

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

December 13, 1979

8:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - November 15 and November 30, 1979
 - C. Estimated Payroll - December 1 through January 31, 1980
 - D. Financial Statements
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Administrative Appointments Exhibit VIII-B
 - C. RECOMMENDATION: Policy Manual Changes Exhibit VIII-C
 - D. RECOMMENDATION: Policy Manual Change: First Reading Exhibit VIII-D
 - E. RECOMMENDATION: Acceptance of Supplemental Audits: Exhibit VIII-E
 - 1. Educational Foundation
 - 2. Disadvantaged Student Grant
 - F. RECOMMENDATION: Engineering Service for a Computerized Energy Management and Monitoring System Exhibit VIII-F

Board Agenda
December 13, 1979
Page 2

G. RECOMMENDATION: Acceptance of Buildings I and J

Exhibit VIII-G

H. BOARD INFORMATION: Grants Status Report

Exhibit VIII-H

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, December 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, December 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, Dan Cash, Steve Catlin, Robert Cormack, A. A. Dolejs, Al Dunikoski, Frank Firak, John Gelch, Barbara Goodh, Peggy Gorman, Charles Harrington, William Howard, Donald Hruby, Hank Kurowski, John Lucas, Liz McKay, William E. Miller, Donald Misic, James D. Perry, Robert Powell, Anne Rodgers, Donn Stansbury, Elaine Stoermer, George Voegel, David Williams, Regina Witort, Laurie Wren, Joan Young, Robert Zilkowski--Harper College; Mark Comeaux, Norma Derderian, Pat Driscoll, LouAnn Green, Lisa Leiby, Mary Vergis--Harper Students; Diane Norman--Countryside Barrington Press; Jerry Hansen--Paddock Publications.

Chairman Klussmann welcomed members of the community, staff, students and the press. In addition, she wished everyone a Merry Christmas, a Happy New Year and a successful decade.

MINUTES: Member Dasher moved, Member Bone seconded, approval of the minutes of the regular Board meeting of November 8, 1979.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Dasher moved, Member Barch seconded, that the following disbursements be included in one motion for approval at future Board meetings: Bills Payable, Restricted Purposes Fund, Payrolls, Estimated Payroll, Estimated Insurance Bills, Estimated Utility Bills, and Supplemental Bills.

DISBURSEMENTS:
(cont.)

Member Dasher explained that there had never been a change in any of the numbers listed for any item on this page of Bills Payable during his time as a Board member. Chairman Klussmann stated that any item in question could be excluded from the motion. President McGrath suggested that the Bills Payable be assigned an exhibit number for easier reference. This suggestion will be put into effect beginning with the January 1980 Board meeting.

In a voice vote, the motion carried.

Bills Payable,
Restricted
Purposes Fund,
Payrolls,
Estimated
Insurance and
Utility Bills,
Payment for
New Truck and
Plow, and
Supplemental
Bills Payable

Member Munson moved, Member Bone seconded, approval of the bills payable of December 13, 1979, as follows:

Educational Fund	\$ 262,299.84
Building Fund	253,856.72
Site & Construction Fund #1	43,691.56
Site & Construction Fund #2	53,621.96
Auxiliary Fund	178,888.45
Restricted Purposes Fund	129,304.31

The payroll of November 15, 1979 (Regular) in the amount of \$470,172.05; the payroll of November 29, 1979 (Faculty Retro) in the amount of \$93,852.38; the payroll of November 30, 1979 (Regular) in the amount of \$483,308.95; the estimated payroll of December 1, 1979 through January 31, 1980, in the amount of \$1,921,264.22; the estimated insurance bills for Blue Cross of Rockford for November 15 through December 15, 1979, in the amount of \$8,500.00; the estimated utility bills for January, 1980, in the amount of \$70,000.00; the approval of payment for new truck and plow in the amount of \$9,950.00; and the supplemental bills payable in the amount of \$155,390.20.

Member Dasher called attention to the 630 student refunds and requested a breakdown listing the reasons for them. President McGrath responded that most of these refunds were due to the unavailability of the swimming pool and racquetball courts for the second eight weeks. He added that the breakdown would be available in January. In reference to the Site & Construction Funds #1 and #2, Member Munson asked if Fund #2 is based on the second financial bond issue that was done on the 1975 referendum. Mr. Dolejs replied that it is based on the second referendum which consisted of two bond issues, one for six million dollars and one for three million dollars.

DISBURSEMENTS:
Bills Payable
(cont.)

Member Tomchek questioned check #56491 in the amount of \$14,577.99 to the Director of Labor. Dr. Perry replied that this was the final payment for unemployment insurance and covered a three-month period. In addition, Member Tomchek questioned the status of arbitration regarding the reductions in staff. President McGrath explained that the matter stands adjourned from the last meeting of October 15. The lawyers and the arbitrator are attempting to set a date for the next hearing.

Chairman Klussmann inquired about the resusci-baby as listed in check #00126 of Site & Construction Fund #2. Dr. Cormack explained that this is the name given to the device used for CPR training.

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.

Financial
Statements

Chairman Klussmann pointed out that, in addition to the regular monthly statement, a final audited statement of June, 1979, was included. Member Dasher said he would comment on these during the committee reports later in the meeting.

Budget
Transfers

Member Tomchek moved, Member Zanca seconded, approval of budget transfers in the Educational Fund in the amount of \$5,370.00; in the Auxiliary Fund in the amount of \$6,000.00; in the Site & Construction Fund in the amount of \$9,780.00; and an interfund transfer not to exceed \$130,000.00 from the Educational Fund to the Auxiliary Fund (as per Exhibits V-E(1-4) 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,
Mills, Munson and Tomchek
Nays: None

Motion carried. Member Zanca voted aye.

Bid Awards

Member Tomchek moved, Member Barch seconded, approval of the following bid awards, as per Exhibits V-F1 through V-F11, attached to the minutes in the Board of Trustees' Official Book of Minutes:

Ex. V-V1 Award Bid Q-6250 for audio visual equipment to the low bidder, Roscor, in the amount of \$5,759.00.

DISBURSEMENTS:
Bid Awards
 (cont.)

Ex. V-F2 Approve the issuance of blanket purchase orders to cover the following Food Service supplies for the third quarter of the fiscal year:

Bit-O-Gold	\$ 5,000.00
Dannon Milk Products	1,125.00
Emil Kahn	4,250.00
L. Karp & Sons	3,150.00
Railton	6,250.00
Redi-Froze	3,750.00
John Sexton	10,000.00
Swift & Co.	10,000.00
Vanderbilt	2,500.00
TOTAL AWARDS	\$46,025.00

Ex. V-F3 Award Bid Q-6261 for custodial supplies as follows:

Kranz, Inc.	\$ 139.08
Murson, Inc.	448.00
L. M. Brownsey	3,842.00
Jon-Don	694.50
Hild Chemical	759.00
Bolotin, Inc.	2,359.20
TOTAL AWARDS	\$ 8,241.78

Ex. V-F4 Approve the increase of the award to First Impression, for resealing of the tennis courts, from \$9,320.00 (six courts) to \$17,440.00 (twelve courts).

Ex. V-F5 Award Bid Q-6267 for lamps to the low bidder, E. & I. Cooperative Service, in the amount of \$2,361.40.

Ex. V-F6 Approve the change order to 3M Business Products for rental of copier machines, for an increase of \$3,804.00, resulting in a total of \$12,564.00.

Ex. V-F7 Award Bid Q-6266 for printing of the Point of View to the low bidder, Roberts Press, in the amount of \$3,590.00.

Ex. V-F8 Approve a change order against P.O. D12349 to Nash Engineering Co. for repair of vacuum pump and compressors. This increase of \$1,064.38 will change the total from approximately \$2,000.00 to \$3,064.38.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-F9 Approve, after the fact, a change order to increase P.O. D12859 to Phillips Brothers Printers, for the printing of the Harper College Bulletin, in the amount of \$2,125.00, for a new total of \$15,010.00.
- Ex. V-F10 Approve, after the fact, the award of Bid Q-6265 for the printing of the Spring 1980 Women's Program Brochure to the low bidder, Segerdahl Corporation, in the amount of \$3,112.00 plus \$55.30 for an additional 2M copies for a total award of \$3,167.30.
- Ex. V-F11 Amend the contract with Meridian Leasing Corporation to include six IBM 3277 terminals for the duration of the current multi-year lease contract. This represents a total additional cost of \$3,520.00.

Member Munson inquired about regulations regarding the process of bidding. Mr. Misic replied that if an item is \$2,500 or more, it goes out for bid and then must be approved by the Board. In reply to Member Munson's question regarding printing, President McGrath stated that the print shop on campus handles as much work as possible and is now under the supervision of Al Dunikoski. Chairman Klusmann questioned Exhibit V-F6 for the rental of copier machines. President McGrath explained that the two machines being traded in were inoperative quite often and no longer productive. The new rental machines are better quality copiers and the supplies for them are less expensive. Member Dasher suggested that other copy machines be checked for their efficiency. He pointed out that inasmuch as eighty percent of the budget is salary costs, it would be better to replace some of the old machines rather than have employees waiting for them to be repaired.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

DISBURSEMENTS:
Change Orders

Member Zanca moved, Member Dasher seconded, that the Board ratify the signing and submittal of the Proposed Change Orders in Exhibits V-G1, V-G2, and V-G3 to the Capital Development Board as follows:

Ex. V-G1 Proposed Change Order I-E20 for Building I for a total increase to the contract of \$757.95

Ex. V-G2 Proposed Change Order I-E22 for Building I for a total increase to the contract of \$538.14

Ex. V-G3 Proposed Change Order G-17 for Building M for a total increase to the contract of \$2,585.00

Referring to Exhibit V-G3, Member Dasher stated that although this was not the entire answer, hopefully it would resolve the problem of the pool leak. Member Zanca questioned if there were tentative plans to use the pool for classes beginning next semester. Member Dasher answered that it would be too optimistic to think that it would be fixed within the next four weeks. However, it would appear that it could be ready for the second eight weeks. President McGrath felt that it would be better to live with it awhile before accepting it with the water in it. In response to Member Munson's inquiry, Member Dasher stated that the pool has been leaking into the Palatine sewer system.

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.

COMMUNICATIONS:

Member Bone reported that she had received two communications addressed to the Board. One letter arrived this date from the executive director of the State Board of Elections, announcing election workshops for school board secretaries and school district officials. A suggestion was made to send a representative to learn how to conduct a better election. A list of potential places and dates of workshops was included. It was Member Bone's feeling that the administration should handle this and be at liberty to send a representative to the workshop.

Member Bone explained that the second communication had been lost. However, she indicated that it was

COMMUNICATIONS:
(cont.)

a form letter from Stanley Kusper, Cook County Clerk, requesting assistance from Harper College during a voter registration drive. They asked that an employee be designated to attend a training session in Elk Grove Village so that Harper College could be used as a site for the drive between now and the primary election. Member Bone suggested that President McGrath contact the County Clerk's office for more information and then act accordingly. Member Zanca reported that the Student Senate has been looking into the possibility of conducting their own voter registration drive. Member Bone suggested that possibly Member Zanca and President McGrath could meet to discuss this drive.

Chairman Klussman commented on the two communications she had received. The first was a letter from Mayor Ryan of the Village of Arlington Heights stating that a motion was unanimously adopted at a recent meeting recognizing the improvement in living conditions in the backstretch and commending the cooperation of Harper College, among others. Chairman Klussmann pointed out that the College holds classes such as Adult Basic Education and English as a Second Language for workers in the backstretch. College efforts are appreciated by both the racetrack people and the Village of Arlington Heights.

The second communication was a copy of a letter sent to Dr. Vaisvil by Mrs. Harris, the aunt of faculty member Karen Keres. Mrs. Harris' daughter came into the College for assistance and she expressed appreciation to the people who had helped her.

UNFINISHED

BUSINESS:

Committee

Reports

--Second Site

Member Munson stated that she has the appointed position of second site liaison for the Board of Trustees. During the last month, she was approached by a faculty group regarding a proposal they had for the use of the second site. Chairman Klussmann and Member Munson listened to this interesting presentation and President McGrath will comment on the proposal during his report later in the meeting.

--Public

Relations

Member Munson reported that the Public Relations Committee would meet in January to discuss the speakers' bureau. With the participation of Board members, she hoped that the merits of the College would again be revealed to the various organizations throughout the community.

--Finance

Member Dasher stated that the audits for fiscal year 1978-79 were received as part of the Board packet. He called attention to the fact that the year ended with a surplus of \$725,000 although a deficit of 1.3 million dollars had been estimated.

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

Member Dasher explained that enrollment was lower than expected and some relatively stringent cuts were made in order to balance the decrease in anticipated revenue. Despite this, the College ended up with a two million dollar swing. Member Dasher commented on the new form of financial statements and expressed his pleasure with the new format and the manner in which changes are noted in footnotes. He stated that the most favorable part was the fact that it would appear that the College will have a balanced budget for 1979-80, despite initial thinking that there would be a deficit. He observed that this was helped by a larger enrollment than expected, more interest income due to higher interest rates, and the replacement for the corporate personal property tax. If this trend continues, the College will have had a balanced budget for the past two years which would be a major change from the preceding four years. Member Dasher did not anticipate a surplus, but the College will come out financially responsible. Member Tomcheck added that he was very pleased with the financial picture inasmuch as those who did not want to cut so drastically were aware that moderation had to be exercised in all areas. Despite past differences of opinion, Member Dasher recognized Member Tomchek and credited him for his assurance that the money was always there. He added that with the new forms, the information is easier to understand and changes are noted. Chairman Klussman asked when the new financial statements would officially be available for Board meetings. The President felt it would be best to go another month with the present system, followed by a couple months with dual reports. At that time, all extraneous material will be phased out.

--ICCTA

As Board representative to the ICCTA, Member Bone reported that she had voted against the ICCTA hiring a lobbyist as directed at the November Board meeting. Inasmuch as she was the only person to cast a negative vote, the ICCTA will proceed with their plans. Member Bone added that she would attend the January meeting and keep everyone informed regarding the legislative advocacy project of the ICCTA and other decisions. She summarized by informing the Board members that she would bring any matters involving a financial commitment on behalf of Harper to their attention.

--Arbitration:
Reduction
in Staff

Although President McGrath stated earlier in the meeting that the matter of arbitration was adjourned from the October 15 meeting, Member Tomchek voiced concern regarding the amount of time involved and

UNFINISHED
BUSINESS:
--Arbitration
(cont.)

the increase in liabilities. President McGrath said that the law firm would have to be directed to discuss a change of arbitrators with the lawyer for the union. Member Munson pointed out this could result in additional legal fees. The President stated this would not be a considerable sum. He added that the faculty senate and the administration have to agree on the arbitrator and that last time, both groups voted for the same individual as their first choice.

NEW BUSINESS:
Personnel
Actions

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

Non-Exempt Classified Staff and Union Service
Employee Appointments

Kathy Miller, Secretary I, 11/5/79, \$10,146
Miriam Kravis, Key punch Operator I, 11/12/79, \$7,772
Alice Keenan, P.T. Clerk Typist I, 11/13/79, \$4,992
Susan Nichols, P.T. Clerk Typist I, 11/13/79, \$3,024
Roger Pickens, Warehouseman, 11/26/79, \$11,440
Frances Sinnott, Clerk Typist II, 11/26/79, \$6,365
Robert Zepeda, Custodian, 11/26/79, \$11,274
Faheem Khan, Computer Operator, 11/29/79, \$11,709
Gail Graczyk, LRC Clerk II, 12/3/79, \$7,478
David Berrios, Custodian, 12/3/79, \$11,274
Lolita Griesmaier, P.T. Cashier, 11/19/79, \$2,829

Exempt Classified Staff Termination

Vernon Henderson, Electronics Technician, 11/3/79

Non-Exempt Classified Staff and Union Service
Employee Terminations

Joy Balles, LRC Clerk II, 11/30/79
Donald Roberts, Custodian, 11/15/79
John Menzik, Maintenance Mechanic, 12/31/79
Anton Rauscher, Maintenance Helper, 12/31/79
Fred Lawrence, Custodian, 11/30/79
Tom Hilbe, AV Tech II, 11/29/79

President McGrath called attention to the names of two retirees, John Menzik and Anton Rauscher. He stated that they have been at Harper for a total of 18 years between them and have given outstanding service. A reception was held today with their friends and co-workers from the Physical Plant area. President McGrath thanked them for the work they've done for the College over the years. Member Munson asked if it was assumed that all non-exempt were annual salaries. Ms. Gorman replied that non-exempt employees were normally paid on a monthly basis, but in the interest of uniformity, annual salaries were listed. Member Tomchek felt, and Member Munson agreed, that the exempt and non-exempt classification is confusing. Ms. Gorman said that exempt means exempt from overtime, while non-exempt employees can earn overtime. Member Bone felt that another

NEW BUSINESS:

Personnel
Actions
(cont.)

term might be more appropriate. Member Tomchek questioned the process whereby an employee was declared exempt. He asked if an employee was exempt due to the nature of the work or because the College does not want to pay overtime to the employee. President McGrath responded that most of the exempt employees were on the professional level.

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.

Acting
Administrative
Appointments

Member Mills moved, Member Bone seconded, that contract riders be approved for acting appointments in Student Affairs from November 1, 1979, to June 30, 1980, as follows:

Donn Stansbury, Acting Dean of Student Affairs - additional administrative responsibilities for eight months	\$2,400
Steve Catlin, Acting Director of Admissions & Registrar - seven additional weeks of employment	\$3,633
Additional administrative responsibilities for eight months	\$1,600
Anne Rodgers, Acting Director of Student Development - seven additional weeks of employment	\$3,967
Additional administrative responsibilities for eight months	\$1,600

Member Munson called attention to the fact that at various times, both now and in the past, situations arise where people come into administration from faculty contracts. It appears that the faculty contract is then extended into an annualized salary. President McGrath responded that the salaries were extended from 39 weeks to 46 weeks. Member Munson felt that sometimes these acting administrators' annualized salaries could really be high. Noting that these appointments would be effective through June 30, 1980, Member Munson asked if a potential permanent employee could be hired before that time. President McGrath responded that if someone were brought in for one of the positions, the effective starting date would be July 1, 1980.

NEW BUSINESS:
Acting
Administrative
Appointments
(cont.)

He added that this is the way he would like these positions handled in order to bring some stability to the Student Affairs area for the remainder of the year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Policy
Manual

Member Munson moved, Member Dasher seconded, the suspension of rules requiring two readings of Policy Manual changes proposed in Exhibit VIII-C.

In a voice vote, the motion carried.

Member Bone explained that the Policy Manual changes listed in Exhibit VIII-C were after-the-fact ratifications of certain conditions of the faculty contract. They were discussed earlier this evening at a Policy Committee meeting. Member Bone pointed out that essentially all changes were approved when the faculty contract was approved. This procedure is the formal adoption by the Board of Trustees for inclusion in the Policy Manual.

Member Bone moved, Member Dasher seconded, approval of the revisions in the Policy Manual of the Board of Trustees, as listed in Exhibit VIII-C, (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

In reference to Exhibit VIII-D, Chairman Klussmann explained that this was another suggested revision for the Policy Manual which would be discussed at this meeting and voted upon at the January meeting. Member Bone pointed out that this is basically an after-the-fact approval of a program which already exists. Members of the Board of Trustees are covered by the College travel accident insurance program; however, the Policy Manual does not state this fact. This was discussed earlier at the Policy Committee meeting and this meeting will be considered the first reading. Chairman Klussmann asked if anyone wished to discuss this further or request changes. There was no further discussion.

NEW BUSINESS:
Audits for
Disadvantaged
Student Grant
and Educational
Foundation

Member Munson moved, Member Dasher seconded, that the Board accept the audits of the Disadvantaged Student Grant and the William Rainey Harper College Educational Foundation. Member Munson stated that an Educational Foundation meeting was held during the past week. The audit was brought up during the finance portion of the meeting and Foundation members were also apprised of all items in the audit. Member Tomchek asked if the Foundation costs more per year than it returns. Member Dasher replied that it costs nothing. Chairman Klussmann commented that the Foundation is paying back to Harper College a \$10,000 loan at the rate of \$1,000 per year. Member Munson pointed out their willingness to accept the responsibility of projects during these times when the budget is tight. In reaffirming Member Munson's view, Member Zanca added that the Educational Foundation has been very supportive of student projects and helping students in some of their needs when College funds could not necessarily be budgeted. Member Munson explained that the President reviews the requests and presents them, where appropriate, to the Foundation. From both a public relations view and a Board of Trustees standpoint, Member Bone believes that the Foundation is providing a service to the College through its existence as it has through the years. She felt grateful that we have the Foundation and that we have strong liaison to it. Member Dasher suggested that consideration regarding the value of the Foundation be deferred for a year. With the involvement of President McGrath, there have been major changes. Member Dasher stated that the Foundation has potential and felt that over the coming year it would increase its utility.

In a voice vote, the motion carried.

Energy Use and
Technical
Audit

Member Bone moved, Member Barch seconded, that the Board award a contract to Michael Best and Associates, Inc., in the amount of \$5,600 to conduct an Energy Use and Technical Audit for a computerized energy management and monitoring system. Chairman Klussmann explained that the reason for consideration is that an analysis of the existing heating and cooling systems and controls of the College needs to be made before proceeding with an Environmental Control Program. President McGrath said that the \$180,000 program cost was budgeted in the Site and Construction Fund for 1979-80. The expenditure of \$5,600 would be the first phase of the project. Of this amount, it is possible that the State would reimburse \$2,800 due to an assistance grant which has already been

NEW BUSINESS:
Energy Use and
Technical Audit
(cont.)

filed. President McGrath felt this was the first step in an important process at the College whereby the expenditures for heat, light and power can be controlled. Member Dasher concurred with this thought.

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.

Buildings I
and J -
Occupancy
Approval

Member Munson moved, Member Zanca seconded, that the Board approve the occupancy of Buildings I and J based on the substantial completion dates. Chairman Klussmann explained that Buildings I and J are scheduled for opening in time for the spring semester which begins January 15, 1980 and that Board approval is required before the buildings can be occupied. Member Dasher felt it was premature to accept the buildings before completion and suggested that action be deferred until the January Board meeting. President McGrath explained that the five days following that meeting would not be enough time to move into the classrooms and set up the equipment. Member Tomchek agreed with Member Dasher, stating that it was his feeling that the Board would be abdicating their responsibility to accept the buildings before completion. He suggested holding a special meeting if necessary for the purpose of accepting the buildings. Member Mills said that the entire spring semester would be chaotic if the buildings were not occupied. Chairman Klussmann and Member Munson questioned the use of the word "substantial" and requested further clarification. Mr. Misic explained that substantial completion means the building is in a condition whereby it can be used beneficially. There would be a punch list and the unacceptable items would be of a minor nature that would not hinder the use of the building. President McGrath pointed out that this would be the same basis by which Building M was accepted. The College accepted portions of Building M as substantially complete. With the punch list, the portions not completed have not, and will not, be accepted until they are ready. This includes the wrestling room, racquetball courts and swimming pool. Member Bone asked if the dates for occupancy should be inserted in the motion. Member Munson felt the dates should not be included inasmuch as they were not firm and the administration wanted flexibility. Member Bone asked if the attorneys were satisfied with the wording of the motion. President McGrath replied that they were not involved

NEW BUSINESS:
Buildings I
and J -
Occupancy
Approval
(cont.)

and Member Munson stated that there is no need for them to approve this. Member Dasher asked about the fence surrounding the play area. Mr. Mistic said that it had been approved by the Capital Development Board. The President added that the date for completion of the fence was not yet firm and that the area would not be used until it was ready. Chairman Klussmann felt the matter regarding occupancy of the buildings should be voted on at this meeting and not postponed. Member Munson felt that the record will indicate Mr. Mistic's explanation of "substantial" and the discussion of the occupancy.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Grants Status
Report

Chairman Klussmann commented that the Grants Status Report is an informational report covering any grant activity that has taken place since the last Board meeting. President McGrath reported that the only change concerned the Institutional Buildings Grant Program. This project has now been submitted for funding. Member Munson commented on the number of grant awards without matching funds. President McGrath stated that grants come in to Dr. Voegel as the central point. Following his review, they are sent out to faculty and then acted upon.

PRESIDENT'S
REPORT:

President McGrath announced that the College has been invited to participate in an exhibit at the Woodfield shopping center on January 3-5, 1980. It will be under the direction of Mr. Stansbury and Dr. Vaisvil. The President felt this was a worthwhile opportunity inasmuch as registration for spring semester begins January 10. Faculty orientation begins on January 9 and the President stated he would be happy to see as many Board members as possible in attendance.

Planning is underway with Mr. Thomas deSeve and the Department of Commerce to have an international trade seminar on campus during the month of May. It will be held during final exam week so that students will have an opportunity to take advantage of it during their free time. This will be basically an oriental trade seminar for local businessmen opening markets in such places as Red China, Taiwan, Japan and other area of Asia.

PRESIDENT'S
REPORT:
(cont.)

The Harper College speech team placed third recently in competition at Elgin. Eight schools participated, four of which were senior colleges. In this competition, the College placed ahead of Northern and Illinois State Universities. President McGrath was pleased that he had taken time to attend the competition to see the dedication of the students and their instructor.

Based on the acceptance of Buildings I and J, the President extended a tour invitation to Board members and those in attendance at the January Board meeting.

The Fox River Kennel Club has requested the use of Harper facilities for a dog show. Due to problems with past shows, the request was originally denied. However, following discussions, arrangements have been finalized and the club will be allowed to use the campus facilities.

In reference to the Educational Foundation, the President reported that he was in agreement with Members Dasher and Munson. Both short and long-range goals are being discussed and progress is being made. The model United Nations, a project which was cut from student activity funds last year, will be funded by the Educational Foundation. Member Munson has been working on this with three students, Mr. Lavanway, Mr. Woods and Mr. Harring. Additionally, Mr. Herbert Muehl was unanimously accepted by the appointments committee of the Foundation. President McGrath felt that Mr. Muehl will be a very strong member of this group.

With the importance of energy conservation, a group of faculty members have prepared an idea paper listing suggestions for the College. Some of the ideas involve the use of the second site on a temporary basis. The President felt that use of the site for educational projects would be a step forward. He was gratified by the fact that the faculty, administration and staff showed a common interest in this project and would work together. Hopefully, a preliminary report on this matter could be included with the January Board packet. At present, the possibilities of funding are being investigated.

President McGrath reported that he had planned to invite everyone to the gymnasium to watch the basketball game between Harper and McHenry Community College this evening. The team had previously won three consecutive games and the Harper team was leading at halftime, 56-35.

President McGrath stated that he and Chairman Klussmann had recently been in contact with a group of people sharing an interest in helping Harper.

PRESIDENT'S
REPORT:
(cont.)

The group included two former Board candidates, Mr. and Mrs. Rubin; Mr. Beauvais and Mrs. Schroeder of the Friends of Harper; and Mr. Anthony Sulla. President McGrath said that a discussion meeting would be held on December 21 with this group so that they can share ideas in regard to their enthusiasm for the College and its programs. Chairman Klussmann explained that Mr. Sulla attended Harper for two years and felt that he owed the institution a debt of gratitude. He offered his services to the College in any way possible in order to demonstrate the spirit he has for Harper. The President stated it is this type of support which is needed in the community.

ADJOURNMENT:

Member Bone moved, Member Dasher seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:20 p.m.

Chairman Joan Klussmann

Secretary Janet W. Bone