

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

March 13, 1980

8:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable, Payroll for February 15 and February 29, 1980, and Estimated Payroll for March 1 through April 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
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Request for Faculty Leave of Absence, Life Science and Human Services Exhibit VIII-B
 - C. RECOMMENDATION: Resolution on 1980 Board of Trustees Election Exhibit VIII-C
 - D. RECOMMENDATION: Acceptance of Audit Reports
 - 1. National Direct Student Loan
 - 2. Supplemental Educational Opportunity Grant
 - 3. College Work Study Program Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of College Auditor Exhibit VIII-E
 - F. RECOMMENDATION: Renewal of Treasurer's Bond Exhibit VIII-F
 - G. RECOMMENDATION: Progress Report, S. P. Asrow Associates Exhibit VIII-G
 - H. RECOMMENDATION: One- and Five-Year Career Plan Exhibit VIII-H

- I. RECOMMENDATION: Cooperative Agreement with High School Districts 211, 214 and 200 (Career Exploration) Exhibit VIII-I
 - J. RECOMMENDATION: Summer Hours for 1980 Exhibit VIII-J
 - K. BOARD INFORMATION: Procedure for Administrative Appointments Exhibit VIII-K
 - L. BOARD INFORMATION: Grants Status Report Exhibit VIII-L
 - M. RECOMMENDATION: Granting of Easement for Upper Salk Creek Watershed Project (Handcarried) Exhibit VIII-M
- 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, March 13, 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, March 13, 1980, at 8:35 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
Absent: None

Also present: James J. McGrath, Felice Avila, Steve Catlin, Bob Cormack, Anton A. Dolejs, F. Firak, J. Gelch, Bill Howard, Donald Hruby, Betty Lewis, John Lucas, Jean Lytle, Liz McKay, Don Misic, John Neuhaus, Bob Nolan, Jeanne Pankanin, James D. Perry, Robert Powell, Ann Rodgers, D. Stansbury, Elaine Stoermer, Rena Trevor, Fred Vaisvil, George Voegel, David Williams, Laurie Wren, Joan Young, Carol Zack, Robert Zilkowski--Harper College; Claudia A. Buck, Nancy Cannella, Suzanne Ciscoe, Lena Elias, Eileen Giorgetti, Pam Haak, Mike LaVanway, Mary Lyons, Donna Munsterman, Elizabeth A. Murphy, Elizabeth Ortman, Clare Potempa, Kathy Privatsky, Mark Ruffolo--Harper Students; Allen McClain--Copley Record Newspapers; Jerry Hansen--Paddock Publications; Frank Kinney--Peat, Marwick, Mitchell & Company; Jan Schrader--League of Women Voters--Palatine; and Joe Cliesielski--Advance Ind. Ser.

MINUTES: Referring to the last paragraph on page 9 of the February 14, 1980 minutes, Member Bone felt that the minutes should specify that the former Board member was Mr. Larry Moats since two Mr. Moats had served on the Board.

Member Dasher moved, Member Munson seconded, approval of the minutes of the regular Board meeting of February 14, 1980, as amended.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

<u>DISBURSEMENTS:</u>	Member Munson moved, Member Bone seconded, approval of	
<u>Bills Payable,</u>	the bills payable of March 13, 1980, as presented in	
Restricted	Exhibit V-A, as follows:	
Purposes Fund,	Educational Fund	\$236,498.87
Payrolls,	Building Fund	285,546.66
Estimated	Site & Construction Fund #1	82,076.25
Insurance and	Site & Construction Fund #2	770.33
Utility Bills,	Auxiliary Fund	239,608.25
Personnel	Restricted Purposes Fund	211,802.66
Data System		

The payroll of February 15, 1980, in the amount of \$497,025.95; the payroll of February 29, 1980, in the amount of \$490,782.98; the estimated payroll of March 1, 1980 through April 30, 1980, in the amount of \$1,990,434.99; the estimated insurance bill for Blue Cross of Rockford for February 15, 1980 through March 15, 1980, in the amount of \$9,000.00; the estimated utility bills for April, 1980, in the amount of \$70,000.00; and the partial payment for Personnel Data Systems in the amount of \$4,729.07.

In the discussion which followed, Member Dasher questioned the rationale for the partial payment to Personnel Data Systems. He questioned paying anything more until the system actually worked. Dr. Perry explained the system has not been tested and the company will not turn the system over to the College until 50 percent of the balance due is paid. The College attorney has recommended this compromise payment. If the system works, the balance due will be paid; otherwise the company will correct it before the second payment.

President McGrath stated that there was explicit correspondence accepting the system between former administrators of the College and this company. At this point, he felt this was the best compromise the College could obtain. Dr. Perry explained that this is a computer personnel system of employee historical records. It contains information in regard to each employee's education, experience, payroll information, assignments, the number of students each is teaching-- everything related to the job of each employee in the institution. Mr. Hruba added that originally the system did not have enough data checks which meant that when data was put in it often came out scrambled. He stated the College now has this company's word and their advertising claims that it has been corrected, and that they have many more users than three years ago, so the College is willing to explore the possibility of still using it. President McGrath, in answer to a question from Member Munson, stated the objectives of personnel are pretty much the same as they were three years ago and that this system would be a helpful tool.

DISBURSEMENTS:
Bills Payable
(cont.)

Member Bone questioned why there were approximately 15 tuition refunds marked "Fall" in the Imprest Fund. Mr. Dolejs explained there had not been time to check Admission's files to find out the reason for "Fall" refunds at this time, but he explained the type of each of these refunds. They covered classes withdrawn, instructor authorized refunds, courses dropped, medical refunds, an error in a previous refund, etc. Member Bone expressed her appreciation for this information.

Chairman Klussmann asked why the payment to Dr. Finlayson, school physician, was made from the Imprest Fund, as she thought this was funded by the Student Activity Fees. Mr. Firak stated these payments were made out of the Educational Fund because they are for employee physicals.

Member Tomchek commented that the problem of approving a Student Activity Fund expenditure out of the Restricted Purposes Fund is that the Board does not approve expenditures from this fund until after the checks have been released.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Financial
Statements

Member Dasher discussed the new version of the Financial Statements which had been developed by the Finance Committee. In order to tell if there are any problems, Member Dasher suggested the Board watch for variances in the balance column.

As Chairman of the Finance Committee, Member Dasher stated the Committee recommended that in the future the Board would receive an abbreviated form of the Financial Statements, instead of the old version. If there is any request for detail, this would be made available by the Administration. Member Dasher informed the Board they will receive the format that is part of the Finance Committee agenda and an abbreviated balance sheet, plus an abbreviated Operating Fund statement.

Member Dasher commented on the interest income which is much higher than budgeted. He complimented Dr. Perry and Mr. Dolejs on this and pointed out that moving quickly when the money is received, and investing it promptly, is why this income is so much better. He granted that interest rates being high

DISBURSEMENTS:
Financial
Statements
(cont.)

had a favorable effect, but stated he felt this is a good example of how good financial management makes available more money for the Educational Fund.

Budget
Transfers

Member Zanca moved, Member Mills seconded, approval of the budget transfers in the Educational Fund in the amount of \$16,500.00 (as per Exhibit V-C1 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, Tomchek

Nays: None

Motion carried. Member Zanca voted aye.

Bid Awards

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

Ex. V-D1 Award the bid for parking lot light pole repair, items 1 and 1a, to the low bidder, Commercial Lighting Co., for a total amount not to exceed \$10,000.00.

Ex. V-D2 Award the bid for muscle action potential measuring equipment to the sole bidder, Narco Bio-Systems, in the amount of \$7,265.94.

Ex. V-D3 Award the bid for four library card catalog units plus transportation, to the sole bidder, Gaylord Brothers, in the amount of \$2,993.69.

Ex. V-D4 Award the bid for printing of diplomas to the low bidder according to specifications, Josten's, in the amount of \$2,975.00.

Ex. V-D5 Approve Food Service blanket orders as follows:

Bit-O-Gold	\$6,000.00
Dannon Milk Products	1,000.00
Emil Kahn	4,250.00
L. Karp & Sons	3,000.00
Railton	6,250.00
Redi-Froze	5,000.00
John Sexton	8,000.00
Swift & Co.	12,000.00
Vanderbilt	2,500.00

DISBURSEMENTS:

Bid Awards

(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

Construction
Change
Orders

Member Dasher moved, Member Barch seconded, that the Board ratify the signing and submittal of Proposed Change Orders in Exhibit V-E to the Capital Development Board, as follows:

Proposed Change Order G-3
Warchol Construction (\$2,387.69)

Proposed Change Order G-18
Pora Construction \$2,387.69

Chairman Klussmann pointed out these change orders will cover the cost of the repair of the leak in the wrestling room in Building M.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Zanca voted aye.

COMMUNICATIONS:

Member Bone reported the Board had received a communication from the family of George Evans expressing appreciation for a remembrance sent by the College. Chairman Klussmann read a letter from Mary Mozal, the mother of an injured student, commending President McGrath for his concern.

UNFINISHED

BUSINESS:

Committee

Reports

--Building

Member Dasher reported that Buildings I and J are essentially in fine shape, the wrestling room in Building M has been repaired, but the swimming pool leak has not yet been corrected. Member Zanca asked when the racquetball courts would be available. He pointed out the students have been waiting a long time for these courts. Member Dasher stated he was sympathetic but was unable to provide that information.

--Finance

Member Dasher referred to the earlier discussion on the financial statements, stating he was very pleased with the up-to-date measure they will provide for the current fiscal year.

Member Dasher discussed the deficits in the Food Service area which have amounted to \$357,700 over the past eight years. In order to control this, he proposed to

UNFINISHEDBUSINESS:Committee
Reports--Finance
(cont.)

have this area audited by an outside firm. Member Bone agreed this was a good point, but she felt it would be more appropriate to discuss it under New Business.

Member Tomchek questioned the need to have an outside auditor for this proposal. President McGrath pointed out that as the Food Service area has been running deficits for many years, it has been reorganized and switched from Student Affairs to Administrative Services, and many of the procedures have been tightened as a result of this change. The President felt the next important step was to ask Peat, Marwick, Mitchell & Company to provide recommendations in terms of the levels of audits that could be done. Their proposal has been received and is being reviewed. The Administration will come back to the Board with a recommendation regarding this.

Member Tomchek suggested there are other problem areas too, such as the Student Activities and the Athletic areas. Member Dasher felt the figures for those areas can be specifically pinpointed but those for Food Services area cannot. He has been told the Food Services area has been subsidized by the Bookstore. Member Barch suggested it would be more economical to hire a staff person if there are a number of areas to be audited.

--ICCTA

Member Bone stated she had no report on the ICCTA meeting as she had been ill and was unable to attend.

--Distinguished
Faculty Award

Member Bone reported the Distinguished Faculty Award Committee will meet at 1:00 p.m., March 25. At that point they will recommend three names to the Board for final consideration, with the award being given at graduation and the name of the person the Board selects being held confidential until graduation.

NEWBUSINESS:Personnel
Actions

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

Exempt Classified Staff Appointments

Ellen Ale, Even. Nurse, Health Serv., 2/13/80, \$8,736
Richard Smolarchuk, Proj.Ldr., DPR Ctr., 3/17/80 \$24,000
Kenneth Sandford, Sys.Prog.Spec. DPR Ctr. 3/17/80 \$28,000

Non-Exempt Classified Staff and
Union Service Employee Appointments

Maelena Underwood, Cl.Typ.I, Adm.Off., 2/13/80, \$7,283
Joanne Pepich, Sec.I, Hrg. Imp., 2/22/80, \$9,732
Patricia Seitzinger, Sen.Recept. Adm.Off. 2/25/80 \$9,132
Phyllis Risoya, Cl.I, Adm.Off., 2/25/80, \$7,283
Deborah Zurich, Cl.Typ.II, Adm.Off., 2/25/80, \$7,720
Christine Pyle, Comp.Op., DPR Ctr., 3/3/80, \$12,000
James Bulka, AV Tech.II, AV/Media, 3/4/80, \$9,960
Janice Myers, AV Tech.Train., AV/Media, 3/3/80, \$8,673

NEW
BUSINESS:
Personnel
Actions
(cont.)

Jerry Finken, Equip.Mech.,Phy.Plt., 3/3/80, \$14,248
Janet Borrows, Acctg.Cl.I, Acctg., 3/5/80, \$8,453
William Runngren, Cust., Phy.Plt., 3/3/80, \$11,274
Michael Casper, Util.Op., Phy.Plt., 3/11/80, \$12,709
Joseph Stehle, Util.Op., Phy.Plt., 3/10/80, \$12,709
Donald Wasmund, Cust., Phy.Plt., 3/10/80, \$11,274
Gail Merchant, Cash.p.t., Finance, 3/7/80, \$5,066

Faculty Termination

Christopher Hunter, Instr./Coord., Hrg.Imp., 3/21/80

Exempt Classified Staff Terminations

Ellen Plate, Even.Nurse,p.t. Hlth Ser., 2/29/80
Dennis Kowalski, Team Ldr., Syst.Dev.,DPR Ctr., 2/29/80
Biruta Fairchild, Prog.Anal.I., DPR Ctr., 3/12/80

Non-Exempt Classified Staff and
Union Service Employee Terminations

Mary Kay Walsdorf, AV/Tech.I, AV/Media, 2/22/80
Susan Lewis, AV Tech.II, AV/Media, 2/29/80
Heidi Pearson, Cashier, Finance, 2/22/80
Geri Cox, Switch.Op., Phy. Plt., 2/20/80
Lynn Capen, Graph.Art.II, AV/Media, 3/12/80
Scott Becker, Util.Op., Phy. Plt., 3/28/80
Ron Halle, Util. Op., Phy. Plt., 2/29/80

Union Service Employee Leave of Absence

Frank Waterman, Equip.Mech., Phy.Plt., 2/14/80

Member Munson commented on Chris Hunter's resignation, wishing him well in his new position. President McGrath added his appreciation for the outstanding service Mr. Hunter had given Harper College in the Hearing Impaired Program.

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.

Faculty
Leave of
Absence

Member Mills moved, Member Bone seconded, approval that Ms. Suzanne Stidger be given an academic year leave of absence without pay for the period August 19, 1980 - May 17, 1981.

Motion carried. Member Zanca voted aye.

1980 Annual
Election for
Members of
the Board of
Trustees

Member Munson moved, Member Bone seconded, approval of the following resolution calling the 1980 Annual Election for members of the William Rainey Harper College District No. 512:

NEW BUSINESS:
1980 Annual
Election for
Members of
the Board of
Trustees
(cont.)

WHEREAS, terms of office of members of the Board of Trustees are about to expire; and

WHEREAS, the annual election for members of the Board of Trustees is to be held on Saturday, April 12, 1980, pursuant to Ill. Rev. Stat. ch. 122, S 103-7.5(a); and

WHEREAS, the Board of Trustees desire to hold the annual election on Saturday, April 12, 1980, and to share judges and election expenses proportionately with the school districts and other political subdivisions participating in the election pursuant to Ill. Rev. Stat. ch. 46, S 2-34:

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

SECTION ONE: The annual regular election of the Board of Trustees shall be held on Saturday, April 12, 1980, at the designated official polling places, precincts, and voting hours as all other elections held in the same locality on that day.

SECTION TWO: All costs incurred by the Community College in jointly participating in the election shall be apportioned equally between the participating political subdivisions and the College shall contribute its proportionate costs.

SECTION THREE: A certified copy of this resolution shall be immediately tendered to the secretary of the Community College Board.

SECTION FOUR: The Secretary of the Board shall give notice of said election in accordance with Section 3-7.11 of the Community College Act, Ill. Rev. Stat. ch. 122, S 103-7.11 by publishing same at least 10 days prior to the date of election in one or more newspapers of general circulation in the district in substantially the following form;

NOTICE OF ELECTION FOR MEMBERS OF THE BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 512

Notice is hereby given that on Saturday, the 12th day of April, 1980, an election will be held at the precincts designated herein in Community College District No. 512, State of Illinois, for the purpose of electing three members of the Board of Trustees of said District for the full term and one member for a one-year term.

NEW BUSINESS:
1980 Annual
Election for
Members of
the Board of
Trustees
(cont.)

For the purpose of this election, the following
precincts and polling places are hereby established:

(SET FORTH AS EXHIBIT (A) AND ATTACHED HERETO
AND INCORPORATED BY REFERENCE HEREIN.)

The polls will be opened at 12:00 o'clock Noon and
closed at 7:00 o'clock P.M. of the same day.

By order of the Community College Board of said
District.

Dated this 13th day of March, 1980.

Chairman

Secretary

Motion carried. Member Zanca voted aye.

Audit of
Federal
Grant
Programs

Member Dasher moved, Member Bone seconded, acceptance
of the audit by Peat, Marwick, Mitchell & Co., of
Federal Grant Programs, as per Exhibit VIII-D attached
to the Minutes in the Board of Trustees Official Book
of Minutes.

Chairman Klussmann pointed out the audits in this
document cover the National Direct Student Loan Program,
the Supplemental Educational Opportunity Grants Program,
and the College Work Study Program, all for the one
year period ending June 30, 1979. Dr. Perry informed
the Board that Mr. Frank Kinney, of Peat, Marwick,
Mitchell & Co., was in attendance at the meeting if
any members of the Board had questions. There were no
questions.

Motion carried. Member Zanca voted aye.

Appointment
of College
Auditor

Member Dasher moved, Member Bone seconded, that Peat,
Marwick, Mitchell & Company be retained to conduct the
audits of the 1979-80 fiscal year records, the 1979-80
Disadvantaged Student Grant, and the 1979-80 records
of the NDSL, SEOG and CWS programs.

Member Dasher expressed his pleasure with the work
Peat, Marwick, Mitchell & Company have done for the
College and stated he concurred wholeheartedly with the
recommendation. Chairman Klussmann agreed.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

NEW BUSINESS:
Renewal of
Treasurer's
Bond

Member Zanca moved, Member Munson seconded, approval that Treasurer's Bond No. OSM263668 issued by American Motorists Insurance Company be increased to \$7,400,000 and continued for two years effective April 21, 1980, at a cost of \$2,496.00; also that Special Building Fund Bond No. 6SM283397 issued by American Motorists Insurance Company be increased to 1,500,000 and continued for one year at a cost of \$461.00.

Member Dasher stated this was discussed at the Finance Committee meeting and they concurred with the recommendation.

Upon roll call, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Contract with
 Asrow
 Associates

Member Dasher moved, Member Munson seconded, approval of the awarding of a contract to Asrow Associates, in the amount of \$15,000.00, to perform architectural and structural examination of College facilities and prepare a complete report with findings and recommendations. This work is scheduled to begin on April 15, 1980 and the target date for completion is August 15, 1980.

President McGrath reported this exhibit serves as a report to the Board on how much has been spent up to this time with Asrow Associates. It then moves the College into what he hopes will be the final phase with Asrow Associates on the condition of the rest of the buildings and structures on the campus. He recommended approval.

Member Dasher questioned whether or not the attorneys had been directed to file suit against the party responsible for the structural problems. He felt it was essential to do this if it had not been done. President McGrath stated the Board had previously allocated a four-phase process. The last phase was a report from Asrow Associates to the Board attorney on structural problems and to whom they can be attributed. The report is now in the hands of the attorney. Asrow Associates will review the complaint and report back to the Administration about the 1st of April. After review, the Administration will bring a recommendation to an executive session of the Board. Member Tomchek felt the Board should review any action carefully, emphasizing the possibility of staggering legal fees. In a response to a question from Member Barch, President McGrath agreed money had been set aside for the possibility of Asrow Associates representing the College in court. At this point, several Board members felt

NEW BUSINESS:
Contract
with Asrow
Associates
(cont.)

further discussion should be limited to an executive session.

Member Bone moved, Member Munson seconded, to call the question.

Motion carried.

Upon roll call vote on the motion, the vote was as follows:

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

Motion carried. Member Zanca voted aye.

Annual and
Five-Year Plan
for Career
Education

Chairman Klussmann referred to the Annual and Five-Year Plan for Career Vocational and Technical Education.

In response to a question from Member Dasher, Dr. Cormack stated that the College receives approximately \$300,000 a year on a per student headcount basis. Also, if a student is enrolled in a machine shop course, the College would receive \$7.50 per hour additionally from the State Division of Vocational Education. Member Dasher asked if the costs are covered in these programs. Dr. Cormack responded that a number of in-house unit cost studies are being done. Member Munson was pleased that the College is involved in new programs.

Member Tomchek left the meeting.

Member Bone commended the staff involved in the preparation of this plan. She added that this comprehensive document serves as a reminder of the excellence of Harper's career programs and the fine staff which presents them.

In a voice vote, the Board voted to approve the Annual and Five-Year Plan for Career Education.

Cooperative
Agreement with
High School
Districts 211,
214 and Unit
District 220

Member Mills moved, Member Zanca seconded, acceptance of the cooperative agreement between William Rainey Harper College and Harper Area Career Cooperative (as per Exhibit VIII-I, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Klussmann explained that the Harper Area Cooperative is comprised of High School Districts 211, 214, and Unit District 220. The agreement covers the following courses for high school students: Health Occupations Orientation, Introduction to Law Enforcement, Orientation to Food Service, and Introduction to Refrigeration and Heating Technology.

NEW BUSINESS:
Cooperative
Agreement with
High School
Districts 211,
214 and Unit
District 220
(cont.)

Member Dasher questioned the rationale for dropping courses in computer concepts and survey of engineering technology. He stated that classes for both courses were well attended in the past year and felt that these two areas would provide the greatest job opportunities for the next ten years. Because of energy problems, Member Dasher felt that the air conditioning and refrigeration program would not show significant growth. In response, Dr. Cormack stated that the subject programs were dropped based on recommendations from personnel in Districts 211 and 214 that the programs were too general. They specifically recommended the withdrawal of the survey course and suggested a more in-depth experience in one of the trade areas. Member Dasher felt that there was no need for an Introduction to Law Enforcement program. President McGrath pointed out that these are cooperative programs. Member Bone recalled that the State DAVTE audit last fall indicated the need for technically-oriented programs. Dr. Cormack added that there are no offerings related to air conditioning and refrigeration at the high school level. He expressed hope that interested students would come directly into Harper's career program.

In a voice vote, the motion carried.

Summer
Workweek
Adjustment

Chairman Klussmann explained that the Board approved a change in summer hours for 1979 in order to conserve energy, save costs and improve employee morale. The change allowed employees to take off Friday afternoons in the summer, making up the time during the rest of the week. She added that the administration is recommending a similar change for summer, 1980.

Member Bone moved, Member Mills seconded, approval of the schedule of summer hours effective May 27 through August 15, 1980 (as per Exhibit VIII-J attached to the minutes in the Board of Trustees' Official Book of Minutes).

In consideration of approximately \$30,000 in savings, Member Zanca suggested that this change be considered on a year-round basis. Member Munson pointed out that buildings are kept heated for Friday and Saturday classes during the regular school year. Member Barch asked about the possibility of a four-day work week and potential savings. The President stated that this would constitute a heavy work load. In addition, he felt that consideration would have to be given to the number of courses scheduled for Friday and Saturday.

In a voice vote, the motion carried.

NEW BUSINESS:
Procedure for
Recruitment and
Appointment of
Administrative
Personnel

Chairman Klussmann stated that the procedure for administrative appointments was for Board information in response to a request which was made at the February Board meeting. Mr. Neuhaus outlined the procedure for recruiting administrative personnel, stating the purpose of the procedure is consistency with all open positions in meeting federal regulations and the needs of the College. Regarding the process, Member Munson asked if the College was legally obligated to advertise for external applicants. Mr. Neuhaus responded that this would not be necessary if there are qualified internal applicants. Member Bone referred to the first page of the attachment, dated May 12, 1975, the first paragraph under Policy which states "It is the policy of Harper College to obtain the largest number of qualified candidates, consistent with the provisions of applicable equal employment opportunity legislation and Board Affirmative Action policy." Member Bone stated she had checked the Policy Manuals for 1977 and 1979 and found no mention of this statement. She questioned whether this was, in fact, a policy which was inadvertently dropped or possibly a statement that the Policy Committee might want to consider. Member Dasher felt that this was not policy, but that the Board should have procedures for establishing a position. Following this, the remainder of the procedure would be an administrative function.

Grants Status
Report

There were no questions or comments on the Board information report on the status of grants.

Granting of
Easement for
Upper Salt
Creek Water-
shed Project

In reference to the Salt Creek Watershed Project, Chairman Klussmann explained that the Board gave authority last August to the Metropolitan Sanitary District for construction of a pond for flood control purposes. As part of the original plans, there was to be an access road from the project to Quentin Road or one of the other roads. Following review of the plans, the engineers reported to the Salt Creek Watershed Committee that the additional access roads would not be feasible. At the present time, Harper has been asked to grant use of the College perimeter road as access to this site. Chairman Klussmann said that Members Munson and Bone have been monitoring the project and requested their thoughts. Member Munson stated that all Board members, with the exception of Member Tomchek, had recently met with members of the Salt Creek Watershed Committee. They have requested tacit approval to proceed with plans to use the College road as an access into the property. Member Munson pointed out that legalities and other details would have to be reviewed by legal counsel. She requested that the Board give a consensus on the

NEW BUSINESS:
 Upper Salt
 Creek Water-
 shed Project
 (cont.)

matter. Member Bone felt that she was not fully prepared to make a decision regarding the access road but would continue to review all details regarding this project. When the Board formally votes on this issue in the future, Member Bone felt she would be prepared to make a decision. Member Dasher asked if it would be helpful to have a motion regarding the access road, subject to advice by legal counsel that there will be no liability to the College. He stated that he had been told by the Palatine Park District that they would assume the liability, but he felt that this should also be in writing as this was his main concern. Member Munson felt that a motion was not needed at this time. Chairman Klussmann added that the Board had received assurances from Mr. Hall (Palatine Park District) and Mr. Guss (Watershed Committee) that additional time required by the College to check the legal ramifications would not affect the funding of the project. President McGrath advised that he had been in contact with both Mr. Hall and Mr. Guss to assure them that the College would not delay to a point where they could not act on this project. Additionally, College legal counsel has met with Mr. Hall to work out details, particularly in the area of liabilities. Following discussion, Chairman Klussmann stated that the Board had reached consensus on directing the administration to continue working with legal counsel and appropriate members of the Watershed Committee. At a later date, the Board will vote on this issue, following review of all pertinent information.

Board of
 Trustee
 Election

In response to recent inquiries, Chairman Klussmann explained that meetings for candidates have not been held for the past few years. Member Munson added that they were initiated due to the number of candidates and the amount of time that the administration spent with each candidate. Chairman Klussmann stated that candidates are sent information concerning the College and are invited to come in and talk to President McGrath or Board members. In addition, they may attend Board meetings. Chairman Klussmann asked the opinion of other Board members. Member Munson felt that candidates should initiate interest. Member Mills mentioned the public candidates' nights which are set aside for candidates to express their views.

Chairman Klussmann informed the Board that the election canvass must be held within ten days after the election. Following discussion, a decision was made to hold the canvass on Monday, April 14, at 8:00 p.m. Member Bone stated that a representative would canvass the ballots in place of the Board secretary, inasmuch as she is a candidate for election.

PRESIDENT'S
REPORT

President McGrath reported that several donations have been received by the Harper College Foundation. In addition, at the last meeting of the Harper Foundation, a motion was passed to subsidize students to attend the Model United Nations program. Approximately \$1,900 was allocated for this project and the remainder of the money will come from corporations in the area due to the efforts of Foundation members and Mr. Tom deSeve of the U.S. Department of Commerce.

In observance of Illinois Women's History Week, a series of seminars were held on campus today through the efforts of Sharon Alter and Rena Trevor.

The Harper College Speech Team was awarded first place in the Triton Speech Tournament which was held on March 1.

The College recently sponsored an accounting seminar. Representatives from all two-year and four-year colleges which teach accounting met on the Harper campus to discuss articulation.

In reference to elections, Laurie Wren registered 138 new voters at the College during the recent voter registration drive.

During the coming months, fourteen high schools will be visited by teams of students, counselors, faculty and administrators. On February 26, a career night was held at the Arlington Heights Library with approximately 100 students in attendance.

President McGrath announced a May 20-21 conference on The Small Business Market is the World to be co-sponsored by Continuing Education and the Department of Commerce, with a recognition breakfast on May 29.

President McGrath referred to a project on energy begun last year by a group of faculty and administrators. The group has prepared a summary of ideas developed for energy projects which was to be distributed at the meeting. He introduced Dr. Pageler and Ms. Savin to discuss the project. Ms. Savin outlined the development of the energy project from discussions held in Master Plan Task Force meetings. There was response to the idea of such a college-community project from all areas of the institution. One of the major concerns expressed was in regard to curriculum development. Some of the areas where Harper College could play a leadership role in conservation were identified as community education and cooperation with local business. Dr. Pageler commented that an Off-Campus Sites Committee had been discussing the second

PRESIDENT'S
REPORT:
(cont.)

site as an educational resource, and had been exploring the possibility of using the site for conservation education. The ideas from the two committees organized in this summary are presented to the Board for comment and possible approval to explore possibilities of outside funding. President McGrath stressed the importance of this project to all areas of the College and requested Board comment. Chairman Klussmann replied that the summary would be reviewed with interest.

ADJOURNMENT:

Member Bone moved, Member Zanca seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 10:03 p.m.

Chairman Joan Klussmann

Secretary Janet W. Bone