

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

February 24, 1983

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable, Payroll for January 31, 1983 and February 15, 1983, and Estimated Payroll for February 16 through March 31, 1983 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers
 - D. Bid Awards Exhibit V-D
 - E. Purchase Orders Exhibit V-E
- VI. Communications
- VII. Unfinished Business
 - Committee Reports
- VIII. New Business
 - A. RECOMMENDATION: Personnel Actions Exhibit VIII-A
 - B. RECOMMENDATION: Leaves
 - 1. Sabbatical Leave Exhibit VIII-B-1
 - 2. Leave Without Pay Exhibit VIII-B-2
 - C. RECOMMENDATION: Computerized Accounting System Exhibit VIII-C
 - D. RECOMMENDATION: College Fees Exhibit VIII-D
 - E. RECOMMENDATION: Imprest Fund Exhibit VIII-E
 - F. RECOMMENDATION: Retaining Wall Project Exhibit VIII-F
 - G. RECOMMENDATION: Service Agreements--CADgineering Services, Ltd. Exhibit VIII-G
 - H. RECOMMENDATION: Summer Workweek Schedule, 1983 Exhibit VIII-H
 - I. BOARD INFORMATION: Grants and Gifts Status Report Exhibit VIII-I
- 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, February 24, 1983

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Howard on Thursday, February 24, 1983 at 8:00 p.m. in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Chairman Howard welcomed students from Professor Robert Zilkowski's Dictation and Transcription class to the meeting.

ROLL CALL: Present: Members Brian Barch, Janet W. Bone, Kris Howard, Molly Norwood, David Tomchek, Donald Torisky, Albert Vajda
Absent: Student Member Mary Ellen Beagle

Also present: James J. McGrath, President; Peter Bakas, V.P. Administrative Services; Donn Stansbury, V.P. Student Affairs; David Williams, V.P. Academic Affairs; Felice Avila, Executive Assistant to the President; Ruth Williams, recording secretary; Charles Harrington, Dean of Instruction; George Voegel, Dean of Educational Services; George Dorner, Associate Dean of Technology, Math and Physical Science; William Howard, Associate Dean of Continuing Education and Program Services; Larry Bielawa, Director of Personnel; Arthur Bowers, Director of Computer Services; Steven Catlin, Director of Admissions and Registrar; Donald DeBiase, Director of Physical Plant; Anton Doleis, Director of Finance; John Lucas, Director of Planning and Research; Liz McKay, Director of Environmental Health; Donald Misic, Director of Business Services; William Norvell, Director of Food Service; Jeanne Pankanin, Director of Student Activities; Elaine Stoermer, Director of College Relations; and Fred Vaisvil, Director of Career Center. Faculty: Larry Knight, President of Faculty Senate and Robert Zilkowski. Classified staff: Mary Anderson, Secretary; Frank Firak, Accounting Manager; Thea Keshavarzi, Purchasing Agent; Mike Korrick, Custodial Foreman; and Ned Steinke, Audiovisual. Students: Christine Babiak, Noreen Bolton, Pam Elleson, Lori Housewerth, Lori Jendel, Vita Jenisch, Peggy Joyce, Carrie Kramer, Cynthia Kroshl, Julie Lockner, Laura Marro, Maureen Rogers, Wendy Rommel, Trudy Schertzer, Linda Stiert, Heidi Tessler, Sandra Thilmany, Lynn Umbricht, and Elisabeth Unterreiner of the Dictation and Transcription Class; Robert Kerans, John Swapp and John Weirich, Student Senate; Linda Lance, Nancy McGuinness, Bob Naik, Jenny Sakota and Joe Saunders,

ROLL CALL:
(cont.)

Harbinger; Allan Tatara, Journalism Program. Other guests: Elida Witthoeft, Paddock Publications; Lena Elias, resident; Michael Mistele, Wight & Co.; Arnis Skulte, George A. Kennedy & Associates; Paul A. Spies and Tim Spies, Paul A. Spies & Associates.

APPROVAL OF MINUTES:

Member Vajda moved, Member Norwood seconded, approval of the minutes of the Regular Board Meeting and the Executive Session of Thursday, January 27, 1983.

In a voice vote, the motion carried.

CITIZEN PARTICIPATION:

There was no citizen participation.

DISBURSEMENTS:

Bills Payable,
Restricted
Purposes Fund,
Payroll,
Estimated
Payroll,
Estimated
Utility Bills
and IBM
Software

Member Torisky moved, Member Bone seconded, approval of the bills payable as presented in Exhibit V-A as follows:

Educational Fund (January 15-31)	\$216,670.07
Educational Fund (February 1-10)	100,492.77
Building Fund (January 15-31)	301,872.47
Building Fund (February 1-10)	39,541.39
Site & Construction Fund #2 (Jan. 1-31)	4,500.00
Auxiliary Fund (January 15-31)	268,847.27
Auxiliary Fund (February 1-10)	141,271.49
Restricted Purposes Fund (Jan. 1-31)	217,857.63

The payroll of January 31, 1983 in the amount of \$549,901.79; the payroll of February 15, 1983 in the amount of \$581,028.03; the estimated payroll of February 16, 1983 through March 31, 1983 in the amount of \$2,278,823.59; the estimated utility bills in the amount of \$120,000; and IBM Software in the amount of \$875.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek, Torisky and Vajda
Nays: None

Motion carried.

Member Vajda inquired why refunds for tuition for fall semester are being approved at this time. Mr. Stansbury replied that the reasons for processing refunds at this time are that many of the refunds are a result of medical withdrawals and some of the refunds pertain to classes which began late in the semester. Member Vajda mentioned a refund listed on

DISBURSEMENTS:
Bills Payable
(cont.)

page 42 of the Check Register to Charlene Christin in the amount of \$2,500. Mr. Bakas replied that Charlene Christin is an employee of the College and the purpose of the check to her is to obtain cash to refund students who have paid tuition in cash. The College practice has been to refund in cash those payments for tuition which are made in cash. Member Vajda asked whether other colleges use a similar method. Mr. Bakas replied that another system used by some colleges is to write refund checks weekly and submit a report for approval after the checks are written. He stated that the system of cash refunds has worked well at Harper College.

Member Vajda commented that Check No. 104697 listed on page 42 of the Check Register in the amount of \$724.35 seems an unusually large amount for a tuition refund. Mr. Stansbury replied that he would check into the reason for the item mentioned, but the amount would be reasonable for out-of-district charges for a full semester load of classes. This was found to be the case upon reviewing the payment.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek, Torisky and Vajda
Nays: None.

Motion carried.

Financial
Statements

There were no questions regarding the financial statements.

Budget
Transfers

There were no budget transfers.

Bid Awards

Member Bone moved, Member Vajda seconded, approval of the bid awards as listed in Exhibit V-D (1-5) (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Ex. V-D1 Award bid Q-7001 for printing of the Summer 1983 Course Schedule to Free Press, the low bidder, in the amount of \$6,562.00.

Ex. V-D2 Award bid Q-6997 for an industrial rubbish compactor as requested by the Physical Plant Division to Paul Reilly Company, the low bidder meeting specifications, in the amount of \$8,575.00.

Ex. V-D3 Award bid Q-6998 for two 16-channel multiplexers as requested by the Continuing Education Division for the CAD/CAM Center to Gandalf Data Inc., the low bidder, in the amount of \$7,411.00.

DISBURSEMENTS: Ex. V-D4 Award bid Q-6958 for a Nardini lathe as
Bid Awards requested by the Technology, Math and
(cont.) Physical Sciences Division for the Mechanical
Engineering Department to Value Machinery,
the low bidder, in the amount of \$7,765.00.

Ex. V-D5 Award bid for the repair of the Lake Road
to Higgins Asphalt, the low bidder, in the
amount of \$131,286.50.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood, Tomchek,
Torisky and Vajda
Nays: None

Motion carried.

DISBURSEMENTS: Member Vajda moved, Member Norwood seconded, approval
Purchase Orders of the purchase orders as listed in Exhibit V-E (1-3)
(attached to the minutes in the Board of Trustees'
Official Book of Minutes).

Ex. V-E1 Approve issuance of a purchase order to
S.P. Asrow & Associates in the amount of
\$20,000 for engineering services related to
pending litigation.

Ex. V-E2 Approve issuance of a change order to purchase
order D-21250 to Free Press for printing of
the Spring 1983 Course Schedule in the amount
of \$1,533.25 for a new total of \$18,141.25.

Ex. V-E3 Approve issuance of a change order by the
Capital Development Board to James Mansfield
& Sons in the amount of \$19,111.00.

Member Barch asked for information regarding the total
amount spent by the College on services performed by
the firm of S. P. Asrow and Associates over the past
three years. Mr. Bakas replied that the firm has
provided engineering services for numerous projects
and he will furnish a report of the total amount and
services.

Member Barch inquired whether the result produced by
the second alternative of roof repair for the far east
bay of Building D will be as satisfactory as that
which would result from choosing the more expensive
choice of installing a new roof. Mr. Misic replied
that either a new roof or the installation of a single-
ply membrane over the existing roof would solve the
problem. An advantage of installing the membrane is
that the existing roof can be left in place.

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

Purchase

Orders
(cont.)

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek, Torisky and Vajda

Nays: None

Motion carried.

COMMUNICATIONS: There were no communications.

UNFINISHED

BUSINESS:

Committee

Reports

--Academic
Affairs

--Educational
Foundation

Member Bone reported that Dr. Williams has provided her with a list of the functions for which the Academic Affairs area is responsible. She will study the list and have copies made for other Board members. A meeting will be held in several weeks.

Member Torisky reported that at the planning session on February 5 Foundation directors and members of the Board of Trustees were informed of the mission of the College and the relationship of the Foundation to that mission. Specific goals were discussed. The executive committee of the Foundation will meet Friday, February 25 to follow up on ideas developed at the planning session.

The quarterly meeting of the Foundation Board will be Tuesday morning, March 1. Member Torisky stated that because he will be out of town on business, Chairman Howard will attend the meeting and report to the Foundation directors on the activities of the Board of Trustees.

--Cable TV

Member Torisky reported that the Village of Schaumburg Cable Advisory Committee met on February 14. There is not much activity at present because of the weather. He stated that under Dr. Voegel's direction the College is prepared to provide programming when the channel is made available. Dr. Voegel added that Cablenet now has 10,000 subscribers and Warner-Amex 9,000. Member Bone commented that she has been viewing Cable TV in Palatine and the Harper College announcements have appeared on the educational channel.

--Building

Member Vajda reported that he was favorably impressed with the documentation and reports provided at the meeting.

--Friends of
Harper

Member Norwood reported that the directors of the Friends of Harper will meet Wednesday, March 2 at 8:00 p.m.

--Finance

Member Torisky stated that the Finance Committee met during the past week and discussed the Imprest Fund and other matters.

UNFINISHED
BUSINESS:
Committee
Reports

Member Tomchek said that he had received meeting notice too late to be useful and objected to the hour of 7:00 a.m. for a scheduled meeting. He stated that he had formed his own committee entitled "Oversight Committee on Committees" and distributed a memorandum to the Trustees containing four recommendations for scheduling meetings and procedures to be followed. Chairman Howard replied that the Board would attempt to give members more timely notification of upcoming meetings. She added that Member Tomchek's recommendations would be taken under advisement.

NEW BUSINESS:
Personnel
Actions

Member Bone moved, Member Tomchek seconded, approval of the Personnel Actions listed in Exhibits VIII-A, VIII-B-1 and VIII-B-2 (attached to the minutes in the Board of Trustees' Official Book of Minutes) as follows:

Classified Staff Appointments

Virginia Mulvey, Weekend Suprv. p/t, 1-21-83, \$2,160
Mary Strama, Clerk Typist II, p/t, 1-21-83, \$5,720
Donna Ireland, Editorial Secretary, 2-09-83, \$12,000
Lora Redmond, Information Specialist, p/t, 2-14-83,
\$7,852

Classified Staff Terminations

Margaret Dionesotes, Editorial Secretary, 1-31-83
Rodney Adams, Custodial Foreman, 2-28-83

Faculty Terminations

Henriette Gebert, Associate Professor, 5-22-83

Classified Staff Leave of Absence

Andrea Knudsen, Child Care Specialist

Faculty Leaves of Absence

Martha Simonsen, Fall Semester, 1983, full salary
Paul Sipiera, August 16, 1983-May 20, 1984 with option
of terminating the leave on January 10, 1984, without
salary)

Member Bone remarked that she has known Henriette Gebert for many years and appreciates her contributions to the College.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Tomchek, Torisky and Vajda
Nays: None

Motion carried.

NEW BUSINESS:
Personnel
Actions
(cont.)

President McGrath stated he wished to express appreciation to Rodney Adams and to Henriette Gebert for their services to the College. He added that as a result of a sabbatical leave approved previously, Mr. William Foust of the Art Department has prepared a report of his studies during his leave. The report of his visits to other colleges will be sent to the Trustees.

Computerized
Accounting
System

Member Barch moved, Member Vajda seconded, that the matter of the computerized accounting system be tabled until the March meeting. He expressed the opinion that additional information is needed regarding estimated expenditures on the total project. Member Vajda added that he would also like additional information on the length of time required to complete the different phases of the program.

In a voice vote, the motion carried.

Fee Schedule
for 1983-84
Academic Year

Dr. Williams stated that a four-year history of the lab fee adjustments has been provided in Exhibit VIII-D. The cost of instructional supplies is difficult to determine for individual courses. Basic tuition covers some of the costs, but extra fees are imposed for courses requiring additional supplies. Member Bone asked if her understanding is correct that proposed fees such as those listed for Accounting 101 and Accounting 102 must be approved now in order to enter data into the computer before registration; if it is determined that the supplies are not needed, the fees will not be assessed. Dr. Williams agreed that this understanding is correct.

Member Tomchek moved, Member Barch seconded, approval of the fee schedule for the 1983-84 Academic Year (as described in 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 Barch, Bone, Howard, Norwood,
Tomchek, Torisky and Vajda
Nays: None

Motion carried.

Imprest
Fund
Resolution

Chairman Howard stated that for purposes of discussion she would like to separate the Imprest Fund discussion into the four sections shown on Exhibit VIII-E so that members would have an opportunity to vote separately on the different sections.

NEW BUSINESS: Member Tomchek said that the two sentences in Section 2 Imprest Fund Resolution shall exceed \$5,000 and that the sum of expenditures shall not exceed \$125,000 monthly.
(cont.)

Member Tomchek moved, Member Torisky seconded, approval of Section 1 of the Imprest Fund Resolution stating that the Imprest Fund be continued in full force and effect.

In a voice vote, the motion carried.

Chairman Howard asked the Board to address the first sentence of Section 2 of the Imprest Fund Resolution providing that no single expenditure exceed \$5,000.

Member Barch moved, Member Vajda seconded that Section 2, Sentence 1 be approved.

Member Barch inquired about the reason for the \$5,000 limitation for a single expenditure when a higher amount might enable the College to benefit from discounts for prompt payment. Mr. Bakas replied that the College does not receive a significant amount in discounts from vendors; the main reason for raising the limit on single disbursements from \$2,500 to \$5,000 is to enable the College to pay invoices and to provide cash for tuition refunds in a single payment. He added that faculty members are occasionally sent to auctions to bid on equipment. They are allowed to bid up to \$5,000 and if the limit on a single check were raised the College could pay for the equipment with one check. Member Barch commented that the practice of writing multiple checks for one expense has been used to refrain from exceeding the \$2,500 limit; he added that the limit on the amount of individual checks does not limit expenditures, but only affects the number of checks to be written. Mr. Bakas commented that many schools have no limit on the amount of a single check but the practice at the College has been to maintain that limit.

Member Barch proposed removing the limit. Member Torisky agreed, but said if there is to be a limit he would prefer to raise the limit. The statistics of inflation indicate that a sum which was suitable three years ago would be inappropriate at this time.

Mr. Bakas commented that a large sum is needed for cash refunds. Member Torisky stated he feels it is equitable to refund tuition in cash when it has been paid in cash.

NEW BUSINESS:
Imprest Fund
Resolution
(cont.)

Member Tomchek expressed the opinion that it is against Board policy to write multiple checks for a single expenditure if the expenditure exceeds the limit. He expressed his objections to allowing employees of the College to attend auctions. Public agencies may have to pay more for items, but should not engage in bargain hunting. He said that he feels the \$2,500 limit should not be exceeded. Member Vajda stated that he feels it unnecessary to pay refunds in cash.

Member Tomchek moved to amend the previous motion and state that the limitation must remain at \$2,500 with the restriction that only one check be issued for a single expenditure.

Chairman Howard mentioned that a problem with the limit is the question of tuition refunds. Some other colleges have a separate fund for the payment of tuition refunds.

The motion to amend the previous motion died for lack of a second.

Member Barch moved, Member Torisky seconded, that Section 2 of the Imprest Fund Resolution be amended to remove the \$5,000 limit and leave only the maximum monthly limitation of \$125,000.

After some discussion, Member Barch asked for a vote on the motion.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Vajda and Torisky

Nays: Members Bone and Tomchek

The motion carried.

Member Barch moved, Member Vajda seconded, that the following sentence be approved: "It is provided further that expenses thus paid in their aggregate shall not exceed the sum of One Hundred and Twenty-Five Thousand Dollars (\$125,000) monthly, prior to the approval thereof by the Board of the College District".

Mr. Bakas stated that \$100,000 per month is inadequate; therefore, the sum of \$125,000 is requested as a limit. Member Barch inquired whether the amount of refunds paid diminishes after the first month of a semester. Mr. Bakas replied that the amount decreases somewhat but because of continuing education classes and the second eight-week term, the process of paying refunds is a continuous one.

NEW BUSINESS: Member Bone objected to the first sentence in Section 2 defining the purpose of the Imprest Fund. She stated there is too much latitude in determining what expenses are paid from the Imprest Fund.
Imprest Fund Resolution
(cont.)

Member Barch stated that in practice the administration has had a free hand to dispense monies from the Imprest Fund and he has heard of no instance in which the Administration has abused this privilege.

Member Tomchek asked in what instances the College is required to solicit bids. Mr. Bakas replied that purchases of \$5,000 or more require sealed bids.

Member Bone said she didn't consider it necessary to pay vendors from the Imprest Fund; she considers it an abdication of Trustee responsibility to pay vendors after the fact from the Imprest Fund.

Chairman Howard asked whether it would be advantageous to have a special unrestricted fund to pay tuition refunds. Mr. Bakas said that in his opinion the result would be two imprest funds instead of one.

Member Vajda asked what percentage of tuition collected is paid back as refunds and how Harper College compares with other schools regarding the amount of refunds requested. Mr. Bakas replied that at the College of Lake County approximately 6 percent of tuition collected is refunded. Mr. Stansbury stated that the refunds paid at Harper College are comparable with other community colleges, but the policy at Harper College is more lenient than at some of the other colleges.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood and Torisky
Nays: Members Bone, Tomchek and Vajda

Motion carried.

Member Torisky moved, Member Barch seconded, that Sections 3 and 4 of the Imprest Fund Resolution be approved as presented.

Member Bone stated that although the Vice President for Administrative Services approves check requests over \$5.00 which originate from other areas of the College and have prior approval by the Vice President of Academic Affairs or the Vice President of Student Affairs, no official other than the Vice President of Administrative Services approves check requests over \$500 which originate in the Administrative Services area.

NEW BUSINESS:
Imprest Fund
Resolution
(cont.)

President McGrath stated that in the case of a check request over \$500 which has originated from the Administrative Services area, he would also approve or disapprove the request.

Member Vajda moved, Member Torisky seconded, that checks on the Imprest Fund over \$5,000 require dual signatures.

Member Barch remarked that to prevent delay in case President McGrath or Mr. Bakas should be out of town, an alternate should be specified. Mr. Bakas stated that Mr. Anton Dolejs, Director of Finance, is the proper alternate.

Chairman Howard amended the motion to provide that an alternate may sign as one of the dual signatories.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Torisky and Vajda

Nays: None

Abstained: Member Tomchek

Motion carried.

Chairman Howard, upon questions from Members Bone and Tomchek as to precisely what had been agreed upon in the motion regarding Section 1 stated that the Board would vote again on that motion.

Member Vajda moved, Member Barch seconded, that the statement in Section 1 as follows be approved: "That the Imprest Fund heretofore established by this Board be hereby continued in full force and effect, subject to the following terms and modifications."

Upon roll call, the vote was as follows:

Ayes: Members Barch, Howard, Norwood, Tomchek,
Torisky and Vajda

Nays: Members Bone and Tomchek.

Motion carried. Member Tomchek expressed an objection to the passage of the resolution.

Chairman Howard stated that she has requested that the Administration prepare a monthly summary report on the Imprest Fund showing totals of expenditures in the following categories: student refunds, payments to vendors, and travel advances.

NEW BUSINESS:

Retaining
Wall
Project

Member Vajda moved, Member Bone seconded, approval of the award of the contract to George A. Kennedy & Associates, Inc. to perform architectural, engineering and site planning services for the rebuilding of an existing retaining wall and concrete repair and replacement work at the south entrance to Building A as shown in Exhibit VIII-F (attached to the minutes in the Board of Trustees' Official Book of Minutes).

President McGrath stated that he wished the Board to see several slides of the retaining walls which illustrate the problem of deterioration. He pointed out to the Board members specific problems as they viewed the slides.

Mr. Tomchek left the meeting at 9:30 p.m.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Torisky and Vajda

Nays: None

Motion carried.

Service
Agreements
CADgineering
Services, Ltd.

Member Bone moved, Member Torisky seconded, approval of the contract use and system management agreements for the CAD/CAM Center (attached to the minutes in the Board of Trustees' Official Book of Minutes).

Chairman Howard stated that the agreements before the Board are an integral part of the CAD/CAM Program. Member Bone asked to what the term "pen mailer" referred. Mr. William Howard replied that this term refers to the plotter containing pens. Member Barch asked what Harper is providing in the agreement. President McGrath replied that CADgineering Services would use the computer at night.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Howard, Norwood,
Torisky and Vajda

Nays: None

Motion carried.

1983 Summer
Workweek
Schedule

Member Torisky moved, Member Norwood seconded, approval of the Summer Workweek Schedule as described in Exhibit VIII-H (attached to the minutes in the Board of Trustees' Official Book of Minutes).

NEW BUSINESS:
Summer
Workweek
Schedule
(cont.)

In a voice vote, the motion carried.

Grants and
Gifts
Status
Report

Dr. Voegel reported that a letter was received this week approving the Business Assistance Service Center. Chairman Howard expressed her congratulations to Dr. Voegel for obtaining this award.

Member Torisky stated that he wished to make a statement in response to an inference by Member Tomchek that fiscal irresponsibility would result from the increase of the administration's discretionary powers over the use of the Imprest Fund. Member Torisky stressed the trustworthy nature of the administration; the Board and the administration have shown good judgment and responsibility in financial matters. The administration must be given the authority to do its job properly. Member Barch expressed his agreement with Member Torisky's statement as did Member Norwood. Member Bone stated that she voted against approval of the Imprest Fund Resolution because of her feeling that vendors should not be paid from the Imprest Fund and her interpretation of the responsibilities of Members of the Board of Trustees. She added that her vote did not imply lack of trust in the administration.

PRESIDENT'S
REPORT:

President McGrath stated that Harper student Terri Sampson was killed on Plum Grove Road, apparently a victim of a hit and run driver. The College administration, staff, faculty and students are sending condolences to her family. The Program Board, of which Terri was a member, will inform the President of the time and place of the funeral service.

A young woman received a knife wound in the hand during an attack in the parking lot. President McGrath met with the Harbinger editor Nancy McGuinness and has asked Liz McKay, director of Environmental Health, to write an article for the Harbinger regarding personal safety. Elaine Stoermer informed the College community of the incident by memorandum. Medical attention was administered at the College by Public Safety officers, the College nurse on duty and Palatine paramedics. President McGrath and Mr. Stansbury went to Northwest Community Hospital to talk with the student as she waited for treatment.

PRESIDENT'S
REPORT:
(cont.)

Art Bowers, director of Computer Services, has submitted a progress report. The department is now fully staffed and has been making good progress. The department will now be able to undertake new projects.

The Cardiac Rehabilitation Center Open House was held on February 22. Dr. Noel Nequin, director of Cardiac Rehabilitation at Swedish Covenant Hospital in Chicago, presented a paper. Guests toured the facilities. President McGrath commended Pat Bourke and Will Hoffman for their work on the program.

Ninety-three colleges participated in College Transfer Day on February 23.

The Legal Technology Program has received reapproval from the American Bar Association. President McGrath thanked Sharrie Hildebrandt for her efforts on behalf of the program.

Sixteen Harper students were selected for inclusion in Who's Who Among Students in American Junior Colleges: Sandra Arvanitakis, Wanda Bain, Mary Ellen Beagle, Lori Beeber, Donna Boscapomi, Debbie Chiolek, Patricia Currie, Jeffrey Golden, Jay Hammer, Kay Hedenberg, Linda Leineweber, Mark Lemke, Jean Pearson, Dimitra Photopoulos, John Swapp and John Weirich.

Jim Wertz, George Dorner and other faculty members hosted a gathering at the CAD/CAM Center for industrial education teachers from High School District 214.

President McGrath, George Dorner, Bill Punkay and other faculty members were involved in a test competition on engineering aptitude, mathematics, and science. Students from the following high schools competed in the contest: Schaumburg, Hoffman Estates, Rolling Meadows and Elk Grove Village. Schaumburg High School won the contest.

Harper College is participating with the Chicago City College system in programming on Cablenet Channel 10 and PBS Channel 11. Approximately 200 students are enrolled in classes in psychology, sociology and political science.

Mary Jo Willis has reported that tickets for "Fiddler on the Roof" performances on March 20 and 26 sold out on the first day of sales. Tickets for remaining performances will soon be sold out.

PRESIDENT'S
REPORT:

A \$200 donation has been received by the Educational Foundation from Union Oil Company, The donation matches a gift made by a Foundation director.

The Friends of Harper will host "Hoffman Estates Night" on April 19. A college community composed of presidential fellows, Donn Stansbury, Bev Hoffman, Steve Catlin, Elaine Stoermer, Larry Knight and President McGrath is working with the high schools to plan high school nights similar to the village nights. Forest View High School will be the first school to be invited. Arlington High School has also expressed an interest.

The reception by the Foundation following the Illinois Print and Drawing Show will be held March 4. John Knudsen informed the President that the Foundation has purchased a portrait of Ray Mills for the College. The portrait will be displayed on the bridge of Building C. A plaque will read "Ray Mills, Friends of Harper, Patron of the Arts". The portrait was painted by Kathy Tootilian.

Professor Leota Palmer will be released from the hospital February 25 following major surgery.

Carol Neuhauser has co-authored with two part-time faculty members a book entitled "Creating Discipline in the Early Childhood Classroom".

Bill Howard and Terry Bergdahl have held strategic planning workshops in neighboring villages. The planning sessions have been very well received by village officials, and additional seminars are scheduled.

Chairman Howard stated that she wished to emphasize that President McGrath personally attends all the events taking place at the College.

ADJOURNMENT:

Member Bone moved, Member Norwood seconded, that the meeting be adjourned. In a voice vote the motion carried and the meeting adjourned at 9:50 p.m.

Kris Howard
Chairman

Janet W. Bone
Secretary