

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

June 8, 1978

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participations
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - May 15 and May 31, 1978
 - C. Estimated Payroll June 1 through July 30, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Order
- VI. Communications
- VII. Unfinished Business
 - A. RECOMMENDATION: Board Policy Manual Exhibit VII-A
 - B. RECOMMENDATION: Joint Educational Agreement Exhibit VII-B
 - C. RECOMMENDATION: Tax Rate Increase Exhibit VII-C
 - D. BOARD INFORMATION: Consolidation of Bank Accounts Exhibit VII-D
- VIII. New Business
 - A. RECOMMENDATION: Staffing
 1. Professional Appointments Exhibit VIII-A-1
 2. Professional Resignations Exhibit VIII-A-2
 3. Classified Appointments Exhibit VIII-A-3
 4. Classified Resignations Exhibit VIII-A-4
 5. Faculty Appointments
 - a. Reclassification - Teacher Associate Exhibit VIII-A-5a
 - b. Appointment of Student Development Faculty Exhibit VIII-A-5b
 6. Faculty Resignations
 - a. Food Service Management Instructor Exhibit VIII-A-6a
 - b. Marketing Instructor Exhibit VIII-A-6b
 7. Administrative Appointments
 - a. Appointment of President Exhibit VIII-A-7a

- B. RECOMMENDATION: Leaves of Absence
 - 1. Long-Term Leave of Absence, Faculty Exhibit VIII-B-1
 - 2. Maternity Leaves
 - a. Instructor, Adult Basic Education Exhibit VIII-B-2a
 - b. Teacher Associate, Special Services Exhibit VIII-B-2b
 - 2. Long-Term Leave of Absence, Classified Exhibit VIII-B-3
 - C. RECOMMENDATION: Contract Riders
 - 1. Coordinators Exhibit VIII-C-1
 - 2. Counselors Exhibit VIII-C-2
 - D. RECOMMENDATION: Student Activities Budget Exhibit VIII-D
 - E. RECOMMENDATION: Appointment of College Treasurer Exhibit VIII-E
 - F. RECOMMENDATION: Budget Hearing Resolution Exhibit VIII-F
 - G. RECOMMENDATION: Board of Trustees Scholarship Exhibit VIII-G
 - H. RECOMMENDATION: Authorization, Salaries Exhibit VIII-H
 - I. RECOMMENDATION: Custodians, Imprest Fund Exhibit VIII-I
 - J. BOARD INFORMATION: Grants Exhibit VIII-J
 - K. BOARD INFORMATION: Continental Bank Word Processing Center Exhibit VIII-K
 - L. BOARD INFORMATION: Organization Charts Exhibit VIII-L
- 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, June 8, 1978

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Klussmann on Thursday, June 8, 1978, at 8:10 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads. Chairman Klussmann welcomed members of the staff and community.

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

Also present: John R. Birkholz, Polly Brandt, Pauline A. Buss, Don Carlson, Bob Chantry, R. B. Cormack, Anton A. Dolejs, John DiCanio, Al Dunikoski, Ted J. Dybos, Jr., Guerin Fischer, John Gelch, Jean Goodling, W.R. Howard, Fred Inden, D. Klingenberg, Henry Kurowski, John Lucas, Karen Lueth, M. Scott McMannis, Mary Ann Mickina, William E. Miller, Don Misic, Rosemary Murray, Jeanne Pankanin, Joann Powell, James J. Smith, Phil Stewart, Elaine Stoermer, Rena Trevor, Fred Vaisvil, George Voegel, C. Wener, Regina Witort, David Williams, Robert Wyman, and Joan Young--Harper College; Debbie Clemetson, Peter Mariahazy, and Edward M. Mesmer--Harper Students; Peter Meyer--Suburban Trib; Rena Cohen--Paddock Publications; Verna Parker--Countryside Newspapers; Jack Carbery and Pat Carbery--Taxpayers Action Group; Karen Blatt, Carol Lundstrom, and Serena Wilson--League of Women Voters; and Helene Chapple and E. Roberts.

MINUTES: Member Dasher requested two corrections to the minutes of the Special Meeting of May 18, 1978, on page 9. He stated in the last sentence of paragraph one, the dollar amount should be \$10,200 instead of \$436.56. The last sentence of paragraph four should be corrected to read, "He pointed out that on 3/31/78 and 4/30/78 there was approximately \$1,600,000 uninvested."

Member Weber moved, Member Dasher seconded, that the minutes of the Special Meeting of May 18, 1978, be approved as corrected.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Bills Payable Member Nicklas moved, Member Weber seconded, approval of the bills payable as of June 8, 1978, as follows:

Educational Fund	\$313,959.62
Building Fund	257,191.57
Site & Construction Fund	3,704.85
Auxiliary Fund	316,966.22

DISBURSEMENTS:
Bills Payable
(cont.)

Member Weber referred to page 4, check #42088 to Ernst & Ernst for Institutional Audit Expense, stating this item is an example why the college changed auditors. In addition to a \$1400 amount, which she felt the Board was well acquainted with, the remaining \$2,225 was the amount charged to reconcile cash and investments when Dr. Mann left and Mr. Dolejs took over. Member Weber felt this amount was quite high, considering the amount of work involved.

Because this check included the \$1400 item, Member Tomchek moved, Member Munson seconded, to amend the motion to exclude check #42088 from payment pending further discussion.

Member Weber felt legal opinion had indicated the Board would have to pay this amount. Member Tomchek stated he had seen nothing in writing from counsel. In further discussion, several Board members questioned the propriety of this payment.

Dr. Birkholz felt it would be appropriate to obtain a written opinion from counsel if the Board so desired. He pointed out a problem associated with the transition of auditors from Ernst & Ernst to Peat, Marwick & Mitchell. Peat, Marwick & Mitchell have requested the working papers of Ernst & Ernst from the previous audit. Dr. Birkholz explained he had discussed this with Ernst & Ernst, and they indicated that ordinarily they do not release materials unless all bills outstanding with an institution are paid in full. He therefore recommended, in order to avoid any delay in the audit, that the Board pay the amounts due. He stated he had given Ernst & Ernst authorization up to \$500 in fees for the work necessary to provide the working papers to Peat, Marwick & Mitchell.

Member Nicklas suggested amending the motion to amend. Member Tomchek withdrew his amendment to the motion and Member Munson withdrew her second.

Member Nicklas moved to amend the motion to delete this item in the bills with the exception of those expenses incurred in Harper Treasurer's audit and in the transition of auditing firms. Member Dasher seconded.

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

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion to amend carried.

DISBURSEMENTS:
Bills Payable
(cont.)

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

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

Motion carried.

Restricted
Purposes
Fund

Member Nicklas moved, Member Weber seconded, approval of the Restricted Purposes Fund in the amount of \$312,673.80.

Because of the Board's concern with the amount of expenditures going through the Restricted Purposes Fund without Board approval, Dr. Birkholz pointed out which checks had been paid prior to his memo freezing these accounts. He also indicated which checks are being held until after Board approval and the four checks which are interfund kinds of activities. Dr. Birkholz felt this was an indication of the administration's attempt to achieve the Board's goal and stated, hopefully, after July these expenditures would all be approved prior to disbursement of funds.

Upon roll call, the vote was as follows:

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

Payrolls
and
Estimated
Utility
Bills

Member Nicklas moved, Member Weber seconded, approval of the payroll of May 15, 1978, in the amount of \$470,912.15, the payroll of May 31, 1978, in the amount of \$392,161.16, the estimated payroll of June 1, 1978 through July 31, 1978, in the amount of \$1,713,200.52, and the estimated utility bills for August, 1978, in the amount of \$43,224.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial
Statements

Dr. Birkholz called Member Dasher's attention to the balances on page 1, stating he hope these were in keeping with his philosophy. Member Dasher, referring to the negative balances, agreed. Dr. Birkholz explained the June 30 statement would be ready for the July Board meeting. However, as a result of closing the books, there will be several adjustments of substantial amounts, the transfer of monies for student activities funds, an interfund transfer of the settlement with Dr. Lahti, plus additional minor adjustments.

DISBURSEMENTS:
Budget
Transfers

Member Munson moved, Member Nicklas seconded, approval of budget transfers in the Educational Fund in the amount of \$5,770.00, and budget transfers in the Building and Maintenance of \$4,000.00, as per Ex. V-E(1) and Ex.V-E(2) attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Motion carried.

Bid Awards

Member Nicklas moved, Member Weber seconded, approval of the following bid awards (exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-F1 Award the bid to Langan, Hoeger, Vincent & Born in the amount of \$6,982.00 for inter-collegiate athletic insurance coverage;
- Ex. V-F2 Approve the 1978/79 maintenance contract renewal and update for the Hewlett Packard 2000E Time Sharing System to the Hewlett Packard Co., in the amount of \$8,556.00;
- Ex. V-F5 Approve the issuance of blanket purchase orders to the following suppliers in the following amounts for Food Service:
1. Vanderbilt Foods - \$7,200.00
 2. John Sexton & Co. - \$45,000.00
 3. Emil Kahn, Inc. - \$17,000.00
 4. Holleb & Co. - \$10,000.00
 5. Mr. Dee Meats - \$20,000.00
 6. Railton - \$10,000.00
 7. Lawrence Foods - \$12,600.00
 8. Redi-Froz Distrib. Co. - \$15,000.00
 9. Bit-O-Gold - \$10,500.00
- Ex. V-F6 Approve the issuing of a blanket purchase order to Paddock Publications covering advertising for the Personnel Dept., in an amount not to exceed \$3,000.00;
- Ex. V-F7 Award the bid for the electric typewriter preventative maintenance contract to Clayton Office Equipment Company;
- Ex. V-F8 Award the bid to the lowest responsive bidder for printing of Career Brochures to Roberts Press, in the amount of \$4,440.00;

DISBURSEMENTS:
Bid Awards
 (cont.)

- Ex. V-F9 Award the bid for printing of Harper College Fall 1978 Course Schedule to the lowest responsive bidder, Printech, in the amount of \$11,284.00;
- Ex.V-F10 Authorize the change orders as stipulated for Food Service:
1. P.O. D7210 from \$24,461.91 to \$28,961.00
 2. P.O. D7214 from \$7,500.00 to \$8,500.00
 3. P.O. D7209 from \$12,000.00 to read \$13,000.00
 4. P.O. D7208 from \$10,500.00 to \$12,500.00
 5. P.O. D7273 from \$2,700.00 to \$3,200.00
- Ex.V-F11 Award the bid for the printing of the Harper College Bulletin to the Phillips Brothers Printing Co., in the amount of \$19,085.00;
- Ex.V-F12 Award the bid for rental of eleven copier machines for use on the college campus to 3M Co., in the amount of \$9,636.00, with an option for renewal for an additional two years governed by Board approval each fiscal year.

Dr. Birkholz called attention to the bid for the College Bulletin in Ex. F11, pointing out that this bid does represent about a 25 percent reduction in costs from previous bulletins. He felt Elaine Stoermer and Joan Young should be commended for maintaining the quality, yet reducing the cost. Ms. Stoermer explained to the Board how, with the help of Al Dunikoski, they had managed to bring down the cost.

Upon roll call, the vote was as follows:

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

Motion carried.

Members Dasher moved, Member Munson seconded, approval of the following bid awards (exhibits attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-F3 Approve the renewal of the yearly lease with the I.B.M. Corporation for a Mag II type-writer in the amount of \$3,300.00;
- Ex. V-F4 Authorize the leasing of the Mag Card type-writers from IBM Corporation for the Campus Services Dept., in the amount of \$9,261.00.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Bid Awards
(cont.)

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

Nays: None

Abstained: Member Nicklas

Motion carried.

Change
Orders

Member Munson moved, Member Weber seconded, that the Board approve the submittal of proposed change order I-V-2 and proposed change order J-V-2, as per Ex. V-G attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried.

COMMUNICATIONS:

Chairman Klussmann reported the Board had received an announcement of the birth of a baby girl to Betty Olson whose leave they had approved earlier. An Arlington Heights resident had written asking the Board to explore the sale of the second campus. Dr. Birkholz stated two letters addressed to the Board were received relating to the referendum.

UNFINISHED
BUSINESS:
Board
Policy
Manual

Chairman Klussmann, referring to the changes to the Board Policy Manual, stated these had been discussed by the Policy Committee, by the Board as a Committee-of-the-Whole, and the first reading had come before the Board at the May meeting. This was the second reading as required by Board policy.

Member Bone moved, Member Dasher seconded, approval of the changes to the Board of Trustees Policy Manual as presented in Exhibit VII-A attached to the minutes in the Board of Trustees Official Book of Minutes.

Member Munson felt two readings of the changes to policy gives various constituencies in the college the opportunity to look over the changes and come before the Board if there are any objections.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried.

UNFINISHED
BUSINESS:
Joint
Educational
Agreements

Dr. Cormack discussed the two types of joint educational agreements in Ex. VIII-B. The agreement involving multiple programs would remain intact with the chargeback feature. The new type of agreement specifically involves the Legal Technology Program and Harper's attempt to regionalize the statewide program approved for Harper a few years ago. The program has been offered at DuPage, and Harper has been asked to expand this to include several other colleges. Dr. Cormack discussed the issue of chargebacks. The other colleges feel they are really extension centers--they would provide the facilities, pay the rent, maintenance, utilities, etc., and therefore request that the chargebacks be waived in this type of agreement. In essence, Harper's costs for this type of program are the salary of a part-time instructor, plus the usual indirect costs for admissions and record keeping. Because revenue generated would be far in excess of costs, Dr. Cormack recommended waiving chargebacks in the Legal Technology Program. In view of the cost analysis provided by Dr. Cormack and Dr. Williams, Dr. Birkholz recommended that the Board approve the two formats for Joint Educational Agreements for one year. After one year's experience, Dr. Birkholz suggested the administration report back to the Board with a review of these agreements.

Member Munson moved, Member Weber seconded, that the Board of Trustees approve the two formats for Joint Educational Agreements (as per Ex. VII-B attached to the minutes in the Board of Trustees Official Book of Minutes), with the understanding that agreements entered into with specific institutions will be brought to the Board for separate action. This motion is made with the understanding that the format will be evaluated in one year.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried.

Tax Rate
Increase

Dr. Birkholz distributed folders with additional agenda materials to the Board, including materials on various tax referendum alternatives, current legislation, and unit costs. He reminded the Board that at their April 21, 1978, meeting they had discussed tax referendum alternatives--working cash bonds, tax anticipation warrants, and operating tax rate increase. As several Board members had requested further clarification on working cash bonds, Dr. Birkholz stated this had been reviewed further with counsel, the figures had been reviewed, etc. It was concluded that the sale of working cash bonds to finance the anticipated cash deficits could solve this problem

UNFINISHED
BUSINESS:
Tax Rate
Increase
(cont.)

in a theoretical manner until fall, 1980, but on a practical basis a tax referendum in an amount greater than now being proposed would have to be passed in 1979 in order for funds to be available at the last possible moment. In addition, the first tax bills for the payment of these working cash bonds would probably be in the hands of the voters (who had no chance to approve them) when the referendum election was held in 1979. Both Dr. Birkholz and Mr. Dolejs objected to working cash bonds, on the basis that no action is required of the voters. When there are other alternatives, Dr. Birkholz felt the college should go to the voters, explain the proposition. He felt they could convince the voters of this district of the need for this tax rate increase in order to maintain quality educational programs. Dr. Birkholz explained he had discussed the specific rate of the increase with both Mr. McGrath and Dr. Perry, and they are in concurrence with the recommendation. They feel the tax rate increase is inevitable--the working cash bonds would be only a short-term solution.

Dr. Birkholz referred to the materials regarding the college's unit cost, stating that basically the original unit cost submitted to the State was \$59.59, the revised unit cost on a comparable reporting basis was \$55.22. The average unit cost as reported for all colleges in the State is \$52.89. Dr. Birkholz pointed out that in 1976-77 there was a 10.8% increase in the college cost, in 1977-78 it appeared to be 9.3%, and with budget cuts to date he stated for 1978-79 it would be a 3.1% increase.

In discussing the basic assumptions, Dr. Birkholz stated a number of things have transpired since the last meeting and specifically referred to the passage of Proposition 13 in California. He referred to the materials he had provided on current legislation in Springfield and discussed the effects the passage of these bills could have on Harper College. Dr. Birkholz pointed out he had included in the materials a list of area legislators and their phone numbers. He urged Board members to contact the legislators regarding the various bills.

Dr. Birkholz reminded the Board he had originally recommended a 6½¢ tax rate increase. As a result of the review of these factors in the last two days, and his discussions with Mr. McGrath, Dr. Perry and Mr. Dolejs, Dr. Birkholz stated the administration was recommending a tax rate referendum be held no later than Sept., 1978, for a tax rate increase of 7½¢ in the Educational Fund and that the resolution be presented to the Board at the July 13 regular Board meeting.

The Board expressed appreciation for Dr. Birkholz's very fine and thorough presentation.

UNFINISHED
BUSINESS:
Tax Rate
Increase
(cont.)

Member Bone moved, Member Nicklas seconded, that a tax referendum be held no later than September, 1978, for a tax rate increase of 7½¢ in the Educational Fund, and that the necessary legal resolution be presented to the Board at the regular Board meeting on July 13, 1978.

Member Weber commented that all Board members recognize the need for a tax referendum. She stressed, however, that the Board is looking and will continue looking for ways to cut costs. Member Munson referred to a newspaper article analysis of the passage of Proposition 13 and its future inferences. She also emphasized that the Board has been attempting to check the spending spiral the college has been on.

Member Dasher stated after careful analysis he still felt there could be a problem. Assuming the enrollment stays flat, there will be a cash deficit as of June, 1981. Politically, he stated he did not know the right answer but really felt 8½ mills was needed, although he would agree with the 7½ mills. Member Dasher expressed concern that the Board would need to come back in 1981 for another increase if the population stays flat.

Member Bone mentioned programs and activities that have helped build Harper's enrollment and felt the Board will be extremely cognizant of ways to attract students. Also speaking of the need to attract students, Member Dasher pointed out that, unlike high school districts, students in community college districts select the college they attend.

Member Weber spoke of the need for maintaining the quality of education. She stated the Board recognizes their responsibility to the constituents who elect them. Due to legal contracts, she pointed out there are a number of items the Board cannot touch. There are also items that cannot be cut because of the effect on the accreditation of programs. Chairman Klussmann stated the administration had done a good job of seeking and implementing more efficient ways to do things and felt they will continue this in the future.

Chairman Klussmann reported that Member Bone and she had met with the Taxpayers Action Group, in Arlington Heights, to update them on the college problems and hear their concerns. She stated this group has mixed feelings about a referendum. Speaking of the Board's responsibility to meet financial problems, Chairman Klussmann felt the college, created by the community, served by the community, should give the community the opportunity to decide whether or not to cut into major services or programs. She stated she had a list of things this group would like if the Board decided on a referendum.

UNFINISHEDBUSINESS:

Tax Rate
Increase
(cont.)

Member Bone stated the Taxpayers Action Group, composed of men and women from various areas of the district, in general were not taking the question of the potential referendum lightly. She felt the group was taking a constructive approach towards sharing their ideas and listening to the Board, stating they were a well-informed group and it was a worthwhile meeting. Member Bone stated Chairman Klussmann and she conveyed their appreciation to the group for their interest and concern. Member Nicklas felt it was fortunate there were these groups taking an interest in Harper. She felt the Board could get input from them and share with them. Member Nicklas referred to the efforts of the Board and the administration, the cuts that have been made, and stated she did not feel uncomfortable about going to the voters with a referendum.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried.

Chairman Klussmann thanked Dr. Birkholz for the many facts and details provided the Board, stating the request for additional information on the working cash was a result of the meeting with TAG. Dr. Birkholz stated any praise should go to Mr. Dolejs. Chairman Klussmann expressed the thanks and appreciation of the Board to Mr. Dolejs.

Consolidation
of Bank
Accounts

Referring to the Board information sheet on the consolidation of bank accounts, Dr. Birkholz stated the administration has not had the opportunity to analyze the materials regarding this item. He stated it would be brought to the July Board meeting.

NEW BUSINESS:

Staffing--

Professional,
Classified,
and Faculty
Appointments
and
Resignations

Member Tomchek moved, Member Bone seconded, the approval of the following personnel recommendations, contained in Exhibits VIII-A-1 through VIII-A-6b:

Ex. VIII-A-1 - ratification of professional employee appointments as follows:

Leslie Gallay, Placement Spec. CETA, Displaced
Homemaker, 5/8/78, \$9,120.00

Phyllis Stephens-Hilbert, Counselor Asst. CETA,
Displaced Homemaker, 5/8/78, \$11,496.00

Lois Thyfault, Psychometrist CETA, Displaced
Homemaker, 5/8/78, \$11,450.00

Margaret Simonsen, Group Facilitator, Displaced
Homemaker, 5/8/78, \$14,496.00

Joann Mantelman, Counselor CETA, Displaced
Homemaker, 5/8/78, \$13,858.00

Patricia Morris, Counselor CETA, Displaced
Homemaker, 5/8/78, \$13,524.00.

NEW BUSINESS:Staffing--

Professional,
Classified,
and Faculty
Appts. and
Resignations
(cont.)

Ex. VIII-A-2 - ratification of the resignations of the following professional employees:

Sally Leighton, Student Development Assoc.,
Admissions, 5/19/78, Personal
Gary Shaw, Systems Maintenance Programmer,
DPR Center, 5/19/78, Advancement.

Ex. VIII-A-3 - ratification of classified employee appointments as follows:

Pamela Miller, Sec. I, Finance, Replacement,
5/10/78, \$9,120.00
David Mercer, Messenger, Campus Services,
Replacement, 5/22/78, \$6,168.00
Sahar Mikhail, Clerk II, Continuing Education,
Promotion, 5/22/78, \$7,284.

Ex. VIII-A-4 - ratification of resignations of the following classified employees:

Judy Melville, Food Svc. Helper II, p.t., Food
Services, 5/4/78, Advancement
Katherine Setser, Clerk II, Admissions Office,
5/15/78, Personal
Patricia Rohde, Clerk II, Campus Services, 5/17/78,
Advancement
Marie Kavalauskas, Food Service Helper II p.t.,
Food Services, 5/18/78, Personal
George Patay, AV Tech. II, LRC Production, 5/19/78,
Advancement
Linda Kennedy, Child Care Attendant, Student
Activities, 5/19/78, Personal
Marilyn Frohberg, Child Care Supervisor, Student
Activities, 5/19/78, Temporary Position
Joyce Van Blarcom, Cook II, Food Services, 5/19/78,
Residence Change
Debbie Keable, Receptionist p.t., Student
Activities, 5/19/78, Personal
Belinda Dancy, Clerk Typist II, Willow Park,
5/20/78, Position Discontinue
Petra Medina, Secretary I, LRC Resources, 5/24/78,
Residence Change
Geraldine Rogers, Asst. Cashier, Finance, 5/25/78,
Personal
Penny Juskey, Switchboard Operator, Physical Plant,
5/25/78, Advancement
Marion Kloske, Clerk Typ. II, Special Services,
5/26/78, Personal
Susan Brady, LRC Clerk II, LRC Production, 5/30/78,
Advancement
William Koenig, Clerk I, Bookstore, 5/31/78,
Advancement

Ex. VIII-A-5a - that the following persons be appointed teaching faculty with the rank of Associate Instructor beginning with the 1978-79 academic year, with salaries to be determined after negotiations have been completed:

Ms. Susanne Havlic - Journalism
Ms. Linda S. Gadlin - Learning Laboratory
Mr. Girard Weber - Learning Laboratory

NEW BUSINESS:

Staffing--
Professional,
Classified,
and Faculty
Appts. and
Resignations
(cont.)

Ex. VIII-A-5b - the appointment of Ms. Frances F. Brantley as Student Development Faculty, with the rank of Instructor, for a one year terminal appointment effective Aug. 15, 1978 to May 19, 1979, at an annual salary of \$13,000.00 for a 39 week contract. Salary adjustment for the 1978-79 academic year is contingent on faculty negotiations. Continuation of this position is contingent upon continued funding of the Displaced Homemakers CETA Grant. The salary range for Instructor is \$11,200 - \$18,250.

Ex. VIII-A-6a and Ex. VIII-A-6b - accept with regret the resignations of Mr. Ed Coon, effective May 19, 1978, and Mr. Donald Holland, effective May 19, 1978.

In the discussion which followed, several questions were raised concerning the length of appointments, and those contingent upon CETA grants. Dr. Birkholz pointed out it was important that the minutes reflect each specific recommendation in motions including a number of personnel recommendations.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas, Tomchek and Weber

Nays: None

Motion carried.

Appointment
of President

Regarding the appointment of the President, Chairman Klussmann reported this is the culmination of a search made over a several months period. The Board created a Search Committee, made up of all groups in the college--administration, faculty, classified staff, students, the Board--and three members of the community. The Committee received 143 applications. After screening these applications, they recommended several names to the Board. Four candidates spent a day at the college for interviews with the Board and discussions with staff and students. Based on various things that went on during the search, based on the recommendation of the committee, and based on the Board's discussion in executive session, Chairman Klussmann recommended the appointment of Mr. McGrath as President of the college. Chairman Klussmann spoke of Mr. McGrath's deep commitment to the community college philosophy, his 20 years experience with community colleges and his dual background in finance and academic affairs. She noted his recommendations were most outstanding.

Member Munson moved, Member Weber seconded, the appointment of Mr. James J. McGrath as President of the College, on a three-year contract with the rank of Professor at an annual salary of \$48,000.00, plus \$3,000 Teachers Insurance and Annuity Association-College Retirement

NEW BUSINESS:
Appointment
of President
(cont.)

Equity Fund (TIAA-CREF) retirement contribution and use of a college automobile. Mr. McGrath will receive moving expenses not to exceed \$5,000.00. Official date of employment is July 15, 1978.

Although the original recommendation for moving expenses was "not to exceed \$3500," the Board agreed this was too restrictive and changed the dollar figure to \$5,000.00.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Munson felt the Board should take this opportunity to publicly thank Dr. John Birkholz for his excellent and outstanding service to the college.

Member Munson moved, seconded by all members of the Board, that the Board express their deep appreciation to Dr. John Birkholz for his many fine contributions to Harper College in all the capacities in which he has served, and in particular for his term as Interim President in which capacity he has done an outstanding job.

Chairman Klussmann commented on the many things prepared by Dr. Birkholz and the staff for the Board during a difficult time--the budgetary problems he had faced, the Board's need for answers to their questions, the information they needed to make an intelligent decision on a referendum. Member Munson felt Dr. Birkholz had totally restored the Board's confidence in information provided and in dealing with the staff.

Dr. Birkholz thanked the Board, stating he appreciated the comments. He felt any measure of success he had could be attributed to the help he had received from the individual administrators and all other employees of the college. Without their assistance and cooperation over a difficult period, he did not feel there would be any measure of success.

Member Munson commented on the resignation of Mr. Donald Holland, pointing out he had been with the college since 1969. She wished him much success in his new position and expressed her deep personal regret on his resignation. Chairman Klussmann agreed on behalf of the Board.

Leaves of
Absence

Member Tomchek moved, Member Dasher seconded, that the following leaves of absence be granted as per Exhibits VIII-B-1 through VIII-B-3:

NEW BUSINESS:
Leaves of
Absence
(cont.)

Ex. VIII-B-1 - that Dr. George Makas be granted a leave of absence with pay for the period of Oct. 30, 1978 through Nov. 7, 1978, in accordance with Board Policy 3.3.5.

Ex. VIII-B-2a - that a long-term leave of absence (without pay), maternity, be granted to Ms. Mary Curran for a one year period, beginning August, 1978, and ending August, 1979.

Ex. VIII-B-2b - that a long-term leave of absence (without pay), maternity, be granted to Ms. Linda Gadlin for a one year period, beginning August, 1978 and ending August, 1979.

Ex. VIII-B-3 - that long-term leaves of absence without pay be granted to the following:

Bernadette Rail, Clerk III, Admissions, for maternity from June 2, 1978 to June 2, 1979

Jose Ortiz, Custodian, Physical Plant, for medical reasons from May 2, 1978 to May 2, 1979.

June Nissley, Secretary II, Counseling, for personal reasons from June 14, 1978 to October 1, 1978.

In the discussion which followed, Member Tomchek referred to the request for leave of absence for which no reimbursement was being sought and asked if that was being approved because of Board policy. When Dr. Birkholz stated it was, Member Tomchek felt this should be left to administrative discretion where there is no question of reimbursement--an informational item would be sufficient. He questioned the maternity leaves of absence, noting that the Board had adopted a very specific policy statement when granting maternity leaves in the past. Dr. Birkholz explained those granted previously were under different circumstances in that they were for counselors who were not leaving at the beginning or ending of a year. He stated the leaves in these exhibits were in accord with Board policy.

Member Tomchek left the meeting.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas and Weber

Nays: None

Motion carried.

NEW BUSINESS:
Contract
 iders--
 Coordinators

Member Munson moved, Member Bone seconded, that the Board of Trustees approve contract riders for program coordinators for the number of days and salaries indicated as follows, in the amount of \$9,778.00, based on faculty salaries for 1977-78. Adjustments to individual riders will be dependent on the 1978-79 negotiations.

<u>Name</u>	<u>Days</u>	<u>Salary</u>
Wallace D. Davis	5 days	\$ 502
William Jedlicka	7 days	492
Thomas Johnson	5 days	365
Eugene Magad	5 days	500
Gerald Mellenthin	4 days	416
Mary Ann Mickina	10 days	982
Vera Murchison	5 days	352
Carole Shepard	5 days	367
Donald Sedik	5 days	694
Jay Singelmann	3 days	299
Margaret Smith	5 days	371
Rose Trunk	7 days	773
William Hack	3 days	328
Roger Mussell	3 days	397
G. James Norini	3 days	302
Chieko Nambu	2 days	179
Jean Pearson	9 days	757
Joseph Yohanan	4 days	488
Henriette Gebert	7 days	797
Marlene Andalman	5 days	417
		<u>\$9,778</u>

Member Tomchek returned to the meeting.

Member Nicklas referred to the explanation in the back-up material regarding the expected accomplishments of program coordinators during this extra week. Dr. Williams discussed the types of promotional or marketing efforts during this week, and he felt they could generate additional enrollments. Dr. Birkholz stated one of the reasons the college programs are as viable and strong as they are is because the Boards have given the coordinators this opportunity.

Member Nicklas felt this was a very good opportunity for consulting with students, working on the programs, orientation, developing additional enrollments. She felt it was good for the college and wondered how this could be accomplished in five days. Dr. Williams noted the number of days had been reduced. Member Dasher asked if there is any way to obtain information on whether this does develop more enrollments. Dr. Birkholz felt this could be measured on the basis of the number of contacts and the number of those students in the particular programs. He also felt a cost analysis could be done. Member Dasher stated this would provide information on whether it was worthwhile, whether more or less should be spent. Member Tomchek felt it would be a good idea to do the same thing with the advertising budget.

NEW BUSINESS:
Contract
 Riders--
 Coordinators
 (cont.)

Member Nicklas stated she had brought this up because she felt it is an important part of developing the strength of the programs, the enrollment, and felt it was important to determine whether or not the Board is making cuts in appropriate areas.

Upon roll call, the vote was as follows:

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

Motion carried.

Contract
Riders--
 Counselors

Member Munson moved, Member Bone seconded, that the Board of Trustees approve contract riders for Student Development faculty, as shown, in the amount of \$32,816.42 based on faculty salaries for 1977-78. Adjustments to individual riders will be dependent on the 1978-79 negotiations.

Bruce Bohrer	25 days	\$1,709.94
Frances Brantley	20 days	1,333.33
Dennis Brokke	20 days	2,076.89
Steve Catlin	25 days	2,233.57
Marguerite Ewald	20 days	2,098.75
Nancy Fojo	20 days	1,563.04
Janet Friend	20 days	1,298.72
Clete Hinton	11 days	1,473.86
Ray Hylander	20 days	2,597.44
Ed Liska	20 days	2,287.80
William Nelson	20 days	2,262.09
Joyce Nolen	20 days	2,162.00
John Papandrea	20 days	1,930.00
Phil Troyer	25 days	2,393.67
John Neuhaus	63 days	5,095.32
		<u>\$32,816.42</u>

Those faculty working 25 days will be assigned to work during Christmas or Easter vacation periods.

Upon roll call, the vote was as follows:

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

Motion carried.

Student
Activities
Budget

Member Bone moved, Member Nicklas seconded, that the Board approve the Student Activity budget of \$235,100.00 based on projected student enrollments.

Member Tomchek asked why the Student Activities budget was not being approved as part of the regular budget process. Dr. Birkholz stated there were two reasons:

NEW BUSINESS:
 Student
 Activities
 Budget
 (cont.)

1) Because of the importance that had been placed on this budget, he felt it was timely in view of the recent session the Board held; 2) A portion of the items outlined within this budget are for the Student Activities summer program--the planning for that is done and expenditures will be made. Dr. Birkholz stated if the Board wished to approve this budget as part of the regular budget, he would request that portion of the budget related to summer school be approved at this time--approximately \$20,000.

Member Tomchek felt in the future the summer budget should be done at the end, rather than the beginning, then it could be included in the regular budget. He asked how expenses in excess of what is in the budget would be shown--would a budget center be established for the Student Activities Fund to show that it spends more than it takes in and the subsidy of that fund in the Educational Fund?

Dr. Birkholz referred to a letter from the Board Attorney with respect to the Student Activity Fund. Dr. Birkholz stated he had discussed this with Dr. Perry and would recommend this be handled as other funds are handled in the monthly bills payable. Member Tomchek asked which budget would show that there is a substantial subsidy to the Student Activities Fund. Dr. Birkholz stated he had indicated previously that a budget transfer would transfer the money from Dr. Fischer's account into the Student Activities Fund. He felt this should have been made last September, rather than after the fact. Member Tomchek referred to the anxiety on the part of the students about booking programs ahead. He suggested approval of a blanket purchase order for this purpose, allocating the dollar amount that is available. Dr. Birkholz agreed it could be done in this way.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
 Nicklas and Weber
 Nays: Member Tomchek

Motion carried.

Appointment
 of College
 Treasurer

Member Munson moved, Member Weber seconded, that James D. Perry be appointed Treasurer of William Rainey Harper College, in accordance with the resolution in Ex. VIII-E attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:
Budget
Hearing
Resolution

In reference to the annual Budget Hearing, Dr. Birkholz explained that ordinarily it would be held earlier. The date for the Budget Hearing will be August 10, 1978, and Dr. Birkholz stated in essence that is when the budget will be approved.

Member Munson moved, Member Weber seconded, that the resolution attached in Ex. VIII-F providing for the annual Budget Hearing and the required public notice be adopted by the Board of Trustees. (Ex. VIII-F attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Motion carried.

Board of
Trustees
Scholarships

Member Weber moved, Member Bone seconded, that the Board approve Trustee Scholarships for the 1978-79 academic year in the amount of \$17,952.00.

Member Bone felt within the last six months the policy regarding Trustee Scholarships had been extended by the Board beyond the maximum of sixty hours and the Board agreed this had been done.

Member Tomchek left the meeting.

Member Nicklas questioned the wording in the policy regarding a student maintaining a "C" average. She felt it could be misinterpreted and in the future should be clarified to avoid any problems.

Upon roll call, the vote was as follows:

Ayes: Members Bone, Dasher, Klussmann, Munson,
Nicklas and Weber
Nays: None

Motion carried.

Authorization,
Salaries

Member Weber moved, Member Nicklas seconded, the adoption of the following resolution:

THAT the Board of Trustees is in the process of reviewing salaries for certain classes of employees, namely; administrative, classified, professional and teaching associates for the 1978-79 school year.

THAT a final determination of such salaries will not be made until after July 1, 1978.

NEW BUSINESS:
Authorization,
Salaries
(cont.)

THAT in order to authorize the payment of salaries until such time as salaries for the 1978-79 school year are determined, it is necessary to authorize salaries for the classes of employees hereinafter noted.

IT IS THEREFORE RESOLVED that the employees described as administrative, classified, professional, and teaching associates be paid the same salary as received in the 1977-78 school year until such time as salaries for the 1978-79 school year are determined and that modifications, if any, of said salaries shall then be retroactive to July 1, 1978.

Member Tomchek returned to the meeting.

Dr. Birkholz commented on the concerns expressed by employee groups regarding salaries. He pointed out this resolution will give the administration the authorization for payment of salaries until agreements are reached. Any changes will then be retroactive to July 1.

Upon roll call, the vote was as follows:

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

Motion carried.

Custodians,
Imprest
Fund

Member Weber moved, Member Nicklas seconded, that James J. McGrath and James D. Perry be appointed Custodians of the Imprest Fund, as per attached resolution in Ex. VIII-I attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Motion carried.

Grants

Chairman Klussmann stated Ex. VIII-J was an informational item for the Board on the current status of grants which the institution has applied for, has received, and is using.

Dr. Birkholz explained the purpose in bringing this report to the Board is to establish as a matter of public record that these are the grants the college currently has. He felt it indicated the magnitude of the grants, the services the college is able to offer because of these grants, and the significance of the Grants Office within the institution. Dr. Birkholz stated after discussions with Board members, he felt the difference

NEW BUSINESS:
Grants
(cont.)

between acceptance and approval was still not clear and needed to be worked out.

Member Munson asked at what point the Board would be informed that the college is starting the process on applying for a grant. Dr. Birkholz stated this still needed to be worked out with the Board. Member Nicklas referred to the many applications made and felt the Board might not want to get into all of these. She suggested that once the college had been looked upon favorably, and there is a possibility of getting a grant, the Board could then question what is involved and either accept it or turn it down.

Dr. Birkholz pointed out there is a grants procedure, a process gone through before the president signs off on a grant. He suggested the administration routinely send the Board a memo on those grants in process which would generate feedback from the Board. Member Bone suggested that a mutually acceptable procedure on grants be worked out when Dr. Perry arrives, including Board notification on those requiring matching funds. Member Dasher felt a monthly review of those grants in process would solve any problems. Dr. Birkholz stated this would be time-consuming but felt it would be well worthwhile.

Continental
Bank Word
Processing
Center

Chairman Klussmann asked Dr. Birkholz to comment on Ex. VIII-K, an informational item on the establishment of a Word Processing Satellite Center by Continental Bank on Harper's campus.

Dr. Birkholz referred to a letter from legal counsel which Board members had received regarding this item. Mary Ann Mickina reviewed the background of this proposal, stating Continental Bank approached Harper with the possibility of having a Satellite Center on Harper's campus. The purpose of this center would be the establishment of a Word Processing Center with five units of equipment. Basically, it would be for educational purposes, as well as for Continental Bank to hire students as part-time employees and give them training on Word Processing equipment the college could not otherwise afford. Ms. Mickina felt it would be a plus for Harper to be involved in this endeavor. Dr. Williams added that Continental Bank would obtain trained employees through this program. He stated the administration will be coming back to the Board with a formal agreement with Continental Bank. Dr. Birkholz pointed out the college does not have money for this type of program in the present budget. If they are to continue to have a viable program in this area, he stated the college should be involved in this type of program. Dr. Birkholz thanked Ms. Mickina for her efforts on this proposal.

Attorney Fred Lifton entered the meeting at 10:15 p.m.

NEW BUSINESS:
Organization
Chart

Chairman Klussmann stated the Organization Charts in Ex. VIII-L reflect the recent changes which had been made.

Dr. Birkholz stated the charts primarily reflect the reductions in administrators this year. He stated it was important to understand these will change after Mr. McGrath and Dr. Perry are on campus. Dr. Birkholz stated no changes were perceived between now and October, however. In a way, he felt this is one more stamp of approval on the administrative positions deleted from the budget. Dr. Birkholz felt these charts would be helpful to the staff.

Member Nicklas questioned several positions on the charts. Dr. Birkholz defined the responsibilities of these positions, to whom they report, and the names of the people presently in these positions. Referring to the Tadlock Report, and discussions with McManus & Associates, he stated a thorough review and analysis of the organization structure is part of the overall Master Planning process. Dr. Birkholz stated Dr. Muchmore has been in contact with McManus & Associates regarding their progress in this area.

PRESIDENT'S
REPORT:

Dr. Birkholz distributed brochures on the 1978 Institute for Material Handling Teachers to be held June 26-30 at Harper College. He stated this is a continuation of a program initiated by the Material Handling Institute, in prior years held at Georgia Institute of Technology, Purdue University, and Northeastern University. He called attention to the stipends and allowances from the Institute, and stated he felt Gene Magad should be commended for his efforts on this particular program. On behalf of the Board, Chairman Klussmann thanked Mr. Magad.

ADJOURNMENT:

Member Nicklas moved, Member Weber seconded, that the meeting be adjourned to executive session to discuss negotiations. Motion carried. Meeting adjourned at 10:25 p.m.

Chairman Joan Klussmann

Secretary Natalie Weber