

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

April 12, 1979

8:00 a.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - March 15 and March 31, 1979
 - C. Estimated Payroll April 1 through May 31, 1979
 - D. Financial Statements
 - E. Budget Transfers
 - F. Bid Awards
 - G. Construction Change Orders
 - H. Bookstore Purchases in Excess of \$2500
- VI. Communications
- VII. Unfinished Business
 - A. Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Long-Term Leave of Absence, Faculty Exhibit VIII-B
 - C. RECOMMENDATION: Approval of Election Ballot Exhibit VIII-C
 - D. RECOMMENDATION: Appointment of Election Judges Exhibit VIII-D
 - E. RECOMMENDATION: Renewal of Special Building Fund Bond for College Treasurer Exhibit VIII-E
 - F. RECOMMENDATION: Additional Coverage for the Health Benefit Plan Exhibit VIII-F
 - G. RECOMMENDATION: Tuition Increase Exhibit VIII-G
 - H. RECOMMENDATION: Fee Structure Changes Exhibit VIII-H
 - I. RECOMMENDATION: Career Plan - One- & Five-Year Exhibit VIII-I
 - J. RECOMMENDATION: Approval of Foundation Directors Exhibit VIII-J

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| K. RECOMMENDATION: Acceptance of Institutional Goals | Exhibit VIII-K |
| L. RECOMMENDATION: Board Policy Changes | Exhibit VIII-L |
| M. BOARD INFORMATION: Grants Status Report | Exhibit VIII-M |
- 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, April 12, 1979

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, April 12, 1979, at 8:00 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: David L. Williams, Lea Bartow, Robert Cormack, Ray DePalma, Anton A. Dolejs, Guerin A. Fischer, John Gelch, Charles Harrington, William Howard, Donald Hruby, Fred Inden, Jack Lucas, Sandra Manner, Elizabeth McKay, William Miller, Donald Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Robert Powell, Jay Singelmann, Donn Stansbury, Fred Vaisvil, George Voegel, Fred Waters, Reggie Witort, and Joan Young--Harper College; John Blim, Cindy Caravello, Stephen McClullery, Ray Mills, Lynda B. Mueller, Debbie Teschke, Bruce Zanca--Harper Students; Diane Norman--Countryside Barrington Press; Harolyn Ropp--Copley Record Newspaper; Jerry Hansen--Paddock Publications; Janell Francl--League of Women Voters of Palatine.

Chairman Klussmann welcomed members of the community, staff and students.

MINUTES: Member Nicklas moved, Member Munson seconded, approval of the minutes of the regular Board meeting of March 8, 1979.

Motion carried.

CITIZEN PARTICIPATION: There was no citizen participation.

DISBURSEMENTS: Member Nicklas moved, Member Munson seconded, approval of the bills payable of April 12, 1979, as follows:

Bills Payable	Educational Fund	\$268,843.18
and Restricted	Building Fund	196,328.69
Purposes Fund	Site and Construction Fund	770.98
	Auxiliary Fund	111,176.18
	Restricted Purposes Fund	240,755.10

Chairman Klussmann asked that payment of check #51786 to Peat, Marwick, Mitchell & Company be postponed pending further review.

DISBURSEMENTS:
Bills Payable
and Restricted
Purposes Fund
(cont.)

Member Weber questioned the large number of late student refunds. Dr. Williams responded that part of the delay occurred because of the snow which delayed the start of the semester, forcing billing into another month of accounting. Refunds include spring semester drops and some of the 2nd eight weeks cancellation of classes due to insufficient enrollments.

Member Weber stated that the problem of recruitment and retention of students concerned her. Member Nicklas stated that the question of pursuing the reasons for the drops has been brought up in the past and should be addressed again. Dr. Perry stated that total refunds last June were \$110,000. Estimated refunds at this date are \$108,000, with about \$9,000 more to be paid before the end of the year, making the total \$7,000 more than last year. Board members agreed to defer further discussion on this matter to Unfinished Business.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Payrolls and
Estimated
Insurance
Bills

Member Nicklas moved, Member Weber seconded, approval of the payroll of March 15, 1979, in the amount of \$462,701.98; the payroll of March 30, 1979, in the amount of \$453,222.95; and the estimated insurance bills of March 15, 1979, to April 15, 1979 in the amount of \$8,000.00, and April 15, 1979 to May 15, 1979 in the amount of \$8,000.00, for a total of \$16,000.00.

Dr. Perry explained that the administration was proposing to pay the insurance bills in advance because the payment of dental insurance claims has been delayed as long as four months. Due to the Board cut-off date, insurance payments are as much as a month late before they are sent in.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Financial
Statements

Member Dasher stated he had totaled the cutbacks on travel and consultants. The savings on consultants has amounted to nearly \$50,000, and the travel ban has saved \$25,215, or roughly \$75,000. He pointed out this is not a small amount of money. Member Weber added this amount cannot be spent just because it is there; it must be

DISBURSEMENTS:
Financial
Statements
(cont.)

saved. Member Dasher felt this shows there is something to be gained by cutting back on budgeted amounts. Member Munson pointed out there are some exceptions. Member Dasher felt there are always exceptions and that is why the college cannot balance the budget.

Budget
Transfers

Member Munson moved, Member Weber seconded, approval of the Building Fund budget transfers in the amount of \$2,500.00, and the Auxiliary Fund budget transfers in the amount of \$500.00, as per Exhibits V-E(1) and 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 Dasher, Klussmann, Munson,
Nicklas and Weber
Nays: None

Motion carried. Member Mariahazy voted aye.

Bid Awards

Dr. Perry referred to Exhibit V-F2, a change order which he advised coincides with the payment to Peat, Marwick, Mitchell & Company. He asked that this item be postponed until a later date, and the Board agreed to do so.

Member Tomchek entered the meeting at 8:15 p.m.

Member Weber questioned Exhibit V-F6 on various gymnastic equipment items. Although the administration recommended approving the bid of Nisson Corp., she pointed out that DeKan had bid less on almost every item. Mr. Inden explained that DeKan had substituted A.M.F. equipment on every item. Based on a number of meetings held by college personnel with representatives of various companies (including A.M.F.), and aided by a professional consultant, it was decided to use Nisson's specifications in the bid document. Nisson is the standard of the industry. Many of the college footings, types of apparatus, etc., are designed to fit Nisson specifications. Mr. Inden pointed out that DeKan could have bid on those specifications, but chose to substitute. Because there are only three distributors who handle this equipment, this created a problem as to the number of bidders.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

DISBURSEMENTS:

Change
Orders

Member Nicklas moved, Member Weber seconded, that the Board ratify the signing and submittal of proposed Change Order E-7 to the Capital Development Board, an increase to the contract of \$3,266.00 (as per Exhibit V-G1 attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Bookstore
Purchases in
Excess of
\$2500

Member Weber moved, Member Nicklas seconded, that the Board approve purchase order #B-12215, in the amount of \$11,000.00, to the Southwestern Publishing Company for textbooks.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

COMMUNICATIONS:

Member Weber informed the Board she had received a letter from Jo Beth Halpin expressing her concern over the elimination of the Architectural transfer program.

Member Mariahazy informed the Board that his term of office ends April 15. He introduced Bruce Zanca, the new Student Trustee, who had been elected by the highest student turnout in recent years. Mr. Zanca stated he was looking forward to working with the Board of Trustees, the administration, and his fellow students. He hoped for a productive year, with input from students regarding their problems, interaction with the Board of Trustees, and accomplishment of some necessary goals. Chairman Klussmann congratulated Mr. Zanca on his victory and stated the Board is looking forward to working with him.

UNFINISHED

There were no committee reports given.

BUSINESS:

Recruitment

A discussion followed on student retention and methods for ascertaining reasons students drop courses. Member Munson asked if the administration had started looking into student drops. Dr. Williams stated they are trying to identify numbers as they relate to the time in which a student is enrolled--evening, full-time or part-time. Many students signed up for sections which were then withdrawn because of insufficient enrollment. Dr. Williams and Dr. Lucas are working to analyze and determine the various factors involved, such as break-even points.

UNFINISHED
BUSINESS:
Recruitment
(cont.)

Member Dasher asked if a simple form could be made up for students to fill out at the time they receive their refund showing why they withdrew. He felt he would like to see this documented by the students.

Member Nicklas commented on scheduling in relationship to the fact that so many students work and the hours they work. She pointed out Harper is in the business of providing the education students need and the quality of education they desire. She felt perhaps work is already going on regarding content and presentation of courses. Dr. Williams discussed the concept of assessment, a key point that emerged during the master planning. He felt a better job could be done in initially placing students in classes commensurate with their interests, previous backgrounds, and abilities. Some of the problem could be attributed to telephone registration. He felt the whole concept of assessment in advising students initially is part of the answer. Member Nicklas stated the college angle is content and presentation of materials. She referred to faculty goals, such as teaching techniques, presentation outlines, and stimulation of students. Member Nicklas wondered if this is going on. Dr. Williams agreed the point was the quality of instruction, but was not sure he knew the answer to her question. Member Nicklas stressed the need for improvement, not just criticism. Member Dasher felt the form he had suggested would provide some of the necessary data. In seriously pursuing recruitment, Member Weber felt it will be necessary to come up with devices to retain students. Member Munson stressed that Harper has a good faculty and urged everyone to get involved in accomplishing a good solid student enrollment. Member Mariahazy stated these were valid points, but he felt this is a complex problem. He thought all facets of the college are concerned with retention of students, but stated it will take time to bring it together--possibly two or three years. Member Mariahazy mentioned that the Student Senate is hoping to start an escort service to night classes.

Member Nicklas added that everyone tries hard to sell funding of colleges based upon a set amount, rather than the juggling done all year long based upon enrollments; the more that can be done to prevent or lessen it, the more opportunity there will be to sell funding for the colleges. Member Weber stated the State cannot be convinced to pay based upon 10th day, rather than mid-term, if many students are lost after the 10th day. Member Nicklas pointed out costs are already built in.

NEW BUSINESS:
Personnel
Actions

Member Nicklas moved, Member Weber seconded, approval of the personnel actions in Exhibit VIII-A, as follows:

Professional Staff Appointments

Audrey Inbody, Credentials Analyst, 3/13/79, \$14,500

Classified Staff Appointments

Diane Nowakowski, Secretary II, 4/2/79, \$9,492
Sahar Mikhail, Clerk III, 4/2/79, \$8,280
Valerie Harris, Acctg. Clerk I, 3/1/79, \$7,728
Kathryn Ferreira, Secretary I, 3/13/79, \$10,236
Suzan Dabish, Secretary II, 3/19/79, \$11,400
Donald Emery, Graphic Artist II, 3/26/79, \$10,152
Janice Adams, Clerk Typist I, 3/28/79, \$7,800
Margaret Muller, P.T. Clerk Typist, 3/29/79, \$5,450
Linda Vlahovic, Keypunch Operator I, 4/2/79, \$8,520

Faculty Resignation

Mary Curran, GED Coordinator, SP SERV, 4/12/79

Student Development Associate Resignation

Joyce Stevens, Counselor Associate, 3/23/79

Classified Staff Resignations

Margaret Simonsen, Career Guide Spclst., 12/31/78
Kathleen Fuson, Job Placement Spclst., 12/31/78
Patricia Morris, Counselor, 12/31/78
Donna Wesenberg, Counselor Asst., 12/31/78
Phyllis Stephens Hilbert, Counselor Asst., 12/31/78
Casimer Janczak, P.T. Offset Press Opr., 3/15/79
Cheryl Gillette, Asst. Cashier, 3/22/79
Ted Dybos, Lead Comp. Opr., 3/23/79
Jane Rush, Secretary II, 3/23/79
Jo Ann Ruston, Buyer's Asst., 3/21/79
Gail Geltner, Facilities Coord., 3/29/79
Lillian Clinton, Receptionist, 3/30/79
Pamela Miller, Secretary I, 3/23/79
Dee Rolla, P.T. Receptionist, 3/29/79
Gloria Matson, P.T. Food Serv., 3/23/79
Judith Fogarty, P.T. Clerk-Typist, 4/2/79

Professional Staff Leave of Absence

Suzanne Deahr, Credentials Analyst, ADM, 3/30/79

Union Service Employee Leave of Absence

George Evans, Custodian, PHY PLT, 3/28/79

NEW BUSINESS:

Personnel

Actions

(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Long-Term Leave
of Absence,
Faculty

Member Weber moved, Member Mariahazy seconded, that Mr. Paul Holdaway be given a one-year leave of absence without pay, from the period of May 19, 1979 through August 15, 1980.

Member Weber felt it was unusual that the exhibit regarding Mr. Holdaway's leave did not state the purpose of the leave.

Dr. Williams explained that Mr. Holdaway intends to broaden his background in environmental ecology and energy related fields in the field of biology. He will not be teaching but working in that field and trying to develop his own aspects.

Member Nicklas noted there was no approval letter from the Associate Dean, and wondered if this was no longer necessary. Dr. Williams assured her it was and that approval had been received. However, only the letter request from the faculty member involved was included. Member Nicklas suggested for Board information it could have been noted on the front page of the exhibit that approval had been given.

Member Munson questioned if one of the faculty who had been RIF'd would be able to be placed in this position during Mr. Holdaway's leave. Dr. Williams stated an individual involved in the staff reduction action in January would be recommended at the May meeting for a one-year appointment to fill this position.

Upon roll call, the vote was as follows:

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

Mays: None

Motion carried. Member Mariahazy voted aye.

Approval of
Election Ballot

Member Dasher moved, Member Mariahazy seconded, adoption of the following resolution:

NEW BUSINESS:
Approval of
Election Ballot
(cont.)

IT IS HEREBY RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, that the ballot to be used at the forthcoming annual Board election to be held on Saturday, April 14, 1979 be approved (as in Exhibit VIII-C attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Appointment of
Election Judges

Member Nicklas moved, Member Weber seconded, that the Annual Election resolution, approved by the Board of Trustees on March 8, 1979, be amended to include the appointment of Judges of Election as designated by the underlying elementary and high school districts of Community College District No. 512 (as per Exhibit VIII-D attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

Renewal of Special
Building Fund Bond
for College
Treasurer

Member Weber moved, Member Nicklas seconded, that the Special Building Fund Bond No. 6SM-283-397 for the college Treasurer be renewed until April 21, 1980. The cost of renewal for one year is \$262.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:

Additional Coverage
for the Health
Benefit Plan

Member Weber moved, Member Dasher seconded, approval of additional coverage for the health benefit plan to be effective April 1, 1979.

Member Nicklas stated that part of the involvement at the state level of Trustees from local colleges is to indicate problems of which many are mandated and come out of our budgets based on last years' costs. As a result we have this years' unencumbered insurance and a number of other mandated items that we have to pick up.

Member Tomchek questioned the April 1 change when the effective date for compliance is April 29. Dr. Williams stated that the College's insurance plan runs from April 1 to March 30.

Member Tomchek then asked for an explanation of the 30-70 percent differentiation. John Neuhaus responded that the federal regulation states that if there is a partial payment by employees and another payment by the Board, they would follow that proportion. The Board would not have to absorb it all, nor would the employee. Member Tomchek asked if a single employee is covered 100%. John Neuhaus advised that at this time a single employee is covered. He stated that since it is a disability, under this particular legislation everyone has to absorb it.

Member Tomchek questioned if the attorneys had looked at this plan, as he felt in the law being presented, that if you are paying 100% of an employee's premium, and now add coverage for a pregnancy-related disability, then you cannot now say that the employee has to pay some portion of it. He also asked if a single employee, carrying single coverage, would be eligible, or if only married people are eligible, or people carrying the family program.

Member Dasher asked for reading on this from the attorneys. Members Weber and Dasher withdrew the motion and second.

Tuition Increase

Member Nicklas moved, Member Tomchek seconded, that student tuition be increased by \$1.00 to a rate of \$18.00 per credit hour, effective summer term, 1979.

Board
Alan Bergstrom, Student Senate President, asked if the/ had asked the advice of the students, since this affects about 20,000 people. Member Dasher advised that the College has no choice, since it needs the money. Alan Bergstrom stated the College raised tuition last year, is raising it again this year and wonders if they have plans to raise it again next year. Member

NEW BUSINESS:
Tuition Increase
(cont.)

Dasher explained that we either raise tuition, or cut more faculty. Alan Bergstrom stated he felt this year's tuition increase has been a rush job, that in past years it has been customary to come to the students and ask their opinion. The Board disagreed. Member Munson advised that it had been discussed at the budget meetings and that the student senate representatives were there. Alan Bergstrom stated he was informed only a week ago that the tuition increase was being presented at this meeting. Member Mariahazy stated that the possibility of an increase had been discussed, but not the date for Board action. He questioned how this will affect recruitment, since losing students could outweigh the added revenue. The tuition increase translates to \$193,000, but the increase may hurt recruitment of high school students who want to come here when they find out they can go to Northern for an extra \$3 an hour. Member Munson advised that living costs and transportation contribute to the cost of attending Northern.

Member Tomchek asked if decision on the tuition increase could be deferred for a month to give the Senate an opportunity to discuss it at greater length. Donn Stansbury stated that registration starts on April 30 for the fall term and this date has already been published. A change would require a retraction. Guerin Fischer advised that discussion has taken place over two months on this issue and as soon as he was directed to solicit input from the students he immediately went to the Student Senate. Member Klussmann mentioned that it had been discussed in the press for the same period of time. Member Mariahazy advised that he had talked to many students and had received opinions both ways, with about 40 percent expressing disapproval. Member Munson stated that no one likes their taxes increased. Member Dasher stated that only a 5 percent increase is proposed. Member Mariahazy stated that over the past 10 years there has been 100 percent increase. Member Dasher responded that the Board is discussing only this year to next. He also stated that the amount of money which has been collected from the taxpayer has increased at a rate of 8-1/2 percent a year for the last five years and the only reason we have not had to increase the tax rate is because the area has grown rapidly. Member Klussmann noted that the College did hold a referendum, has made many cuts and will be making others in Round II of the budget, trimming the budget as much as is feasible with keeping quality of education at Harper. She also stated that other sources of revenue are being sought, and that tuition increase is only one of the measures being taken.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried. Member Mariahazy voted nay.

NEW BUSINESS:
Fee Structure
Changes

Member Dasher moved, Member Weber seconded, that the proposed fees as cited in Attachment A be established for the 1979-80 academic year, to be effective fall semester, 1979 (as per Exhibit VIII-H attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Klussmann noted that there were many proposed changes in fees and asked Dr. Williams to give the rationale for the recommendations. Dr. Williams noted that there were several categories of fees. The laboratory instructional fees are fees related to specific courses and may change due to the inflationary costs of materials and supplies that are provided to students, or could reflect that the course is taught differently than it was two or three years ago. The proposed adjustments originated with the appropriate department chairman or program coordinator. The rationale for the continuing education auxiliary fund courses which do not produce credit hours and are not subject to any state apportionment, is that 16 contact hours would be equivalent to one credit hour. The rate this year has been \$18.50 which is compared to the \$17.00 rate for the equivalent amount of time in a credit hour course. We recommend that these rates be increased the proportionate \$1 that is being applied to the credit hour courses. In the seminars and workshops, the fee structure is subject to the nature of the workshop, dependent upon the person who will be presenting it, and set based upon the particular area.

Dr. Williams stated that increases in dental hygiene clinic patient fees represent the increase in cost of supplies. The attraction of students to the clinic is essential to the instructional program, since the major portion of the students' training is with live patients.

Dr. Williams explained that the significant increase in Admissions Office fees is in the application fee. No change is recommended in the graduation fee and activity fee. Previously, students have received 5 transcripts at no cost and paid \$1 each thereafter. The new fee will be 3 transcripts at no cost and \$1 each thereafter.

A parking fee of \$3 per semester and \$1.50 per summer session is recommended. Students in continuing education programs would pay the same parking fee as students in the credit program.

Guerin Fischer explained changes relating to the Community Counseling Center. Letters will be sent to clients asking them to pay for their weekly sessions out front, rather than billing them. If they pay then the College will not bill them \$2 for the bill. He

NEW BUSINESS:
Fee Structure
Changes
(cont.)

explained that we realize three to five percent per year on bad bills, and we do use the collection agency that Harper uses in other areas to collect fees. However, we will try to enhance the collection rates. He explained that we did not increase the \$25 Marital or Family Counseling. A survey of community agencies which provide similar services showed that Harper fees are competitive and close to what is charged by agencies like the Salvation Army and Northwest Mental Health Clinic. The \$25 figure is very reasonable in relation to private agencies. He stated that in the Career Counseling and Testing area the charge is \$85 for the diagnostic test and there are five tests in the battery. If written evaluation or submittal of test results is requested, a fee will be assessed.

Dr. Fischer stated that financial aids short term loans are very positive, but some problems exist with long term loans. Member Weber noted the hefty increase in the application fee revenue on page 14. Member Munson added that some of the increase is in material.

Dr. Williams informed the Board that federal guidelines have changed. Initially, the College was not exempt from the federal wage guidelines, (Council of Wage and Price Stability). In February we were advised we were exempt as a public institution and at the end of March those guidelines were changed again and now we must comply. The Board received a cover memo stating that subsequent to the preparation of this information for the fees the guidelines had changed so we will have to go back to our attorneys. We met with the attorneys today and have from them a statement and a suggestion that the Board adopt these fees subject to verification that they fall within the wage price guidelines. Determining that is very complex. It would take approximately two weeks for our internal auditor to go back and determine the base period and ascertain whether we are in compliance.

Member Tomchek stated that for a year he has been promised a summary of what the student activities fees produced for the college, with proof that the activities draw enough students to be a justifiable expenditure. He advised that he is still waiting, that he would approve the fee schedule with that exception. Dr. Fischer asked if the end of the year report would supply this need. Member Tomchek responded that it did not show any relationship between that and what we offer in the student activities program and felt that was proof we are spending a lot of money that we don't need to spend.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

NEW BUSINESS:

Career Plan - One -
& Five-Year

Member Weber moved, Member Munson seconded, approval of the annual update to the Local Plan for Occupational Education, as per Exhibit VIII-I attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Nicklas asked if the unit cost on vocational in career programs is \$64.95, what is unit cost on transfer. Dr. Williams stated that unit cost on transfer programs is \$49 to \$52. Member Nicklas asked if our credit hours raised the percentage in transfer and career. Robert Cormack answered 38-40 percent in career. He also stated that one confusing factor is that a full-time career student would be taking a number of general education courses and therefore would be included in the transfer as well as the career count. Member Nicklas asked if there is a breakdown of cost per career course in a credit hour and apart from transfer courses. Robert Cormack responded that it is broken down in the unit cost study.

Member Nicklas stated that she was interested in the unit cost per credit hour, because in figuring that you are averaging a cost. Robert Cormack answered that the \$64.95 is the established unit cost for Harper College career courses. He further stated that this does not include any additional courses in the transfer program such as English.

Member Munson stated that in a few courses such as Journalism, there was not a plan 5 for 1978-79, and asked what criteria are used in the absence of a plan. Dr. Cormack answered that last year we did not have a coordinator for that program. Since the coordinator submits the initial planning for that particular career program, the plan was filed without Journalism.

Motion carried.

Approval of
Foundation
Directors

Member Weber moved, Member Nicklas seconded, approval of the reappointment to three-year terms of the following directors to the Harper College Educational Foundation: Robert Bjorvik, Idilia Jurco, William Pailey, and William Simpson.

Member Munson commented that these people are members who have served on the Foundation Board for quite some time and we feel quite honored that they have offered to serve again.

Motion carried.

NEW BUSINESS:
Acceptance of
Institutional
Goals

Member Dasher moved, Member Weber seconded, that the Board of Trustees accept the 1979-80 Institutional Goals with the addition incorporated into the attached Goals Statement (Exhibit VIII-K attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Board Policy
Changes

Member Klussmann explained that Mrs. Bone had a meeting of the Policy Committee prior to the budget committee meeting. These changes have been reviewed by the Policy Committee and the Board received copies at that time. Because some of the changes relate to actions taken tonight, it is recommended that the Board suspend the rule to consider each change in the policy manual at two consecutive meetings, so that this may be acted upon tonight. Member Dasher moved that the Board suspend the rules in order to act on this approval of the policy manual tonight.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Member Weber moved, Member Munson seconded, that the Board of Trustees approve the policy manual revisions as stated in Exhibit VIII-L attached to the minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Motion carried. Member Mariahazy voted aye.

Grants Status
Report

There were no comments on the Grants Status Report.

PRESIDENT'S
REPORT

Vice President Williams reported that a program of activities is planned at Harper College for Community College Week, April 29-May 5, as designated by Governor Thompson.

PRESIDENT'S
REPORT
(cont.)

Results of the April 14 Trustee election will come into Dr. Perry's office beginning about 8:30 p.m. An information center in the Admissions area will include a chart where results will be posted for interested persons.

There needs to be a budget committee meeting of the whole and we have set that for May 7 at which time the budget materials will be presented for the Board's consideration. We are going to discuss the data for Round II of the budget.

An executive session is necessary for the Board to discuss negotiations. The next negotiation session is a week from next Tuesday, with another on May 1.

The Board discussed dates on which Mr. Lifton would be available, and set Wednesday, May 2, at 4:30 p.m. to meet with Mr. Lifton in executive session. Dr. Williams is to check to see if that date is satisfactory.

Chairman Klussmann introduced Mrs. Munson and Mr. Mills, the trustee candidates present at the meeting.

Following Board discussion of upcoming meetings, Chairman Klussmann announced the reorganization meeting on April 19, 8:00 p.m.; the executive session with Mr. Lifton, May 2, 4:30 p.m.; and the budget committee meeting of the whole, May 7.

ADJOURNMENT:

Member Nicklas moved, Member Dasher seconded, to adjourn until April 19, at 8:00 p.m. Motion carried and the meeting was adjourned at 9:30 p.m.

Chairman Joan Klussmann

Secretary Natalie Weber