE, LAKE
AND MC HENRY, AND STATE OF ILLINOIS

By: Janet W. Bone
Secretary

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Mills, Munson and Tomchek

Nays: None

Motion carried.

Transfer of
Funds from Site
and Construction
Fund to
Operations,
Building and
Maintenance Fund

Chairman Klussmann discussed the transfer of funds (Exhibit VIII-F). She explained that these funds were transferred between 1973-76 from the Operations, Building and Maintenance Fund to the Site and Construction Fund, in expectation of building on the second campus. Legal counsel now advises the Board that these funds should be transferred back to the Operations, Building and Maintenance Fund, effective August 31, 1979.

Member Tomchek moved, Member Mills seconded, that the Board of Trustees approve the following resolution, effective August 31, 1979:

RESOLUTION TO TRANSFER FUNDS

WHEREAS, the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, during the 1973-1974, 1974-1975, 1975-1976, and 1976-1977 school years transferred \$1,370,000.00 from the Operations, Building and Maintenance Fund to the Site and Construction Fund for purposes of accumulation in partial accordance with Chapter IV, Parg. 1.2 of the Uniform Accounting Manual published by the Illinois Community College Board; and

NEW BUSINESS:
Transfer of
Funds from Site
and Construction
Fund to
Operations,
Building and
Maintenance Fund
(cont.)

WHEREAS, interest has accumulated on said funds in the amount of \$431,988.00 since said transfers were made to the Site and Construction Fund; and

WHEREAS, said transfers were erroneous in that the Illinois Community College Board has acknowledged that said provisions of the Uniform Accounting Manual are erroneous and that community colleges are permitted by Section 3-14 of the Public Community College Act to accumulate funds in the Operations, Building and Maintenance Fund to not more than 5% of the equalized assessed valuation; and

WHEREAS, such accumulated funds were not required to be transferred to the Site and Construction Fund;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, State of Illinois, as follows:

1. That the principal amount of \$1,370,000.00 and accrued interest thereon in the amount of \$431,988.00 be and hereby is transferred from the Site and Construction Fund to the Operations, Building and Maintenance Fund.
2. After the transfer of such funds, the district shall not accumulate more than 5% of the equalized assessed valuation of the district in the Operations, Building and Maintenance Fund of the district and such funds shall not be transferred or used for any purpose other than as authorized by Section 3-20.3 of the Public Community College Act.
3. This resolution shall be in full force and effect as of August 31, 1979.

Joan M. Klussmann
Chairman, Board of Trustees

Janet W. Bone
Secretary, Board of Trustees

Member Munson pointed out that the College budget for next year will appear to be in better condition because of the transfer of these funds.

In answer to a question from Bill Miller, Chairman Klussmann stated this money will be transferred back into the Building Fund, and the Educational Fund will benefit because more state aid money can be allocated to that fund.

NEW BUSINESS:
Transfer of
Funds (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Mills, Munson and Tomchek

Nays: None

Motion carried.

Review of
Agreement with
Continental
Bank

Chairman Klussmann reported Ex. VIII-G contained the annual review of the agreement with the Continental Bank for their Word Processing Center at Harper College. This agreement was entered into on August 10, 1978. Dr. Williams informed the Board that this has been a very successful program for both the College and the Continental Bank.

Legal Budget

Chairman Klussmann stated the Legal Budget will be posted in the Business Office on July 16, 1979, until the Budget Hearing on August 16, 1979.

Dr. Perry discussed the Legal Budget, as opposed to the Operating or Program Budget. The Legal Budget has been increased by five percent over the Operating Budget in all categories with the exception of the Educational and Building Funds contingencies, which have been increased in a greater amount. This is done to avoid the necessity of a second Budget Hearing, should unexpected financial requirements occur. Member Tomchek felt "Official Budget" might be a better term than Legal Budget. Chairman Klussmann pointed out that estimated revenue in this budget is less than that approved at the budget meeting because chargebacks are deducted.

Grants Status
Report

Chairman Klussmann stated the Grants Status Report is an informational report covering any grant activity which has taken place since the last Board meeting.

PRESIDENT'S
REPORT:

President McGrath reported the College had received a donation to the library of over 400 books and 600 records from a former Board member. A number of these books were from the Fireside Theater collection started by Nancy Briney, a part-time faculty member.

The Student Development Counseling Service has received renewal of accreditation by the International Association of Counseling Services.

The President informed the Board that Grumman Corporation has donated a storage tank for solar energy studies at the College.

A certification of appreciation was received from the North Suburban Blood Center for approximately 1000 pints of blood donated by Harper students, staff, faculty, and administrators over a period of two years.

PRESIDENT'S
REPORT:
(cont.)

A new employer in the district, Safeco Insurance Company, has made a \$2500 donation to the College for use in Building M. This company is very interested in the College's Physical Education Programs.

The Suburban Week section of the Chicago Sun Times will be using Harper students as models for a "Back to College" fall issue. President McGrath commented on the good publicity this will engender for Harper College.

Faculty members from the Art Department, Ben E. Dallas and Kenneth Dahlberg, are participating in a Chicago art show. Member Mills and President McGrath attended the opening of the show last week.

On Saturday, July 14, President McGrath, Dr. Perry, and Mr. Dolejs will be attending an ICCTA meeting on finance at the Arlington Park Hilton Hotel. Member Barch will also attend.

Chairman Klussmann reminded everyone that the August Board meeting will be held on the 16th, as the regular meeting date has been changed to coincide with the Budget Hearing.

ADJOURNMENT:

Member Tomchek moved, Member Mills seconded, that the meeting be adjourned. Meeting was adjourned at 9:00 P.M.

Chairman Joan Klussmann

Secretary Janet Bone