

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

Jean Goodling
ADM SERV

BOARD MEETING

AGENDA

October 12, 1978

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
 - B. Payroll - September 15 and September 30, 1978
 - C. Estimated Payroll October 1 thru November 30, 1978
 - D. Financial Statement
 - E. Budget Transfers
 - F. Bid Awards
 - G. Ratification of Bid Awards
 - H. Construction Change Order
- VI. Communications
- VII. Unfinished Business
 - A. Report on Building Exhibit VII-A
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Salary Program for Teacher Associates and Student Development Associates Exhibit VIII-B
 - C. RECOMMENDATION: Salary Program for Administrators Exhibit VIII-C
 - D. RECOMMENDATION: Long-Term Leave of Absence, Faculty Exhibit VIII-D
 - E. RECOMMENDATION: 1979-1980 Academic Calendar Exhibit VIII-E
 - F. RECOMMENDATION: Amendment of Election Results Certification Exhibit VIII-F
 - G. BOARD INFORMATION: Grants Application Status Report Exhibit VIII-G
- IX. President's Report
 - A. Referendum
 - B. General
- 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, October 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 Klussmann on Thursday, Oct. 12, 1978, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads.

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

Also present: James J. McGrath, Pat Bourke, Peg Burbach, Robert Chantry, J. Harley Chapman, R. B. Cormack, Anton A. Dolejs, Al Dunikoski, Ambrose Easterly, Guerin Fischer, John Gelch, Barbara Gooch, Jean Goodling, Chuck Harrington, Bill Howard, Fred Inden, Dan Klingenberg, Henry Kurowski, Jack Lucas, Jean Lytle, Liz McKay, William E. Miller, Don Mistic, John Morrow, Jeanne Pankanin, James D. Perry, Joann Powell, Lola Smith, Darlene J. Stewart, Sue Stidger, Elaine Stoermer, Fred Vaisvil, Frank Vandever, George Voegel, Cliff Wener, Dave Williams, Regina Witort, Robert Wyman, and Joan Young--Harper College; Al Bergstrom, Robert J. Casurella, Debbie Clemensen, Scot Dever, Dave Flesher, Linda Mueller, Paul Johnson, Jody Saunders, and Debbie Teschke--Harper Students; Patricia Broughton--Countryside Newspapers; Jerry Hansen--Paddock Publications; Jack N. Carbery, T.A.G.; and Robert M. Atsch and Joyce Logne.

Chairman Klussmann welcomed members of the community, staff and students and thanked them for coming.

Members Bone and Nicklas entered the meeting.

MINUTES: Member Dasher moved, Member Mariahazy seconded, approval of the minutes of the regular Board meeting of Sept. 14, 1978, and the adjourned Board meeting of Sept. 21, 1978. Motion carried.

CITIZEN PARTICIPATION: Mr. Miller, President of the Faculty Senate, stated he had several comments which he would prefer to make when the items were reached on the agenda. Mr. Carbery, from the Taxpayers Action Group, stated he had comments which he would reserve until later.

In the discussion which followed, Chairman Klussmann pointed out that Mr. Miller, as President of the Faculty Senate, makes comments from the faculty standpoint. She stated the Board prefers citizens' comments at this point, as this is established Board policy. The other Board members agreed, and Mr. Carbery stated he would reserve his comments for the next Board meeting.

DISBURSEMENTS: Member Nicklas moved, Member Dasher seconded, approval of
Bills Payable the bills payable as of Oct. 12, 1978, as follows:

Educational Fund	\$182,694.12
Building Fund	88,452.10
Site & Construction Fund	16,642.48
Auxiliary Fund	132,867.05
Restricted Purposes Fund	110,477.80

Member Nicklas stated she had checked the bills and found no bill from the legal firm and stated she had not been able to find one in the previous month's bills either. She recommended that the Board request the legal firm to bill the college within 30 to 45 days. She felt it was important for the Board to assess the costs as they go along for budget purposes. Member Weber stated she remembered seeing a rather large bill from the attorneys the previous month. Chairman Klussmann requested that the administration check with the attorneys and ask that the college be billed on a monthly basis.

Member Tomchek asked who represents the Board on what kinds of State committees. Member Bone stated she is the Board representative to the ICCTA. In addition, she has been asked to serve on the Governmental Election Committee of the ICCTA, and Member Weber has been asked to serve on their Public Relations Committee. Member Bone also has been asked to be a speaker at the ICCTA Board Policy Workshop on Nov. 4 at the Arlington Hilton. Member Nicklas stated she is the State liaison of the Board of Higher Education and on the State Community College Finance Committee.

Member Tomchek asked for clarification as to the extent to which this Board is being represented and whose expenses the college is paying. He questioned whether Board members are representing other organizations, i.e., ICCTA, as opposed to Harper College, whether they are serving on a committee of the ICCTA as opposed to representing Harper's interests. He referred to check #63256, travel expenses for Member Nicklas, and pointed out the documentation indicated the Board was being billed for a chartered flight. He spoke of the financial problems the college is facing and urged the Board to set up clear guidelines on whose bills will be paid and under what circumstances.

Member Nicklas explained the meeting she attended was at Mt. Vernon, a difficult place to reach by public aircraft. The chartered plane was arranged for a number of people in the Chicago area, at approximately the same cost as public fare. She discussed the work of the association, stating those who have participated have discovered the amount of money, the amount of legislation that has been helpful to the community college system through the efforts of this association has benefited each college. Member Nicklas

DISBURSEMENTS:
Bills Payable
(cont.)

stated as far as the Finance Committee of the State Board, as far as representation to the Higher Board and the studies made to that Board are concerned, Harper indeed benefit. If it weren't for this organization, she felt Harper College would be having more financial difficulties than it does now.

Member Bone stated she shared Member Nicklas' thoughts because for the past year she had been a delegate to the ICCTA. She agreed with Member Tomchek's concern on costs and felt the Board should look closely at organization memberships when the appropriate time came. From her own experience, she felt this organization was well worth the investment.

Member Tomchek felt the college had a problem of credibility in approaching taxpayers--convincing the taxpayers of the college's sincerity in curtailing expenditures. Member Nicklas spoke of the effort on the part of colleges and individuals who give their time to this kind of work. Member Tomchek felt there was no need for this kind of volunteer work, that capable professionals could be hired. Chairman Klussmann felt national meetings were not always too meaningful. State meetings were a different question. She had attended a meeting on the State level, had discussed with Members Bone and Nicklas the things they learned relevant to Harper. Member Tomchek felt the Board members were missing his point--namely, is there a practice with respect to the question of paying expenses for members of committees of other organizations. He agreed with Member Bone it was appropriate to pay the expenses of a Board member appointed as a representative to the ICCTA.

Member Weber had received a letter and read in a news release of her appointment to the Public Relations Committee. She had not yet attended any meetings, and because of time constraints, would probably only be able to participate if the meetings were local.

In reference to the Governmental Committee she had been asked to serve on, Member Bone discussed it with Chairman Klussmann and President McGrath and stated perhaps it would have been more appropriate to discuss it with the Board. She felt the Board did benefit by knowing what is happening with legislation.

Chairman Klussmann felt, if the Board so desired, this question of expenses could be included in the Policy Manual in the future. With regard to these expenditures, Member Munson felt each Board member should use his or her own judgment. At election time, if voters disagree with this type of expenditure, they would take that into consideration. As long as it is not overdone, Member Munson felt this should be at each Board member's option.

Member Bone suggested Member Tomchek might make a motion or discuss this at another meeting so this question can be clarified and placed on record.

DISBURSEMENTS:
Bills Payable
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Payrolls and
Estimated
Utility
Bills

Member Weber moved, Member Nicklas seconded, approval of the payroll of Sept. 15, 1978, in the amount of \$372,375.51; the payroll of Sept. 30, 1978, in the amount of \$452,201.20; the estimated payroll of Oct. 1, 1978 through November 30, 1978, in the amount of \$1,661,522.07; and the estimated utility bills for December in the amount of \$59,886.00.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Financiel
Statements

Chairman Klussmann reported the Finance Committee had been meeting and stated Member Dasher would give that report under Unfinished Business.

Budget
Transfers

Member Munson moved, Member Dasher seconded, approval of the Educational Fund budget transfers in the amount of \$38,350.00, and the Auxiliary Fund budget transfers in the amount of \$2,700.00, as per Ex. V-E(1) and Ex.V-E(2) attached to the minutes in the Board of Trustees Official Book of Minutes.

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. Member Mariahazy voted aye.

Bid Awards

Member Nicklas moved, Member Bone seconded, approval of the following bid awards in Ex. V-F:

V-F1 Award the bid for videotape recorders and tapes for the Audio Visual Department and split as follows:

Item #1 - Visualcraft - \$771.50
Item #2 - Midwest Visual - \$616.98
Item #3 - United Visual - \$1,658.00

V-F2 Award the bid for paper for Campus Services, Q-5071, to the A.B.Dick Co., in the amount of \$6,440.00.

DISBURSEMENTS:
Bid Awards
(cont.)

- V-F3 Award the bid for an Air-Lift for use by the Maintenance Dept., Q#5066, to the low bidder, Upright Scaffolding Co., in the amount of \$5,593.00.
- V-F5 Approve the awarding of Q#5060 for various photographic supplies for use by the Photographic Dept., to the low bidder, Triangle Camera Co., in the amount of \$4,715.73.
- V-F6 Award the bid Q#5074 for a contract for periodical subscriptions for use by the Library to the low bidder, Rayner Agency.
- V-F9 Approve the renewal of the maintenance agreement covering the time sharing equipment from NCE Terminals & Communications Co., in the amount of \$2,556.00.
- V-F11 Approve the cancellation of P.O.D10398 in the amount of \$5,936.00 issued to Vitner Corp., for snack items for use by Food Service due to poor quality.
- V-F12 Approve the awarding of the bid Q#5070 for an icemaker for use by Food Service to Holleb & Co., in the amount of \$2,658.00 as low bidder.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Member Dasher moved, Member Weber seconded, approval of the following bid awards in Ex. V-F:

- V-F4 Approve the issuing of P.O. D-10973, in the amount of \$37,580.00, and P.O. D-10974, in the amount of \$18,220, to the IBM Corporation, for a total of \$55,800.00 for classroom IBM typewriters.
- V-F7 Approve the continued rental of various IBM computer components and equipment by the Data Processing Department for one year in the amount of \$79,223.15.
- V-F8 Approve the issuance of a maintenance contract for the IBM Card Reader/Punch and its peripheral equipment to IBM in the amount of \$38,322.11.

DISBURSEMENTS:
Bid Awards
(cont.)

V-F10 Approve the cancellation of P.O. #10497 issued to the Meridian Financial Corp., in the amount of \$116,050.00, effective 10/1/78 with no penalties.

Approve the new lease to the Mt. Prospect State Bank in the amount of \$10,550.00 per month, for a total of \$94,950 for the balance of the fiscal year.

Member Tomchek returned to the meeting.

Member Weber questioned V-F4 for IBM typewriters, as she remembered a number of typewriters had been purchased last winter. Dr. Williams explained these were being ordered in preparation for Buildings "I" and "J". Due to a price change on October 1, these orders are pre-dated but may be canceled anytime prior to shipment. This will save the college approximately \$3,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Nicklas

Motion carried. Member Mariahazy voted aye.

Member Dasher moved, Member Mariahazy seconded, that the Board ratify the award of bid to Knickerbocker Roofing, in the amount of \$155,385.00, for the repair of Building "A" roof, and ratify the award of bid to Slezak Construction Co., in the amount of \$24,783.00, for the repair of the fallen spandrel and the floor spandrels of the bridge between Bldg. "A" and Bldg. "C" as per Ex. V-G1 and V-G2.

Member Dasher reported the bids for the repair of Building "A" roof had been reviewed with the architects who are independent of the contractors. The architects recommend acceptance of the bid awards to Knickerbocker Roofing and to Slezak Construction Co. Member Dasher stated that Slezak Construction Company is capable of doing the entire job themselves; they do not sub-contract anything out. The architects have had experience with them and feel they do a good job. He mentioned the variance in bids for the spandrel repairs. For the benefit of the audience, Member Weber mentioned the four bids ranged from \$95,200 down to \$24,783.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

DISBURSEMENTS:
Change
Orders

Member Dasher moved, Member Weber seconded, that the Board ratify the submittal of proposed change orders IH3 and I-G5 to the Capital Development Board as per Ex. V-H1 and Ex. V-H2 attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Dasher explained that when the mechanical connections were to be made between Buildings "H" and "I", it was discovered that the actual conditions were not as indicated on the "as built" drawings. He stated there was no way to make this connection without this change. Apparently in the past there was no follow up on the general contractor to make certain the drawings were filed and left on campus. He stated this was a classic example of the failure to follow through on the "as built."

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

There were no communications.

Student Senate
President

Member Mariahazy introduced the new President of the Student Senate, Allen Bergstrom. Member Mariahazy spoke of Mr. Bergstrom's campus activities and his hope to eventually enter law school. The Board welcomed Mr. Bergstrom and congratulated him on his election.

UNFINISHED
BUSINESS:
Report on
Roof and
Spandrel
Projects

Member Dasher reported the report on the spandrel on Building "D" had been received and the pipe is made of the proper material--structural steel. He stated the next item will need Board action. Member Dasher stated an estimate had been received on the cost of testing each of the other spandrels to determine the quality of the supporting steel. It will cost approximately \$20,000; a fixed bid of \$8600 to do the drilling and another \$11,400 to put up the scaffolding and to remove the window wells where necessary. Member Dasher recommended the Board authorize this expenditure to determine Harper's current liability.

Member Dasher moved, Member Weber seconded, that the Board direct the administration to proceed with core drilling to determine the composition of the bearing material in each of the 16 spandrels, not to exceed \$20,000.00.

Member Tomchek questioned bills that come through without documentation, stating he disapproved of that as a practice for a public body. Member Weber agreed, but under the circumstances pointed out there were other factors, such as weather, time running short and safety factors to be considered.

UNFINISHED
BUSINESS:
Report on
Roof and
Spandrel
Projects

Dr. Perry informed the Board that each scaffold will have to be developed separately because of the different ways the spandrels are located between buildings.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Tomchek

Motion carried. Member Mariahazy voted aye.

Member Dasher reported the roof on Building "C" is 90% completed. The bill was approved for payment last month but the check is being held up until the contractor completes his work. Member Dasher referred to the long range repair project involving other areas of the campus, stating it is proceeding fairly well. He circulated pictures showing a junction box which controlled a water pump in Building "A" which due to leakage had ultimately shorted out. Now only one pump is functioning. He stated the Board had already authorized this repair, but he wanted to show them the magnitude of the problem where there are leaks on high voltage equipment. Referring to Section 504, Member Dasher stated they are proceeding to bring campus into compliance with the handicapped access law. Hopefully, by Nov. 15 all washrooms will be remodeled. Other steps, such as making ramps available, are under way.

Committee
Reports--
ICCTA

Member Bone reported the ICCTA meeting would be held the next weekend.

ICCB

Member Nicklas shared with the Board the planning and study in which she has been involved with the Finance Committee of the ICCB, and her representation to the BHE, stating much of the college's financial situation depends on state appropriations. She discussed the types of data developed by the ICCB, which then goes to the BHE, then to the legislature, and then to the Governor. One of the difficulties is that the formula they are working under was developed a number of years ago by a blue-ribbon committee of the BHE and penalizes most districts for individual efforts. Member Nicklas discussed the formula and how the districts are penalized by increased tuition, increased tax rates, etc. She stated they are working on a more realistic formula to take to the BHE, a realistic funding proposal that would be fair to most colleges. She enumerated the many things involved in this formula. Member Nicklas stated part of her function in working with the BHE is to bring these kinds of problems and information to them, so hopefully the colleges will be funded more realistically. Hopefully, along with the BHE, the legislature will realize the kinds of financial problems the

UNFINISHED
BUSINESS:
 Committee
 Reports--
 Finance
 Committee

colleges have and why, and the kinds of penalties they absorb as a result of the formula.

Member Dasher reported he had been appointed Chairman of the Finance Committee, Member Munson is a member, and Chairman Klusmann serves ex officio. He stated they have been meeting with President McGrath and Dr. Perry and his staff. The goal the committee is aiming for is to simplify the financial reporting, not only for the Board but also for the management of the college. Member Dasher stated they hope to be in a position where each cost center receives on a timely basis actual expenditures as they pertain to the authorized budget. The committee has worked with the accountants, and has reviewed the annual audit, and the response of the financial staff to that audit. Member Dasher expressed optimism about the results expected by the committee.

NEW
BUSINESS:
 Personnel
 Actions

Member Dasher moved, Member Mariahazy seconded, approval of the personnel actions in Ex. VIII-A-1 and Ex. VIII-A-2, as follows:

Classified Staff Appointments

Patricia Carney, Sec. I, 8/28/78, \$2,970
 Cheryl Gillette, Cashier, 9/5/78, \$7,572
 Joan Riffner, LRC Clerk I, 9/5/78, \$1,846
 Halina Polakowski, Cl. Typ. I, 9/5/78, \$3,024
 Lorel Kelson, LRC Clerk I, 9/7/78, \$3,692
 Margie Johnson, LRC Clerk II, 9/8/78, \$7,332
 Patricia Gampetro, Acctg. Clerk II, 9/11/78 \$8,292
 Barbara Breitbeil, Clerk I, 9/18/78, \$2,050
 Audree Walsh, Clerk III, 9/25/78, \$9,168
 Ann Moss, Sec. I, 9/25/78, \$8,508

Professional Resignations

Richard Sanderson, Coord. Bus/Indus Prog., 9/5/78

Classified Staff Resignations

Carol Peden, Fd. Serv. Helper II, 9/1/78
 Sam Bieber, AV Tech I, 9/2/78
 Edward Hajek, Computer Op., 9/15/78
 Tim Larrain, Safety Officer, 9/15/78
 Bharti Doshi, Acctg. Clerk II, 9/29/78

Administrative Appointments

David Williams, Vice President, Academic Affairs, 7/16/78
 \$35,769, pro-rated from an annual salary of \$37,200,
 Elaine Stoermer, Dir. College Relations, 10/16/78,
 \$19,211, pro-rated from an annual salary of \$27,000,
 Jean Lytle, Dir. Nursing, 10/16/78, \$16,419,
 pro-rated from an annual salary of \$23,076,
 Jeanne Pankanin, Dir. Student Activities, 10/16/78
 \$13,662, pro-rated from an annual salary of \$19,200.

NEW
BUSINESS:
Personnel
Actions
(cont.)

President McGrath presented to the Board his recommendation for ratification of the Professional/Classified staff appointments and resignations in Ex. VIII-A-1, and also his recommendation for approval of the administrative appointments in Ex. VIII-A-2.

Under Ex. VIII-A-2, President McGrath recommended Dr. David Williams for the position of Vice President of Academic Affairs, pointing out that Dr. Williams had served in that capacity as Acting Vice President from November, 1977, through July 15, 1978. In addition, from July 1, 1978, through July 15, 1978, Dr. Williams served as chief administrative officer of the college. President McGrath reported that in his relationship with Dr. Williams, he had found him to be an experienced and skilled administrator in terms of the academic program.

Secondly, President McGrath referred to the appointment of Elaine Stoermer as Director of College Relations, stating she is currently Acting Director of College Relations and he was happy to recommend her appointment to Director.

Dr. Williams explained that Jean Lytle currently holds the position of Coordinator of Nursing on a faculty contract. The administration is recommending her for the new position of Director of Nursing--an administrative position. In the recent collective bargaining agreement, the released time for coordinators was spelled out in such a way that the equivalent amount of time awarded to the Coordinator of Nursing would be insufficient in that area. In addition, the new position would be consistent with the rules and regulations of the administration of the Illinois Nursing Act and the N.L.N. criteria for evaluation of programs. President McGrath pointed out the position of Director of Nursing is an important one at any college. Harper has a large nursing program, the students are out in the hospitals working with patients and need the supervision full time of a Director of Nursing. He recommended the Board approve moving this position to an administrative position and the appointment of Ms. Jean Lytle.

Regarding the vacancy in the position of Director of Student Activities, President McGrath recommended that Ms. Jeanne Pankanin be appointed to that position. He stated this will leave a vacancy in her area, but the college did not intend to fill that from tax levy funds; if the position is filled, it will be from student activity funds. Based on Ms. Pankanin's experience and qualifications, President McGrath requested the Board accept his recommendation.

NEW BUSINESSPersonnel

Actions

(cont.)

On behalf of the Faculty Senate, William E. Miller presented five questions the Senate and faculty had raised regarding the appointment of the Vice President of Academic Affairs:

1. A copy of the job opening from Personnel Services was issued on Oct. 6, with an application deadline of Oct. 9. The faculty is questioning the brevity of time period for prospective applicants.
2. The national search idea seems to have been overlooked.
3. Concern was expressed on the apparent lack of faculty input into the selection process.
4. The job description stated teaching experience at the college level was essential. The Senate feels this essential is lacking.
5. The Senate wanted to point out that a few weeks ago the Faculty Senate officially censured the proposed recipient of this position for Policy Manual violations regarding the handling of a grievance last year.

Mr. Miller stated that, considering all these things, the Senate felt perhaps this had been a hasty decision.

Member Bone responded that in the present budget situation the cost of a national search at this time might not be an expense the Board would wish to undertake if suitable personnel are on campus. President McGrath stated he had checked with legal counsel and the college had met Affirmative Action guidelines on the three day posting. In terms of the censure placed upon the Acting Vice President, President McGrath stated he had looked into this and in his judgment there was no basis for this action. He requested the Board accept his academic judgment in appointing Dr. Williams as Vice President. He had no questions about Dr. Williams qualifications to serve in this position.

In the future, when the Senate had concerns of this nature, Chairman Klussmann asked Mr. Miller to contact the President and discuss them with him. She stated both the Board and the administration want and need general faculty input and pointed out faculty had served on search committees, the master planning committee, and the referendum committee. Mr. Miller stated they were not questioning anyone's integrity. In this particular case, the kinds of procedures to which the Board adheres were not followed, and the Senate wanted this called to the Board's attention.

NEW BUSINESS:

Personnel
Actions
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Member Tomchek moved, Member Dasher seconded, approval of the following recommendations in Ex. VIII-B, VIII-C and VIII-D:

- VIII-B Approve up to \$6,000 for salary adjustments for Teacher Associate/Student Development Associate Faculty for the 1978-79 contract year, with payments to be retroactive from Aug. 15, 1978.
- VIII-C Approve up to a maximum of \$35,000 for the salary adjustments for administrators, for the 1978-79 contract year, with payments to be retroactive from July 1, 1978.
- VIII-D That Mrs. Lola Smith be granted a leave of absence without pay for the period of Nov. 13 through Nov. 22, in accordance with Board Policy 3.3.5.

President McGrath commented on item VIII-C, stating he had been meeting with the Administrative Council formed during the last academic year. He stated he will be continuing to meet with them to hear their concerns, to weigh them, and to bring any necessary items to the Board.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

1979-80
Academic
Calendar

President McGrath asked Dr. Williams to discuss the new calendar. Dr. Williams explained previous calendars had 75 instructional days in the fall semester and 78 in the spring semester. The ICCB requires 75 days in each semester. He stated a day had been added to the fall semester. In the judgment of the administration, the additional day is a safeguard against the need for an emergency closure which might otherwise put in jeopardy the state apportionment claim for that semester. Dr. Williams stated the winterim session had been deleted from the calendar. Studies have indicated that the college has not realized any incremental enrollment FTE as a result of Winterim and dollar costs can be reduced by eliminating it. By moving spring semester

NEW BUSINESS:
1979-80
Academic
Calendar

up one week, a 12-week summer term has been developed. This will allow one eight-week summer session, and in the 5th week another summer series of classes can begin. In this way, the summer sessions could be available to a larger number of students.

On behalf of the Faculty Senate, Mr. Miller discussed the expansion of the fall semester from 75 to 76 days, eliminating Columbus Day as a holiday. He stated he had been with the college 10 years during which time they had never fallen short of the 75 day requirement. Because of this, it was upsetting to the committee and faculty members that Columbus Day was being added to the calendar. President McGrath felt he would not want to pretend the college was open when no faculty and few students could make it and stated possibly tradition can be broken and school closed if it is likely no one could get here. Mr. Miller agreed the school had been kept technically open in the past, but he pointed out a day is being added to the calendar which has never been necessary in ten years.

Member Weber felt this discussion could have been resolved in the discussions of the committee. President McGrath responded that it was widely discussed. He felt the Faculty Senate has the right to express their feelings. However, he stated in terms of the committee the discussion was not definitive either way and the administration had to make the decision.

Member Mariahazy felt the students would appreciate the extra day off; however, he stated students are paying tuition to learn and he was sure they would appreciate the opportunity to make up the time if it was necessary. Mr. Miller also mentioned the working mothers whose children would be out of school that day and the problems this would cause. He stated originally the committee operated from a different philosophical standpoint, recommending the semester be carried beyond Christmas. At that time their elimination of the Columbus Day holiday was solely to provide the 75 days. Since that recommendation was not adhered to, the committee does not support the additional day.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:
 Amendment
 of Election
 Results
 Certification

Chairman Klussmann explained that during the canvass of the Sept. 19, 1978, election on Sept. 21, 1978, it was noted that the judges in Precinct #34, although entering the totals on the Certificate of Results, had not actually tallied the votes on the Tally Sheet. Dr. Perry contacted the attorney who advised that the judges must be called back to tally these votes and commit in writing their reasons for not completing the tally. Dr. Perry stated this had been done and referred to the exhibit VIII-E which included their explanation.

Member Nicklas moved, Member Dasher seconded, to amend the Certificate of Results of the Special Election of September 19, 1978, to reflect the completed tally of Precinct #34.

Member Weber certified that she had the tally sheet from Precinct #34 and it did agree with the totals on the Certificate of Result.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Grants
 Application
 Status
 Report

Referring to the Grants Application Status Report, Chairman Klussmann stated this is an information report on grant applications which have been submitted, are in the process of being submitted, or which have been approved. She referred to the new form which adds the cost of indirect expenses to Harper, stating this is very helpful.

In the discussion which followed, Member Munson referred to the ten grants in the report, stating all but one have been approved and most of them are operational. She pointed out the indirect costs not covered by the grants total \$18,416. Dr. Perry stated facilities are included in some grants. With the college in such tight straits, Member Munson felt these indirect costs were an important factor.

Member Nicklas agreed but, along with the figure, stated she would like to know how many people are being served. Member Weber felt the Board must take into account that this is almost \$300,000 worth of grants. Member Dasher pointed out Harper cannot afford grants that cost more than is coming in. He suggested the Board should make it a policy to refuse to accept a grant where all costs are not covered. Member Bone stated now the Board will have the opportunity to discuss a grant in detail before they accept it. She did not feel they had this type of information before and expressed appreciation for it.

NEW BUSINESS:GrantsApplicationStatusReport

(cont.)

President McGrath stated from now on judgments will have to be made on how dollars are spent in terms of grants. He appreciated the Board's comments and felt these are the kinds of things that need to be looked at before making recommendations for approval or disapproval. Member Bone added that possibly there are certain types of grants available that provide a larger dollar benefit for a smaller cost and the college could seek these in preference to others. Member Nicklas felt the report will be extremely helpful to the Board. However, she felt they also needed total cost to Harper, total amounts of grants, number of people served. She referred to some State grants Harper will still have that are underfunded. President McGrath also referred to grants in which Harper is already involved that are continuation grants, stating it would be inappropriate at this time to withdraw from them but information is needed on them.

Member Munson mentioned her personal feelings regarding federal funding, stating somewhere along the line someone is going to have to put a stop to some of the federal expenditures. She felt the Board might have to stop and consider whether they want to participate just because the money is available. She pointed out that District #211 refuses to participate in federal grants because of their philosophy of not accepting federal monies.

Member Nicklas felt if the grant serves the people, if there is a need, then it is a worthwhile project. She suggested perhaps there is a way to charge a small fee to participants to cover actual expenditure costs. She felt all these factors need to be considered.

PRESIDENT'SREPORT:Referendum

President McGrath stated the election had been certified by the Board and there is no question that District 512 has voted against the tax rate increase. A committee is analyzing the results of the election for the benefit of the Board. President McGrath had asked for input from Board members, the faculty, the student body, concerning the referendum--how it was run and operated. He felt this is the information the committee is interested in obtaining. In addition, President McGrath referred to the second site and its effect upon the referendum. Regarding the second site, he developed a list of questions for Dr. Perry and legal counsel. There are two issues involved--the long-term and short-term educational needs of the college in terms of a budget problem, and what are the steps to be taken if the second site is to be sold. President McGrath felt, when this information is complete, the Board could go into these issues at a special meeting.

General

President McGrath reported the budget committee will be getting under way in the next week. In looking at the

PRESIDENT'S
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General
(cont.)

budget, he stated the college is very lean at this point, other than in personal services. A committee will be formed of faculty, administrators and students, to study publications produced by the college, advertising, postal costs, word processing and duplicating, in terms of cost savings. Another committee will be formed to look into the operation at Willow Park and the efficacy of continuation there. Another committee made up of faculty members and administrators will look into the entire academic program of the college. This will be made up from existing committees within the departments. President McGrath stated he planned to work with the committee in making cuts to be recommended to the Board. Another reduction going into effect will be in the area of professional travel. At this point, it is proposed that all travel will be reviewed beforehand by Associate Deans and Vice Presidents, and only the most essential travel will be approved. At the behest of the Board, another committee will be formed in cooperation with the faculty and the Faculty Senate to look into a reduction in force of faculty members. The committee would review data and advise the administration before recommendations are made to the Board.

President McGrath asked Professor J. Harley Chapman to report on his sabbatical leave. Prof. Chapman reported he had spent the year doing research, consulting with advisors, and writing a series of papers. He had passed his PhD exam and now needed to complete the writing of his dissertation. An outline of his dissertation idea had been distributed to the Board. Professor Chapman expressed gratitude to the Board for making this opportunity for professional development available to the faculty. Chairman Klusmann stated the Board was grateful to have the opportunity to read the results of his work.

President McGrath called on Dr. John Lucas to give a brief report on the long-term enrollment projections. Dr. Lucas stated they were just starting the process of enrollment projections. The first procedure is the projection of high school seniors. He stated the picture becomes gloomier every year. This year there is a large drop in kindergarten enrollment which projects out to about a 40% decline in high school enrollment from this year to 1990. However, Dr. Lucas stated this was just part of the picture and they expect to have the total projection in about a month.

President McGrath reported that Professor Sharrie Hildebrandt, Legal Technology Program, has just completed an article for the Northwest Bar Association, titled "Paralegal Services--A New Idea for Suburban Practitioners." He also reported that Professor Robert Pasen, Assistant Professor, Psychology, has had an article

PRESIDENT'S
REPORT:
(cont.)

published in the Journal of Association for Institutional Research, titled "Different Administrative Directions and Student Ratings of Instruction: Cognitive Versus Affective Effects."

President McGrath informed the Board he had begun meeting with each one of the 47 disciplines within the college on the basis of looking toward curriculum--the needs, desires and direction the faculty will be giving the college for the next five or six years. He stated this is an ongoing project.

ADJOURNMENT:

Member Dasher moved, Member Mariahazy seconded, that the meeting be adjourned. Motion carried and the meeting was adjourned at 9:45 p.m.

Chairman Joan Klussmann

Secretary Natalie Weber