

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

February 14, 1980

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, Payroll for January 15 and January 31, 1980, and Estimated Payroll for February 1 through March 31, 1980 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers Exhibit V-C
 - D. Bid Awards Exhibit V-D
 - E. Construction Change Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - A. Appointment of Ad Hoc Committees
 - 1. Distinguished Faculty Award
 - 2. Salt Creek Watershed Project
 - B. Committee Reports
 - 1. Building
 - 2. Cable TV
 - 3. Finance
 - 4. ICCTA
 - 5. Institutional Goals
 - 6. Master Plan
 - 7. Public Relations
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Reappointment of College Depositories Exhibit VIII-B
 - C. RECOMMENDATION: Resolution to Sell Honeywell Stocks Exhibit VIII-C
 - D. RECOMMENDATION: Supplemental Educational Grant Request Exhibit VIII-D

- E. RECOMMENDATION: Change in Imprest Fund Exhibit VIII-E
 - F. RECOMMENDATION: Acceptance of Wrestling Room Exhibit VIII-F
 - G. RECOMMENDATION: Student Service Awards - Tuition Rebates Exhibit VIII-G
 - H. BOARD INFORMATION: Student Withdrawal Report - 1979 Exhibit VIII-H
 - I. BOARD INFORMATION: Faculty Tenure Exhibit VIII-I
 - J. BOARD INFORMATION: Grants Status Report Exhibit VIII-J
- 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, February 14, 1980

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, February 14, 1980, at 8:03 p.m., in the Board Room of the Administration Building, Algonquin & 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
Absent: None

Also present: James J. McGrath, Pat Bourke, Steve Catlin, Robert Cormack, A. A. Dolejs, Frank Firak, Pat Furtak, John Gelch, Charles Harrington, William Howard, Donald Hruby, John Lucas, Jean Lytle, Liz McKay, William E. Miller, Donald Misic, Lil Morin, John Neuhaus, James D. Perry, Anne Rodgers, Elaine Stoermer, Fred Vaisvil, George Voegel, Cliff Wener, David Williams, Regina Witort, Laurie Wren, Robert Zilkowski, Muriel Zobott--Harper College; Anne C. Budin, Diane Holmes, Michael LaVanway, Karol Lobaugh, Vicki Nemes, Elaine Peters, Mark Ruffolo, Candy Sang, Cheryl Tatara--Harper Students; Carol Forrest--Copley Record Newspapers; Diane Norman--Countryside Barrington Press; Jerry Hansen--Paddock Publications; Jan Schrader--Palatine League of Women Voters; and Richard Morin and John L. Pearson.

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

MINUTES: Member Dasher moved, Member Bone seconded, approval of the minutes of the regular Board meeting of January 10, 1980.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Bone moved, Member Dasher seconded, approval of the bills payable of February 14, 1980, as presented in Exhibit V-A, as follows:
Bills Payable
Restricted
Purposes Fund

Educational Fund	\$ 330,911.27
Building Fund	278,831.04
Site & Construction Fund #1	65,199.38
Site & Construction Fund #2	40,803.44
Auxiliary Fund	261,977.33
Restricted Purposes Fund	190,761.41

DISBURSEMENTS:
Payrolls,
Estimated
Insurance and
Utility Bills,
Director of Labor
(cont.)

The payroll of January 15, 1980 in the amount of \$375,636.12; the payroll of January 31, 1980 in the amount of \$385,433.72; the estimated payroll of February 1, 1980 through March 31, 1980, in the amount of \$1,533,555.73; the estimated insurance bills for Blue Cross of Rockford for January 15 through February 15, 1980, in the amount of \$8,500.00; the estimated utility bills for March, 1980 in the amount of \$70,000.00; and unemployment compensation for October 1 through December 31, 1979 in the amount of \$13,623.14.

Member Barch questioned the procedure for paying bills so that payment is deferred until the latest time allowable without penalty. Mr. Firak explained that all invoices are reviewed when they are presented for payment. Bills requiring immediate payment are processed through the Imprest Fund or, if necessary, the Restricted Purposes Fund. Checks for payment of the remaining bills are not released until Board approval has been received. Member Barch pointed out bills which had payment terms allowing up to thirty days. He stated that the working capital of the College could be increased by payment deferral in these instances. Additionally, there are bills which are not due until fifteen days following Board approval. Member Dasher stated that the key point is that a check should not be dated until the last possible date before a penalty would be assessed. He suggested that a Board policy be made to this effect to be certain that bills are not paid before they are due, especially in view of the fact that the College is currently earning 14% on investments. Member Bone said that this matter could be brought before the Policy Committee for discussion. Mr. Firak said that payments are normally released following the Board meeting and most of the bills are 30 days past due. In response to Member Barch, Mr. Firak added that the College does not pay service charges on past-due invoices. President McGrath stated that the administration will make certain that checks are released at the last possible moment so that money, which could be earning interest, is not spent prematurely. He suggested that this be implemented as an administrative procedure; however, if the Board wishes, it can be made a Board policy.

Member Tomchek questioned the reason for paying annuities from the Imprest Fund. Mr. Firak explained that there are insufficient codes allocated to annuities in the new payroll system. Because of this, all amounts for annuities were accumulated into one

DISBURSEMENTS:
Bills Payable
(cont.)

check from the payroll system. The check was deposited into a clearing account and the various annuity companies were paid with Imprest Fund checks. This program inadequacy will be corrected.

In further reference to the Imprest Fund, Member Tomchek questioned the fact that in two separate instances more than one check was drawn to pay the bills. Although aware of the upcoming proposal to increase the single check limit of this fund, Member Tomchek felt it was an inappropriate use of the fund to write two or three checks in payment of one bill in order to circumvent the set limit. For this reason, he said it would be difficult to support the idea of expanding the limit.

Regarding one of the invoices to which Member Tomchek referred, Member Barch pointed out that the invoice from Midwest Educational Systems was dated December 27 with payment terms of 30 days and paid out of the Imprest Fund on January 8. He suggested that the administrative procedure to ascertain that checks not be paid until the due date of the invoice also be applied to the Imprest Fund. President McGrath agreed.

Again in reference to the Imprest Fund, Member Bone informed Board members that she and President McGrath had discussed the four checks issued for refunds of application fees. Although these fees are non-refundable, President McGrath explained that the four students involved had registered in 1978 and paid the fees, stopped attending in 1979, and returned in 1980 and again paid the fees. Because this is a one-time fee, the refunds were made.

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

Member Barch stated that the statements were different from the ones received at the Finance Committee meeting. Chairman Klussmann responded that the administration felt that the two sets would be beneficial until all Board members familiarize themselves with the new statements. Member Barch added that this will make the transition easier. President McGrath said that the one set would probably be phased out after next month. Member Munson asked how many copies of Board documents are printed. In addition to members of the Board, Mr. Firak explained that the number varies according to the report and who should receive a copy. There could be as many as 50 to 70 copies printed.

DISBURSEMENTS:
Budget
Transfers

Member Tomchek moved, Member Bone seconded, approval of budget transfers in the Educational Fund in the amount of \$434,040; in the Building & Maintenance Fund in the amount of \$79,180; in the Auxiliary Fund in the amount of \$17,140; in the Educational Fund in the amount of \$16,920; in the Building & Maintenance Fund in the amount of \$13,500; and in the Auxiliary Fund in the amount of \$5,000 (as per Exhibits V-C (1-6) attached to the minutes in the Board of Trustees' Official Book of Minutes).

In reference to Exhibit V-C (4), Member Barch recalled that during the January Board meeting the Board had requested the administration to monitor student refunds and prepare a monthly report. At this time, a budget transfer is being requested to provide \$3,500 to prepare manual tuition refund reports monthly. Member Barch said he had received a copy of the report in the Finance Committee packet. Although the report was interesting, he felt it did not warrant an expenditure of \$3,500 and should be discontinued. Members Bone, Dasher and Mills agreed. Member Barch added that the report received from the Office of Planning and Research in this month's Board packet was more responsive to the needs of the Board in terms of the student withdrawals. Although this will not be a monthly report, Chairman Klussmann said it contained the type of information which the Board wanted and had been done without any additional cost. The report would be discussed later in the meeting. President McGrath asked for the final consensus of the Board in reference to the budget transfer in the amount of \$3,500. Chairman Klussmann stated that the transfer should be made because the project was started and some of the money will have to be spent. However, it was the Board's feeling that no more money be spent on this project and that it be discontinued immediately.

In additional reference to Exhibit V-C (4), Member Dasher questioned the rationale for the budget transfer to provide funds for the cash register purchase. Dr. Williams explained that this was originally budgeted to the Site and Construction Fund through the Business Division budget for the Food Services instructional program in Buildings I and J. Inasmuch as the actual placement and use of the equipment is not in Buildings I and J, the request for budget transfer was made. Member Dasher stated that the purchase of equipment during the construction of buildings should properly be charged to the Site and Construction Fund. He felt that the Educational Fund should be protected and did not understand the philosophy of using this fund for this purpose. President McGrath stated that money from the Site and Construction Fund was to be used for the

DISBURSEMENTS:
Budget
Transfers
(cont.)

buildings under construction, not for the purpose of educational equipment. Member Dasher replied that by looking at the history of the furnishings of the various buildings, it would appear otherwise. Member Munson pointed out that there are certain constraints when using bond money that was acquired through a referendum. Member Dasher recommended that this procedure not be repeated. As an individual Board member, he represents the taxpayers to make sure that available funds are allocated in the best way possible, within the rules. And the rules, in addition to the law, are very broad.

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.

Bid Awards

Member Munson moved, Member Zanca seconded, approval of the following bid awards, (as per Exhibits V-D1 through V-D5, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Approve, after-the-fact, a change order on P. O. D-12327 to Midwesco, increasing the amount from \$2,000.00 to \$3,000.00.
- Ex. V-D2 Award Bid Q-6281 for printing of the Summer 1980 Course Schedule to the low bidder, Des Plaines Publishing, in the amount of \$4,833.00.
- Ex. V-D3 Ratify the issuance of the order to Slezak Construction in the amount of \$6,880.00, from the Site and Construction Fund, for the repair of the four spandrels connecting Building P to Building C, in accordance with the specifications prepared by Asrow Associates.
- Ex. V-D4 Approve issuance of a purchase order to DASD Corporation, for services of a programming consultant, in the amount of \$10,000.00.
- Ex. V-D5 Award Bid Q-6286 for optical microscopes for the Biology Department to the low bidder, Fisher Scientific, in the amount of \$3,490.02.

DISBURSEMENTS:
Bid Awards
(cont.)

In reference to Exhibit V-D4, Member Barch requested clarification of the discussion at the recent Finance Committee meeting. In the allocation of \$10,000 for a programming consultant, he asked about the possibility of the expenditure being less than this amount if item #4 was eliminated from the award. At the suggestion of Chairman Klussmann, the President stated that the exhibit could be approved as presented, with the understanding that a purchase order would be issued for the completion of item #4. Member Tomchek pointed out that bids are not required in order to secure professional services. He suggested that items such as this be presented for approval as separate items rather than as a part of the bid awards. Member Dasher agreed and the President stated that this would be done in the future.

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 a letter from Paddock Publications. It was the official request, sent annually by newspapers, that Paddock Publications receive notification of all Harper College meetings. The request was forwarded to the administration for proper handling.

In addition, Member Bone also received a Township Report from the Village of Palatine and a report from Community Consolidated School District #15 entitled The Official Grapevine. According to the District #15 publication, new legislation had been passed in Springfield which changed the voter registration requirements for school elections. Member Tomchek commented that voter registration closes prior to the primary for the State of Illinois on March 18. However, anytime after March 20 and up to the day before school board elections, voters may still register and then vote in the school board election. Member Bone responded that this had also been her understanding but that the new legislation had changed this procedure. She requested the administration to investigate the matter and to furnish clarification when received.

Member Zanca called attention to a letter he had received from Mr. Elia Pleotis, a Harper College engineering student who was also enrolled in some

COMMUNICATIONS:
(cont.)

Physical Education classes on campus. Mr. Pleotis expressed disappointment in the locker room facilities of Building M, specifically the hair driers in the men's locker room for students. Member Zanca stated that he had forwarded a letter to the Physical Education and Recreation Division concerning this matter. Mr. Gelch explained that the hair driers were not connected due to a malfunction in the electrical system. He hoped that the problem would be corrected very soon.

Member Zanca informed the Board of a communication which was addressed to the student body from Mr. Mark Comeaux, President of the Student Senate. Due to personal reasons, Mr. Comeaux resigned on January 28. Mr. Michael LaVanway, former Vice-President of the Student Senate, is now the President and has made definite strides thus far. Member Zanca expressed confidence in Mr. LaVanway and wished him luck for the remainder of his term. Chairman Klussmann extended congratulations on behalf of the Board.

UNFINISHED
BUSINESS:
Appointment of
Ad Hoc Committee
Committee:
Distinguished
Faculty Award

Chairman Klussmann stated that the Board of Trustees presents a Distinguished Faculty Award each year at commencement exercises. The recipient will be chosen by the Board from a list of faculty members recommended by a committee comprised of Board members, students, faculty members and administrators. Chairman Klussmann asked Member Bone to serve again on the Committee this year with Student Member Zanca. Member Bone stated that both she and Member Zanca had met with Dr. Williams and Dr. Cormack. At Member Bone's request, Dr. Williams reviewed the procedures for the Distinguished Faculty Award. Although only one student had served on the Committee in the past, the selection committee had been expanded to include eight students. There has also been a revision in the number of candidates who will be nominated which will be based on the size of the faculty unit. The criteria for selection will be more rigid than in the past. These changes will result in the review of 17 different files instead of the more than 50 files which were reviewed last year. Dr. Williams added that these changes were made based on suggestions made by the committee following last year's selection. Member Bone stated that the tentative date for the selection of the recipient of the award was March 25. The names of three candidates will be forwarded to the Board and the final decision will be kept confidential until graduation. Member Munson inquired whether the three candidates would be recommended without priority. Dr. Williams answered that, in the past, the candidates' names, with a brief resume attached to each, were presented to the Board in the order of their selection by the committee.

UNFINISHED
BUSINESS:
Salt Creek
Watershed
Project

Chairman Klussmann reported on the Salt Creek Watershed Project. Several years ago, the Palatine Park District had offered to pay a portion of the project cost so that the lake could be made larger and possibly used for recreational purposes. Due to inflation, the District can no longer afford to go through with these plans and has been in contact with various village boards. In conjunction with this project, the Metropolitan Sanitary District was recently given authority by the Harper College Board to use a portion of college property to build this lake which would be used for flood control. Following this, additional questions have been raised regarding other facilities which Harper may allow. Chairman Klussman stated that she had appointed Member Munson and Member Bone, both Palatine residents, to a committee to monitor this project. Member Munson added that she had been involved with this issue since 1972. She called attention to a newspaper article published in today's paper in which the President of the Village of Palatine inferred that Harper College was not willing to offer the additional facilities needed to gain access to the lake. Member Munson felt that it was unfortunate that the College Board had not officially been approached in regard to this access. Member Bone pointed out that there are many long-term implications with this project and that it will be essential to monitor it very carefully. In addition to the concerns regarding parking and access to the site, President McGrath pointed out other topics which would have to be discussed, such as liabilities for the College and funding which comes from the entire Harper District but would be used primarily for the benefit of this regional project. Both recreational and flood control aspects will be discussed in future meetings.

Committee
Reports
--Building

Member Dasher reported that final moves into new buildings were nearing completion. Mr. Mistic stated that a substantial amount of money owed would be retained until all portions of Building M were accepted.

--Cable TV
Committee

As Board liaison to this committee, Member Barch reported that he was unable to attend the recent meeting of the Northwest Municipal Conference. Background information regarding this subject was made available to members of the Board.

--Finance

Member Dasher reported that he was pleased with the progress of the Finance Committee. The new financial statements were readily understandable and will be very beneficial.

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

As Board representative to the ICCTA, Member Bone reported that the March meeting will be held at Triton College. Referring to the lawsuit filed by John Wood Community College against the Illinois Community College Board regarding the new tenure legislation, President McGrath reported that letters had been sent to the ICCTA regarding the procedures that had been followed. A response has not yet been received from Mr. David Viar, Executive Director of the ICCTA. Member Bone informed the Board that she would make a status report on this situation at the March Board meeting which will follow the ICCTA meeting.

--Institutional
 Goals

Member Mills advised that the Institutional Goals Committee, consisting of Member Bone and Member Zanca additionally, would meet on Tuesday, February 19, at the College with Ms. Stoermer and Ms. Avila. He reported that members of the administration had completed statements on goals accomplishment and work would commence on next year's goals in the near future. In response to Member Barch, Member Bone stated that there were approximately 40 goals in 1978 and 10 goals in 1979. Member Mills expressed hope that the final report would be ready in June.

--Master Plan

In reference to the Master Plan Committee, Member Tomchek reported on the receipt of possibly the final draft of the summary report. A meeting was held and recommendations were made to the administration. A public summary and responses to recommendations will be made in March.

--Public
 Relations

Member Munson informed the Board that there was no pertinent information to be reported regarding the Public Relations Committee.

--Other

Chairman Klussmann stated that she had served as the chairman of the presidential search committee when President McGrath joined the College. The committee consisted of Board members, faculty, administrators, classified staff, students and the community. Following the completion of committee responsibilities, many members expressed interest in getting together for a reunion at a later date. A luncheon will be held for these committee members on February 15.

Chairman Klussmann also reported that she and President McGrath had met with members of the community who had expressed interest in an organization similar to the Friends of Harper. Former Board member, Mr. Moats, was in attendance and other interested persons are being sought.

Larry

UNFINISHED
BUSINESS:
(Cont.)

Chairman Klussmann mentioned that she had reviewed and updated the Board information manual which is sent to candidates for the Board of Trustees.

NEW BUSINESS:
Personnel
Actions

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

Administrative Appointment

John A. Neuhaus, Director of Personnel, 2/15/80, \$29,000

Faculty Appointments

Elizabeth O'Connell, Instructor, 3/3/80, \$14,750

Phyllis Peterson, Instructor, 3/13/80 \$15,800

Teacher Associate Appointment

Karen Lueth, Teacher Associate, 1/28/80, \$11,000

Exempt Classified Staff Appointments

Patricia Furtak, Bookstore Manager, 1/21/80, \$17,719

Donna Dahlgren, Credentials Analyst, 1/21/80, \$12,263

Barbara Deer, Testing Specialist, 1/21/80, \$12,263

Felice Avila, Asst. to President, 2/15/80, \$19,500

Non-Exempt Classified Staff and Union Service

Employee Appointments

Roberta Kehoe, P.T. Clerk I, 1/8/80, \$2,464

Renee Lewis, Clerk I, 1/9/80, \$7,284

Rick Bergbower, Maintenance Mechanic, 1/9/80, \$14,248

Geary Kochersperger, A.V. Tech II, 1/15/80, \$10,536

Ruth Litivitz, Receptionist, 1/14/80, \$8,388

June Slater, P.T. Cashier, 1/18/80, \$5,404

Karen Morgan, Secretary II, 2/1/80, \$9,367

Robert Brasky, Public Safety Officer, 2/4/80, \$10,859

Richard Geary, Groundsman, 2/4/80, \$13,104

William Guy, Groundsman, 2/1/80, \$11,898

Betty Brooker, Clerk III, 1/30/80, \$9,168

Joan Karp, Clerk Typist II, 2/11/80, \$8,676

Bonnie Ladd, Lead I/O Control Clerk, 2/4/80, \$10,146

Maryann Birutas, P.T. Receptionist, 2/4/80, \$4,954

Michael Strei, Messenger, 2/5/80, \$7,008

Mark Knudson, P.T. Messenger, 2/11/80, \$5,600

Alan Bergstrom, P.T. A.V. Tech Trainee, 2/11/80, \$4,628

Non-Exempt Classified Staff and Union Service

Employee Terminations

Ed Glessner, Groundsman, 1/11/80

Marna Puglisi, Cashier, 1/17/80

Margaret Shepley, Messenger, 1/21/80

Sharon Angell, Accounting Clerk I, 2/15/80

Nancy Crossthwaite, Computer Operator, 2/15/80

NEW BUSINESS:
Personnel
 Actions
 (cont.)

Non-Exempt Classified Staff and Union Service
Employee Terminations (cont.)

Barbara Filip, Secretary I, 2/8/80
 Cheryl Gart, P.T. Secretary I, 2/15/80
 Kathie Halloran, Child Care Attendant, 1/9/80
 Alice Cochrum, Secretary I, 2/22/80

Faculty Leave of Absence Date Change

Nancy Fojo, Assistant Professor, 3/13/80

Member Munson stated that there are procedures followed in the appointment of administrators. She requested that the administration provide a summary of the procedures at the March Board meeting so that they will be familiar to all. Chairman Klussmann suggested that this be included as a Board information item.

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.

Reappointment
 of College
 Depositories

Member Munson moved, Member Dasher seconded, approval of the College depositories as presented in Exhibit VIII-B. Member Dasher stated that it was important to maintain the checking accounts in one bank in order to draw interest on money exceeding the minimum balance. Additional depositories can be authorized so that there will be more opportunities to secure bids on investable funds.

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.

Resolution to
 Sell Honeywell
 Stock

Member Zanca moved, Member Bone seconded, approval of the resolution to sell Honeywell Stock donated to the College by Safeco Corporation, as presented in Exhibit VIII-C. Chairman Klussmann explained that the stock was donated with the intention that it be sold and the proceeds be used for health equipment in the new Physical Education facility. President McGrath added that if the stock was sold below \$2,500, Safeco Corporation would make up the difference in price. In response to Member Barch,

NEW BUSINESS:
Honeywell Stock
(cont.)

the President explained that Safeco Corporation wanted the donation to be used in the specified manner and had been most impressed with the cardiovascular room on a recent tour of the College. Mr. Gelch had suggested two or three pieces of needed equipment. Following the sale of the stock and the purchase of equipment, Safeco Corporation will be advised.

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.

Supplemental
Educational
Grant Request

Member Mills moved, Member Bone seconded, approval of the Supplemental Educational Grant Request of Mr. James Roll, as presented in Exhibit VIII-D. Member Dasher voiced concern about this request and stated he would feel more comfortable if there were some kind of provision to guarantee that the funds would be returned to the College if the recipient terminated employment within five years. Without restriction, Member Dasher felt the Board was being loose with taxpayer money and suggested that a restriction be placed on the next request. Member Barch disagreed, stating that a restriction could discourage some of the faculty from participating in a program that could aid in their development. This could be more detrimental than the amount of money involved. Member Dasher reiterated his concern about taxpayer money being expended for the benefit of an individual's professional development. Member Tomchek stated that that this would be a matter for negotiations. Member Dasher answered that he wanted to make certain it would be on record for the next time since it was not contained in the contract at present.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Dasher

Motion carried. Member Zanca voted aye.

NEW BUSINESS:
Change in
Imprest Fund

Member Dasher moved, Member Mills seconded, the approval of the recommendation to amend the Imprest Fund Board Resolution of June 8, 1978, to increase the single check limit from \$500 to \$2,500, as presented in Exhibit VIII-E (attached to the minutes in the Board of Trustees' Official Book of Minutes).

In response to Member Bone, Chairman Klussmann stated that the omitted titles of President McGrath and Dr. Perry in Section 6 were irrelevant inasmuch as they were included in prior sections for explanatory reasons. In reference to the legal aspects of the resolution, Dr. Perry stated that the document had been reviewed by legal counsel. As he had stated previously, Member Tomchek opposed this recommendation and felt that the limit should remain at \$500. He stated there is no point to the limit if more than one check can be written to pay a single bill. He suggested that the Finance Committee, or small group of Board members, be surveyed by phone when a need arises to exceed the \$500 limit. Dr. Perry explained that the limit was exceeded due to emergency expenditures only, and the increase was requested in order to eliminate the need to circumvent Board policy. As examples, he cited prepayments for books and companies which require cash payment immediately for equipment and parts kits prior to or upon delivery. Member Munson pointed out that this matter had been discussed at the recent Finance Committee Meeting. It was the consensus of the Board that discretionary judgement would be used and the responsibility would rest with Dr. Perry's office. In summary, Member Dasher observed that the long-term solution is to trust the people you employ, or hire new personnel.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Approval of
Wrestling Room
in Building M

Member Mills moved, Member Bone seconded, approval of the occupancy of the wrestling room in Building M subject to approval of the required substantial completion documents, as presented in Exhibit VIII-F.

President McGrath reported that the outer wall had been repaired and withstood the test of recent snow and rainstorms.

In a voice vote, the motion carried.

NEW BUSINESS:
Student Service
Awards - Tuition
Rebates

Chairman Klussmann explained that it is Board policy to award tuition rebates to students for outstanding contributions in the area of student activities. The criteria for these awards are academic performance, office held by the student, leadership, and length of service. Students eligible are president of the student government, editor of the college newspaper, editor of the student magazine, and the radio station manager. Other student organization members are eligible based upon recommendations. Chairman Klussmann stated that several students had been recommended this year.

Member Barch left the meeting.

Member Munson moved, Member Mills seconded, approval of the Fall 1979 student awards tuition rebates in the amount of \$2,817.00 as presented in Exhibit VIII-G (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Tomchek moved to amend the motion to allocate the expenditures to the Student Activities Fund, rather than the Educational Fund.

The motion failed due to lack of a second to the motion.

Member Tomchek asked for an explanation of the fact that no one was concerned about the mingling of funds between the Student Activities and Educational Funds. Member Munson replied that it appeared that it might possibly be allocated to the Student Activities Fund, but requested the feelings of the administration on this matter. President McGrath stated that this is budgeted in the Educational Fund because they are, in part, an educational scholarship in addition to being a student activity scholarship. Member Zanca stated that grade point average is one of the criteria for consideration although Member Tomchek said that it was the activity that was considered in the first place. Member Dasher stated that he understood Member Tomchek's concern and contributions to the student body fund could be financed and subsidized by student activity fees. Member Dasher felt that since it was not budgeted this way this year, it should not be changed. Member Zanca hoped that, if the policy were changed, it would be done in the near future because of the budgeting process that is now taking place. Member Tomchek also expressed concern that the student activity budget comes in before other budgets. He felt that the budgeting procedure should be synchronized for all areas of the College.

Member Barch returned to the meeting.

NEW BUSINESS:
 Student Service
 Awards - Tuition
 Rebates
 (cont.)

President McGrath stated that there would be ample time this year to review the Student Activities budget and anything that is partially subsidized from the Educational Fund can be removed, if the Board feels it would be appropriate. Member Tomchek said this would be a major change from the past. In reference to having the budgets in sync, the President cited certain contracts which have to be entered into at an early date. Member Tomchek suggested that the contracts go from spring through the summer of the following year. President McGrath stated that this might be possible. Member Munson asked who was involved with the students in the budget process. President McGrath answered that the students were involved with the Dean of Students and the Director of Student Activities. Member Zanca explained that all organizations and activities funded through this budget have been sent letters asking them to submit budget requests. Selection is based on criteria for need, what they have used in the past and a review process. The committee reviews all requests, sends them to the Student Senate for approval, after which they are taken to the Board. The budgeted requests contain itemized lists of expenditures. Member Dasher asked about revenue. Member Zanca stated that these amounts come from the financial area of the College. Member Dasher stated that his position was quite clear. The money from Student Activity fees is entirely in the hands of the student body as to how they want to spend it. Money from from taxpayers, tuition payments or state allocation is allocated at the direction of the Board. Member Tomchek stated that because the Student Activity fee is an imposed fee and not paid voluntarily, the Board has an obligation to see that the monies are budgeted correctly. Member Dasher pointed out that activity fees are imposed everywhere, and if you want to attend college, this fee must also be paid in addition to tuition. Member Zanca agreed that there had to be Board review of the budget process, but felt that consideration and input should be totally in the hands of the students. Member Dasher stated that money from the Educational Fund is as follows: one-third tuition money; one-third local taxpayer money; and one-third state taxpayer money.

Member Bone called the question, seconded by Member Munson.

Upon roll call, the vote was as follows:

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

Nays: Members Barch and Dasher

Motion carried. Member Zanca voted aye.

NEW BUSINESS:
Student Service
Awards - Tuition
Rebates (cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Student
Withdrawal
Report

Chairman Klussmann called attention to the Student Withdrawal Report for 1979 for Board information. Dr. Lucas prepared a study of students who withdrew from courses during the Fall of 1979, listing many categories for students dropping one or more courses or dropping out of Harper entirely. Dr. Lucas explained that one-half of the withdrawals involved tuition refunds and a majority of students withdrew from one course. There are a number of reasons, but the primary reason was time constraints. In addition, students tend to withdraw during various times of the semester. Some students find that the course does not fit their needs. There are other reasons for withdrawals that are beyond the bounds of the College, such as job pressures or personal reasons.

Member Tomchek left the meeting.

Dr. Lucas also stated that these studies would be continued to get a summary each semester of the reasons for withdrawals. Member Mills asked if other Board members felt that this study should be repeated. Member Dasher felt that, after six years, these reports indicated a pattern. Member Barch pointed out that the report did not reflect the number of students who had to drop courses because they were cancelled. President McGrath stated that this information could be included if the Board would want these reports in the future. Member Mills asked for the cost of preparing this report. Dr. Lucas replied that it was a matter of allocation of his time and that of his staff.

Faculty
Tenure

Chairman Klussmann stated that this item concerned the status of faculty tenure. Dr. Williams explained that tenure will now become automatic, due to the passage of Senate Bill 147. This means that the Board will only receive recommendations to deny tenure or to extend the probationary period. The information pages contained in the Board packet show the effect the law had in terms of faculty tenured due to the lesser amount of probationary period required.

NEW BUSINESS:
Current Status
of Grants

Chairman Klussmann called attention to the Board information sheet on the current status of grants. Member Munson requested additional information on the Basic Skills: Out of School Adult Program grant project under consideration. Dr. Williams stated that this grant will no longer be considered, following a review of the proposal by Dr. Voegel and appropriate faculty.

PRESIDENT'S
REPORT:

In reference to enrollment, the President stated that he had a very encouraging report. Using final registration figures and historical data to determine attrition and the number of students who will enroll for second eight weeks, it was forecasted that Harper will have 6,799 students. This number is 348 FTE students over budget and 249 students over last year. This is a very significant figure. It was the President's feeling that Harper must continue with an aggressive recruitment campaign.

On the subject of recruitment, letters are being sent to all high school seniors and their parents, informing them of the value of attendance at Harper College. Additionally, the high school counselors have been invited to Harper for a series of meetings with administrators and counselors. There are also plans for department-to-department visits with instructional areas. Each counselor has been assigned a high school and has the responsibility for recruitment at that school. There are also 200 companies in this area which will be visited by Harper personnel on a scheduled basis. Open houses are again planned for both students and parents. Harper College will again sponsor displays at shopping centers. There will be displays at Randhurst during March and April and a Woodfield display in May. The College will also continue with the "Harper Makes a Difference" approach in terms of spotlighting students, faculty and staff members who really do make a difference at Harper College.

Mr. Misic provided information recently that all scaffolding will be removed from the campus within the week. Mr. Asrow inspected all spandrels this week and assured the administration that all were in good condition. All Phase I and Phase II spandrels were inspected and have been treated for rust and anti-corrosion. All reports have been forwarded to legal counsel for review and information should be forthcoming within the month regarding legal action. Mr. Asrow will make an inspection of the entire campus including all retaining walls and will continue to act as liaison with Harper legal counsel.

PRESIDENT'S
REPORT:

The President requested that Mr. Mistic give a status report on the swimming pool and racquetball courts. Mr. Mistic stated that the swimming pool would be ready prior to the racquetball courts based on present condition. A meeting will be held on Tuesday, February 19, with all parties concerned with the pool. Cleaning of the pool following repair work was unsatisfactory and it must be filled in order to be certain there are no leaks. In addition, some of the pool lights need replacement due to rust and corrosion. Within the next week, a firm date should be set for the use of the pool. The racquetball court walls are in need of additional plastering repairs.

Harper will present a materials management course on site for academic credit at the Western Electric plant in Eisle. This will be a new offering by the College and may lead to more on-site educational courses. The President thanked the College of DuPage for cooperation in allowing this Harper project within the College of DuPage district.

All of Illinois will be involved in observance of Illinois Women's History Week. At Harper, Sharon Alter of the History Department and Rena Trevor of the Women's Program are planning this activity. There will be seminars, films, oral histories and displays in the library during the week.

The Arlington Heights basketball league, sponsored by Lattof Chevrolet, contacted the College asking for assistance in the March junior high school level basketball tournament. The tournament, over two weekends, will involve about 200 junior high school students and their parents. This is an opportunity to familiarize the community with Building M and Harper College.

Duane Sell, Chemistry Department, was recently appointed a feature editor for the Journal of Chemical Education.

Performances of Guys and Dolls are scheduled for March 21-22 and March 28-29. Mary Jo Willis and the faculty and student cast members are in rehearsal for the performances which will be the first activity in J-143.

Entries in the Illinois Art Student Show are now on exhibit in Building C.

PRESIDENT'S
REPORT:

President McGrath called on Mike LaVanway, Student Senate President, to address the Board regarding the Model United Nations. Mr. LaVanway stated that the Harper delegation of eight students had been assigned to represent Morocco. President McGrath added that the project would be funded by the Educational Foundation and area business. Mr. Tom deSeve of the Department of Commerce had been instrumental in obtaining contributions, bringing the total to \$2,500.

ADJOURNMENT:

Member Zanca moved, Member Bone seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:50 p.m.

Chairman Joan Klussmann

Secretary Janet W. Bone