

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

Ambrose Easterly
LRC PRD

BOARD MEETING

AGENDA

January 12, 1978

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
 - A. Minutes of the Regular Meeting of November 10, 1977
 - B. Minutes of the Special Meeting of December 15, 1977
 - C. Minutes of the Special Meeting of January 3, 1978
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - December 15 and December 31, 1977
 - C. Estimated Payroll - January 1 thru February 28, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. RECOMMENDATION: Master Planning Exhibit VII-A
 - B. Appointment of Committees
 - C. Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Resolution of Maternity Leave Policy Exhibit VIII-A
 - B. Staffing:
 - 1. RECOMMENDATION: Faculty
 - a. Long-term Leaves of Absence, Maternity Exhibit VIII-B-1a
 - b. Long-term Leave of Absence, Business Exhibit VIII-B-1b
 - c. Appointment, Refrigeration & Air Conditioning Exhibit VIII-B-1c
 - d. Appointment, Coordinator, Tutoring Program Exhibit VIII-B-1d
 - 2. RECOMMENDATION: Administration
 - a. Resignation, Physical Plant Director Exhibit VIII-B-2a
 - b. Resignation, Director of Resource Services Exhibit VIII-B-2b
 - c. Appointment, Interim President Exhibit VIII-B-2c

- d. Appointment, Acting Physical Plant Director Exhibit VIII-B-2d
- e. Appointment, Acting Vice President of
Academic Affairs Exhibit VIII-B-2e
- f. Appointment, Acting Vice President of
Administrative Services Exhibit VIII-B-2f
- g. Administrative Developmental Leave Exhibit VIII-B-2g
- h. Administrative Developmental Leave Exhibit VIII-B-2h

- C. RECOMMENDATION: Audit Report, Ernst & Ernst Exhibit VIII-C
- D. RECOMMENDATION: Installation of Walkway, Second Site Exhibit VIII-D
- E. RECOMMENDATION: Tuition Increase Exhibit VIII-E
- F. RECOMMENDATION: Contractual Agreement, Hospital
Dental Services, Ltd. Exhibit VIII-F
- G. RECOMMENDATION: Trustee Election Nominating
Petition Notice Exhibit VIII-G
- H. RECOMMENDATION: Dental Insurance Exhibit VIII-H
- I. RECOMMENDATION: Trustee Scholarship Fund Exhibit VIII-I
- J. RECOMMENDATION: Membership Dues, AACJC, AGB & ICCTA Exhibit VIII-J
- K. BOARD INFORMATION: Unemployment Compensation
Insurance Exhibit VIII-K
- L. BOARD INFORMATION: Annual Board of Trustees Election Exhibit VIII-L
- M. BOARD INFORMATION: Status of Salt Creek Project No exhibit

- IX. President's Report

- X. Adjournment.

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, January 12, 1978

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Thursday, January 12, 1978, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Rds.

ROLL CALL: Present: Members Janet Bone, Joan Klussmann, Robert R. Moats, Shirley A. Munson, David Tomchek, Natalie C. Weber, and Student Member John Demmert.
Absent: Member Jessalyn M. Nicklas.

Also present: John Birkholz, Felice Avila, Pat Bourke, Don Carlson, Robert Chantry, Frank Christensen, Robert Cormack, A. Dolejs, George Dorner, Charles Falk, Guerin Fischer, William Howard, Fred Inden, Henry Kurowski, Jack Lucas, Tom McCabe, Elizabeth McKay, William Miller, Don Misic, Joann Powell, Henry Roepken, James Smith, Paul Swanson, Fred Vaisvil, George Voegel, Clifford Wener, Dave Williams, John White, Robert Wyman, Joan Young--Harper College; Paul Johnson--Harper student; James Richter, Paul Scott--former student trustees; Fred Lifton--Robbins, Schwartz, Nicholas & Lifton; Verna Parker--Barrington Countryside; Rena Cohen--Paddock Publications; Janell Francl, Kay Moats.

Mrs. Munson greeted former student trustee James Richter who was visiting at the Board meeting.

MINUTES: Member Klussman moved, Member Weber seconded, approval of the minutes of the regular Board meeting of November 10, 1977, the minutes of the special meeting of December 15, 1977, and the minutes of the special meeting of January 3, 1978.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson, Tomchek and Weber.

Nays: None

Motion carried. Member Demmert voted aye.

DISBURSEMENTS: Member Klussmann moved, Member Weber seconded, Bills Payable approval of the bills payable of January 12, 1978, as follows:

<u>DISBURSEMENTS:</u>	Educational Fund	\$232,842.50
Bills Payable	Building Fund	34,189.92
(cont.)	Site & Construction Fund	7,932.04
	Auxiliary Fund	37,553.42

Mr. Tomchek noted a bill amounting to \$400 representing reimbursement for a stolen refrigerator and questioned the wisdom of guaranteeing equipment turned over to the college for free servicing. He felt that people should sign a waiver stating that the college will not assume responsibility for losses.

Dr. Birkholz said that the college will review its procedures and come back to the Board with specific recommendation.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats,
Munson, Tomchek and Weber.
Nays: None

Motion carried. Member Demmert voted aye.

Payrolls

Member Klussmann moved, Member Weber seconded, approval of the payroll of December 15, 1977 in the amount of \$477,639.01, the payroll of December 31, 1977 in the amount of \$469,511.10, and the estimated payroll of January 1, 1978 through February 28, 1978 in the amount of \$1,908,507.47.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats,
Munson, Tomchek and Weber.
Nays: None

Motion carried. Member Demmert voted aye.

Estimated
Utility Bills

Member Weber moved, Member Klussmann seconded, approval of the estimated utility bills for March, 1978, in the amount of \$46,500.00.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats,
Munson, Tomchek and Weber.
Nays: None

Motion carried. Member Demmert voted aye.

Financial
Statements

Mr. Tomchek requested that an index similar to the one in the budget book indicating the cost centers be included in the financial statements. He also requested correction on page 0051 which should

DISBURSEMENTS:
Financial
Statements
 (cont.)

show President's Office only, instead of President's Office and Board of Trustees.

He also asked if other accounting of funds, such as the Restricted Purposes Fund, should not be made available to the Board on a routine basis.

Dr. Birkholz indicated that the Board has never been provided with the Restricted Purposes Fund statement. He felt that the Board should receive this regularly. He added that this is one of the agenda items for the budget meeting scheduled for January 19 and requested Board members study the statement. Henceforth, the Restricted Purposes Fund statement will be given to the Board as part of the financial statements.

There are some procedural problems involved regarding the Board's authorization of payments from these funds, and Dr. Birkholz recommended discussion of this matter at the budget meeting. He explained that it is the opinion of legal counsel that the Student Activities Fund be approved by the Board, but there is a question of interpretation as to whether the Board should approve each individual expenditure. This procedure needs to be clarified with counsel.

Budget
 Transfers

Member Tomchek moved, Member Weber seconded, approval of the Educational Fund budget transfers in the amount of \$23,770.00 as per Ex. V-E(1), the Building and Maintenance Fund budget transfers in the amount of \$550.00 as per Ex. V-E(2), and the Auxiliary Fund budget transfers in the amount of \$2,200.00 as per Ex. V-E(3), as attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
 Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Bid Awards

Member Weber moved, Member Klussmann seconded, approval of the following bid awards, as per Ex. V-F attached to the minutes in the Board of Trustees' Official Book of Minutes:

V-F1 Authorize two change orders for Food Services. P.O. D-8461 from \$2,000.00 to \$4,000.00, and P.O. D-7210 from \$12,000.00 to \$16,961.91.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F2 Approve awarding of the bid for Bond Offset Paper to Nationwide Paper Company in the amount of \$5,600.00.
- V-F3 Approve awarding of the bid to Roberts Press for printing of Harper College Today in the amount of \$3,097.00.
- V-F4 Approve awarding of the bid for stage lighting to Grand Stage Lighting in the amount of \$3,279.70.
- V-F5 Authorize a change order for the printing of the spring course schedule P.O. D8579 from \$10,848.00 to \$12,237.00.
- V-F6 Approve awarding of the bid for the delivery van to 4-B Auto Brokers in the amount of \$6,912.57.

Upon roll call, the vote was as follows:

- Ayes: Members Bone, Klussmann, Moats, Munson, Tomchek and Weber
- Nays: None

Motion carried. Member Demmert voted aye.

COMMUNICATIONS:

Mrs. Munson announced that a letter was received from the American Dental Association stating that the Harper College Dental Hygiene Program has been granted accreditation by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs.

Mrs. Weber read a letter from Mr. and Mrs. Max Tadlock, of Tadlock Associates, Inc., extending warm greetings to the people of Harper College.

UNFINISHED
BUSINESS:
Master
Planning

Mrs. Munson announced that after listening to the presentations of the three firms being considered for the master planning process, the Board has decided to defer decision on the selection until January 19 to give Board members ample time to digest the reports given by the firms.

Dr. Birkholz suggested that the Board hold a committee-of-the-whole meeting on Tuesday morning, Jan. 17, to have an opportunity to review with the steering committee the administration's recommendations. Dr. Fischer reported briefly on the college committee's deliberations to date and said that hopefully a final recommendation can be made Thursday evening.

UNFINISHED
BUSINESS:
Committee
Appointments

Mrs. Munson announced the following appointments to the various committees of the Board:

Policy Manual Review Committee: Jan Bone--Chairman; Jessalyn Nicklas and David Tomchek--Members

Institutional Goals Committee: Natalie Weber, Chairman; Robert Moats and John Demmert--Members

Building Liaison: Robert Moats--Chairman; John Demmert--Member

Screening Committee for Vice President of Administrative Services: Shirley Munson and Jessalyn Nicklas (to serve with the in-house screening committee).

Screening Committee for Director of Human Resources: Robert Moats and David Tomchek (to serve with the in-house Screening committee)

Dr. Birkholz indicated that application is closed for the position of Director of Human Resources. The tentative schedule for the screening committee is to finish screening by Feb. 1 and complete all interviews by Feb. 20. Tentatively, a recommendation will be made to the Board at the March meeting.

For the position of Vice President of Administrative Services, Dr. Birkholz said that candidates were allowed until Jan. 9 to submit applications. Tentatively, completion of final screening will be Feb. 1, and all interviews will be accomplished by Feb. 20. A recommendation will also be made at the March Board meeting.

Committee
Reports

Member Tomchek moved, Member Moats seconded, that the Board of Trustees accept the first reading of the revised conflict of interest statement, contingent upon final review by the Board Attorney.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson, Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Mrs. Munson and Mrs. Bone commended the Journalism students and staff who published The Voice. Mrs. Bone commented that it was useful not only as a teaching tool but as a method by which Journalism students gathered stories for publication and learned about the various programs of the college, and thus were able to communicate their knowledge to others.

UNFINISHED
BUSINESS:
Committee
Reports
(cont.)

Dr. Moats reported that Building M is progressing. The pouring of concrete was delayed due to the weather. Concrete columns will be erected in February and steel girders in March.

Regarding Buildings I and J, bid opening is Jan. 26 for support contractors and February 2 for general contractors, in order to give general contractors more time to review the documents. Before bids are opened, the Board has to decide on the sequencing of alternatives for roof, carpeting, parking lot and concrete wall.

Mrs. Klusmann reported that the Presidential Search Advisory Committee had a very good first meeting. The committee will be contacting individuals and groups for names of good candidates. The ad for the presidency will appear in the Chronicle of Higher Education, in its Jan. 23 and Jan. 30 issues, and in the Chicago Tribune in its Jan. 22 issue. A press release will go to local papers encouraging community residents to suggest candidates. Another meeting has been scheduled for Jan. 25 to exchange results of members' contacts and to talk about the processing of applications. The deadline for application is March 15.

NEW BUSINESS:
Audit Report

Mrs. Munson requested and received no objections to changing the agenda to accommodate Mr. A. Hutchinson of Ernst & Ernst. Mr. Hutchinson prefaced his report by stating that the financial statements are the representations and responsibilities of the college, and the auditors are engaged to examine those statements to determine if they have been prepared in accordance with generally accepted accounting principles. He reviewed the written audit report previously submitted to the Board elaborating on certain items which he felt were of significance.

Mr. Hutchinson mentioned that some questions were raised about the extent of the audit Ernst & Ernst performs on certain subfunds within a particular fund. He stated that audit procedures are designed to enable auditors to give an opinion on each separate fund, but not necessarily separate activities accounted for within that fund. For instance, on Restricted Purposes Funds, since cash, student-owned receivables and government receivables are significant assets, the auditors perform tests on those. However, they do not perform tests on particular activities related to that fund. In order to do that, they would have to expand their procedures. He stated that in relying on the college's accounting records, they are satisfied that funds are being coded properly.

NEW BUSINESS:
Audit Report
(cont.)

Mr. Hutchinson then discussed the management letter dated Dec. 21. He mentioned that payroll revisions they recommended are now in progress. The college has made an improvement in handling the volume of online registration. One further step is the breakdown of student receipts which are performed manually. He suggested continuing online registration improvements by programming the system to handle the entire student registration from beginning to end.

He next discussed a supplemental letter dated Jan. 4 in which the auditors performed additional procedures at the request of the Board. The most significant is the manual process of recording student tuition receipts. As to the timeliness of certain cash receipts for industrial seminars, Mr. Hutchinson said that it was not a question of recording cash on a timely basis but getting it into the proper account because the distribution of receipts to the appropriate account is done manually.

Mr. Hutchinson concluded that the auditors are satisfied that the accounting records are reliable and therefore the financial statements are reliable. There was nothing else of great significance to be pointed out for this particular audit.

Member Weber moved, Member Bone seconded, that the Board of Trustees approve the Audited Financial Statements, the Management Letters, and the Review Statement of Administrative Controls and Internal Accounting Controls.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

Maternity
Leave Policy

Member Tomchek moved, Member Demmert seconded, that the Board withdraw the proposed policy on maternity leave. Last month, the Supreme Court of the United States rendered a decision on the issue of maternity leave. We believe it is important that we refer the matter to our counsel for their review as to the implications of the recent Supreme Court decision as well as other decisions in this area before the Board takes any further action on the maternity leave policy. Therefore, we recommend that the policy which has been placed in our packet be withdrawn until we receive an opinion from our counsel.

Dr. Birkholz explained that due to recent Supreme Court ruling, counsel recommended that no action be

NEW BUSINESS:
Maternity
Leave Policy
(cont.)

taken until counsel has had an opportunity to study the impact of this ruling.

Motion carried by voice vote.

Maternity
Leave
Requests

Member Tomchek moved, Member Weber seconded, to adopt the following statement by legal counsel:

With regard to the maternity leave requests we received from Ms. Kathy Smith and Ms. Barbara Olson, our present policy states that the person must leave the employment at the end of the semester prior to the birth of the child. We have not made exceptions to this policy, however, the persons involved are counseling faculty and we can understand that there may be distinctions in terms of the continuity of services we seek to maintain with regards to instructors as against persons providing other auxiliary services that may not have as direct an impact upon the educational program of Harper College.

Therefore, I move approval of the maternity leave requests of Ms. Kathy Smith and Ms. Barbara Olson to continue working as counseling faculty until March 1, 1978, so long as they are capable of performing their duties and provided they comply with the medical requirements of our current policy. The leaves shall be for a one-year period and will be without pay. These leaves shall be granted as an exception to the maternity leave policy. This exception shall not constitute a precedent for any further maternity leave requests and any such requests for exceptions will be dealt with on an individual basis.

Motion carried by voice vote.

Long-Term
Leave of
Absence

Dr. Birkholz requested the Board not to act on Ex. B-1b, long-term leave of absence request for Mrs. Rebecca McLoughlin, due to some technical problems involving reimbursement of salary from the firm. There will be continuing dialogue with the company, but until the matter is settled he said the agenda item should be withdrawn.

Staffing--
Refrigeration
and Air
Conditioning

Member Weber moved, Member Klussmann seconded, the appointment of Mr. Richard R. Bartell as an Associate Instructor of Refrigeration and Air Conditioning for a one-semester terminal appointment, effective Jan. 11, 1978, to May 20, 1978, at a salary of \$6,615.00 (pro-rated from an annual salary of \$13,230.00 for a 39-week contract).

NEW BUSINESS:

Staffing--
Refrigeration
and Air
Conditioning
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber
Nays: None

Motion carried. Member Demmert voted aye.

--Coordinator,
Tutoring
Program

Member Weber moved, Member Klussmann seconded, the appointment of Ms. Afkham O'Donnell as Teacher Associate, Coordinator of the Tutoring Program, effective Jan. 11, 1978, at a salary of \$4,285.00 (pro-rated from an annual salary of \$8,570.00 for a 39-week contract). This position is contingent upon continued funding from the Illinois Community College Disadvantaged Student Grant.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber
Nays: None

Motion carried. Member Demmert voted aye.

--Resignation,
Director of
Physical
Plant

Member Weber moved, Member Tomchek seconded, that the Board of Trustees accept with regret the resignation of Mr. Robert Hughes, effective Jan. 1, 1978.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber
Nays: None

Motion carried. Member Demmert voted aye.

--Resignation,
Director of
Resources
Services

Member Weber moved, Member Klussmann seconded, that the Board of Trustees accept with regret the resignation of Dr. Peter Vander Haeghen, effective Jan. 31, 1978.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber
Nays: None

Motion carried. Member Demmert voted aye.

--Appointment,
Interim
President

Member Weber moved, Member Bone seconded, that the Board of Trustees approve the appointment of Dr. John R. Birkholz as Interim President, effective Nov. 10, 1977, at a monthly rate of \$3,459.00 until the appointment of a permanent president, contingent upon satisfactory completion of other contractual arrangements. This

NEW BUSINESS:Staffing--

Appointment,
Interim
President
(cont.)

represents an increase of \$375.00 per month over his present salary.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

--Appointment
Acting
Director,
Physical
Plant

Member Weber moved, Member Demmert seconded, that the Board of Trustees approve the appointment of Henry J. Kurowski as Acting Director of Physical Plant, effective Dec. 24, 1977, at a monthly rate of \$1,877.00 until the appointment of a permanent Director of Physical Plant. This represents an increase of \$200.00 per month over his present salary.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

--Appointment
Acting Vice
President,
Academic
Affairs

Member Klussmann moved, Member Bone seconded, the appointment of Dr. David L. Williams as Acting Vice President of Academic Affairs, effective Nov. 23, 1977, at a monthly rate of \$2,629.00, until the appointment of a permanent President. This represents an increase of \$300.00 per month over his present salary.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

--Appointment
Acting Vice
President,
Administrative
Services

Member Weber moved, Member Bone seconded, that the Board of Trustees appoint Mr. Robert Chantry as Acting Vice President of Administrative Services, effective Jan. 3, 1978, at a monthly rate of \$2,872.00, until the appointment of a permanent Vice President. This represents an increase of \$300.00 per month over his present salary.

Dr. Birkholz expressed his appreciation for all the efforts of the individuals who have been serving in an acting capacity and stated that he could not have achieved the work without their assistance.

NEW BUSINESS:

Staffing--
Appointment
Acting Vice
President,
Administrative
Services
(cont.)

Mrs. Munson and Dr. Moats added their appreciation for the efforts of the administrators who have taken the overload.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson,
Tomchek and Weber

Nays: None

Motion carried. Member Demmert voted aye.

--Administrative
Leave,
Environmental
Health

Member Weber moved, Member Bone seconded, that the Board of Trustees grant Ms. Elizabeth R. McKay an administrative developmental leave for the period from June 1, 1978 to August 1, 1978, at full pay.

The motion carried by voice vote.

--Administrative
Leave,
Dean of Career
Programs

Member Weber moved, Member Bone seconded, that the Board of Trustees grant Dr. Robert Cormack an administrative developmental leave for the period from May 1, 1978 to August 1, 1978, at full pay.

The motion carried by voice vote.

Installation
of Walkway

Member Tomchek moved, Member Weber seconded, that the Board of Trustees take action to approve the solicitation of competitive proposals to install approximately 1630 lineal feet of temporary pedestrian walkway along the south boundary of district-owned property located at Palatine and Schoenbeck Roads, Arlington Heights, Illinois, in accord with Illinois Department of Transportation permit specifications at a cost of approximately \$9,000.00.

Mrs. Munson stated that assurances have been given that the elementary school in Arlington Heights will take care of plowing the sidewalk.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Demmert voted aye.

Student
Tuition

Member Tomchek moved, Member Bone seconded, that the student tuition be increased \$2.00, effective the Summer 1978 term.

NEW BUSINESS:
Student Tuition
(cont.)

John Demmert commented that he, Paul Johnson and the Student Senate agreed to support the tuition increase but hope that it will not go any further. Mrs. Munson replied that by adopting this increase, Harper will have reached the legal limit for charging tuition. Since colleges are experiencing the same problem throughout the state she felt that this will not be viewed too negatively.

Mr. Tomchek stated that in addition to this, the college should practice some economies such as cutting travel expenditures.

Dr. Birkholz suggested that the Board review the agenda for the budget meeting on January 19 because this is one of the items that will be discussed. He said that in reviewing the preliminary figures on unit cost study from ICCB which will become available at the ICCTA meeting on Saturday, the \$2.00 increase will not, contrary to previous understanding, reach the maximum allowable by law for tuition charges. However, Dr. Birkholz stated that this is not intended to mean that the administration would recommend another increase in the future but is merely clarification of a misunderstanding in the beginning that the \$2.00 increase puts the college at the maximum.

Paul Johnson said that in view of the college's financial problems and the fact that a tuition increase will not generate enough revenue, a referendum should seriously be considered. Mrs. Klussmann stated that a 1977-78 referendum had previously been planned, but because of the quadriennial assessment and intense increase in taxes which the Board had not anticipated, chances of passing a referendum at this time was considered dim. A referendum is still a possibility which the Board is continually considering.

After additional discussion,,roll call vote was taken as follows:

Ayes: Members Bone, Klussmann, Moats,
Munson, Tomchek and Weber.
Nays: None.

Motion carried. Member Demmert abstained.

Contractual
Agreement--
Hospital Dental
Services

Member Tomchek moved, Member Bone seconded, that the Board of Trustees approve the agreement between Hospital Dental Services, Ltd. and William Rainey Harper College effective on the 12th day of January, 1978, and continuing in effect until the 21st day of May, 1978 for \$5,000.

NEW BUSINESS:
Contractual
Agreement--
Hospital Dental
Services (cont.)

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats,
Munson, Tomchek and Weber.
Nays: None.

Motion carried. Member Demmert voted aye.

Election
Resolution

Member Klussmann moved, Member Demmert seconded,
that the Board of Trustees approve the following
resolution regarding the notice relating to the
filing of nominating petitions for Board candidacy:

RESOLUTION

BE IT RESOLVED that the following notice
relating to the filing of nominating petitions
for Board candidacy be and hereby is approved
as to form and content and that same be published
at least once not more than 30 days nor less than
10 days prior to the first day for filing such
petitions in one or more newspapers published
within the district.

NOTICE

NOTICE IS HEREBY GIVEN that nominating petitions
for membership on the Board of Trustees of
Community College District No. 512, Counties of
Cook, Kane, Lake and McHenry and the State of
Illinois, for the annual election to be held
on April 8, 1978, to elect two members for the
full three-year term, may be filed not earlier
than February 22, 1978, and not later than
March 17, 1978, between the hours of 8:30 A.M.
and 4:00 P.M., excepting Saturdays, Sundays, and
school holidays, only at the Administration
Offices at Algonquin and Roselle Roads, Palatine,
Illinois, with Robert W. Chantry, the designated
representative of the Secretary of the Board.

APPROVED this 12th day of January, 1978.

SHIRLEY MUNSON (s)
Chairman

NATALIE WEBER (s)
Secretary

Mr. Lifton commented that it is very likely that
anyone elected at this time will serve more than
three years due to the legislation recently adopted.
Within the last few days there have been some changes

NEW BUSINESS:
Election
Resolution
(cont.)

in election rules for public schools which may not be applicable to community colleges. He would like to doublecheck the implications for community colleges prior to January 23, the required date for publishing the notice.

The motion carried by voice vote.

Dental
Insurance

Member Tomchek moved, Member Weber seconded, that the Board of Trustees approve Alternate Plan II as presented in the October Board exhibit as shown:

Plan II

Coverage Reduction:

- A. No change from our present plan.
- B. Reduce benefits to 80% for additional benefits.

<u>Cost for Plan</u>	<u>Individual Coverage</u>	<u>Dependent Coverage</u>
Past 1976-77 Plan Cost	\$ 7.80	\$16.19
Alternate Plan II Cost	8.50	15.18

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats, Munson, Tomchek and Weber.

Nays: None.

Motion carried. Member Demmert voted aye.

Trustee
Scholarship

Member Bone moved, Member Klussmann seconded, that the Board of Trustees extend the allowable credit hours of the Trustee Scholarship to cover the degree program credit hour requirement of the program in which the recipient is enrolled. A maximum of 60 credit hours would be maintained if there is a change in the recipient's program.

Motion carried by voice vote.

AACJC/AGB/
ICCTA Dues

Member Bone moved, Member Tomchek seconded, that the Board of Trustees approve payment of annual membership dues to AACJC in the amount of \$1,300 to be paid out of account number 192-000-546.

It is also recommended that the Board approve payment of semi-annual membership due to ICCTA in the amount of \$3,352.20 and the balance in July, 1978, and annual dues to AGB in the amount of \$600 to be paid out of account number 191-000-546.

NEW BUSINESS:
AACJC/AGB/
ICCTA Dues
(cont.)

Mrs. Munson announced that the Board has a three-month free membership to the Association of Community College Trustees, after which the Board must decide whether it wishes to join this association.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Klussmann, Moats,
Munson, Tomchek and Weber.

Nays: None.

Motion carried. Member Demmert voted aye.

Unemployment
Compensation
Insurance

Member Tomchek moved, Member Demmert seconded, that Gates, McDonald and Company be retained to handle unemployment compensation insurance matters for 1979 at a rate of \$1.70 per full-time equivalent employee.

Mrs. Weber questioned the wisdom of choosing this firm over R. E. Harrington in view of the questions and implications of the law regarding coverage for part-time employees.

Dr. Birkholz requested the Board not to act on this recommendation in view of additional information that was received after this recommendation was completed. Because of the information Mr. Dolejs has received and the fact that this is an agenda item at the Illinois Presidents Council and ICCTA meetings the coming weekend, Dr. Birkholz suggested that the Board postpone action until the Board meeting scheduled for Jan. 19.

Mr. Lifton indicated that part-time people will probably be covered and there are a lot of questions which will have to be resolved by the Department of Labor and perhaps ultimately by the courts with respect to what benefits are to be recovered by part-time employees. He feels that this can be resolved on the 19th. There are differences in opinion, he said, as to the impact of taking the reimbursement method one year and shifting to the contribution method the following year.

It was agreed that counsel would investigate and give a recommendation and a proposed resolution on the method to elect at the meeting on Jan. 19.

Member Moats moved, Member Bone seconded, that the motion on unemployment compensation insurance be tabled until January 19, 1978.

Motion carried by voice vote.

Salt Creek
Report

Mr. Misic reported that a letter has been sent to the Metropolitan Sanitary District attorney regarding the easement request for 31 acres of Harper property. A public meeting was held at Harper on January 5 called by the steering committee. Many expressed unhappiness at the meeting due to the amount of money being offered for the easement. Another meeting on January 26 is scheduled by the U. S. Department of Agriculture. As far as the structure is concerned, the design will be completed by Fall 1978 and contract awarded by November. Construction will start in 1979 and will take two years to complete.

President's
Report

Dr. Birkholz announced that two of our data processing instructors, Jay Singlemann and Jean Longhurst have authored Business Programming Logic, A Structured Approach, published by Prentice-Hall, Inc.

He also announced that all Harper practical nursing students passed the State Board and Harper ranked fifth of all institutions in the United States.

Dr. Don Sedik, acting chairman of the Business Division, has also published a book, A Practical Introduction to Business, a study guide related to one of the outstanding texts in the business field.

The Sunday issue of the Chicago Tribune, January 8 featured Dr. Gertrude Kerbis from Harper's architectural faculty who has achieved national attention as an architect. Ms. Kerbis has been a member of the Harper staff for quite sometime and also has her own architectural firm.

Dr. Birkholz also announced the faculty forum on DNA, the first conference to be held in the Midwest on this topic. It was featured in the 6 p.m. CBS news.

Mrs. Munson extended greetings to another former student trustee, Paul Scott, who was visiting from the University of Illinois.

Executive
Session

At 10:01 p.m., Member Tomchek moved, Member Bone seconded, adjournment of the meeting to an executive session to discuss negotiations. Motion carried.

Recess

At the conclusion of the executive session, the Board returned to its regular session and recessed the meeting to January 19, 1978, at 7:00 p.m.

Chairman Shirley Munson Secretary Natalie Weber