

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

July 24, 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 June 15 and June 30, 1980, and Estimated Payroll for July 1 through August 31, 1980 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers Exhibit V-C
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
 - F. Construction Change Orders Exhibit V-F
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Budget Hearing for Adoption of the 1980-81 Budget Exhibit VIII-A
 - B. RECOMMENDATION: Personnel Actions Exhibit VIII-B
 - C. RECOMMENDATION: Contract Rider: Associate Dean of Business and Social Science Division Exhibit VIII-C
 - D. RECOMMENDATION: Faculty Leaves of Absence:
 - 1. Technology, Mathematics and Physical Science Exhibit VIII-D-1
 - 2. Communications, Humanities and Fine Arts Exhibit VIII-D-2
 - E. RECOMMENDATION: Cooperative Agreements - Health Care Agencies Exhibit VIII-E

Board Agenda
Page 2
July 24, 1980

- F. FIRST READING: Senior Citizen Tuition Policy Exhibit VIII-F
- G. BOARD INFORMATION: Grants Status Report Exhibit VIII-G
- IX. President's Report
 Presentation of the Office of Planning and Research
- 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, July 24, 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, July 24, 1980, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the faculty, administration, community and the press to the meeting. He announced that Mr. John Slania was in attendance and would be representing Countryside Newspapers at the Board meetings. A warm welcome was extended to Mr. Slania.

On behalf of the Board of Trustees and the Harper community, Chairman Barch extended condolences to Dr. James Perry on the recent death of his father. Dr. Perry is presently with other family members in Wisconsin where services were held today.

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

Also present: James J. McGrath, Felice Avila, Pat Bourke, Steve Catlin, A. A. Dolejs, Frank Firak, John Gelch, Charles Harrington, Sharrie Hildebrandt, Carol Hoffman, John Lucas, Liz McKay, Donald Misic, John Neuhaus, H. William Neumann, John Reichardt, Kenneth Sandford, Donn Stansbury, George Voegel, Regina Witort and Laurie Wren--Harper College; Guerin A. Fischer--Clearbrook Center; Maureen Cahill--Copley Record Newspapers; Margaret Holt--Paddock Publications; John Slania--Palatine Countryside; and Leo Hoffman and Michael O'Toole.

MINUTES: Member Munson commented that she had checked with Dr. Neuhaus on the repetition of a name in both the June and July Personnel Actions. Dr. Neuhaus replied that the resignation was reported correctly last month and mistakenly listed again in July. Member Munson stated that the name would be deleted from the Personnel Action sheet this month.

Member Mills moved, Member Klussmann seconded, approval of the minutes of the regular Board meeting of June 25, 1980.

Motion carried.

CITIZEN PARTICIPATION:

Dr. Guerin A. Fischer, former Vice President of Student Affairs, addressed the Board. Although unable to attend last month's meeting, he was in attendance to express his appreciation for the leave of absence accorded him over the past year. He noted that the time spent working at Clearbrook Center has been exciting and challenging. He thanked everyone and stated that he would be in contact with members of the Harper community and would be pleased to assist the College in any way he could. President McGrath advised Dr. Fischer that, following the announcement of his resignation last month, the administration, Board, faculty and staff expressed appreciation for his ten years of dedicated service to Harper College.

DISBURSEMENTS:
 Bills Payable,
 Restricted
 Purposes Fund,
 Payrolls,
 Estimated
 Insurance and
 Utility Bills,
 Greenhouse -
 Partial Payment

Member Munson moved, Member Klussmann seconded, approval of the bills payable of July 24, 1980, as presented in Exhibit V-A, as follows:

Educational Fund	\$218,057.82
Building Fund	235,003.92
Site & Construction Fund #1	250.31
Site & Construction Fund #2	43,103.96
Bond and Interest Fund	174.20
Auxiliary Fund	151,928.47
Restricted Purposes Fund	69,781.22

The payroll (Regular) of June 15, 1980 in the amount of \$367,911.71; the payroll (Summer Faculty) of June 27, 1980 in the amount of \$223,479.55; the payroll (Regular) of June 30, 1980 in the amount of \$381,694.25; the estimated payroll of July 1 through August 31, 1980 in the amount of \$1,966,712.94; the estimated insurance bills for Blue Cross of Rockford for July 15 through August 15, 1980 in the amount of \$9,500.00; the insurance bill for Northwestern National Life Insurance Company for the July 1, 1980 premium in the amount of \$3,000.00; the estimated utility bills for August, 1980 in the amount of \$70,000.00; and a partial payment on the greenhouse to Ken Taylor Concrete in the amount of \$16,957.00.

In reference to check #78612 to the ICCTA, Member Bone noted that this check covered expenses for the meeting she attended in Springfield last month. However, she thought that the amount was incorrect and requested that Mrs. Avila check into the matter. Mrs. Avila reported that Member Bone was erroneously billed for the banquet and that a refund check in the amount of \$15.00 would be forthcoming.

DISBURSEMENTS:
Bills Payable
 (cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Financial
 Statements

Member Dasher felt that the following information should be a matter of public record. In the fiscal year ending June 30, 1980, revenues exceeded expenditures by just over \$2 million dollars in the combined operational budgets. There was an increase in the amount of \$1,340,000 to the overall fund balance despite the fact that a \$785,000 deficit had originally been projected. As a result, the College begins the 1980-81 fiscal year with a budget surplus in operating funds.

President McGrath thanked members of the Board and administrative staff for their work over the past year in preparing the reports. Following completion of the audit by Peat, Marwick, Mitchell and Company, additional improvements will be made to further refine the financial materials.

Member Dasher pointed out that fund balance transfers resulted in a difference of \$1.2 million dollars which obfuscates a good financial report. He hoped that this would be resolved and that the cash budget and accrued budget would be identical at the end of the 1980-81 fiscal year.

Bid Awards

Member Mills moved, Member Klussmann seconded, approval of the following bid awards, (as per Exhibits V-D1 through V-D4, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6404 for printing of the student newspaper, The Harbinger, to Free Press, the low bidder, in the amount of \$15,540.00.
- Ex. V-D2 Award Bid Q-6398 for material and installation of a new roof for Building E to Mansfield Roofing, the low bidder, in the amount of \$76,900.00.
- Ex. V-D3 Award Bid Q-6403 for printing of the College catalog, The Harper College Bulletin, to Phillips Bros. Printing, the low bidder, in the amount of \$20,754.50.
- Ex. V-D4 Approve the issuance of a change order to 3M Business Products for rental of copier machines in an amount not to exceed \$2,400.00 for a new total of \$14,964.00.

DISBURSEMENTS:Bid Awards

(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Purchase
OrdersMember Klussmann moved, Member Munson seconded, approval of the following purchase orders, (as per Exhibits V-E1 through V-E11, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a blanket purchase order to IBM for out-of-hours maintenance of the card reader/punch in the amount of \$2,400.00.
- Ex. V-E2 Approve the issuance of a purchase order to High School District 211, for optical scanning needs, in the amount of \$3,000.00.
- Ex. V-E3 Approve, after-the-fact, the issuance of a purchase order to Phillips Brothers Printers, for a second printing of the 1980-81 Bulletin, in the amount of \$3,574.00.
- Ex. V-E4 Approve the issuance of a purchase order for a maintenance contract with Hewlett-Packard in the amount of \$8,712.00.
- Ex. V-E5 Approve the issuance of a purchase order to IBM for a maintenance contract for the card reader/punch and its peripheral equipment in the amount of \$47,956.56.
- Ex. V-E6 Approve the issuance of a purchase order to Mt. Prospect State Bank, for the lease of IBM 370/138 computer equipment, in the amount of \$128,520.00.
- Ex. V-E7 Approve the renewal of the rental contract with IBM for computer components and equipment in the amount of \$56,533.20.
- Ex. V-E8 Approve the issuance of a Food Service blanket order to Amity Packing in the amount of \$5,000.00.
- Ex. V-E9 Approve the issuance of a purchase order to Monroe Calculators for classroom calculators in the amount of \$7,597.59.

DISBURSEMENTS:
Purchase
Orders
(cont.)

- Ex. V-E10 Approve the issuance of a purchase order to IBM for a Mag Card II typewriter in the amount of \$2,396.40.
- Ex. V-E11 Approve the issuance of a purchase order to IBM for two Mag Card II typewriters and two Mag Card A typewriters in the amount of \$8,983.56.

In response to Member Klussmann's questions regarding Exhibits V-E1 and V-E5, Ms. Witort explained that maintenance calls after normal working hours will be covered under Exhibit V-E1. The \$2,400 amount is for the entire year and will eliminate the need for emergency purchase orders to cover out-of-hours maintenance.

Upon roll call, the vote was as follows:

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

Motion carried.

Construction
Change Order

Member Klussmann moved, Member Dasher seconded, that the Board ratify the signing and submittal of the Proposed Change Order to the Capital Development Board as follows:

- Ex. V-F Proposed Change Order B-19 for Building M for a total increase to the contract of \$798.00.

Member Klussmann explained that this change was necessary in order to reduce the noise level in the gymnasium and dance studio.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS:

There were no communications.

UNFINISHED
BUSINESS:
Committee
Reports
--Salt Creek

In reference to Salt Creek, Member Munson reported that this project was somewhat at a standstill. This is due to the fact that funding has not been completed prior to the Metropolitan Sanitary District making a commitment. Chairman Barch explained that raising the money for the recreational facilities of the project is the responsibility of local officials. Unless the additional money needed is raised by September 30, the grant of federal funds may be delayed another year. Member Munson noted that commitments have been received

UNFINISHED
BUSINESS:
Committee
Reports
--Salt Creek
(cont.)

from Palatine Township and developers of area projects. Neighboring communities have been contacted in order to obtain the remainder of the required funds. Member Munson commented that College legal counsel is currently working to resolve some questions regarding insurance on the subject project.

Organization -
Friends of
Harper

Chairman Barch advised that Member Klussmann was recently involved in the formation of a new organization, Friends of Harper. He asked Member Klussmann to report on the activity of the past month.

Member Klussmann stated that Mrs. Kris Howard had agreed to serve as head of Friends of Harper. Mrs. Howard is on the board of Northwest Community Hospital, chairman of the board for The Bridge, active on a national board for the Girl Scouts, and has been a member of the advisory board to the Harper College Women's Program. She is very active and well known in the community and is delighted to be a part of this organization. Her husband is an Arlington Heights physician and they are residents of Inverness. Mrs. Howard has met with President McGrath, Chairman Barch, Member Klussmann and Mrs. Avila.

Member Klussmann explained that Mrs. Howard and Mrs. Avila will work toward the development of this organization. A meeting will be held, possibly in October, for interested persons of the Harper community. Mrs. Avila is presently collecting names of those who will receive an invitation to this meeting. Member Klussmann encouraged Board members to submit the names of persons who would be interested in this venture. From those who attend, hopefully a steering committee can be formed to set up the goals and guidelines of the organization. It is desired that this group, with a common interest in Harper College, will become more knowledgeable and supportive of Harper in the community.

NEW BUSINESS:
Budget Hearing
and Adoption
of 1980-81
Budget

Chairman Barch declared the Board meeting recessed and opened the public hearing on the 1980-81 budget.

President McGrath stated that, essentially, the program budget was the Round II budget with very little change. In addition, the budget to be voted on at this meeting is an official legal budget which will be used by the College. Expenditures in the legal budget are higher to give the authority to spend additional money, if needed, due to an increase in enrollment. Mr. McGrath asked if there were any questions for the administration.

In reference to summer school, Member Klussmann noted that expenditures were listed and inquired about the revenue. Mr. Dolejs answered that summer school income was not listed separately but could be reported if the Board so desired.

NEW BUSINESS:
Budget Hearing
and Adoption
of 1980-81
Budget
(cont.)

It was Member Dasher's hope that the College would operate from fiscal year to fiscal year for all functions, including accruals and summer school adjustments. He felt it would be simpler, especially for those not deeply involved in accounting, if all functions were handled on a July 1 to June 30 basis.

In reference to Continuing Education, Member Klussmann acknowledged that costs were included in both the Educational and Auxiliary Funds. In the Operating Budget, page 17, the Staffing Data shows .25 administrative and she asked where the remaining .75 was listed. Dr. Williams stated that this would be the allocation of Mr. Howard's salary through several cost centers which he supervises. Mr. Dolejs replied that the .75 was reflected on page 29, under Academic Support - Program Services.

President McGrath commented that the Program Budget book had been edited again this year in order to make it clearer to members of the Board and community. He recalled that the instructional divisions reported different types of information last year; but similar information was detailed this year which he felt was an important step forward. In order to make the Program Budget more meaningful, suggestions and comments from Board members would be appreciated. Member Klussmann stated that the book was greatly improved over last year and that further recommendations would be passed on to the administration.

As there were no further comments from the Board, Chairman Barch asked if there were any comments from other persons present. Hearing none, he declared the budget hearing closed and reconvened the regular Board meeting.

Tax Levy
Resolution

Member Bone moved, Member Mills seconded, to adopt the following Tax Levy Resolution (as presented in Exhibit VIII-A attached to the minutes in the Board of Trustees' Official Book of Minutes, page 19).

I hereby move that we require the sum of \$4,400,000 to be levied as a special tax for educational purposes, and the sum of \$1,600,000 to be levied as a special tax for building purposes, and the sum of \$57,821 to be levied as a special tax for tort liability insurance purposes, and the sum of \$130,131 to be levied as a special tax for Workmen's Compensation and occupational diseases insurance purposes, and the sum of \$47,678 to be levied as a special tax for unemployment insurance purposes, and the sum of \$34,000 to be levied as a special tax for financial audit purposes,

NEW BUSINESS:
Tax Levy
Resolution
(cont.)

and that taxes be levied in such amounts for the respective funds all as set forth in the resolution attached hereto and made a part hereof as Exhibit VIII-A.

Member Dasher moved to amend the amounts to read \$3,600,000 for educational fund and \$1,200,000 for building fund due to the \$1.2 million dollar surplus in fund balance.

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

Member Dasher called attention to the state law which was written in conjunction with the elimination of the corporate personal property tax. He stressed that it was the intent of the legislature that educational bodies will not be able to gain surpluses and increase fund balances, despite what was happening in other school districts. Although his motion was not seconded, Member Dasher felt that the Board members were wrong and that, as law-abiding citizens, they had no choice.

Member Munson inquired whether the resolution and tax levy had been presented to College legal counsel for review and approval according to the law. President McGrath stated that this had been done. Because of this, Member Munson expressed confidence that the law was not being broken.

In response to Member Klussmann, Mr. Dolejs stated that the levy figures were slightly high in order to be on the safe side. The College has maximum tax rates of 11¢ and 4¢ for the Educational and Building Funds respectively.

Chairman Barch pointed out that the law is not black and white and that taxes do not have to be abated automatically. In addition, the law does provide some options on the utilization of surplus fund balances. The administration is presently working with legal counsel on this matter and, when appropriate, information will be forthcoming.

Although the fund balance increased beyond what was needed for cash flow, it was Member Dasher's opinion that this was taxpayers' money and should not be spent. Member Munson pointed out that an unusual circumstance preceded this instance. Because the Board is responsible to the taxpayers, she felt they would not be irresponsible in the spending of funds.

Member Bone voiced concern about the change in the state law regarding the funding formula. With each year's state aid based on the number of students enrolled two years

NEW BUSINESS:
Tax Levy
Resolution
(cont.)

before, substantial problems could arise with an increased enrollment, especially if the lax levy was reduced and combined with the two-year wait for "proper" state aid payment. Member Bone expressed confidence about the resolution inasmuch as it had been reviewed by legal counsel and the fact that Harper would wait two years for funding on the enrollment of this fall. Member Dasher stated that he would agree, if it were not for the fact that the College has \$1.8 million from the Site & Construction Fund transfer which is a nice surplus. He felt that adding \$1.2 million to this amount is "gilding the lily" beyond what the Board has the right to do. Member Dasher concluded that this was his reason for making the amendment to the motion.

Upon roll call, the vote was as follows:

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

Motion carried.

Budget
Resolution

Member Bone moved, Member Munson seconded, the adoption of the Budget Resolution as presented in Exhibit VIII-A (attached to the minutes in the Board of Trustees' Official Book of Minutes, page 18).

Upon roll call, the vote was as follows:

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

Motion carried.

Personnel
Actions

Member Klussmann moved, Member Munson seconded, approval of the Personnel Actions as amended, by the deletion of the name of Carolyn Butz, Classified Staff termination, which had previously been reported. The Personnel Actions were listed in Exhibit VIII-B, as follows:

Administrative Appointment

Donn B. Stansbury, V.P. Student Affairs, 8/1/80, \$39,000

Faculty Appointment

Renee S. Zellner, Instructor, 8/19/80, \$16,850

Exempt Classified Staff Appointment

Carol Hoffman, Budget Analyst, 7/15/80, \$16,205

NEW BUSINESS:PersonnelActions

(cont.)

Non-Exempt Classified Staff and Union Service Appts.

Michelle Van Loon, Clerk Typist I, 6/23/80, \$7,741

Dexter Wells, Custodian, 6/23/80, \$11,274

Charlie Gibson, Custodian, 6/23/80, \$11,274

Charlene Tomlinson, Clerk Typist II, 6/27/80, \$8,688

Viola Hahn, Accounting Clerk I, 7/3/80, \$7,254

Timothy Cahill, Custodian, 6/30/80, \$11,274

Royanne Crossthwaite, Clerk I, 7/14/80, \$7,800

Eveline Boissy, Clerk I, 7/8/80, \$7,740

Mary Mendyk, Receptionist, 7/8/80, \$8,688

Non-Exempt Classified Staff and Union Service
Employee Terminations

Sandra Stratton, Clerk I, 6/13/80

June Slater, Cashier, 6/23/80

Sandra Cooley, Cashier, 7/1/80

Lester Robert, Public Safety Officer, 7/18/80

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

Anthony Marzillo, Custodian, 6/24/80, L/T Medical

Edith Ross, Clerk II, 6/19/80, L/T Medical

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Chairman Barch introduced Carol Hoffman, recently-hired budget analyst, to members of the Board and extended a warm welcome to her.

ContractRider - Acting
Associate DeanMember Munson moved, Member Bone seconded, approval of a contract rider in the amount of three weeks' prorated pay, based on the 1980-81 faculty contract for Professor Larry King to serve as Acting Associate Dean, Business and Social Science Division.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Faculty Leaves
of AbsenceMember Mills moved, Member Klussmann seconded, that Professor Kenneth Jauch be given a one-year leave of absence without pay in accordance with Article IV-A

NEW BUSINESS:
Faculty Leaves
of Absence
(cont.)

of the Collective Bargaining Agreement, pending formal notification of the appointment as a Fulbright Fellow, from the period of August 19, 1980 through August 17, 1981 and that the dates of the leave for Professor Janet Savin previously approved at the May Board meeting be revised to December 21, 1980 through May 17, 1981, (as per Exhibits VIII-D (1-2) attached to the minutes in the Board of Trustees' Official Book of Minutes).

Members Bone and Dasher observed that the selection of Professor Kenneth Jauch as a Fulbright Fellow is an outstanding distinction for the College. President McGrath acknowledged that this is a prestigious appointment, and noted that Professor Jauch has both a local and national reputation as one of the foremost applied engineers in the area.

In a voice vote, the motion carried.

Cooperative
Agreements with
Affiliating
Health Care
Agencies

Member Bone moved, Member Dasher seconded, approval of the cooperative agreements between William Rainey Harper College and the affiliating health care agencies (as outlined in Exhibit VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Munson commented on the amount of work which had gone into the preparation of the agreements.

In a voice vote, the motion carried.

Board Policy -
Senior Citizen
Tuition

In reference to Exhibit VIII-F, Chairman Barch explained that this would be the first reading of a change in policy regarding tuition for senior citizens.

President McGrath stated that the extension of reduced tuition to the 60-65 age group had been reviewed as a result of several requests. Following a study of the Fall, 1979 enrollment of students aged 60-65, it was determined that this policy change would reduce tuition revenue by approximately \$4,000 per year. According to present policy, enrollment at the reduced rate will be contingent upon a class having sufficient minimum enrollments at the regular tuition rate.

In response to Member Dasher, Mr. McGrath said that no estimate had been made of the additional persons who might attend classes; however, extending the rate to this age group may encourage more senior citizens to come to Harper. In addition, the cost of the class would be covered by sufficient minimum enrollments prior to being opened at the reduced rate for senior citizens.

NEW BUSINESS:
Board Policy -
Senior Citizen
Tuition
(cont.)

Member Bone pointed out that she has been interested in this subject for quite some time. During the recent spring election campaign, several persons mentioned this topic to her during speaking engagements. She voiced concern, however, that the second reading and possible approval would take place at the August Board meeting which is four days after the start of fall classes. Member Munson stated policy change rules could be waived. As another option, Mr. McGrath said that registrations could be taken at full tuition and, if the motion is approved in August, refunds could be issued in the fall. Due to the high cost of handling refunds, Member Dasher suggested that this option not be considered and that the change could be effective with the spring semester.

Member Bone moved, Member Munson seconded, the suspension of rules requiring two readings of the Policy Manual change proposed in Exhibit VIII-F.

In answer to Member Bone's inquiry, President McGrath said that preparations could be made so that refunds would not have to be issued if the change was approved.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Mills moved, Member Klussmann seconded, approval of the Policy Manual change to extend the senior citizen tuition rate to persons aged 60-65 (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

Based on approval, Mr. McGrath stated that a count would be kept of the number of students enrolled at the reduced rate. In addition, this change would be published in bulletins and other communications to the Harper community.

Member Dasher felt it was strange that student tuition was raised earlier in the year and that a tuition reduction was being proposed at this time. He felt that there are many people past 60 who still work and can easily afford the regular tuition. Member Bone responded that she is in contact with people on fixed incomes and those who are single, widowed or divorced and deeply affected by the rise in the cost of living.

NEW BUSINESS:
Board Policy -
 Senior Citizen
 Tuition
 (cont.)

Member Munson commented that this fact was further exemplified by the large number of persons who have taken advantage of the Displaced Homemaker program. Member Klussmann called attention to Member Dasher's desire to help people by reducing taxes. She felt that this change could help persons who could not otherwise afford to attend classes.

Member Dasher pointed out that the Board seemed to be concerned about a narrow portion of the population, rather than the taxpayers as a group. He assured Board members that he understood their philosophy -- "To hell with the taxpayers; let's just worry about our own little group that goes to Harper, and that's the only thing to worry about." For the record, Member Bone stated that the Board has not espoused in any way a philosophy of "to hell with the taxpayer" and would hate for the public to feel this way. In conclusion, she noted that the record of the Board has shown their concern, even though concerns can legitimately differ in various ways and opinions. Each Board member has the right to his/her own opinion.

Upon roll call, the vote was as follows:

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

Motion carried.

Grants Status
 Report

Dr. Voegel directed the Board's attention to the Grants Status Report. The dates and figures closely reflect the status of grants for the coming year. He asked Board members to note the ABE/GED/ESL grant and explained that it was a special improvement curriculum project. The College has had several of these in the past and they are very innovative and exciting. Through the State Board, these grants are also shared with other agencies.

PRESIDENT'S
REPORT:

In reference to the budget adopted earlier in the meeting, President McGrath noted some additional information. Since the formation of the budget, he stated that two budget transfers would be necessary during the fall semester. One transfer will cover the premium for workmen's compensation which has increased approximately \$30,000. Another will be required because federal funds to support Veterans' Affairs have been decreased from \$6,000 to \$4,500.

President McGrath discussed the problems concerning a computer firm from whom the College had purchased a program some time ago. Partial payment had been made

PRESIDENT'S
REPORT:
(cont.)

but the system did not work properly. Based upon a decision by the Board, the balance due was not paid. Mr. McGrath advised that the College was being sued for the remaining \$9,000. Legal counsel is negotiating this matter and feels that it will probably be settled out of court.

An orientation session will be held on July 30 for five newly-appointed members of the Educational Foundation. They will be informed about Harper's academic program and students, the financial position of the College, and will be taken on a tour of the campus. Mr. McGrath stated that he was pleased with the appointments of these responsible members of the Harper community. He hoped that there would be close cooperation between the Board of Trustees and the Educational Foundation during the coming year.

Congratulations were extended to Dr. Janet Friend, a member of the Student Development staff, who has earned her doctorate in Higher Education.

According to information from Dr. McKay, the College received \$8,000 for the grant entitled S.U.C.C.E.E.D. (Successful Uniting of Community Colleges for the Effective Education of the Disabled). This grant will enable persons to be trained at five community colleges throughout the state to work with disabled or handicapped students.

President McGrath advised that the preliminary report on the Food Service management study will be due from Peat, Marwick, Mitchell and Company on August 4. He hoped that a report would be given by the auditing firm at the August Board meeting.

Mr. McGrath stated that the Job Evaluation Committee had been meeting on a regular basis. The committee, chaired by Dr. Neuhaus, was comprised of members of the classified staff, faculty and administration. The President stated that he had reviewed the report with the Vice Presidents who would, in turn, discuss it with the cost center managers. Following review by the Classified Employee Council, the report will be presented to the Board in August.

The North Central Association visitation team will be on campus October 20-22. The President observed that members of the team would meet with the Board to discuss Harper College, its educational program and administrative aspects.

Mr. McGrath announced that Harper College will host the Western Girls' Tennis championships from July 28 through August 1. He felt that this would be an exciting event.

PRESIDENT'S
REPORT:
(cont.)

At Mr. McGrath's request, Mr. Stansbury reported on the recent audit of the Basic Educational Opportunity Grants and the guaranteed student loan programs. He stated that Mr. Parrott, U.S. Department of Education, had been on campus for three days. Minor concerns involved the inclusion of proper information on forms, the establishment of separate accounts for funds, and the development of a procedure manual. Significantly, Mr. Parrott felt that the College should strengthen procedures for the collection of monies. Mr. Stansbury advised that this matter is being investigated at the present time. Overall, the audit was extremely good.

At the President's request, Dr. Harrington discussed microprocessing. Although the College offers a certificate program in this field, approval of an associate degree program for microprocessing and electronics is pending from Springfield. Dr. Harrington added that this would not involve any new curriculum. Mr. McGrath acknowledged that this was another step forward for Harper College. He expressed appreciation to Dr. Harrington, Dr. Cormack and members of the Division for working on this matter.

In reference to the racquetball courts, Mr. McGrath thanked Mr. Mistic for the excellent work he has done and requested an update on the project. Mr. Mistic advised that a meeting was scheduled for the following week with the general contractor. A two-year warranty on the walls will be requested, with a \$25,000 bond to cover the warranty. Mr. McGrath said that the repairs had been completed and, upon acceptance, the courts would be available for the second or third week of the fall semester.

In reference to the swimming pool, final inspection has been made and the certificate from the general contractor should be received in August.

Mr. McGrath asked Dr. Lucas to discuss the Office of Planning and Institutional Research.

Presentation -
Office of
Planning and
Institutional
Research

Dr. Lucas distributed copies of a report listing the various research projects that have been conducted over the years. He commented that copies of the individual studies are available from his office.

Dr. Lucas pointed out that many changes have taken place over the past eleven years. In the early days, there were virtually no outside data requirements and all of the research done was for internal purposes. At present, external requirements from the ICCB

Presentation -
Office of
Planning and
Institutional
Research
(cont.)

take one-third of the office staff's time, and the time requirement is expanding each year. Additionally, evaluation surveys are conducted of students who have graduated, withdrawn, or are still in school. Other types of studies are more specific and follow the students in a specific program, such as data processing or fashion design.

Dr. Lucas added that a number of colleges systematically review their programs on a regular basis. In this regard, Dr. Lucas studies three to four programs a year. This number would need to be increased to approximately ten or twelve if Harper felt this was an area of needed concentration. More resources would be required, but Dr. Lucas felt that the reviews would be very useful.

In reference to the planning functions of the office, Dr. Lucas stated that this has varied over the years. In addition to doing specific studies to support the planning process, the office has been involved in coordinating and advisory roles.

Special evaluations and one-time studies have been done on specific aspects of Harper College. Subjects previously covered are the management system, the effectiveness of travel programs, innovative projects, registration, and athletic programs. A study was recently completed of high school students and their parents and their perception of the College.

Dr. Lucas felt there was a need to expand in areas of marketing. This type of information would be helpful to coordinators and division chairmen in order to determine if the needs and desires of students are being met.

In response to Member Bone, Dr. Lucas advised that the listing of reports covered the period through June, 1980.

Regarding the most rewarding studies done, he felt that follow-up studies of graduates of specific programs, such as nursing or data processing, were the most gratifying. These are also helpful to faculty in terms of evaluating curriculum.

President McGrath noted that Dr. Lucas now has the responsibility for the FTE number each year and the enrollment projection figures. He asked Dr. Lucas for comments regarding summer enrollment which had shown a 20-25% increase this year.

Dr. Lucas replied that preliminary results indicate that this was due to economic factors and would possibly extend to the fall semester.

Presentation -
Office of
Planning and
Institutional
Research
(cont.)

Member Munson asked about the returns involving surveys of graduates. Dr. Lucas stated that over 80% returns are received from students who have been out of Harper for two years or less. For graduates of over five years, the returns decrease to under 60%. Very few students refuse to answer -- it is a matter of locating them.

President McGrath thanked Dr. Lucas for his report.

ADJOURNMENT:

Member Klussmann moved, Member Munson seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:25 p.m.

Chairman Brian M. Barch

Secretary Janet W. Bone

ADOPTION OF BUDGET RESOLUTION

Member Bone moved, seconded by Member Munson ;

WHEREAS the Board of Trustees of Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, caused to be prepared in tentative form a budget for the fiscal year July 1, 1980 to June 30, 1981, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon:

AND WHEREAS a public hearing was held as to such budget on the 24th day of July, 1980, notice of said hearing being published in the Arlington Heights Herald, Rolling Meadows Herald, Palatine Herald, Buffalo Grove Herald, Wheeling Herald, Hanover Park Herald, Schaumburg Herald, Streamwood Herald, Hoffman Estates Herald, Des Plaines Herald, Mount Prospect Herald, Prospect Heights Herald, and the Barrington Courier-Review, newspapers published or distributed in this College District, at least thirty (30) days prior thereto as required by law, and all other legal requirements having been complied with:

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, as follows:

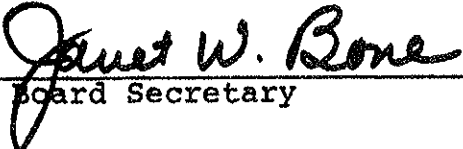
Section 1. That the fiscal year of this college district be and the same is hereby fixed and declared to begin on the 1st day of July, 1980, and end on the 30th day of June, 1981.

Section 2. That the following budget containing an estimate of amounts available in the Educational; Operations, Building and Maintenance; Bond and Interest; and Site and Construction Funds, each separately, and of expenditures from each of the aforementioned funds, be and the same is hereby adopted as the budget of this community college district for the said fiscal year.

July 24, 1980



 Board Chairman



 Board Secretary

ADOPTION OF LEVY RESOLUTION

Member Bone moved, seconded by Member Mills,

BE IT RESOLVED that the following Resolution and Certificate of Tax Levy for 1980 be approved and adopted by the Board of William Rainey Harper College, Community College District #512, Counties of Cook, Kane, Lake and McHenry, State of Illinois, and that the Certificate of Levy be filed with the County Clerks' Offices of Cook, Kane, Lake and McHenry Counties, State of Illinois, in accordance with the provisions of 3-20.5 of the Public Community College Act:

We hereby certify that we require the sum of \$4,400,000 to be levied as a special tax for Educational purposes on the equalized assessed value of the tax property of this district for the year 1980.

We hereby certify that we require the sum of \$1,600,000 to be levied as a special tax for Operations, Building and Maintenance purposes on the equalized assessed value of the tax property of this district for the year 1980.

We hereby certify that we require the sum of \$57,821 to be levied as a special tax for Tort Liability Insurance Premium purposes on the equalized assessed value of the tax property of this district for the year 1980.

We hereby certify that we require the sum of \$130,131 to be levied as a special tax for Workmen's Compensation or Occupational Diseases Acts Insurance Premium purposes on the equalized assessed value of the tax property of this district for the year 1980.


We hereby certify that we require the sum of \$47,678 to be levied as a special tax for Unemployment Insurance purposes on the equalized assessed value of the tax property of this district for the year 1980.

We hereby certify that we require the sum of \$34,700 to be levied as a special tax for Financial Auditing purposes on the equalized assessed value of the tax property of this district for the year 1980.

Bond and Interest levy to be determined by each of the County Clerks.

July 24, 1980


Board Chairman


Board Secretary

STATE OF ILLINOIS
Illinois Community College Board
3085 Stevenson Drive, Springfield, Illinois 62703

CERTIFICATE OF TAX LEVY

Community College District No. 512 County(ies) Cook, Kane, Lake and McHenry
Community College District Name: William Rainey Harper College and State of Illinois

We hereby certify that we require:

- the sum of \$ 4,400,000 dollars to be levied as a special tax for educational purposes, and
- the sum of \$ 1,600,000 dollars to be levied as a special tax for building purposes, and
- the sum of \$ 57,821 dollars to be levied as a special tax for tort liability insurance purposes, and
- the sum of \$ 130,131 dollars to be levied as a special tax for Workmen's Compensation and occupational diseases insurance purposes, and
- the sum of \$ 47,678 dollars to be levied as a special tax for unemployment insurance purposes, and
- the sum of \$ 34,700 dollars to be levied as a special tax for financial audit purposes, and
- the sum of \$ 0 dollars to be levied as a special tax for (specify) _____ purposes on the taxable property of our community college district for the year 19 80.

Signed this 24th day of July 19 80

[Signature]
Chairman of the Board of Said Community College District

[Signature]
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk of each county in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full 4.

This certificate of tax levy shall be filed with the county clerk of each county which any part of the community college district is located on or before the last Tuesday in December.

DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT

This is to certify that the Certificate of Tax Levy for Community College District No. 512
County(ies) of Cook, Kane, Lake and McHenry and State of
Illinois on the equalized assessed value of all taxable property of said community college district for the year
19 80 was filed in the office of the County Clerk of this country on _____ 19 _____.

In addition to an extension of taxes authorized by levies made by the board of said community college district, an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 19 _____ is \$ _____.

County Clerk

Date _____

County