

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

June 25, 1981

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable, Payroll for May 15 and May 28, and Estimated Payroll for June 1, 1981 through July 30, 1981 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
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Request for Leave of Absence
Life Science and Human Services Exhibit VIII-B
 - C. RECOMMENDATION: Approval of Pharmacy Technician Program Exhibit VIII-C
 - D. RECOMMENDATION: Approval of Student Service Grants Exhibit VIII-D
 - E. RECOMMENDATION: Approval of a Bank Account for
Federal Funds Exhibit VIII-E
 - F. RECOMMENDATION: Establishment of Trust Fund Exhibit VIII-F
 - G. RECOMMENDATION: Acceptance of 1981-82 Institutional
Goals Exhibit VIII-G
 - H. RECOMMENDATION: Appointment of Foundation Directors Exhibit VIII-H
 - I. BOARD INFORMATION: Illinois State Scholarship Payments Exhibit VIII-I
 - J. BOARD INFORMATION: Grants Status Report Exhibit VIII-J
- IX. President's Report
- X. Adjournment

WILLIAM RAINY 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, June 25, 1981

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, June 25, 1981, at 8:03 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the Harper community.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, George Dasher, Joan Klussmann, Ray Mills, Shirley Munson, David Tomchek, and Student Member John Malkowski
Absent: None

Also present: James J. McGrath, Felice Avila, Gregg Atamian, Lea Bartow, Pat Bourke, Art Bowers, Steve Catlin, Charlene Christin, A. A. Dolejs, Frank Firak, John Gelch, Jean Longhurst, John Lucas, Liz McKay, Jerry Mellenthin, Regina Miller, William E. Miller, Don Misic, John Neuhaus, Jeanne Pankanin, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, George Voegel, David Williams, Laurie Wren, Carol Zack and Muriel Zobott--Harper College; Kevin Botterman--Harper Student; Janice Cox--Copley Record Newspapers; Betsy Todd Schmidt--Paddock Publications; and Rick Foster--Computerland of Schaumburg.

MINUTES: Member Munson moved, Member Tomchek seconded, approval of the minutes of the regular Board meeting of May 28, 1981.

Member Tomchek requested a correction in Committee Reports--Second Site, page 7. He asked that the word "was" be changed to "were" in the first sentence.

Member Klussmann requested that the minutes be corrected on page 6, second paragraph, line three, to read, "which is presently adjacent to a park ...".

In a voice vote, the minutes were approved as corrected.

CITIZEN

PARTICIPATION: There was no citizen participation.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes Fund,
Payrolls,
Estimated
Insurance and
Utility Bills,
and Long-Term
Disability
Insurance-June

Member Munson moved, Member Dasher seconded, approval of the bills payable of June 25, 1981, as presented in Exhibit V-A, as follows:

Educational Fund	\$ 239,700.18
Building Fund	276,305.94
Site & Construction Fund #2	5,789.28
Auxiliary Fund	167,982.05
Restricted Purposes Fund	250,568.50

The payroll of May 15, 1981 in the amount of \$594,125.19; the payroll of May 31, 1981 in the amount of \$456,010.41; the estimated payroll of June 1 through July 31, 1981 in the amount of \$2,599,246.13; the estimated insurance bills for Blue Cross of Rockford for June 15 through July 15, 1981 in the amount of \$10,000.00; estimated utility bills for July, 1981 in the amount of \$100,000.00; and long-term disability insurance-June for Sun Life of Canada in the amount of \$3,122.56.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Financial
 Statements

In regard to the financial statements, Member Munson referred to the Building Fund, page 21. She asked if the total expenditures balance in the amount of \$2,454,543.83 reflects the \$2.1 million which had been transferred into the fund. Mr. Dolejs replied affirmatively and added that the total expenditures figure has been reduced by \$276,305.94 in bills payable which the Board approved in Exhibit V-A. In further response to Member Munson, Mr. Dolejs stated that the remainder of bills for the 1980-81 fiscal year will be paid in July.

Budget
 Transfers

Member Mills moved, Member Bone seconded, approval of budget transfers in the Educational Fund in the amount of \$42,390; in the Operations, Building & Maintenance Fund in the amount of \$68,000; and in the Auxiliary Fund in the amount of \$5,330 (as per Exhibits V-C (1-3) attached to the minutes in the Board of Trustees' Official Book of Minutes).

Referring to the Educational Fund budget transfers, Member Klussmann requested further information on explanation #3. Mr. Stansbury stated that funds are paid to three copyright agencies in order to provide music on the College radio station. The license fees are based on the number of students and additional funds are needed due to increased enrollment.

DISBURSEMENTS:
Budget
Transfers
(cont.)

In further reference to the Educational Fund, Member Munson felt that \$6,000 was an unusually large amount for maternity leave. President McGrath stated that the additional funds were necessary for a replacement secretary in the Office of the President.

In response to Member Munson regarding the end of the fiscal year, Mr. Dolejs stated that a final budget transfer may be necessary in July.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Bid Awards

Member Bone moved, Member Klussmann seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D11, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6573 for milk and dairy products for fiscal year 1981-82 to Hedlin's Dairy, the low bidder, in the amount of \$17,806.25.
- Ex. V-D2 Award Bid Q-6571 for printing of psychology study guides to Rush Graphics, the low bidder, in the amount of \$3,488.00.
- Ex. V-D3 Award Bid Q-6575 for campus vending machines to Lyng Canteen Service Company.
- Ex. V-D4 Award Bid Q-6577 for printing of the Fall 1981 second eight weeks course schedule to Free Press, the low bidder, in the amount of \$2,821.90.
- Ex. V-D5 Award Bid Q-6583 for linen service for the Food Service Department to Mean's Services, the low bidder, in the amount of \$3,823.00.
- Ex. V-D6 Award Bid Q-6586 for student insurance and intercollegiate athletic insurance to Student Plans, the low bidder, in the amount of \$7,226.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- Ex. V-D7 Award Bid Q-6581 for snack items for the Food Service Department to Frito Lay, the low bidder, in the amount of \$6,441.80.
- Ex. V-D8 Award Bid Q-6585 for beverage syrups for the Food Service Department to Coca Cola Bottling, the low bidder, in the amount of \$7,656.25.
- Ex. V-D9 Award Bid Q-6574 for Apple computers and accessory equipment to Computerland of Schaumburg, the low bidder, in the amount of \$42,032.92.
- Ex. V-D10 Award Bid Q-6579 for computer cards and labels as follows: to Computer Supplies, the low bidder according to specifications for cards, in the amount of \$7,924.40 and to Wallace Business Forms, the low bidder according to specifications for labels, in the amount of \$784.50 for a total award of \$8,708.90.
- Ex. V-D11 Award Bid Q-6578 for computer paper to UARCO, the low bidder according to specifications, in the amount of \$30,035.00.

In response to Member Bone's inquiry regarding Exhibit V-D10, the President commented that the split bid would cause no problems.

In reference to Exhibit V-D3 for campus vending machines, Member Munson noted that the contract is for three years. She asked if options were included in the contract to allow cancellation in the event of problems. Mrs. Miller explained that the contract could be cancelled with 30 days' written notice including cause for cancellation. She added that the vendor has the same right.

In answer to an inquiry from Member Munson regarding Exhibit V-D6, Mrs. Miller stated that the insurance was for the 1981-82 year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

DISBURSEMENTS:
Purchase Orders

Member Klussmann moved, Member Malkowski seconded, approval of the following purchase orders (as per Exhibits V-E1 through V-E8, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-E1 Approve the issuance of a blanket purchase order covering advertising for the Personnel Department to Paddock Publications in an amount not to exceed \$8,000.00.
- Ex. V-E2 Approve the issuance of a purchase order for a maintenance agreement to Simplex Time Recorder Company in the amount of \$3,148.75.
- Ex. V-E3 Authorize the renewal of the traffic control signal maintenance contract to the State of Illinois, Department of Transportation, in the amount of \$3,220.20.
- Ex. V-E4 Approve the issuance of a purchase order for trash removal and maintenance of trash compactors to Browning-Ferris in the amount of \$10,940.00.
- Ex. V-E5 Approve the issuance of a purchase order for lease/purchase agreement of mag card typewriters for institutional support to IBM Corporation in the amount of \$9,007.56.
- Ex. V-E6 Approve the issuance of a purchase order for lease/purchase agreement of instructional mag card typewriters to IBM Corporation in the amount of \$2,444.40.
- Ex. V-E7 Approve the issuance of a purchase order for a maintenance agreement covering computer equipment to Sorbus Service in the amount of \$48,380.88.
- Ex. V-E8 Approve the issuance of a purchase order for instructional computer equipment to Continental Resources Incorporated in the amount of \$10,560.00.

In reference to Exhibit V-E1, Member Klussmann asked if the entire amount of \$8,000 would be paid to Paddock Publications in one payment. Mr. Dolejs explained that payments are made against this purchase order as the advertising is used throughout the year.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

COMMUNICATIONS: Member Bone stated that she had received an announcement from the University of Michigan regarding upcoming seminars. The topics include simulated collective bargaining, negotiating and administering the labor contract and employee discipline. The form will be on file with the recording secretary if anyone would like to attend.

Member Bone reported that she had received a telephone call recently from a member of the League of Women Voters. Although unable to attend many of the Harper Board meetings, the LWV observer had been reviewing minutes and noted that meetings had been adjourned in such times as 34 and 47 minutes. She questioned whether the Board was properly monitoring College business for the taxpayers. Despite the short meeting times, Member Bone explained that business is conducted properly due to the efficiency of the College President and the Board. She extended an invitation to the League of Women Voters to have a representative attend another Board meeting and offered to share and review her Board packet prior to the meeting. At present, no one has accepted this offer. Member Klussmann pointed out that a copy of the agenda is sent to the LWV in advance of each Board meeting. Member Dasher suggested that interested persons also have the option to run for the Board.

UNFINISHED
BUSINESS:
Committee
Reports

Member Klussmann reported that members of the Friends of Harper attended a dinner and pops concert by the Palatine Band which was held at Harper on June 22. She noted that the event was most enjoyable.

NEW BUSINESS:
Personnel
Actions

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

Administrative Appointment
Peter R. Bakas, V.P. Administrative Services,
8/3/81, \$48,400

Faculty Appointment
George Gintowt, Instructor, BUS/SS, 8/18/81, \$18,687

Professional/Technical Appointment
Frank Besenhofer, Baker, 6/29/81, \$18,900

Non-Exempt Classified Staff and Union Service
Employee Appointments

Avonne Cole, Clerk Typist I, 5/27/81, \$5,031
Art Gorski, Foreman, 5/16/81, \$15,850
Gay Henderson, AV Technician II, 6/1/81, \$12,504
Robert Cameron, Custodian, 6/1/81, \$12,397
Debbie Cannon-Edwards, Clerk, 7/1/81, \$8,436

NEW BUSINESS:
Personnel
Actions
(cont.)

Administrative Resignation

John A. Neuhaus, Director of Personnel, 7/15/81

Non-Exempt Classified Staff and Union Service
Employee Resignations

Beatrice Skweres, Food Service Helper I, 5/15/81

Richard Trevino, Custodian, 5/19/81

Diane Bloom-Kramer, Accounting Clerk, 6/4/81

Bernice Garton, Clerk-Typist II, 6/4/81

Geraldine Resner, Cashier, 6/10/81

Ronald Tillman, Custodian, 6/1/81

In response to Member Munson, President McGrath stated that he had invited Mr. Bakas to attend the July meeting in order to be introduced to the Board.

Member Bone commented on the resignation of Dr. Neuhaus and extended best wishes to him in his new position. Other Board members concurred.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Malkowski voted aye.

On behalf of the Board and the College staff, the President thanked Dr. Neuhaus for the excellent job he had done and wished him well as a Dean at Morton Community College.

Faculty
Leave of
Absence

Member Klussmann moved, Member Bone seconded, approval of a faculty leave of absence for Ms. Lisa Pawlak (as per Exhibit VIII-B, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

Pharmacy
Technician
Certificate
Program

Member Malkowski moved, Member Munson seconded, that the Board of Trustees approve the proposed Pharmacy Technician Certificate Program (as per Exhibit VIII-C, attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Dasher questioned whether a pharmacy technician would be adequately trained in the short period of one year. Mrs. Bourke explained that the program is modeled somewhat after the program which was developed at Parkland College in Champaign. A steering committee, made up of hospital and retail pharmacists in this area, was established to assist in the development of the curriculum of the proposed new

NEW BUSINESS:

Pharmacy
Technician
Certificate
Program (cont.)

unit of instruction. The committee felt that it was unnecessary to provide a two-year associate degree program. Mrs. Bourke added that this is a very applied program with a great deal of practical experience and the technician will work under the direct supervision of the pharmacist. It was Member Dasher's feeling that students do not get enough chemistry in high school and may not understand what they are doing in the practical applications. Mrs. Bourke called attention to the fact that payment of a \$2.00 fee is all that is currently required to receive a State license as a pharmacy apprentice. Member Dasher agreed that the proposed program is a step forward.

Inasmuch as there was no attachment with Exhibit VIII-C, Member Bone stated that she would appreciate receiving additional material on the program. Member Munson asked about the course outline and expenditures to set up the program. The President replied that the outline had been prepared and the course is scheduled for introduction in the fall of 1982. Expenditures of \$5,000 for equipment have been projected. Mrs. Bourke added that plans include the use of part-time faculty until the program stabilizes. In addition, perhaps one large piece of equipment will be needed which is minimal for a health program.

Member Munson suggested that a listing of the steering committee members be included with the additional material to be given to the Board. Member Tomchek advised that he would not second-guess the recommendation of the steering committee. Member Bone noted that final approval must be obtained from the Illinois Community College Board.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Student Service
Awards -
Tuition Rebates,
Spring 1981

Member Bone moved, Member Mills seconded, approval of the spring 1981 student service grants in the amounts of \$1,957.00 (from Account #679-198-590) and \$1,515.25 (from Account #135-000-592) as presented in Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes.

NEW BUSINESS:

Student Service
Awards -
Tuition Rebates,
Spring 1981
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski abstained.

Bank Account -
Federal Funds

Member Bone moved, Member Munson seconded, approval of the establishment of a new bank account at Mount Prospect State Bank for all Federal funds advanced to the College, as per Exhibit VIII-E.

Member Klussmann inquired about the Federal regulations. Mr. Dolejs advised that any interest earned on Federal funds should be remitted to the Federal government. Such bank accounts must be reported by the depository to the Federal government. He added that this fund will be a convenience to the College because a separate account can be monitored on a timely basis to allow additional funds to be requested before the account is depleted.

In regard to the interest, Member Dasher stated that Harper could draw the interest after the College has earned the funds. Mr. Dolejs stated that currently no interest is being earned; however, when Federal funds are mixed, the College will use some of its own money until more funds are requested from the Federal government.

In a voice vote, the motion carried.

Establishment
of Trust Funds
for Water Main
Rehabilitation
and Roof
Replacement

Member Munson moved, Member Bone seconded, approval of the following trust funds at Wheeling Trust and Savings Bank, Wheeling, Illinois, in the indicated amounts:

CDB Project #810-032-007 \$ 50,000.00
(Water Main Rehabilitation)

CDB Project #810-032-008 \$660,000.00
(Roof Replacement)

and the transfer of \$50,000.00 from the Site and Construction Fund and \$660,000.00 from the Operations, Building and Maintenance Fund after the establishment of these trust accounts (as per Exhibit VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Dasher asked the reason for the change from Mount Prospect Bank. Mr. Dolejs replied that all of the College trusts are at the Wheeling Trust and Savings Bank. Member Dasher felt that College funds can be handled better by dealing with one bank and to do otherwise was a mistake.

NEW BUSINESS:
Establishment
of Trust Funds
for Water Main
Rehabilitation
and Roof
Replacement
(cont.)

President McGrath explained that five banks were contacted regarding the trust funds. Three banks expressed no interest at this time; two banks replied affirmatively. Of the two banks -- Mount Prospect and Wheeling -- the interest was better with the Wheeling Bank. Member Dasher pointed out that interest rates change daily. The President said that a guaranteed rate was furnished. Mr. Dolejs confirmed that the Wheeling Trust and Savings Bank guaranteed a rate of 15-1/8 percent for the length of the term, probably six to eight months. Mr. McGrath felt that this was an advantage to the College. In view of this guarantee, Member Dasher said that he would not complain.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

1981-82
Institutional
Goals

Member Klussmann moved, Member Mills seconded, that the Board of Trustees accept the 1981-82 Institutional Goals.

Member Munson commented on the use of the term, "Human Resource." President McGrath noted that the term refers to personal and professional development.

Member Malkowski was pleased to note that one of the goals pertained to procedures for replacement of capital equipment.

In a voice vote, the motion carried.

Educational
Foundation
Appointments

Member Munson moved, Member Bone seconded, that the Board of Trustees confirm appointments, effective September 1, 1981, of the following individuals to the Board of the Harper College Educational Foundation (as per Exhibit VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes):

- | <u>One-Year Terms</u> | <u>Three-Year Terms</u> |
|--------------------------|-------------------------|
| Dr. John T. Corsten | Mr. Robert L. Hanson |
| Rev. John R. Sternberg | Dr. Robin M. Hoffer |
| Mr. Eugene Marzelli, Jr. | Mr. Thomas J. Godfrey |

Member Munson stated that she was involved in most of the interviews. She felt that the Educational Foundation is becoming stronger and, due to the backgrounds of the individuals involved, the Harper community should be very proud. Member Mills agreed.

In a voice vote, the motion carried.

NEW BUSINESS:
Illinois State
Scholarship
Commission -
Reduction in
Payments

Chairman Barch stated that Exhibit VIII-I was for Board information and concerned the reduction of the Illinois State Scholarship Commission payments to the College for the past semester.

Mr. Stansbury reported that the ISSC experienced a shortfall of approximately \$3.4 million for second semester and third quarter payments to Illinois colleges. The legislature was asked for additional funds but the request was denied. Therefore, the ISSC will notify students by mail of the reduction of the spring award. Following this notification, colleges will contact the students to establish a repayment procedure.

Mr. Stansbury pointed out that the shortfall will affect 196 Harper students who would be required to pay back \$100 and 12 students who would be responsible for amounts less than \$100. In addition, 80 students would not have to repay any money.

Due to the unusual circumstances, Member Bone suggested that the Board strongly consider foregoing collection proceedings on all the students, with a clearcut understanding that in the future students be required to sign a form outlining responsibility for repayment in case of a shortfall. She stated that one reason for this suggested action was the selectivity by the ISSC regarding who will and will not be required to pay. This fact could cause a public relations problem. In addition, students had no way of knowing that the situation would occur.

For the record, Member Munson recommended that the amount of money involved be stated. The President replied that the College shortfall totals \$20,390.

In response to Member Dasher, Mr. Stansbury stated that new procedures have been initiated whereby students will be required to sign responsibility forms for scholarship awards.

Members Klussmann, Mills and Dasher voiced agreement with Member Bone's suggestion.

Member Munson asked if the College had received any feedback from the students regarding this matter. Mr. Stansbury advised that students are presently unaware of the situation. In reply to Member Klussmann, he stated that the ISSC letter dated June 3 had not yet been mailed to students.

Inasmuch as there were no other comments, Chairman Barch requested a motion.

NEW BUSINESS:
 Illinois State
 Scholarship
 Commission -
 Reduction in
 Payments
 (cont.)

Member Bone moved, Member Dasher seconded, that the Board of Trustees instruct the administration not to collect from Harper students the shortfall of scholarship money totaling \$20,390.

Upon roll call, the vote was as follows:

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

Motion carried. Member Malkowski voted aye.

Grants
 Status
 Report

Chairman Barch stated that the Grants Status Report was for Board information. Member Munson asked how the reduction in federal funds would affect the Hearing Impaired Program. President McGrath stated that he had been informed by Dr. Voegel earlier in the day that the Hearing Impaired Program could be affected by as much as \$40,000 of the \$97,000. Member Munson recalled that past Board members expressed approval of this project each year based on the availability of federal funds. With the reduction, she felt that the project should be carefully reviewed during budgetary considerations.

Member Bone asked if more definite information would be available by the date of the budget hearing. Dr. Voegel explained that the program has been on a 40/60 percent proportion up until this year and the College first learned of the reduction during a team visit on June 11. The administration is reviewing the effect of the reduction and the exact dollar amount is uncertain because the project is not finalized. Dr. Voegel informed the Board that more details would be forthcoming.

Member Bone stated that she would be interested in an educational presentation on the services offered, including an explanation of the funding. She added that other Board members might also appreciate this information.

PRESIDENT'S
 REPORT:

President McGrath reported that enrollment for spring semester was 7,822 FTE, 40 FTE above estimates. Summer figures indicate that the College is serving 10,500 students, 14 percent over last summer and 16 percent over budget projections. He noted that enrollment increases were highest in the following areas: economics, mathematics, speech, psychology, philosophy, women's program, electronics and physical education.

PRESIDENT'S
REPORT:
(cont.)

The President announced that representatives of the American Bar Association will visit Harper College on July 6-8 to review the Legal Technology Program.

Dr. John Lucas has been elected President of the Schaumburg Township Library Board for the 1981-82 year.

Dr. Larry Kent was appointed a regional judge for the National Council of Teachers of English Achievement Awards in Writing Program.

Ms. Sharrie Hildebrandt recently delivered a paper in Washington, D.C. entitled "New Careers in Law and the Dynamics of the Diversity".

ADJOURNMENT:

Member Klussmann moved, Member Dasher seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 8:46 p.m.

Chairman Brian M. Barch

Secretary Janet W. Bone