

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

RESCHEDULED BOARD MEETING

AGENDA

August 16, 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 - July 15 and July 31, 1979
    - C. Estimated Payroll August 1 through September 30, 1979
    - D. Financial Statements
    - E. Budget Transfers
    - F. Bid Awards
    - G. Construction Change Orders
  - VI. Communications
  - VII. Unfinished Business
    - A. Committee Reports
      - 1. Building
      - 2. Finance
      - 3. Policy
      - 4. Public Relations
      - 5. Others
  - VIII. New Business
    - A. RECOMMENDATION: Budget Hearing and Adoption of 1979-80 Budget
    - B. RECOMMENDATION: Administrative Leave of Absence: Vice President of Student Affairs
    - C. RECOMMENDATION: Faculty Leave of Absence
    - D. RECOMMENDATION: Personnel Actions
    - E. RECOMMENDATION: Riders, Intercollegiate Athletics
    - F. RECOMMENDATION: Cooperative Agreements with Affiliating Health Agencies
- Exhibit VII-A-2
- Exhibit VIII-A
- Exhibit VIII-B
- Exhibit VIII-C
- Exhibit VIII-D
- Exhibit VIII-E
- Exhibit VIII-F

Board Agenda  
August 16, 1979  
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- G. RECOMMENDATION: RAMP Document, 1979-80 Exhibit VIII-G
- H. RECOMMENDATION: Approval of Flood Easements to  
the MSD for the Salt Creek Project 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, August 16, 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, August 16, 1979, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

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

Also Present: Lea Bartow, Pat Bourke, Dan Cash, Robert Cormack, Anton A. Dolejs, Al Dunikoski, John Gelch, Charles Harrington, John Lucas, Liz McKay, Vivienne Manson, William E. Miller, Don Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Joann Powell, Jay Singelmann, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, George Voegel, Cliff Wener, David Williams, Regina Witort, and Joan Young--Harper College; Joan Peterson--Harper student; Marge O'Connor--Countryside Papers; Jerry Hansen--Paddock Publications; Janell Francl and Jan Schrader--League of Women Voters of Palatine; Charles L. Brough, Robert Dale, John Geary, and Gerald Magnuson.

Chairman Klussmann welcomed members of the community, staff, students, and members of the Press. She extended a special welcome to Jan Schrader, Palatine League of Women Voters observer, and thanked her for attending.

MINUTES: Member Munson requested a correction in paragraph 4, page 14, of the minutes of the Regular Board Meeting of July 12, 1979, to indicate that Member Barch would also be attending the ICCTA meeting on finance at the Arlington Park Hilton Hotel on Saturday, July 24.

Member Bone moved, Member Mills seconded, approval of the minutes of the Regular Board Meeting of July 12, 1979, as amended.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Munson moved, Member Bone seconded, approval of Bills Payable and Restricted Purposes Fund the bills payable of August 16, 1979, as follows:

Educational Fund	\$ 198,213.67
Building Fund	124,481.84
Site and Construction Fund #1	1,808,817.00
Site and Construction Fund #2	8,714.70
Auxiliary Fund	109,083.08
Restricted Purposes Fund	54,361.54

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls and Estimated Insurance and Utility Bills Member Munson moved, Member Mills seconded, approval of the payroll of July 15, 1979, (Regular) in the amount of \$402,240.82; the payroll of July 15, 1979, (Summer Faculty) in the amount of \$146,891.13; the payroll of July 31, 1979 (Regular) in the amount of \$388,434.49; the payroll of July 31, 1979 (Summer Faculty) in the amount of \$141,708.50; the estimated payroll of August 1 through September 30, 1979, in the amount of \$1,591,470.21; the estimated insurance bills of July 15 through August 15, 1979, in the amount of \$8,000.00; and the estimated utility bills for September, 1979, in the amount of \$70,000.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Real Estate Taxes Member Munson moved, Member Bone seconded, approval of real estate taxes in the amount of \$42,896.40.

Member Dasher asked whether there was a definitive ruling from the college attorneys that Harper must pay this tax. He questioned whether a tax supported institution can be taxed. He pointed out that so long as payment is delayed, interest on the money can be collected. President McGrath stated that this is the tax bill for last year, i.e., 1978, and also noted that there will be no tax bill for 1979. Member Munson then asked whether this was set up as income property. Member Dasher questioned whether the property had been assessed as farm land or as redevelopment property. He felt that a tax of \$42,896.40 for farm land seemed high, and that the whole issue should be investigated further. It was noted that this was

DISBURSEMENTS: the first time Harper had received a bill.

Real Estate  
Taxes (cont.)

Member Bone mentioned for the benefit of the audience that the property under discussion was the second campus site, at Schoenbeck and Palatine Roads.

Member Dasher moved, Member Barch seconded, that this be tabled.

Motion carried.

Chairman Klussmann noted that the Financial Statements and Budget Transfers, usually on the agenda at this point, were not on the agenda for August because staff members were still working on closing the books for the end of the fiscal year and also because the Budget for the fiscal year beginning July 1, 1979 would not be officially approved until later in the meeting.

Bid Awards

Member Mills moved, Member Dasher seconded, approval of bid awards, as per Exhibits V-F1 through V-F28 attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Tomchek asked that the motion be amended to exclude Exhibits V-F26A, V-F26B, V-F26C, and V-F26D.

After discussion, Member Mills withdrew his original motion, and Member Dasher withdrew his second.

Member Mills moved, Member Dasher seconded, approval of bid awards as per Exhibits V-F1 through V-F28 with the exception of Exhibits V-F26A through V-F26D, attached to the minutes in the Board of Trustees Official Book of Minutes.

- V-F1 Approve the issuing of a purchase order to IBM for maintenance of the IBM Card Reader/Punch and its attendant equipment for fiscal year 1979-80 in the amount of \$42,393.96.
- V-F2 Authorize the renewal of the traffic control signal maintenance contract to the State of Illinois, Department of Transportation, in the amount of \$2,806.80.
- V-F3 Award the bid Q-6157 for white bond paper to the only bidder whose price could be considered, A.B. Dick, in the amount of \$7,760.00
- V-F4 Split the award of bid Q-6156 for photographic supplies to General Camera in the amount of \$3,476.30 and Lion Photo Supply in the amount of \$2,747.30. Total amount of award is \$6,223.60

DISBURSEMENTS:Bid Awards  
(cont.)

- V-F5 Approve the issuance of a purchase order in the amount of \$8,760.00 to the 3M Corporation for the rental of copier machines.
- V-F6 Award the bid Q-6163 for football supplies to Scholastic Athletic, as the low bidder, in the amount of \$3,484.26.
- V-F7 Split the award of bid Q-6151 for audio-visual equipment for Buildings I and J to Visual Craft in the amount of \$287.20, Midwest Visual in the amount of \$7,724.48, and United Visual in the amount of \$2,853.54. Total award is \$10,865.22.
- V-F8 Award the bid Q-6165 for an air compressor for Roads and Grounds Department to the low bidder, Cress Incorporated, in the amount of \$4,825.00
- V-F9 Award the bid Q-6148 for 16mm projectors for Buildings I and J to the low bidder, Midwest Visual, in the amount of \$3,847.50.
- V-F10 Award the bid Q-6158 for toilet tissue and paper towels to Birmingham and Prosser, as the low bidder, in the amount of \$7,912.50.
- V-F11 Award the bid Q-6162 for athletic training supplies to the only responsive bidder, School Health Supply, in the amount of \$2,780.60.
- V-F12 Award the bid Q-6150 for audio-visual equipment for Buildings I and J to United Visual in the amount of \$6,653.72.
- V-F13 Award the bid Q-6147 for overhead projectors for Buildings I and J to the low bidder meeting full specifications, United Visual, in the amount of \$4,972.50.
- V-F14 Approve a change order against purchase order D-11825 to NCE Terminals in the amount of \$1,092.00
- V-F15 Award the bid Q-6149 for color TV monitors for Buildings I and J to Zenith, the sole bidder, in the amount of \$2,519.82.
- V-F16 Approve the issuance of a purchase order for a Mag Card II lease/purchase agreement to IBM Corporation in the amount of \$2,336.40.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- V-F17 Approve the issuance of a purchase order for printed circuit boards to Neoteric Systems in the amount of \$3,020.00.
- V-F18 Award the bid Q-6168 for projection lamps to the low bidder, Harco Distributing Services, in the amount of \$3,217.45.
- V-F19 Approve a change order to increase purchase order D-11117 to IBM Corporation in the amount of \$1,869.11.
- V-F20 Approve, after-the-fact, the issuing of purchase order D-12511 to Trio Office Machines for calculator maintenance, in the amount of \$2,850.00.
- V-F21 Approve, after-the-fact, the award of bid Q-6170 for printing of the Fall 1979 Institute of Management Development folders and inserts. Purchase order D-12732 was issued to the low bidder, Printech, on July 27, 1979, in the amount of \$2,765.00.
- V-F22 Award the bid Q-6169 for printing of the Harper College Bulletin to the low bidder, Phillips Brothers Printers, in the amount of \$12,885.00.
- V-F23 Award the bid Q-6164 for cooling tower treatment to IWH Corporation, in the amount not to exceed \$3,000.00 as the company responding to specifications.
- V-F24 Award the bid Q-6179 for basketball uniforms and supplies to the low bidder, Scholastic Athletic, in the amount of \$3,304.44.
- V-F25 Split the award of the bid Q-6160 for floor cleaning equipment for Buildings I and J to R.L. Corty and Company in the amount of \$475.00 and to Bolotin in the amount of \$8,027.50. Total award of \$8,502.50.
- V-F27 Award the bid Q-6178 for carpeting for the office suite of Building M to the low bidder, Morton Floors, Inc., in the amount of \$3,920.55.
- V-F28 Award the bid Q-6180 for typography for the Harper College Bulletin to Castle Communications in the amount of \$2,040.00 plus \$20.00/hour for alterations after the first hour.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Bid Awards

(cont.)

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

Nays: None

Motion carried.

Member Bone moved, Member Munson seconded, approval of bid awards, as per Exhibits V-F26A through V-F26D attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Tomchek stated that his primary objection to approval of these exhibits is that the Board was being asked to approve an expenditure of roughly a quarter of a million dollars, an amount greater than all other bid awards presented for approval at this meeting, when these exhibits had been distributed at the meeting and not prior to the meeting as were Exhibits V-F1 through V-F28 (excluding V-F26A through V-F26D). He pointed out that this had not occurred during the past year under the present administration, and he felt the Board should not get back into that practice.

Chairman Klussmann requested that the circumstances be explained.

Reggie Witort explained that bid openings were originally set for August 6, 1979. Because the Director of Computer Services was not available to answer questions from vendors, Ms. Witort consulted with Dr. Perry and it was decided to extend the date to August 9, 1979. Therefore, there was insufficient time to prepare exhibits and get them to Board Members as scheduled. It was felt that it was necessary to hand-carry these exhibits to the Board at the meeting rather than wait until the September Board meeting, since this is equipment for Buildings I and J. She further pointed out that there usually would be a minimum 90 to 120 day delivery on this equipment.

Member Bone mentioned that August 9, 1979, was a Thursday, and that Board Members received the Board meeting exhibits packet on Friday, August 10, and the RAMP material on Monday, August 13.

Ms. Witort stated that the bid openings are not scheduled until 2:30 p.m., after which exhibits had to be prepared.

Member Dasher stated that he had some very serious questions about the bids under discussion because of the considerable difference in prices between a major and an unknown company. He felt that the reasons for the price discrepancies should be documented.



DISBURSEMENTS:  
Bid Awards  
(cont.)

Chairman Klussmann agreed that the Board should receive their documentation and materials as far ahead of the Board meetings as possible when there is an agenda of this size. She understood that there are times when circumstances do not permit this. However, for the reasons stated, she would prefer to defer action on this item pending receipt of additional information. Other members agreed.

Member Tomchek moved, Member Dasher seconded, that the contents of Exhibits V-F26A through V-F26D be tabled.

Motion carried.

Construction  
Change Orders

Member Tomchek moved, Member Munson seconded, approval of Proposed Change Order #1 for the Third Boiler, as contained in Exhibit V-G.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS:

Chairman Klussmann read a letter from Doloris Johnson, Administrative Secretary, Business and Social Science Division, thanking the Board of Trustees for approving the salary increases awarded to eleven classified staff members for the 1979-80 academic year and expressing appreciation for the recognition of years of service.

Member Bone advised that she had received, via Mr. and Mrs. Charles H. Bailey of Mt. Prospect, a copy of the July Newsletter of the Lake Shore-Calumet Valley Division of the Illinois Association of School Nurses.

Member Bone reported that she had received a copy of a letter addressed to President McGrath from part-time faculty member Charles Klement who lives outside the district, requesting waiver of out-of-district fees for his daughter who will be attending Harper this fall. President McGrath stated that he had written to Mr. Klement informing him that this could not be done as the procedure in the past has been to waive the out-of-district fees for employees who live outside the district, but not for dependents of employees.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Building

Member Dasher, Building Committee, reported that, although much progress has been made in the past two months, Buildings I, J, and M would not be ready for the start of fall semester.

UNFINISHED

BUSINESS:

Committee  
Reports (cont.)

--Finance

Member Dasher, Finance Committee, drew attention to the new reporting forms that have been developed. These forms will be ready for use in September.

--Policy  
Manual

Member Bone reported that the Policy Manual Review Committee met on August 13, 1979, and a summary of the committee's recommendations will be sent to the Board Members. The committee hoped that by suspending the rules governing a second reading, changes could be made at this meeting per the committee's recommendation contained in Exhibit VII-A3 regarding travel expenses, some deletions from the Policy Manual, and adjustment in fees.

Member Bone moved, Member Dasher seconded, suspension of the rules for adoption of policy.

Motion carried.

Member Bone stated that the items for action included changes in travel expenses to reimburse individuals travelling by personal automobile on college business at the rate of 17¢ per mile rather than the 15¢ currently allowed.

Member Dasher noted that on Monday, August 13, the Wall Street Journal reported the General Accounting Office is now recommending 18½¢ per mile. While the IRS has not yet acted on this, the Board has customarily followed the Federal Government regulations.

Member Dasher moved, Member Mills seconded, adoption of the recommendations (as amended) of the Policy Manual Review Committee as contained in Exhibit VII-A3, that travel expenses for use of personal automobiles as stated in the Policy Manual item 3.6.1 C, be reimbursed at the rate of 18½¢ per mile.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Policy  
Manual  
(cont.)

Member Tomchek moved, Member Mills seconded, adoption of the recommendations of the Policy Manual Review Committee as contained in Exhibit VII-A3, with the exception of item 3.6.1 C dealing with reimbursement for use of personal automobiles, previously voted upon.

Member Tomchek commented favorably on the Policy Manual deletions, and expressed the opinion that Board Members too frequently have addressed themselves to matters of procedure rather than establishing policy.

Upon roll call, the vote was as follows:

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

Motion carried.

--Public  
Relations

Member Munson stated that the Public Relations Committee met and reviewed the various positions and duties of the Office of College Relations and the whole college relations program. The committee discussed the "Harper Makes A Difference" theme to be used this coming year in flyers and advertising.

The committee plans to meet after registration to analyze reasons for student drops in order to counter them with positive public relations. Problems defined during registration will also be addressed, and efforts made to improve the image of Harper College.

The committee will also meet with members of the Foundation to continue to encourage them to assist financially in the program. They have offered this assistance specifically to try to increase the enrollment of the college, the problem area with regard to income. The committee will accept this offer, and acquaint the Foundation with the various aspects of this public relations program with which they may be able to assist.

--ICCTA

Member Bone reported that the ICCTA meeting to which Trustees had been invited on Saturday, August 17, had been cancelled.

Member Tomchek left the meeting.

NEW BUSINESS:  
Budget Hearing  
and Adoption  
of 1979-80  
Budget

Chairman Klussmann declared the Board meeting recessed and opened the public hearing on the 1979-80 budget.

Chairman Klussmann stated that following a brief overview of the budget by administrators, Board Members and then members of the audience would have an opportunity to comment or ask questions.

NEW BUSINESS:  
Budget Hearing  
and Adoption  
of 1979-80  
Budget  
(cont.)

Chairman Klussmann stated that there had been three Committee of the Whole meetings on the budget over the past several months. The budget to be voted on at this meeting is an official legal budget which has been on display at the College for the past thirty days and available to any interested citizen. The program budget, which has recently been compiled and is also available, contains many statistics about Harper as well as a breakdown of expenses and revenues. Budgeting this year has been made easier by the transfer of \$1.8 million from the Site and Construction Fund to the Building Fund. In the years 1973 through 1976 the Board transferred funds from the Building Fund to the Site and Construction Fund in anticipation of building on the second campus site; they transferred \$1.3 million, and with interest this totals about \$1.8 million. The College attorneys and the Illinois Community College Board advised that the Board can and should transfer this money back to the Building Fund. This helps in the Educational Fund, since a greater amount of state revenue can go into the Educational Fund and a little less into the Building Fund. Also, because Building M's opening was delayed, some of the expenses that had been budgeted for maintenance, utilities and other expenses have been cut down.

President McGrath stated that, essentially, the program budget is the Round III budget with only very slight differences. An effort was made to cut down on non-essential material that was included in the budget package in previous years. He felt that the important parts of the budget are in the financial plan section, both for the Educational Fund Budget and the Building Fund Budget. On page 13, the Educational Fund shows revenue projected for this year of \$11,768,352.00, a slight change from the Round III budget. The change occurred because a number of business/occupational courses which are funded at a lower rate than the baccalaureate programs have been transferred, by petition to Springfield, from the business/occupational to the baccalaureate; the \$10.00 difference in that rate is significant, and there have also been rate changes since last year. Additionally, the College planned on the basis of the Governor's recommendation, and a change in that recommendation was incorporated here. These things make the revenue a little higher than in the Round III budget. Another difference is that at the end of the Round III budget, the projected salary adjustments were listed as a general amount added to the budget; in this budget, they are distributed into the Educational Fund and Building Fund.

NEW BUSINESS:  
Budget Hearing  
and Adoption  
of 1979-80  
Budget  
(cont.)

The taxes for the second site originally estimated to be \$35,000.00 are now in this budget at the amount of the bill for \$42,896.40, which the Board has decided will be investigated further. The expenditures for the year are projected at \$11,275,000.00. The administration will continue to keep a very tight control over those expenditures during this year. As Chairman Klussmann pointed out, the major reason this budget did balance is the transfer of funds from the Site and Construction Fund to the Building Fund, and then a lesser transfer of State Apportionment from the Educational Fund to the Building Fund.

Member Tomchek returned to the meeting.

Member Dasher commented that in comparing income and expenditures for this year, without considering the transfer of funds, there is still a deficit of around \$600,000.00. Last year the deficit was \$1.3 million and the budget came out plus \$200,000.00. The Educational Fund and Building Fund are still spending \$600,000.00 more than revenues for this year. The College may have budgeted for a low number of students and end up with a balanced budget, but should not consider this a balanced budget with a \$600,000.00 deficit.

Members Munson and Dasher agreed that it was a matter of semantics, but he further stated that spending is not under control unless the student population goes up. If it does, the College will have a balanced budget, conceivably this year.

Member Munson inquired about the cost of Buildings I, J, and M and was told it was included in the budget for next year.

Various members commented that the administration had done an admirable job. President McGrath responded that everyone at the College had joined in a cooperative effort and, although much had been given up, the academic program had not been injured. The quality of education at Harper is still intact, which he felt to be the important thing.

NEW BUSINESS:  
Budget Hearing  
and Adoption  
of 1979-80  
Budget  
(cont.)

Member Munson stated she feels the budget reflects policy, and pointed out that the College can only do what the budget will allow. She expressed the hope that the quality of education at Harper would not have to be affected by future cuts and, further, that the time will come when there will again be faculty and administration enrichment programs.

Chairman Klussmann asked if there were any comments from other persons present. Hearing none, she declared the budget hearing closed and reconvened the regular Board meeting.

Member Munson moved, Member Dasher seconded, to adopt the Budget Resolution as presented in Exhibit VIII-A attached to the minutes in the Board of Trustees' Official Book of Minutes (page 18).

Upon roll call, the vote was as follows:

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

Motion carried.

Member Munson moved, Member Dasher seconded, to adopt the Tax Levy Resolution as presented in Exhibit VIII-A attached to the minutes in the Board of Trustees' Official Book of Minutes (page 19).

Upon roll call, the vote was as follows:

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

Motion carried.

Administrative  
and Faculty  
Leaves of  
Absence

Member Tomchek moved, Member Bone seconded, approval of Leaves of Absence requested in Exhibits VIII-B and VIII-C.

President McGrath stated that the request for leave of absence without pay by Mr. Donald W. Collins was contingent upon his obtaining a Canadian work visa, which has now been approved.

Chairman Klussmann reported that Dr. Guerin Fischer has requested a leave of absence without pay in order to become the Executive Director of Clearbrook Center, with primary responsibility for a major fund-raising campaign which will result in a permanent care

NEW BUSINESS:  
Administrative  
and Faculty  
Leaves of  
Absence  
(cont.)

facility for developmentally disabled adults. Dr. Fischer has been affiliated with Clearbrook for many years and has an interest in that facility.

President McGrath stated that Dr. Fischer has been at Harper College for approximately nine years as a member of the staff and administration, and has also worked at Clearbrook as a member of their Board of Directors. President McGrath felt that it was an honor for Dr. Fischer and for the College that Clearbrook selected him as Executive Director at a difficult period in their history.

President McGrath recommended that the Board approve both these requests for leaves of absence.

President McGrath stated that he did not intend to fill the vacancy for the vice presidency. Dr. Joann Powell and Mr. Donn Stansbury would report to him. The Director of Recruitment will report to Mr. Stansbury; the business portion of Food Service will be moved to Administrative Affairs, and the instructional portion will remain in Academic Affairs. Responsibility for Building M will lie with the Associate Dean for Physical Education; Building M facilities matters will be reported to Don Misic; the academic area will report to Drs. Cormack and Williams.

President McGrath recommended to the Board that for the time being the position of Vice President of Student Affairs be left vacant. He will report from time to time on progress in that area.

Finally, President McGrath pointed out that neither of these leaves of absence would cost the College any money, but would give the two individuals the opportunity to pick up insurance on their own.

Member Bone asked whether an organizational chart showing the interim structure of Student Affairs would be available shortly for inclusion in the new Policy Manual. The President replied that such a chart has been prepared and will be included.

Motion carried.





NEW BUSINESS:  
Cooperative  
Agreements with  
Affiliating  
Health  
Agencies  
(cont.)

agreements are with nursing homes, hospitals, etc. where students in Harper's health related programs go to receive work experience.

Member Munson questioned whether the College has more agreements than those listed in Exhibit VIII-F. Dr. Cormack replied that there are others, and that most of them are continuing agreements.

Ms. Pat Bourke, Associate Dean of Life and Health Sciences, explained changes made in the agreements.

Upon roll call, the vote was as follows:

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

Motion carried.

RAMP  
Document

Member Munson moved, Member Dasher seconded, approval of the Resource Allocation and Management Plan for Community Colleges (RAMP/CC) document for 1979-80 as submitted in Exhibit VIII-G attached to the minutes in the Board of Trustees' Official Book of Minutes.

Motion carried.

Approval of  
Flood Easements  
to the MSD for  
the Salt Creek  
Project

Member Tomchek moved, Member Dasher seconded, approval of Right of Entry Agreements and Permanent Flood Control Easements, including respective Addenda, to the Metropolitan Sanitary District for the Upper Salt Creek Retention Reservoir No. 2, as contained in Exhibit VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes.

Motion carried.

Grants Status  
Report

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

Member Dasher asked whether the \$90,700.00 listed in Item A of Exhibit VIII-I has actually been awarded to Harper, and requested clarification of the note for that item under "Matching Requirement". Dr. Voegel responded that the award has been made, and that the note merely indicated that the proportion of allocations from federal and state agencies had been changed from previous years. The net effect is that Harper gets a little more money than before.

Dr. Voegel pointed out that at the time the Board Packet was prepared it was not known whether the \$46,000.00 in Item B, Instructional Equipment Program, would be funded. He learned on Wednesday, August 15, that this item would not be federally funded.

PRESIDENT'S  
REPORT:

President McGrath welcomed back Jay Singelmann who is recuperating from a recent accident.

The President informed the Board that there were two items to report regarding the Illinois Workmen's Compensation Insurance rates: first, as a result of a class action suit filed, of which Harper was a member, the College has received \$4,522.00 reimbursement for rate charges over the past several years; second, as a result of the decision last year to use the reimbursement method rather than the contribution method for Workmen's Compensation, the recent bill for \$2,800.00 is much lower than had been budgeted.

President McGrath wished to bring to the Board's attention a project that will probably require action in the future. Recently Dr. Gilbert, Superintendent of District 214, and his staff have contacted Harper regarding their horticulture program. District 214 presently rents space from the Mt. Prospect Park District, and would like to rent space in the Harper greenhouse this year. Beyond that, District 214 is interested in cooperating to expand Harper's greenhouse facilities (i.e., Harper has a greenhouse; they would like to use the College greenhouse more extensively, and would like to build another on College property, and then be able to use that greenhouse jointly with the College.) This cooperative program would also bring potential students for Harper's horticulture program to campus. The project is to be explored and investigated very thoroughly, with a report to be presented (possibly by next month) first to the Building Committee and then to the entire Board. At some future time, District 211 may join in this or other cooperative ventures.

The President announced that the faculty returns officially on August 21, 1979, and extended an invitation to Members of the Board to join in the several sessions of faculty orientation.

About 200-250 parents attended the Open House for Parents held Wednesday evening, August 15. They were given a tour and a review of the academic program by a number of staff members.

President McGrath reported that registration for fall semester seems to be holding fairly even with last year, with telephone registration very strong, and open registration scheduled for the next week. There will be a further report on fall enrollment by the next meeting.

The President thanked the Arlington Heights Women's Club for their donation of \$180.00 toward the purchase of a portable TTY telephone for the Hearing Impaired Program.

PRESIDENT'S  
REPORT:  
(cont.)

President McGrath also congratulated Don Collins on work he had done with the National Aeronautics and Space Agency in solving a space design problem, and noted that he is finishing doctoral work this fall at the University of Illinois, Circle Campus. He also extended congratulations to Linda Wegner of the classified staff for her recent designation as a Certified Professional Secretary.

President McGrath noted that Harper nursing student Susan McGaughey received the Living Memorial Scholarship from the Daughters of the Union Veterans of the Civil War; Ann McCarthy of Rolling Meadows, a 1975 graduate of Harper's first Dietetic Technician class, was awarded a Restaurant Women's Club scholarship.

The President reported that George Dorner and Elaine Stoermer have worked on a system of carpooling for students, faculty and staff. This will probably start with a few participants, but will be of great benefit to Harper as the semester progresses, particularly if the gas situation worsens. Dr. Lucas has nearly completed his study on the athletic program at Harper and the reasons why young men and women come to the college. It should be sent to the Board during the month.

President McGrath expressed congratulations to John Neuhaus and his wife, Mary Stewart, on the recent birth of a daughter, Celeste Eve.

ADJOURNMENT:

Member Dasher moved, Member Munson seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:17 p.m.

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Chairman Joan Klussmann

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Secretary Jan Bone

ADOPTION OF BUDGET RESOLUTION

Member Munson moved, seconded by Member Dasher ;

WHEREAS the Board of Trustees of Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 1979 to June 30, 1980, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS a public hearing was held as to such budget on the 16th day of August, 1979, notice of said hearing being published in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mount Prospect Herald, Palatine Herald, Wheeling Herald, and the Chicago Tribune, newspapers published or distributed in this College District, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

Section 1. That the fiscal year of this college district be and the same is hereby fixed and declared to begin on the 1st day of July, 1979, and end on the 30th day of June, 1980.

Section 2. That the following budget containing an estimate of amounts available in the Educational, Operations, Building and Maintenance, Bond and Interest, and Site and Construction Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

August 16, 1979

*Joan Kussmann*  
 \_\_\_\_\_  
 Board Chairman

*Janet W. Bone*  
 \_\_\_\_\_  
 Board Secretary

ADOPTION OF LEVY RESOLUTION

Member Munson moved, seconded by Member Dasher,

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 1979 be approved and adopted by the Board of William Rainey Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 3-20.5 of the Public Community College Act:

We hereby certify that we require the sum of \$3,800,000 to be levied as a special tax for Educational purposes on the equalized assessed value of the tax property of this district for the year 1979.

We hereby certify that we require the sum of \$1,400,000 to be levied as a special tax for Operations, Building and Maintenance purposes on the equalized assessed value of the tax property of this district for the year 1979.

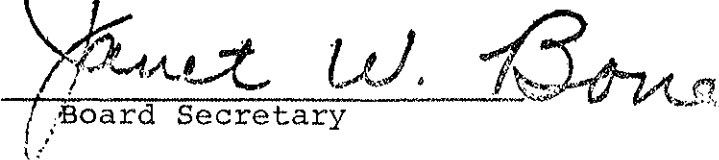
we hereby certify that we require the sum of \$63,738 to be levied as a special tax for Tort Liability Insurance Premium purposes on the equalized assessed value of the tax property of this district for the year 1979.

We hereby certify that we require the sum of \$63,757 to be levied as a special tax for Workmen's Compensation or Occupational Diseases Acts Insurance Premium purposes on the equalized assessed value of tax property of the district for the year 1979.

Bond and Interest levy to be determined by each of the County Clerks.

August 16, 1979

  
\_\_\_\_\_  
Board Chairman

  
\_\_\_\_\_  
Board Secretary

CERTIFICATE OF TAX LEVY

Cook, Lake, Kane

of Community College District No. 512 County(ies) of McHenry and State of Illinois

AMOUNT OF TAX LEVY	
Educational.....	\$ <u>3,800,000</u>
Building.....	\$ <u>1,400,000</u>
Tort Liability Insurance.....	\$ <u>63,738</u>
Workman's Comp. Insurance.....	\$ <u>63,757</u>
Other (Specify).....	\$ <u>0</u>
TOTAL LEVY.....	\$ <u>5,327,495</u>

We hereby certify that we require the sum of 3,800,000 dollars to be levied as a special tax for educational purposes, and the sum of 1,400,000 dollars to be levied as a special tax for building purposes, and the sum of 63,738 dollars to be levied as a special tax for tort liability insurance purposes, and the sum of 63,757 dollars to be levied as a special tax for workman's compensation insurance purposes, and the sum of 0 dollars to be levied as a special tax for (specify) \_\_\_\_\_ purposes on the taxable property of our community college district for the year 1979

Signed this 16th day of August 1979

Jean K. Kussman  
Chairman of the Board of Said Community College District

David W. Bone  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk of each county in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 4.

Additionally, the county clerks will extend the sum of \_\_\_\_\_ dollars for the retirement of building bonds (principal and interest) and the sum of \_\_\_\_\_ dollars for the retirement of working cash bonds (principal and interest).

This certificate of tax levy shall be filed with the county clerk of each county which any part of the community college district is located on or before the last Tuesday in December.

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DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(s) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 19\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_, 19\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 19\_\_ is \$\_\_\_\_\_.

\_\_\_\_\_  
County Clerk

Date \_\_\_\_\_

\_\_\_\_\_  
County