

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

September 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 - August 15 and August 31, 1979
  - C. Estimated Payroll September 1 through October 31, 1979
  - D. Financial Statements
  - E. Budget Transfers
  - F. Bid Awards
  - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
  - A. RECOMMENDATION: Bid Award - Computer & Word Processing Equipment Exhibit VII-A
  - B. Committee Reports
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Administrative Contracts Exhibit VIII-B
  - C. RECOMMENDATION: Career Program Advisory Appointments Exhibit VIII-C
  - D. BOARD INFORMATION: Enrollment Report Exhibit VIII-D
  - E. BOARD INFORMATION: Horticulture Agreement with High School District 214 Exhibit VIII-E
  - F. BOARD INFORMATION: Policy Manual Revisions - First Reading Exhibit VIII-F
  - G. BOARD INFORMATION: Grants Status Report Exhibit VIII-G
- 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, September 13, 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, September 13, 1979, at 8:05 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, David Tomchek, and Student Member Bruce Zanca

Also present: James J. McGrath, William Andresen, Jim Arnesen, Michael Bartos, Jean Chapman, Robert Cormack, Ken Dahlberg, Judy Dincher, Anton A. Dolejs, George Dorner, John Gelch, Barbara Gooch, Charles Harrington, Charles Hearn, William Howard, Donald Hruby, Fred Inden, Roy Kearns, Karen Keres, Lee Kolzow, Henry Kurowski, Betty Lewis, Richard Lockwood, Jean Longhurst, John Lucas, Elaine MacAlister, David Macauley, Liz McKay, Rebecca McLoughlin, Henry Meier, Gerald Mellenthin, William E. Miller, Don Misic, John Muchmore, Pat Mulcrone, Vera Murchison, John Neuhaus, Bob Nolan, Michael Oester, John Pageler, James D. Perry, Joann Powell, Robert Powell, James Roll, Martin J. Ryan, Jay Singelmann, Peg Smith, Donn Stansbury, Roy Steffens, J. Sternberg, Elaine Stoermer, Robert Thieda, John Thompson, George Voegel, Mary Lou Wessendorf, David Williams, Mary Jo Willis, Betty Windham, Regina Witort, Laurie Wren, Joan Young, Robert Zilkowski, Muriel Zobott--Harper College; Mike Lavanway, Normajean Summers--Harper Students; Cindy Brodeur--Countryside Newspapers; Jerry Hansen, David Tonge--Paddock Publications; Peter Meyer--Suburban Trib; Sherry Reynolds--Binary Image Technology; Ken Cowan--D.P.F. Inc.; John Geary--Digital Equipment Corporation; Robert Dale, Gerald Magnuson--Midwest Systems Group; Leon Novar, Norman Swenson--Local 1600, AFT; Jan Schrader--Palatine League of Women Voters; and D. C. Gooch and Merlyn Longhurst.

Chairman Klussmann welcomed members of the community, staff, students and the press. She added that Cindy Brodeur, a Harper student, was covering a Board meeting for the first time as a representative of Countryside Newspapers.

MINUTES: Member Mills moved, Member Barch seconded, approval of the minutes of the regular Board meeting of August 16, 1979.

Motion carried.

CITIZEN PARTICIPATION:

Chairman Klussmann requested that individuals who wished to speak concerning the computer and word processing equipment wait until those items appear on the agenda. There was no other citizen participation.

DISBURSEMENTS:  
Bills Payable  
and Restricted  
Purposes Fund

Member Munson moved, Member Dasher seconded, approval of the bills payable of September 13, 1979, as follows:

Educational Fund	\$185,026.57
Building Fund	288,995.03
Site & Construction Fund #1	32,849.57
Site & Construction Fund #2	12,774.30
Auxiliary Fund	342,605.82
Restricted Purposes Fund	59,878.06

Chairman Klussmann questioned check #59952 to Blair Business Services. President McGrath explained that this was for temporary secretarial services in the Planning and Research Department.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Payrolls,  
Estimated  
Insurance and  
Utility Bills

Member Munson moved, Member Dasher seconded, approval of the payroll of August 15, 1979, in the amount of \$353,423.36; the payroll of August 31, 1979, in the amount of \$346,662.92; the estimated payroll of October 1 through November 30, 1979, in the amount of \$1,410,673.85; the estimated insurance bills for Blue Cross of Rockford for August 15 through September 15, 1979, in the amount of \$8,000.00; and the estimated utility bills for October, 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. Member Zanca voted aye.

DISBURSEMENTS:  
Financial  
Statements

Chairman Klussmann stated there were two kinds of financial statements for the month. In addition to the regular statement, a new set was included which had recently been reviewed by the Finance Committee. During Committee Reports later in the meeting, a review of the new statements would be given. Member Tomchek commented on the amount of paper involved and Member Dasher replied that eventually it would decrease.

Budget  
Transfers

Member Tomchek moved, Member Mills seconded, approval of budget transfers in the Educational Fund in the amount of \$7,870.00 and in the Building and Maintenance Fund in the amount of \$3,230.00 (as per Exhibits V-E(1-2) attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Munson asked the reason for budget transfers so early in the fiscal year, specifically for the installation of new equipment in the Dental Hygiene Clinic. Dr. Williams responded that bids were approved in the spring by the Board of Trustees and a sizable amount of equipment was installed. However, money was not encumbered for installation charges and is now necessary to make the equipment functional.

Member Barch questioned the rationale for a transfer from Salaries-Service, rather than the contingency fund, to Capital Outlay for Service Equipment. Dr. Perry explained that the Salary was money saved inasmuch as Building M was not yet open. The snow blowers, which were on sale, will save a great amount of labor during the winter months. The Capital Equipment account did not have funds for this purpose. Dr. Perry added that the transfer was made this way in order to save the contingency fund for other purposes.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Bid Awards:

Member Tomchek moved, Member Zanca seconded, approval of the following bid awards, as per Exhibit V-F1 through V-F13, attached to the minutes in the Board of Trustees' Official Book of Minutes:

Ex. V-F1 Ratify the architectural/engineering agreement with EKS for the A Building roof project in the amount of \$7,500.

DISBURSEMENTS:  
Bid Awards  
(cont.)

- Ex. V-F2 Award Bid Q-6187 for printing of Career Brochures to the low bidder, Rush Graphics, in the amount of \$7,912.80.
- Ex. V-F3 Approve the issuance of a purchase order to NCE Terminals for the rental of peripheral equipment for the instructional time-sharing system in the amount of \$14,781.00.
- Ex. V-F4 Approve the renewal of the rental agreement with I.B.M. Corporation for instructional keypunch equipment, in the amount of \$4,859.20
- Ex. V-F5 Approve the renewal of the rental contract with I.B.M. Corporation for computer components and equipment, in the amount of \$59,983.20.
- Ex. V-F6 Award Bid Q-6188 for Athletic Award Jackets to the low bidder, Scholastic Athletics, in the amount of \$3,449.62.
- Ex. V-F7 Award Bid Q-6193 for Trophy Cases for Building "M" to the low bidder, E. & I. Coop/Claridge, in the amount of \$3,197.06
- Ex. V-F8 Award Bid Q-6191 for a Wheelchair Lift for Building "H" to Home Elevator, the only bidder, in the amount of \$8,300.00.
- Ex. V-F9 Award Bid Q-6198 for Human Performance Lab Equipment, Building "M", to Preston Corporation, in the amount of \$3,336.50.
- Ex. V-F10 Award Bid Q-6190 for a protective gym floor covering, to M. Putterman & Company, in the amount of \$8,942.00.
- Ex. V-F11 Award Bid Q-6189 for the Sealing of Parking Lot #3, to R. A. Peterson, the low bidder, in the amount of \$6,414.00.
- Ex. V-F12 Award Bid Q-6197 for Human Performance Lab Equipment, Building "M", to Preston Corporation, in the amount of \$2,947.00.
- Ex. V-F12 Approve the issuance of a purchase order to Carrier Air Conditioning, for the refurbishing of chillers A-1, A-2, F-1 and F-2, in the amount of \$33,300.00.

DISBURSEMENTS:  
Bid Awards  
(cont.)

In reference to Exhibit V-F1, Member Barch asked for a synopsis of the services performed by EKS. Mr. Mistic explained that EKS, the architect for Buildings I, J, and M, prepared the specifications for the "A" Building roof and spandrel repair. According to the American Institute of Architects, their fee could range between eight and ten percent of the project costs. Upon receipt of the contract, Mr. Mistic notified EKS that he felt the amount was too high. EKS said they understood and, although there was no contract, the work was completed. In a discussion with EKS, Mr. Mistic stated they agreed to charge \$7,500 for the work that had been performed. He further added that this was money well spent. Member Munson asked if EKS was hired on the recommendation of Caudill Rowlett & Scott and if they were affiliated with them. Mr. Mistic replied that they are independent companies and not affiliated with one another. Caudill Rowlett & Scott did the design for the buildings; EKS did the actual working and construction drawings, as well as supervised the project.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Change  
Orders

Member Tomchek moved, Member Bone seconded, that the Board ratify the signing and submittal of the Proposed Change Orders in Exhibits V-G1 and V-G2 to the Capital Development Board as follows:

- Ex. V-G1 Proposed Change Order E-17 for a total increase to the contract of \$327.00
- Ex. V-G2 Proposed Change Order G-15 for a total increase to the contract of \$147.00

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

UNFINISHED  
BUSINESS:  
Bid Awards

In reference to the Computer and Word Processing Equipment bid awards, Chairman Klussmann suggested that the items be discussed separately.

Member Bone moved, Member Zanca seconded, approval of the following bid awards, as per Exhibits V-F26A and V-F26B, attached to the minutes in the Board of Trustees' Official Book of Minutes:

Ex. V-F26A Award Bid Q-6174 for a Computer System for Buildings I and J to Midwest Systems Group in the amount of \$148,877.00.

Ex. V-F26B Award Bid Q-6175 for IBM 370X Plug to Plug Compatible Communications Controller for Buildings I and J to DPF Incorporated, in the amount of \$16,800.00.

Member Dasher indicated that while a fair amount of time had been spent on these bids, he did not feel that the Board members had sufficient facts in order to make an intelligent decision. Since the matter was technical, he suggested that a discussion be held and the bidding companies and administration debate the issue. Member Munson responded that she had reviewed the material and, although she had not spoken to any of the bidders as Member Dasher had, felt very strongly that the bidding process would not have any validity if it were circumvented. Member Munson commented that salespeople often take certain actions to attempt a recovery after a bid has been rejected. Therefore, in reference to Bid Q-6174, Member Munson felt that the Board should accept the recommendation of the administration and award the bid as stated, especially since the bid was reviewed by committee members who are highly respected within the College community.

Referring to the fact that the Board is very concerned about getting the right equipment for Harper College, Member Bone requested President McGrath to briefly recap the history of the subject bid for the benefit of the audience and members of the Board.

President McGrath explained that Bid Q-6174 had been presented to the Board at the August meeting and was tabled in order for the Board and members of the staff to further review it. In terms of the bid itself, it went through the regular bidding process beginning last spring. At that time, specifications for materials and equipment were drawn up for Buildings I and J, particularly data processing items that had to be purchased. The specifications were developed by a committee which

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(cont.)

included Jay Singelmann, Jean Longhurst, Jerry Mellenthin, Ron Cooper, Rebecca McLoughlin, George Dorner and Robert Cormack, in addition to Don Hruby and Jeff Covey of the Computer Center. The bids were opened and discussed. President McGrath stated it is the feeling of the administration that Bid Q-6174 should be awarded to Midwestern Systems Group inasmuch as they met the specifications. President McGrath asked that Mr. Hruby talk about the specifications in particular.

Mr. Hruby mentioned that this was one of four bids presented to the Board in August. In discussing the specifications, he requested that questions be asked if needed. Member Tomchek questioned the length of the discussion and confessed a significant degree of ignorance in the subject area. He deferred to what he judged to be expertise in the area and requested that any questions Member Dasher had be answered. Member Barch stated that the questions to be answered were pertinent to the Board so that possibly they could understand, without a lot of technical jargon, the fact that one company met the specifications; yet another company offered equipment that might be better suited to the long-range needs of Harper College. Member Dasher concurred yet felt the matter was too involved to settle during the evening's meeting.

Member Barch pointed out that when a sales representative from a competitive bidder appears before the Board and presents his case, he expects it to be the most positive case he can present. He added that he did not feel technically qualified to override the administration's decision based on the review committee's evaluation. Member Dasher said that he had what he considered a contradiction in facts by experts; that is, Mr. Hruby of Harper College as opposed to information received from Digital Equipment and Binary Image Technology. He mentioned the possibility of change from the time the bid was put out in April until September inasmuch as the subject field moves rapidly. As a member of the Board of Trustees, Member Dasher stated he would not sit by blindly and agree to directives of the administration. Having been elected to use good judgment, he said he was not comfortable with the present situation.

Having personally received generalized letters from both Digital and BIT, Member Barch asked Member Dasher if there was some specific reason he felt the information was inadequate. Member Dasher replied that he had not seen in detail the exact functions that would have to be served -- the number of students expected to use the equipment, the requirements for that number of students and what they expect to achieve in the next few years. He added it is impossible



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Bid Awards  
(cont.)

to make a decision regarding equipment unless these questions are answered, and could not responsibly vote with the data available. Member Barch felt the question should be asked of the administration -- do the specifications from Midwest Systems Group meet the needs of the College today and in the coming years in terms of the numbers of students that we anticipate in data processing, in both instructional and technical areas?

In response, Mr. Hruby requested answers from members of the instructional area. Mrs. Longhurst responded that the faculty members on the review committee represented 30 years of experience at Harper and had a deep interest in the subject area. Although they cannot predict ten years in the future in a field where the technology changes so rapidly, their decision was made on needs of the next few years. Mr. Singelmann added that data processing is one of the largest vocations on campus and still growing. In order not to be outdated in two years, the decision was based on serving the needs of the student body rather than on a particular name computer.

Citing his professional expertise and the knowledge that other companies had spoken and contacted Board members, Member Bone asked Mr. Singelmann if he felt the recommendation of the administration was the correct way to go. Mr. Singelmann stated he did.

Inasmuch as the recommended bid exceeded the lowest bid by \$21,000, Member Tomchek inquired if it was worth the extra money. Mr. Singelmann responded that it was; however, there would have to be substantial changes to some of the equipment we now have available.

Member Tomchek reiterated that he still had not heard the assumptions that people were making that led to their belief that it would in fact serve the needs of Harper College and asked to have the needs identified. In terms of growth, Mr. Singelmann pointed out that data processing has increased at the rate of 10-20 percent per semester and will continue to increase. Our needs will be handled at least until such time as the 370 disappears and we have a larger machine. He added that Harper would be good for at least four or five years.

Faculty member Mrs. McLoughlin commented that she shared in the search for equipment, particularly as it concerned word processing. She looked at a substantial amount of equipment and talked with vendors and people who had used the equipment, including other educators. It was her feeling that the combination put together in the bid was very adequate

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Bid Awards  
(cont.)

for what would be pursued in the area of word processing, and the combination was much more economical than any other way they could have gone.

Mr. Hruby informed the Board that he felt the matter under discussion had been researched very carefully. Many other community colleges in Illinois use identical equipment, one since the latter part of 1960, and all are quite satisfied. This equipment would serve the needs of Harper College for at least the next five years and has growth potential. In addition, the company is well known internationally. Mr. Hruby pointed out that although some of the other bids were lower, they did not meet the specifications that would help Harper best serve the needs of the student. Although reviewed further by the committee following the August meeting, the recommendation remains the same after thorough research.

Mr. Mellenthin expressed his thoughts on the subject, stating that there are always feelings of apprehension when spending this amount of money. Once a decision is made, people are concerned whether they have gotten the best equipment for the best price, and the next day someone comes out with a better piece of equipment. Based on the specifications that were given, Mr. Mellenthin stated it was the best equipment that could be purchased. He added that it is not possible to wait for new equipment to come out; we must go forward.

Member Dasher said he was not questioning the best equipment when the specifications came out or what is available now, but whether there had been a change since the last Board meeting. He added that he wanted to make certain that we don't get so bound with procedures and so defensive that whatever is recommended will be kept, and the taxpayers could get less than they deserve.

Member Zanca pointed out that the committee had reexamined their decision and agreed with the original recommendation that was presented to the Board in August.

Mr. John Geary, representative for Digital Equipment Corporation, requested to speak regarding procedures for bidding. Following a brief exchange of views, Chairman Klussmann stated that the discussion on equipment would continue.

Ms. Sherry Reynolds, a representative of Binary Image Technology, stated her company had spent a great deal of time with Harper College personnel during the past few weeks in the analysis of the bid. She maintained that the Texas Instrument equipment from Binary Image Technology met or exceeded the specifications. She further stated that the packet

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Bid Awards  
(cont.)

before the Board members contained technically provable misinformation. In response to a question from Member Munson, Ms. Reynolds stated she had access to the packet from a member of the College community and referred to the memo dated August 27 from Mr. Hruby. She added that representatives, including herself, from Binary Image Technology met with Harper College administrators on September 5 in order to clarify the misinformation; however, the memo stands unamended. Ms. Reynolds said there are basically two courses open for action. First, award the bid to Binary Image Technology as low bidder, although Harper may not feel this is appropriate. Secondly, allow all bidders the opportunity to present the information again. She indicated that she did not want to argue technical matters but reminded those present that legal obligations demand that the low bidder who meets specifications should be awarded the bid. Ms. Reynolds summarized by requesting an opportunity to rediscuss with the administration the fact that Binary Image Technology met or exceeded the bid specifications.

Mr. Hruby responded that the bid specifications for the card reader were absolutely not satisfied. There was an assumption made by Binary Image Technology that Harper College should have two 400 CPM card readers. These card readers do not meet the bid specifications. In addition, the printer which was substituted does not meet the 120 LPM bid requirement.

Member Dasher observed that this is a technical difference of opinion.

Mr. John Geary, representative for Digital Equipment Corporation, felt that it was difficult for a vendor to perform if he is not aware of the need for DOS, COBOL, and RPG.

Member Bone asked Mr. Hruby whether DOS specifications were understood from the bid. In response, Mr. Hruby pointed out that the Digital Equipment salesperson, Ms. Saunders, met with Harper personnel during the months of April, May and June and had the complete specifications for DOS and was aware that Harper is a DOS institution. Upon receipt of the bid addressed to Ms. Saunders, Mr. Geary took the information and interpreted only the OS portion of it. Mr. Hruby added that this was a misinterpretation of the bid specifications by Mr. Geary. Further explaining, Mr. Hruby stated that, following the opening of the bids, Mr. Geary suggested several alternate proposals other than those he had originally bid. None of these were acceptable. In addition, Mr. Geary's supervisor (Rakesh Kumar) told Mr. Hruby that he did not feel comfortable recommending anything faster than 4800 baud with equipment from Digital. Mr. Hruby explained that this would be one-half of the required speed

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Bid Awards  
(cont.)

clearly stated in the bid.

In rebuttal, Mr. Geary stated that the letters "DOS" did not appear on the bid specifications and that Digital Equipment Corporation should be allowed to adjust their proposal since the August Board meeting.

In a question directed to Mr. Geary, President McGrath asked if he would explain what 2780, 3780, and OS HASP mean. Mr. Geary answered that all of these were means of allowing two computers to communicate with one another. President McGrath asked if these could be DOS systems. Mr. Geary replied that OS HASP was clearly not a DOS system; however, the other terms could refer to smaller varieties of IBM equipment running DOS. In summary, Mr. Geary stated that in order to bid properly, he needed clarification. Mr. Hruby pointed out that clarification had been given to Ms. Saunders as evidenced by her letter to Harper dated June 27, 1979.

Mr. Hruby requested that Mr. Robert Dale, President of Midwest Systems Group, explain how their machinery would function. Mr. Dale emphasized that fact that bid specifications are important and Midwest Systems Group met the specifications and should receive the contract.

Member Tomchek questioned the legal implications involved in the decision the Board would make since he felt that the lowest bid was questionable. Member Munson inquired if a vendor would challenge Harper's bidding system. Member Tomchek said it was possible.

Member Dasher observed that while Binary Image Technology was the low bidder, the question as to whether or not they met the specifications is the essence of a lawsuit.

Member Tomchek stated that his initial reservation on the matter was due to the fact that almost one-quarter of a million dollars worth of equipment was introduced for approval on the night of the August Board meeting. Dr. Perry responded that these bids were delayed in order that all vendors would have an opportunity to ask questions prior to the opening of the bids. Member Bone clarified the point that the bid opening was scheduled for August 6 and was postponed until August 9.

Mr. George Dorner added that three major items should be mentioned. First, he stated that there are grave differences between the bid that was recommended and the substitutions made by other vendors. He felt that the substitutions would not be acceptable because they were too slow. Secondly, two card readers cannot be used at the same time. Third, Mr. Dorner felt it was essential that Harper College purchase tested

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Bid Awards  
(cont.)

and reliable computer equipment. An OS system has been talked about in this institution for at least five years but has not been implemented, Mr. Dorner felt, because Harper cannot employ the the people needed to run the system.

Member Munson called the question, seconded by Member Zanca.

Following a voice vote, Chairman Klussmann declared the motion carried, with a two-thirds majority.

Member Tomchek called for a division of the house on the motion to call the question.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted nay.

Member Dasher moved, Member Tomchek seconded, to table action on Exhibits V-F26A and V-F26B. Chairman Klussmann stated this would require a majority vote and due to the nature of the question requested a roll call vote.

Upon roll call, the vote was as follows:

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

Motion failed. Member Zanca voted nay.

On the original question of accepting the recommendation for approval of the bid awards, as per Exhibits V-F26A and V-F26B, the roll call vote was as follows:

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

Motion carried. Member Zanca voted aye.

Chairman Klussmann expressed gratitude to everyone who spoke to the Board and shared their views.

Member Tomchek left the meeting.

UNFINISHED  
BUSINESS:  
Bid Awards  
(cont.)

Member Bone moved, Member Zanca seconded, approval of the following bid awards, as per Exhibits V-F26C and V-F26D, attached to the minutes in the Board of Trustees' Official Book of Minutes:

- Ex. V-F26C Award Bid Q-6176 for Microprocessors for Buildings I and J to Computerland of Arlington Heights in the amount of \$25,320.00.
- Ex. V-F26D Award Bid Q-6177 for Word Processing Equipment for Buildings I and J to the Lexitron Corporation in the amount of \$22,658.70.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Member Zanca left the meeting.

COMMUNICATIONS:

In reference to computer bid award Q-6174, Member Bone reported that she had received a letter from Digital Equipment Corporation. Additionally, she stated that all Board members had received a copy of a letter sent to President McGrath from Binary Image Technology.

A copy of a letter addressed to President McGrath from the Counseling Staff was also received by Member Bone and all Board members prior to the meeting. (Copies of letters attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Zanca reported on a telephone call from former Harper student, John Blim, who is now attending Southern Illinois University. John had experienced some problems in transferring his transcripts and wanted to thank President McGrath and Dr. Joann Powell for the help he received during the misunderstanding. President McGrath further explained that John's transcript was apparently misread at SIU inasmuch as John had graduated from Harper with an Associate in Arts degree. After reviewing his record, phone calls were made to Southern Illinois University and John was given full credit for his two years at Harper College. President McGrath expressed his appreciation to Dr. Powell and the Counseling staff for the efficient way in which this matter was handled.

COMMUNICATIONS:  
(cont.)

As Board representative, Member Munson reported that she had attended a Harper College Educational Foundation meeting recently. She added that copies of the meeting minutes and Foundation goals will be made available to all Board members.

UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Public  
Relations

Member Munson reported that the Public Relations Committee did not meet during the past month; however, the Committee plans to work with the Harper public relations committee in setting up the open house for Building M. The date for the Open House has not yet been decided upon.

--ICCTA

Member Bone reported on her attendance at an ICCTA board meeting at Jonathan Logan Community College in downstate Illinois on September 8. There were two important issues discussed at the meeting. The first item was the funding formula which guides the amount of money which Harper College would receive for fiscal year 1981. The second item concerned an ICCTA proposal which will be voted upon at the November ICCTA meeting. Member Bone asked Member Dasher for time during the October Finance Meeting to report further on these two issues. At that time, Member Bone and President McGrath will have the latest information on the funding formula so that the Finance Committee can understand and discuss the implications for Harper College. Tentative approval by the Board of Higher Education is scheduled for this month. Member Bone requested Board guidance on the ICCTA proposal due to the fiscal implications to Harper and further stated that the matter will be brought to the October Board meeting for a vote.

--Finance

Member Dasher reported that the Finance Committee met on September 10 and discussed the new format for the financial reporting forms. Further revisions to the forms will be made before implementation.

Member Zanca returned to the meeting.

Member Barch left the meeting.

--Building

Member Dasher reported that work on Buildings I and J is progressing slowly. He added that hopefully the buildings will be ready for Spring semester.

Member Barch returned to the meeting.

NEW BUSINESS: Member Mills moved, Member Bone seconded, approval of the Personnel Actions in Exhibit VIII-A, as follows:

Teacher/Counselor Associate Appointment  
Patricia Wenthold, Tutor Coord., 8/20/79, \$9,500

Exempt Classified Staff Appointments  
Calvin Bennett, Chef, 8/13/79, \$17,000  
Vernon Henderson, P-T Elec. Tech., 8/20/79, \$6.75/hr  
John Sturz, Media Systems Eng., 8/23/79, \$18,000

Classified Staff & Union Service Employee Appointments  
Edith Ross, Clerk II, 8/16/79, \$4,378  
Dianne Jett, Clerk I, 8/20/79, \$7,284  
Sharon Bufton, Secretary II, 8/21/79, \$10,944  
Peggy Birzer, Receptionist, 8/27/79, \$7,600  
Elizabeth Vaughn, Food Service Helper II, 8/27/79, \$4,608  
Bernice Rice, Food Service Helper II, 8/29/79, \$4,608  
Barbara Mudroncik, Secretary I, 8/30/79, \$9,468  
Judith Rapp, Clerk Typist II, 8/30/79, \$6,646  
Marjorie Adamson, Clerk I, 8/20/79, \$7,284  
Tom Hilbe, AV Tech. II, 8/27/79, \$4,252  
Barbara Schmeltz, Admin. Asst., 9/4/79, \$9,961  
Katherine Setser, Clerk III, 9/4/79, \$8,952  
C. William Heller, Clerk Typist II, 8/22/79, \$3,500  
Janice Lavey, Baker I, 7/1/79, \$9,380  
Sara Eisenhart, LRC Clerk II, 9/5/79, \$7,476  
John Reichardt, Power Plant Op., 9/1/79, \$15,434  
Michael Korrick, Custodial Foreman, 9/1/79, \$13,375  
Albert Tao, Junior Programmer, 9/4/79, \$10,859  
Eugene DeGeorge, Maintenance Mech., 9/4/79, \$13,187  
Alice Deery, Switchboard Operator, 9/4/79, \$8,292  
Thomas Rourke, Custodian, 9/4/79, \$10,442  
Daniel Garay, Custodian, 9/4/79, \$10,442  
Troy Stevens, Custodian, 9/4/79, \$10,442  
Donald Roberts, Custodian, 9/4/79, \$10,442  
Roger Pickens, Custodian, 9/4/79, \$10,442  
Steven C. Eul, Pool Manager, 9/14/79, \$10,900  
Virginia Tannhauser, Clerk Typist I, 9/4/79, \$7,416  
James Bulka, LRC Clerk II, 9/4/79, \$7,956  
Peter Gart, Offset Press Op. III, 8/20/79, \$12,768

Faculty Appointments  
Elaine MacAlister, Instructor, Data Processing, 9/14/79  
Dominic D. Magno, Instructor, Mathematics, 9/14/79

Faculty Resignations  
William Yoder, Instructor, T M/P S, 8/27/79  
Guenter Lehmann, Assoc. Prof., T M/P S, 8/28/79

Classified Staff & Union Service Employee Resignations  
Josephine Smith, Switchboard Operator, 8/31/79  
Michael Casey, AV Tech. I, 8/29/79  
Ronald Simpson, Messenger, 8/31/79  
Donald Emery, Graphic Artist, 9/21/79  
Kathy Sorce, Receptionist, 8/1/79



NEW BUSINESS:  
Personnel  
Actions  
(cont.)

In reference to the two faculty appointments, Member Munson asked if the salaries were for 39-week or full-year contracts. Dr. Williams responded that these were full-year contracts. They have been paid on letters of intent up to September 15 at which time the contracts will show the pro-rated annual amount for the balance of the year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Administrative  
Salaries

Member Dasher moved, Member Bone seconded, approval of the Administrative Salaries in Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes.

President McGrath pointed out that these salaries were discussed in executive sessions. In addition, he stated that the total amount represents a 7.6% increase which is approximately \$53,000.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Career Advisory  
Committee  
Appointments

Chairman Klussmann stated that the Career Advisory Committee Appointments for the 1979-80 academic year total 215 members representing 31 career programs. These individuals have been invited to assist the College in the further development and improvement of career education.

Member Zanca moved, Member Munson seconded, approval of the Career Advisory Committee Appointments for the 1979-80 academic year, as listed in Exhibit VIII-C (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Munson informed the Board that she had attended some of the advisory committee meetings. She felt it was extremely important to thank the people involved in putting the committees together and keeping Harper College ahead of its field in many areas.

Motion carried.

NEW BUSINESS:  
 Preliminary  
 Enrollment  
 Report

Chairman Klussman said that the fall 1979 Preliminary Enrollment Report showed that enrollment increased seven percent over fall, 1978, and was ten percent over the budget estimate. The estimated number of mid-term FTE enrollment is 6,698, with a total headcount of 20,710. President McGrath expressed his gratitude to everyone involved in this increase in enrollment. He felt it was due, in part, to the following reasons: the use of the recruitment van, the stepped-up information campaign for registration purposes and prevailing economic conditions. President McGrath also mentioned that enrollment at other colleges in the area is either stable or has increased marginally. The recruitment campaign will continue, particularly with the opening of Building M in the near future. Dr. Lucas stated that the credit enrollments have increased faster due to the conscious effort to convert as many as possible former non-credit courses into credit courses.

Member Tomchek returned to the meeting.

President McGrath informed Board members that Dr. Lucas was preparing a projection for the remainder of the year based on budgeted enrollment for the spring semester. He added that this report would be sent to Board members the following week.

Facilities for  
 High School  
 District 214  
 Horticulture  
 Program

Chairman Klussman stated that during the past few years High School District 214 has developed a horticulture program which has become a direct feeder to the Harper College program in Park and Grounds Operation Management. The Harper College program has grown from ten students in 1974-75 to over 150 students enrolled currently. Chairman Klussmann explained that the facilities which were used by the District in the past are no longer acceptable to them and they have offered to construct a greenhouse facility on the Harper campus.

President McGrath said he was very encouraged by this proposed development and felt that cooperation with high school districts in the area is an important step forward. However, he was concerned that Harper College retain proprietary rights by using money from the Site & Construction Fund in addition to the money from District 214.

Member Dasher suggested that Harper College pay at least 51 percent of the construction costs from the Site & Construction Fund to insure that the College would have proprietary rights. In this way, the question of ownership would be resolved with present and future District 214 Board members.

NEW BUSINESS:  
Facilities for  
H.S. District 214  
Horticulture  
Program  
(cont.)

Member Bone felt that a motion was not necessary at this time because a construction figure was not available. Therefore, Member Dasher felt that an indication should be made that it was the sense of the Board of Trustees to underwrite at least 51 percent of the proposed facility.

Policy Manual  
Revisions -  
First Reading

Chairman Klussmann explained that it is the policy of the Board of Trustees to read and discuss each policy revision at two meetings prior to voting.

Member Bone pointed out that, for the most part, the changes were minor and had been discussed by the Policy Committee at a meeting on August 13. In reference to a possible completion date on the manual, Member Bone stated that Linda Wegner indicated that hopefully it would be completed by the end of September. Member Bone said there would probably be another Policy Committee meeting prior to the October Board meeting, but a definite date had not yet been set.

Member Tomchek commented that there are significant questions of policy which are not being brought to the Board where he felt the decisions should be made. He further stated that Board members have been wallowing in administrative minutiae rather than policy. Member Dasher concurred with this opinion. Member Munson felt that some items of information given during this meeting were not minutiae since policy decisions have to be made based on the information received. She felt that the data is necessary, and a tool to be used in making judgments.

Grants Status  
Report

No Comments.

PRESIDENT'S  
REPORT:

President McGrath requested the attendance of members of the Board of Trustees at an executive session on Monday, September 17, at 5:30 p.m. The purpose of the session will be twofold: to discuss a grievance which has to be heard by the Board and to discuss the status of negotiations.

President McGrath discussed the progress of the spandrel repairs. It was the feeling of Mr. Asrow, the consulting engineer, that the specifications for the repairs necessary would be completed within the next two or three weeks. Further, Mr. Asrow felt that work would be completed on all of the spandrels and the scaffolding removed in most of the areas by the middle of November. President McGrath stated this would be good news for students who have been inconvenienced during this period.

PRESIDENT'S  
REPORT:  
(cont.)

President McGrath extended congratulations to Jean Chapman, a member of the Adult Basic Education Department, on the recent publication of her book entitled An Adult Basic Education Handbook.

In conclusion, President McGrath invited members of the Board to tour Building M following the meeting. He expressed his regret that others in the audience could not be allowed to tour the building at this time inasmuch as the building does not officially belong to Harper yet. As soon as possible in the future, an open house will be held for faculty, staff and the college community.

ADJOURNMENT:

Member Bone moved, Member Munson seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:40 p.m.

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Chairman Joan Klussmann

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Secretary Jan Bone