

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

May 22, 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 April 15 and April 30, 1980, and Estimated Payroll for May 1 through June 30, 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. Food Service Study Exhibit VII-A
  - B. Committee Reports Exhibit VII-B
- VIII. New Business
  - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
  - B. RECOMMENDATION: Faculty Leaves of Absence:
    - 1. Student Development Exhibit VIII-B-1
    - 2. English Exhibit VIII-B-2
    - 3. Nursing Exhibit VIII-B-3
  - C. RECOMMENDATION: Faculty Fellowships
    - 1. Art Studio Safety Manual Exhibit VIII-C-1
    - 2. Data Processing Instructional Development Exhibit VIII-C-2
  - D. RECOMMENDATION: Faculty Promotions Exhibit VIII-D
  - E. RECOMMENDATION: Summer, 1980 Riders
    - 1. Academic Affairs Exhibit VIII-E-1
    - 2. Student Affairs Exhibit VIII-E-2
    - 3. Administrative Services Exhibit VIII-E-3
  - F. RECOMMENDATION: Budget Hearing Resolution Exhibit VIII-F

Board Agenda  
May 22, 1980  
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|---|---------------------------------------|
| G. RECOMMENDATION: 1979-80 Institutional Goals<br>Accomplishment Report | Exhibit VIII-G                        |
| H. RECOMMENDATION: ICCTA Membership                                     | Exhibit VIII-H<br>(to be handcarried) |
| I. BOARD INFORMATION: Grants Status Report                              | Exhibit VIII-I                        |
- IX. President's Report  
Report of the Curriculum Committee
- 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, May 22, 1980

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Thursday, May 22, 1980 at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: James J. McGrath, Felice Avila, Lea Bartow, Pat Bourke, Anton A. Dolejs, Frank Firak, Pat Furtak, John Gelch, Charles Harrington, Karen Keres, Liz McKay, William E. Miller, Don Misic, John Neuhaus, Carol Neuhauser, Jeanne Pankanin, James D. Perry, Robert Powell, Anne Rodgers, Janet Savin, Mary Sierakowski, Donn Stansbury, Elaine Stoermer, George Voegel, David Williams, Regina Witort and Laurie Wren--Harper College; Suzanne Ciscoe and Michael LaVanway--Harper Students; Darrel J. Vorwaller--Peat, Marwick, Mitchell & Company; Maureen Cahill--Copley Record Newspapers; Jerry Hansen--Paddock Publications; and Peter J. Meyer--Suburban Trib.

Chairman Barch welcomed members of the community, staff, students and the press. In addition, he extended a warm welcome to newly elected Student Trustee, John Malkowski, and stated that the Board is looking forward to working with him.

MINUTES: In reference to the minutes of April 10, 1980, page 4, Building Committee report, Member Klussmann requested the deletion of the second sentence.

Member Munson moved, Member Bone seconded, approval of the minutes of the regular Board meeting of April 10 (as amended), the adjourned meeting of April 17 and the special meeting of May 5, 1980.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

CITIZEN PARTICIPATION:

Mr. William E. Miller announced that Ms. Karen Keres was the newly-elected President of the Faculty Senate. Ms. Keres took her seat at the table and was welcomed by members of the Board. On behalf of the Faculty Senate, Ms. Keres thanked Mr. Miller for the work he had done as their representative over the past four years. She stated that she would continue to work with the Board and was assured by Chairman Barch that the members looked forward to working with her.

DISBURSEMENTS:  
Bills Payable,  
Restricted  
Purposes Fund,  
Payrolls,  
Estimated  
Insurance and  
Utility Bills,  
Director of  
Labor

Member Bone moved, Member Dasher seconded, approval of the bills payable of May 22, 1980, as presented in Exhibit V-A, as follows:

Educational Fund	\$379,665.74
Building Fund	336,694.44
Site & Construction Fund #1	1,938.78
Site & Construction Fund #2	54,543.79
Bond & Interest	207,164.28
Auxiliary Fund	155,065.25
Restricted Purposes Fund	129,651.84

The payroll of April 15, 1980 in the amount of \$498,399.80; the payroll of April 30, 1980 in the amount of \$480,520.66; the estimated payroll of May 1 through June 30, 1980 in the amount of \$1,972,524.73; the estimated insurance bills for Blue Cross of Rockford for May 15 through June 15, 1980 in the amount of \$9,000.00; the estimated utility bills for June, 1980 in the amount of \$70,000.00; and Director of Labor unemployment compensation for January 1 through March 31, 1980 in the amount of \$7,559.17.

In answer to Member Klussmann's question regarding the tuition reimbursement for James Roll, Dr. Williams stated that this supplemental grant had been approved by the Board at the February meeting.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial  
Statements

Member Dasher noted that the College would be approximately \$460,000 over budget in interest income by June 30. This was the result of the manner in which investments were handled plus the increased interest rate over the past year. Member Dasher thanked the Finance Department for their fine efforts.

DISBURSEMENTS:      Member Klussmann moved, Member Bone seconded, approval  
Budget                      of budget transfers in the Educational Fund in the  
Transfers                      amount of \$41,820; in the Building and Maintenance  
Fund in the amount of \$37,700; in the Site and  
Construction Fund in the amount of \$80,090.00; and  
in the Auxiliary Fund in the amount of \$5,500 (as  
per Exhibits V-C (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 and Munson

Nays: None

Motion carried. Member Malkowski voted aye.

Bid Awards                      Member Klussmann moved, Member Mills seconded, approval  
of the following bid awards, (as per Exhibits V-D1  
through V-D8, attached to the minutes in the Board  
of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6332 for calculator  
preventive maintenance contracts for the  
fiscal year 1980-81 to Trio Office  
Machines, the only bidder, in the amount  
of approximately \$2,925.00.
- Ex. V-D2 Award Bid Q-6334 for printing of the  
Fall 1980 Course Schedule to Des Plaines  
Publishing Company, the low bidder, in  
the amount of \$9,533.00.
- Ex. V-D3 Award Bid Q-6333 for construction of a  
sidewalk to Lundsberg, the low bidder,  
in the amount of approximately \$4,104.00.
- Ex. V-D4 Award Bid Q-6331 for an electric typewriter  
preventive maintenance contract for fiscal  
year 1980-81 to Steiner Office Machines,  
the low bidder, in an amount not to  
exceed \$8,000.00.
- Ex. V-D5 Award Bid Q-6346 for stage spotlights to  
Grand Stage Lighting, the low bidder, in  
the amount of \$5,450.00.
- Ex. V-D6 Award the renewal for trash removal to  
Browning-Ferris in the amount of \$9,000.00.
- Ex. V-D7 Approve the vending machine contract with  
ARA Services for the period of July 1, 1980  
through June 30, 1981.

DISBURSEMENTS:  
Bid Awards  
 (cont.)

- Ex. V-D8 Approve a change order on P.O. D-12377 to Draper & Kramer for maintenance charges at Willow Park, increasing the amount from \$4,700.00 to \$5,337.31.

In reference to Exhibit V-D6, Member Munson inquired about the amount paid for trash removal to Browning-Ferris for fiscal year 1979-80. Dr. Perry replied that the service had cost approximately \$8,000. He explained that the College pays the same rate given to the Village of Palatine and that the charge is reasonable due to increased costs. In reference to Exhibit V-D8, Member Klussmann asked whether Draper and Kramer discussed additional charges with tenants. Dr. Perry advised that increased costs are pro-rated among the renters, following a determination of costs by Draper and Kramer.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Construction  
Change Orders

Member Klussmann moved, Member Munson seconded, that the Board ratify the signing and submittal of Proposed Change Orders in Exhibits V-E1 through V-E3 to the Capital Development Board, as follows:

- Ex. V-E1 Proposed Change Orders G-22 and G-23 for Buildings I and J for a total increase to the contract of \$12,804.51.
- Ex. V-E2 Proposed Change Orders I-G-23 and I-E-24 for Building I for a total increase to the contract of \$1,037.36.
- Ex. V-E3 Proposed Change Orders I-G-25 and J-G-25 for Buildings I and J for a total increase to the contract of \$1,020.94.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS:

Member Bone reported that she had received communications regarding election consolidation workshops. A letter from the Office of the Cook County Clerk advised that workshops would be held during the summer months. During these sessions, information

COMMUNICATIONS:  
(cont.)

will be furnished regarding the cost to the local unit of government or agency under the new regulation. After the firm figure is received, Member Bone stated that the amount should be put into the budget for 1980-81. Another communication regarding Kane County workshops was received from Mrs. Natalie Weber, former Board secretary. Following discussion with the administration, Member Bone advised that a Harper representative would attend one of the Cook County workshops.

Member Bone stated that she had received a telephone call from a citizen of the Harper College district who is hosting a foreign student and asked whether Harper College had changed the regulations regarding foreign students. Member Bone responded by letter that she was not aware of any changes.

At the request of Member Klussmann during the April Board meeting, President McGrath stated that an administrative committee had studied the request for a reduction in tuition for handicapped students. The request had been made by Francine Eisenman, Senior Citizen Coordinator, Village of Mount Prospect. Following discussion of this matter, the committee advised that a change in the present tuition system to accommodate this request would cost Harper College approximately \$115,000 annually. The President recommended that tuition reduction to handicapped students not be given at this time. Chairman Barch requested that a motion be made to approve or deny this request.

Member Bone moved, Member Munson seconded, that the College continue with the present tuition reduction policy given to senior citizens only, as stated in the Policy Manual.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

President McGrath stated that he would respond directly to Mrs. Eisenman. For the record, Member Bone felt that the number of services available to these students at Harper should be pointed out, such as medical parking facilities, short-term loans and financial aid. Member Klussmann said that funds and scholarships are also provided by local community service organizations. President McGrath stated that these facts would be included in his response.

UNFINISHED  
BUSINESS:  
Food Service  
Management  
Study

Member Bone moved, Member Dasher seconded, that Peat, Marwick, Mitchell & Company be retained to conduct a Management Study of the Food Service area for a total cost not to exceed \$25,000 to be paid from the Contingency Fund. The motion also includes the approval of a budget transfer within the Educational Fund, General Institutional Cost Center from account #192-000-600 to account #192-000-531.

Chairman Barch stated that he had been opposed to the approval of this item at the April Board meeting for several reasons. First, in reviewing financial information regarding the Food Service operation, he felt that the loss was not clear. Also, the Food Service and other operations from the Auxiliary Fund were not too different, and possibly other areas could be reviewed. Chairman Barch was additionally concerned that a financial, rather than management, audit would be performed. Following a meeting with Dr. Perry and members of the administration, he presently feels that this study will provide the information needed for better management of Food Services. Member Munson asked if firm recommendations would be made following the study. Chairman Barch replied that it was his understanding that specific recommendations to improve the reporting and credibility of Food Services would be furnished for review. Member Munson commented on the survey which Board members had received from the ICCTA Research Committee which showed a number of colleges using outside services and expressed hope that this option would also be considered. Chairman Barch stated that the cost/benefit relationship of alternative approaches would be included in the report, in addition to the consideration of the Food Service program and the allocation from the educational fund for students. Member Munson asked if a completion date had been established. Dr. Vorwaller replied that it was proposed to complete the study within a two-month period and issue a report with recommendations which would include alternatives for the operation of Food Services by an outside firm.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.



UNFINISHED  
BUSINESS:  
Committee  
Reports  
--Building

Member Dasher reported that the swimming pool holds water and shows no signs of leaks. In response to Chairman Barch, the President stated that he hoped the acceptance of the pool would be on the agenda for the June Board meeting. In reference to the racquetball courts, he added that a decision must be made whether to bring in a new contractor and charge the original contractor. Member Bone asked if President McGrath wanted direction from the Board in this matter. He felt that it was the consensus of the Board to apply pressure for the completion of the racquetball courts. Member Dasher noted that the College still holds some leverage in this matter due to the amount owed pending acceptance of the courts. Member Bone pointed out the number of refunds caused by the delay and noted that additional revenue would be received upon completion and acceptance of the facilities.

--Salt Creek

Member Munson stated that a meeting of the Upper Salt Creek Watershed Committee was being held this evening. A representative from Harper was in attendance to answer any questions concerning involvement of the College.

--ICCTA

As representative to the ICCTA, Member Bone stated that there were several questions coming up on which she wanted direction on how to vote. She explained that there were three questions on the agenda at the May 10 meeting. The first concerned the proposed ICCTA plan to change the dues structure and tie it to the dollar amount for the credit hour grant rather than the enrollment. Such a change would result in an increase to Harper of approximately \$500 over the current dues. As previously instructed by the Board, Member Bone voted to oppose the increase in dues. Bylaws of the ICCTA require a 20-college vote to change a bylaw. Of the college representatives present, 19 voted yes; Member Bone voted no; and the Triton representative abstained. The motion was defeated.

Member Bone commented that the second bylaw change was a proposal to change the method by which ICCTA officers are elected from a majority of those who are members to a majority of those who are present at the election meeting. That motion was defeated 19-1, with the Elgin representative voting no. The Elgin representative pointed out that since 13 members constitute a quorum, it would be possible for seven colleges to swing the vote regarding the election of officers if only thirteen colleges were represented. It was decided that a re-vote would not be taken and representatives were requested to vote on a mail-in ballot.

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

Member Bone explained that the third change concerned a revision in the bylaws which would make the outgoing president of ICCTA a member of the Executive Committee for one year.

Member Bone advised Board members that Harper College gets one vote on each of the above three proposals. She asked for direction so that the ballot could be signed and mailed prior to the June 2 deadline.

Member Klussmann suggested that Member Bone make the motions giving her recommendations as the ICCTA representative.

Member Bone moved, Member Dasher seconded, that Harper College continue to oppose the dues increase in the ICCTA.

For clarification purposes, Member Bone explained that this issue had been voted upon at the April Board meeting. It was brought up again in case any Member had second thoughts or wanted additional information. She also felt that the ICCTA should be aware that this vote reflects the feelings of the entire Harper College Board rather than the ICCTA representative.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Member Bone informed the Board that if there are not enough votes cast to approve the increase in dues, she had been told by David Viar, Executive Director of ICCTA, that the Association plans to call for an increase in the flat fee rate at the June meeting. She explained that this could be done by a simple majority vote inasmuch as it would not be a bylaw change.

Member Bone moved, Member Dasher seconded, to oppose the recommended change in Article 5, Sections 3 & 7, of the ICCTA bylaws. This change would allow the election of officers by a majority of those present at the election meeting.

Member Munson stated that she was opposed to this action because the same representatives attend ICCTA meetings year after year. If the officers are elected by those in attendance, Member Munson felt that the ICCTA would become more of a "club" type organization. Member Dasher added that it would start to function for itself rather than others.

Motion carried in a voice vote.

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

Member Munson moved, Member Malkowski seconded, to oppose the bylaw change which would allow the immediate past president of ICCTA to be a member of the Executive Committee for one year.

Member Munson expressed concern about this issue because there was no stipulation that the past president still be serving on the Board of a college. It would be possible for an outsider to serve on the Board and make decisions regarding community colleges. If this point had been clarified, Member Munson stated that she would have had no problem with this matter. Member Bone felt that the ICCTA bylaws are not precise in such matters.

Motion carried in a voice vote.

Member Bone stated that the ballot would be mailed in with the votes to reflect the feelings of the Harper College Board.

Member Bone added that there were two additional items she wished to discuss. She stated that representatives will be asked to vote on the goals and on the budget at the June ICCTA meeting. These items will be approved from the floor with a simple majority vote. Inasmuch as Board members had received and reviewed these issues with a note on input from Member Bone, she requested direction from Board members regarding the voting on these two matters.

Member Bone moved, Member Munson seconded, that the Harper representative to ICCTA be directed to approve the goals and methods for implementation as proposed by the ICCTA for 1980-81.

Member Dashed moved to table the motion until after Exhibit VIII-H on the agenda. Motion failed for lack of a second.

Motion carried in a voice vote.

In reference to the budget, Member Bone recalled that Board members had registered concern at an April meeting about ICCTA plans for an expenditure of \$150 for car window decals for ICCTA Trustees. Several colleges expressed concern about this issue and it was discussed at a meeting on May 10 in Springfield. Member Bone stated that she was told that the ICCTA planned to resubmit the budget in June, without changes including the decals. In a May 13 discussion with David Viar, Member Bone was told that the Executive Committee had deleted the \$150 expenditure for decals from the budget. She added that the bottom

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

line of the 1980-81 budget had not changed due to the inclusion of specific amounts for postage, insurance and so on. Furthermore, the window decals were purchased for the ICCTA representatives out of the 1979-80 funds.

Member Bone moved, Member Munson seconded, that the Harper Board direct the ICCTA representative to approve the 1980-81 ICCTA budget.

Member Bone stated that it was her understanding that the dollar figure would remain constant. Member Munson questioned if all needed areas were properly covered in this budget. Member Bone answered in the affirmative and pointed out that money to hire the second lobbyist was also included. Member Munson asked if the Board would be approving an increase in revenue if they approved the budget. Member Klussmann recalled that an increase was built into the budget. Member Munson felt that, if the increase was built into the budget due to an increase in the fee schedule, the budget should be rejected. Member Bone stated that she had not received a June agenda and did not know when this item would come up, but she would be in attendance at the meeting. She explained that a yes vote on the motion would direct her to approve the budget; a no vote would signify disapproval.

Upon roll call, the vote was as follows:

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

Motion defeated. Member Malkowski voted aye.

NEW BUSINESS:  
 Personnel  
 Actions

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

Exempt Classified Staff Appointments

Margaret Ringham, Head Bookkeeper, 5/1/80, \$13,399  
 Nancy Crossthwaite, Prog. Analyst I, 5/12/80, \$15,000  
 Raymond Barth, Prog. Analyst II, 6/16/80, \$19,100

Non-Exempt Classified Staff and Union Service Appts.

Debra Cannon, Messenger, 4/7/80, \$7,740  
 Barbara Plumley, Clerk I, 4/14/80, \$7,596  
 Jeanne Leonard, Secretary I, 4/21/80, \$9,996  
 Patricia Eggert, P.T. Receptionist, 4/21/80, \$5,102  
 Ronald Tillman, Custodian, 4/22/80, \$11,274  
 Shawn Pfaff, Computer Operator, 5/5/80, \$12,600  
 Jane Mason, P.T. Cashier, 4/23/80, \$4,638  
 Terry Castre, AV Tech II, 4/21/80, \$9,961  
 Judi Schulz, P.T. Clerk Typist I, 4/28/80, \$2,688  
 Sally Buckthal, Editor/NewsWriter, 5/5/80, \$11,911

NEW BUSINESS:  
Personnel  
 Actions  
 (cont.)

Non-Exempt Classified Staff Appointments (cont.)

Jose Arias, Custodian, 4/28/80, \$11,274  
 Gordon Cormack, Custodian, 4/28/80, \$11,274  
 Gerri Goncher, Admin. Assistant, 5/1/80, \$13,459  
 Randy Sater, Public Safety Officer, 5/19/80, \$10,859  
 Terry Johnson, Secretary I, 5/6/80, \$10,146  
 Richard Draper, Custodian, 5/7/80, \$11,274  
 John Clausen III, Custodian, 5/8/80, \$11,274  
 Sandra Stratton, Clerk I, 5/12/80, \$7,741  
 Virginia Bischoffer, Secretary II, 5/19/80, \$9,360

Administrative Resignations

Guerin A. Fischer, V.P. Student Affairs, 6/30/80  
 Robert Cormack, Dean of Instruction, 6/30/80  
 Donald Hruby, Dir., Computer Services, 5/16/80

Faculty Resignations

Suzanne Herron, Assistant Professor, 7/1/69  
 Roland Holup, Instructor, 5/17/80  
 Judith Woltering, Instructor, 5/17/80

Exempt Classified Staff Resignations

Barbara Gooch, Head Bookkeeper, 5/16/80

Non-Exempt Classified Staff and Union Service Employee Terminations

Maryann Birutas, P.T. Receptionist, 4/15/80  
 Renee Lewis, Clerk I, 4/25/80  
 Michael Strei, Messenger, 3/24/80  
 Judy Nossem, Clerk Typist I, 4/25/80  
 Carol Thiel, Editor/NewsWriter, 4/30/80  
 Kenneth Reed, Maintenance Helper, 4/16/80  
 Anthony McElroy, Custodian, 4/10/80  
 Frank Waterman, Equipment Mechanic, 3/24/80  
 Donald Wasmund, Custodian, 4/23/80  
 Rhonda Baker, Clerk I, 5/23/80  
 Robert Brasky, Public Safety Officer, 5/11/80  
 Salvador Valadez, Custodian, 4/29/80  
 Mark Knudson, Messenger, 5/14/80

Non-Exempt Classified Staff and Union Service Employee Leaves of Absence

Keith Kollenberg, Custodian, 4/25/80, Long-Term Medical  
 Carolyn Robertson, Secretary I, 5/7/80, 1 Yr. Maternity  
 Mary Kay Moersch, Secretary I, 5/12/80, 1 Yr. Maternity

Member Munson stated that the Board noted with regret the resignations of both Dr. Robert Cormack and Dr. Guerin Fischer. President McGrath stated that Dr. Fischer, although not in attendance at the Board meeting, had been with Harper College since 1969 and had resigned to become Director of the Clearbrook Center. He thanked him for his service to the College over the past years and wished him well in his future community service endeavors.

NEW BUSINESS:Personnel

## Actions

(cont.)

President McGrath said that Dr. Cormack had resigned in order to enter the business world. He pointed out that there are now sixty career and certificate programs at Harper. Under the leadership of Dr. Cormack as Dean of Instruction, this shows a significant increase due to the cooperation between the administration and faculty in the development of these programs. The President expressed his appreciation to Dr. Cormack and presented him with his ten-year Harper College pin. Dr. Cormack thanked everyone and stated that his ten-year association with the College had been most enjoyable. President McGrath also called attention to the resignation of Suzanne Herron, Assistant Professor in Food Services. He noted that she too would be entering the business world in the area of catering. He acknowledged her services to the College and wished her well in the future.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

Faculty Leaves  
of Absence

Member Mills moved, Member Bone seconded, approval of Faculty Leaves of Absence, as shown in Exhibits VIII-B1 through VIII-B3 (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President McGrath stated that Dr. Clete Hinton had requested an extension of his leave in order to complete his project with United Airlines. He commented that Dr. Hinton is doing very well and is looked upon with pride by both Harper College and United Airlines. In reference to Ms. Janet Savin, the President stated that she has the opportunity to do extended research in England and France over the next year. This leave will not only aid in the professional growth of Ms. Savin, but will be of benefit to Harper College and her future classes as well. President McGrath wished Ms. Nancy Duffy well in her leave to complete a practicum course in Nursing at Northern Illinois University.

In a voice vote, the motion carried.

Faculty  
Fellowship  
Projects

Member Bone moved, Member Malkowski seconded, approval of the following Faculty Fellowships (as per Exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes):

Ex. VIII-C1 Faculty Fellowship Project for the development of an Art Department Health and Safety Instructional Manual and the

NEW BUSINESS:

Faculty  
Fellowship  
Projects  
(cont.)

transfer of \$1,200 from Account #192-000-559 to Account #112-310-510 to cover the personnel costs for this project

Ex. VIII-C2 Faculty Fellowship Project for the development of instructional material for Data Processing and the transfer of \$1,000 from Account #192-000-559 to Account #111-160-519 to cover the personnel costs for this project

In reference to Exhibit VIII-C1, Member Bone stated that she was pleased that a written procedural guide, incorporating health and safety instructions, was being developed.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Faculty  
Promotions

Member Munson moved, Member Klussmann seconded, approval of the following faculty promotions effective with the 1980-81 academic year:

To Assistant Professor:

Mr. Thomas Johnson - Banking, Finance & Credit

To Associate Professor:

Mr. Guido Norini - Refrigeration & Air Conditioning  
Mr. Gene Magad - Material Management

To Professor:

Mr. John Knudsen - Art  
Dr. Leota Palmer - English  
Mr. Les Hook - History

Member Munson suggested that in the future agenda items such as this include years of service.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

NEW BUSINESS:  
Contract  
Riders

Member Munson moved, Member Klussmann seconded, approval of the contract riders for Career Program Coordinators, Student Affairs Faculty and Assembler Programming Consultant (as per Exhibits VIII-E1 through VIII-E3 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 and Munson
- Nays: None

Motion carried. Member Malkowski voted aye.

1980-81  
Budget  
Hearing  
Resolution

Member Klussmann moved, Member Mills seconded, that the following resolution providing for the annual Budget Hearing and the required public notice be adopted by the Board of Trustees:

RESOLUTION

BE IT RESOLVED: That the fiscal year for Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, be and hereby is established as commencing on July 1, 1980 and ending on June 30, 1981.

BE IT FURTHER RESOLVED: That the public hearing on the tentative budget for the fiscal year beginning July 1, 1980 and ending June 30, 1981, be set for 8:00 o'clock P.M., on Thursday, July 24, 1980, in the Board Room of said College at Roselle and Algonquin Roads, Palatine, Illinois, and that proper notice of said hearing and of the availability of the budget for public inspection be given by the Secretary of this Board of Trustees by publishing notice thereof at least thirty days prior to July 24, 1980, in the Elk Grove Herald, Rolling Meadows Herald, Arlington Heights Herald, Mount Prospect Herald, The Herald, Cook County Herald, Palatine Herald, Wheeling Herald, and the Barrington Courier Review, being newspapers published in this college district, which notice shall be in substantially the following form:

PUBLIC NOTICE

PUBLIC NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, that commencing at 9:00 o'clock A.M. on June 24, 1980, a tentative budget for said college district for the fiscal year beginning July 1, 1980, and ending June 30, 1981, will be on file and conveniently



NEW BUSINESS:  
1980-81  
Budget  
Hearing  
Resolution  
(cont.)

available to public inspection at the Business Office of said college district at Roselle and Algonquin Roads, Palatine, Illinois, during usual and customary business hours.

PUBLIC NOTICE IS FURTHER HEREBY GIVEN that a public hearing will be held on said budget at 8:00 o'clock P.M., on the 24th day of July, 1980, in the Board Room of said college at Roselle and Algonquin Roads, Palatine, Illinois.

DATED at Palatine, Illinois, this 22nd day of May, 1980.

BOARD OF TRUSTEES OF COMMUNITY  
COLLEGE DISTRICT NO. 512  
COUNTIES OF COOK, KANE, LAKE  
AND MC HENRY, AND STATE OF ILLINOIS

By: Janet W. Bone  
Secretary

Chairman Barch pointed out that this hearing would be held on the same night as the regular July Board meeting.

In a voice vote, the motion carried.

1979-80  
Institutional  
Goals  
Accomplishment  
Report

Chairman Barch stated that the next item was the 1979-80 Institutional Goals Accomplishment Report for Board information. In reference to page 2, section C, Member Klussman requested an explanation of the sentence which read "The institutional class size average at mid-term was 28.1 with a student to faculty ratio of 19.5 to 1. Dr. Williams advised that the class size average is the average enrollment in each section and the student-faculty ratio is the ratio of total FTE students to full-time equivalent faculty. In reference to page 5, section B, Member Klussman asked the status of the telephone service study. President McGrath replied that a report received from the telephone company was being reviewed by the administration and would probably be discussed at the June Board meeting. Member Bone commended the administration and staff on the fine accomplishments of the past year. She hoped that the report would be made available to the community to make them aware of the achievements of the College.

ICCTA  
Membership

Member Dasher moved, Member Bone seconded, the withdrawal of membership in the Illinois Community College Trustees Association for the 1980-81 fiscal year.

NEW BUSINESS:  
ICCTA  
Membership  
(cont.)

Member Mills asked how legislators feel about the lobbying that is being done by the ICCTA. Member Klussmann replied that legislators feel that the association has been an effective lobbying voice for community colleges throughout the state.

It was Member Dasher's belief that the College would achieve more by lobbying directly with the legislators. He expressed concern that the actions of the ICCTA during the past year have been harmful to Harper College. He cited the proposed change in the state aid formula which will be detrimental to Harper and other colleges with increasing enrollments. Inasmuch as the ICCTA has not responded to past criticism from Harper, Member Dasher felt that the one-year withdrawal would cause the association to take note of College dissatisfaction.

Chairman Barch stated that he had recently met with Mr. David Viar, ICCTA Executive Director, and discussed significant issues which affected Harper College during the past year. In addition to the state funding formula, he cited the ICCTA's failure to support legislation allowing Harper to sell the second site property, and the lawsuit involving ICCTA members regarding tenure legislation. Although the organization has some very admirable goals and objectives, Chairman Barch was concerned that it was not working in the best interest of Harper College.

In response to Member Munson's inquiry, President McGrath stated that the Presidents' Council viewed the association favorably because most of the colleges are suffering from enrollment declines. Member Munson asked if an alternative source is available so that Harper could acquire necessary data. President McGrath stated that the College could obtain the specific information needed from various other sources, including the Illinois Community College Board.

Member Klussmann stated that she shared all the concerns that had been mentioned. In order to be fair, however, she pointed out that the funding formula did not emanate from the ICCTA but from a special board appointed by the Illinois Board of Higher Education. She recalled that Mrs. Jessalyn Nicklas, former Harper Trustee, was on that committee and reported on the meetings.

In addition to concern for Harper, Member Mills expressed concern for all of the other small colleges. He felt, however, that withdrawal from the association was rather strong action.

NEW BUSINESS:  
ICCTA  
Membership  
(cont.)

As Board representative to the ICCTA for the past three years, Member Bone acknowledged that she was also disturbed about the association. She expressed concern regarding the direction in which the executive committee was leading the group of representatives. Following the tenure lawsuit, one of the goals of the ICCTA is to have money available for possible future lawsuits. This fact caused Member Bone additional anxiety. She further noted that the ICCTA had planned an alternative strategy to raise the flat fee rate at the June meeting if the dues increase was defeated. Member Dasher commented that firm action was required in order to improve the situation.

For clarification purposes, Chairman Barch noted that he was completely in favor of an association to represent community college trustees in the legislature if the college representatives are allowed active participation in the association. However, he felt that the present administration of the ICCTA had already determined how they would achieve their objectives, no matter how the community college trustees felt. He concurred that a one-year withdrawal from the association might convey Harper's dissatisfaction.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Grants Status  
Report

Dr. Voegel explained that renewals for expiring grants are filed at this time of year. In response to Member Bone, Dr. McKay explained that the project entitled S.U.C.C.E.E.D. was Successful Uniting of Community Colleges for the Effective Education of the Disabled. Dr. Voegel added that this was a cooperative grant with other institutions under the Higher Board of Education and that Harper had received a number of these in the past. Member Munson suggested that a careful watch be kept on the grants so that there would be no budgetary problems.

1980 Summer  
Enrollment  
Report

Prior to giving his report, President McGrath stated that registration was presently taking place on campus and requested a status report from Mr. Stansbury. Mr. Stansbury stated that an enrollment figure of 1396 FTE had been projected for the end of registration. He announced that 1452 FTE was the figure reached as of this evening which was a significant increase. Mr. Stansbury added that there were a few problems due to lack of space, particularly in the data processing and accounting areas. The use of off-campus

NEW BUSINESS:  
1980 Summer  
Enrollment  
Report

facilities is being investigated. If additional space and more faculty can be obtained, more sections would be opened for the second eight weeks of the term. In reference to the pattern of registration, Member Munson questioned whether projections were made in the right areas. Mr. Stansbury replied that the pattern was quite consistent with the past year. He stated that approximately 44% of the enrollment was in the Business and Social Science Division and about 20% was in the Life Science and Human Services Division. President McGrath noted that classes in history, psychology and sociology showed enrollment increases which could possibly be due to the lack of summer jobs for students. Mr. Stansbury pointed out that there are more sections available this summer because of the twelve-week session. The President noted that telephone registration was very heavy and felt that students were becoming more confident in this system. He expressed pleasure in the fact that the summer goal had been exceeded.

Curriculum  
Committee  
Report

At the President's request, Dr. Cormack, Dean of Instruction, gave a report on the Curriculum Committee. He explained that this committee, comprised of faculty, meets monthly on matters relating to the curriculum of the College. This year, in order to prepare for the visitation team from the North Central Association, many course outlines were reviewed and updated. The committee has recommended the approval of a two-year degree program in microprocessing technology. They have also discussed the possibility of adding courses in auto mechanics and floriculture, and trade programs such as electrical and plumbing, to the curriculum. The cardiac exercise technician/leader program has already been approved and the College is awaiting implementation. In addition to being very active in the career area, the committee is also active in transfer programs. He observed that the committee feels strongly that, as the College continues to grow, further commitment to trade programs should be considered. Dr. Cormack concurred that this could be the challenge for community colleges in the 1980s.

PRESIDENT'S  
REPORT:

President McGrath reported that John Knudsen, Art Department, had held an individual art show at the Barrington Public Library. The presentation was very well received.

On May 10, the Harper College Philosophy Department hosted members of the Northeastern Illinois Association for the Development of Philosophy Teaching.

Mr. Anthony Sulla, a friend of Harper College, donated fifty Norway maple trees. Some of the Board members were present for a tree-planting ceremony on April 24.

PRESIDENT'S  
REPORT:  
(cont.)

The President announced that the new greenhouse was probably the most successful construction venture undertaken at Harper College. With the foundation in, the project was both on schedule and under budget. Work is presently being done on the plumbing.

Congratulations were extended to Mary Lou Mulvihill on her recently published book, Human Diseases, and to Judith Dicher, coauthor of Total Patient Care.

President McGrath reported that he had recently assisted in the induction of Wheeling High School students into the National Honor Society. In addition, he had addressed honor students in District 214 and, at the request of the Northwest Industrial Council, had presented scholarship awards to ten students. The President stated that he was pleased to be able to participate in these activities.

President McGrath and Dr. Dasher recently met with Mr. Dan Kafkas of United Airlines. United management has expressed a deep interest in turning over to Harper the presentation of the company's yearly course in programming for advance reservations on airline systems. Dr. Harrington is currently working on this project and a progress report will be made within the next two months.

The College will begin summer hours on May 26. A study done by Dr. Perry and the Administrative Services staff indicated that the savings will be approximately \$62,000.

In recent weeks, the following donations have been made to the College: \$3,000 (unrestricted) from Mobil Oil Company; \$800 to the scholarship fund from The Architectural Woodwork Institute; and \$1,600 worth of materials to the Technology, Math and Physical Science Department from Universal Stationers.

The President reported that he and Mr. Stansbury had met earlier today with Mr. Doug Parrott of the Department of Health, Education and Welfare. Following a review of the Financial Aid programs, Mr. Parrott complimented the work being done by Mrs. Carol Zack and her staff.

During the recent blood drive under the direction of Dr. McKay, 400 pints of blood were donated by students and faculty.

ADJOURNMENT:

Member Dasher moved, Member Bone seconded, to adjourn. Motion carried and the meeting was adjourned at 9:50 p.m.

Chairman Brian M. Barch

Secretary Janet W. Bone