

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

September 25, 1980

8:00 pm

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
 - A. Bills Payable, Payroll for August 15 and August 31, 1980 and Estimated Payroll for September 1 through October 31, 1980 Exhibit V-A
 - B. Financial Statements Exhibit V-B
 - C. Budget Transfers Exhibit V-C
 - 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: Ratification of Collective Bargaining Agreement with Faculty Senate, Local 1600 Exhibit VIII-B
 - C. RECOMMENDATION: Salary Programs
 - 1. Classified Staff Exhibit VIII-C-1
 - 2. Administrators Exhibit VIII-C-2
 - D. RECOMMENDATION: Faculty Leave of Absence - Business and Social Science Division Exhibit VIII-D
 - E. RECOMMENDATION: Acceptance of Audit Report from Peat, Marwick, Mitchell and Company Exhibit VIII-E
 - F. RECOMMENDATION: Acceptance of Food Service Audit Report from Peat, Marwick, Mitchell and Company Exhibit VIII-F

- G. RECOMMENDATION: Cooperative Agreement with District 21 Exhibit VIII-G
 - H. RECOMMENDATION: 1981-82 Academic Calendar Exhibit VIII-H
 - I. RECOMMENDATION: Career Program Advisory Appointments Exhibit VIII-I
 - J. RECOMMENDATION: Facilities Coordination Manual Exhibit VIII-J
 - K. BOARD INFORMATION: Enrollment Report Exhibit VIII-K
 - L. BOARD INFORMATION: Grants Status Report Exhibit VIII-L
- IX. President's Report
- Travel Study Report: Mrs. Martha Simonsen
- 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, September 25, 1980

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Barch on Thursday, September 25, 1980, at 8:03 p.m., in the Board Room of the Administration Building, Algonquin & Roselle Roads.

Chairman Barch welcomed members of the community, staff, faculty and the press. He offered congratulations to Doug Dvorak, Tracee Gillen and Sophie Hatz, newly elected members of the Student Senate who were in the audience. Chairman Barch welcomed Kathy Schaeffer, Paddock Publications, who was recently assigned to cover the Harper Board meetings. In addition, Dr. Darrel Vorwaller, Mr. John McCready, Mr. Bill D'Arcy and Mr. Ed Karl of Peat, Marwick, Mitchell and Company were recognized. Chairman Barch stated that Mr. Norval Stephens, President of the Harper College Educational Foundation, was in attendance and would address the assembly later in the meeting. A warm welcome was extended to all.

ROLL CALL: Present: Members Brian M. Barch, Janet W. Bone, George Dasher, Ray Mills, Shirley Munson, David Tomchek and Student Member John Malkowski
Absent: Member Joan Klussmann

Also present: James J. McGrath, Felice Avila, Lea Bartow, Steve Catlin, Charlene Christin, A. A. Dolejs, George Dorner, Al Dunikoski, Ambrose Easterly, Frank Firak, Charles Harrington, William Howard, Karen Keres, Betty Lewis, Jean Lytle, Liz McKay, Regina Miller, Don Misic, John Neuhaus, Jeanne Pankanin, James D. Perry, Anne Rodgers, Kenneth Sandford, Martha Simonsen, Donn Stansbury, Elaine Stoermer, George Voegel, Cliff Wener, David Williams, Laurie Wren and Muriel Zobott--Harper College; Norval Stephens--Harper College Educational Foundation; Doug Dvorak, Tracee Gillen, Laura Gunther, Lori Lynn Guy, Sophie Hatz, Tim Pasternak and Wendy Winkelhake--Harper students; Maureen Pratscher--Copley Record Newspapers; John Slania--Palatine Countryside; Kathy Schaeffer--Paddock Publications; Bill D'Arcy, Ed Karl, John McCready and Darrel Vorwaller--Peat, Marwick, Mitchell & Company; and Lena Elias, Marie Kennedy, Michael LaVanway and Betty Lytle.

MINUTES: Member Dasher moved, Member Mills seconded, approval of the minutes of the regular Board meeting of August 28, 1980. Motion carried.

CITIZEN
PARTICIPATION:

Chairman Barch stated that he had attended a meeting of the Educational Foundation on September 9. He was impressed by the energy and enthusiasm of the Foundation members and requested that Mr. Norval Stephens attend this Board meeting to explain the objectives and current projects of the Foundation.

Mr. Stephens thanked Chairman Barch and said that an attempt would be made to have a Foundation member attend the Board meeting each month. He added that the Educational Foundation members have been delighted with the participation of Member Munson, Board liaison to the Foundation.

The mission of the Educational Foundation is to support the objectives of Harper College and to provide access to the businesses of the district. Policy for the College, however, is set by the Board of Trustees. This fact was called to the attention of Foundation members during the recent orientation meeting.

A few years ago, as the Foundation attempted to secure more community and business support for programs, there was much resistance due to problems with finances and administration. Because the College is now sound financially and in terms of management, Mr. Stephens explained that the Educational Foundation has now embarked on an ambitious and exciting program to attract additional support.

Member Klussmann entered the meeting.

Mr. Stephens pointed out that the goals for the Foundation are currently being formulated and will be adopted in December. He outlined three of the goals. First, the Foundation Board members want to establish contacts for the College with the 25 largest companies in the District. They will personally contact the top executive of each company, most of whom are known to Foundation members, to request that President McGrath meet with him. Mr. McGrath will then explain the programs and facilities available at Harper and ascertain whether the College could provide additional programs which would benefit the company. Secondly, the Foundation will identify key projects which community businesses or other organizations may wish to undertake as a contribution to Harper. Finally, as the occasion arises, the Educational Foundation will offer assistance upon request of the administration or as directed by the Board of Trustees.

Mr. Stephens commented on recent actions taken by the Foundation. A scholarship, Award for Excellence, has been established for a full-time, second year Harper student who has demonstrated high qualities of scholarship and

CITIZEN PARTICIPATION:
(cont.)

citizenship. It is the hope of the Educational Foundation that this will be the primary excellence scholarship recognized by the College. Administrative assistance has been requested in the selection of a panel to accept and review applications for this award. Mr. Stephens felt that this is a unique opportunity to demonstrate that Harper College is dedicated to excellence. In further action, the Foundation voted to fund a program for the Music Department which will bring the science of computers to music education and teaching. Harper College is one of fifteen community colleges nationwide with an accredited music department. The Foundation has a limited amount of money to support innovative, but potentially high risk, opportunities. Hopefully, replenishment funds will be attracted from companies interested in this type of activity.

Mr. Stephens summarized that the Educational Foundation members look forward to working with the Board of Trustees and hope to make positive contributions during the years ahead. On behalf of the Board, Chairman Barch thanked Mr. Stephens for his presentation.

DISBURSEMENTS:
Bills Payable,
Restricted
Purposes Fund,
Payrolls,
Estimated
Insurance and
Utility Bills

Member Bone moved, Member Dasher seconded, approval of the bills payable of September 25, 1980, as presented in Exhibit V-A, as follows:

Educational Fund	\$304,577.16
Building Fund	318,714.02
Site & Construction Fund #1	8,240.74
Site & Construction Fund #2	10,735.72
Auxiliary Fund	245,721.79
Restricted Purposes Fund	142,118.18

The payroll (Summer Faculty) of August 15, 1980 in the amount of \$76,698.77; the payroll (Regular) of August 15, 1980 in the amount of \$378,060.26; the payroll (Regular) of August 31, 1980 in the amount of \$375,141.77; the estimated payroll of September 1 through October 31, 1980 in the amount of \$1,672,250.11; the estimated insurance bills for Blue Cross of Rockford for September 15 through October 15, 1980 in the amount of \$9,000.00 and the estimated utility bills for October, 1980 in the amount of \$70,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Mills, Munson and Tomchek
Nays: None

Motion carried. Member Malkowski voted aye.

DISBURSEMENTS:
Financial
Statements

Mr. McGrath stated that the new financial statements were part of the Board packet for the first time this month. The cash statements for the Educational and Building Funds have been separated from the accrual statements for each fund. This change will eliminate confusion and afford better understanding of this report. The President thanked Dr. Perry, Mr. Dolejs and Mrs. Hoffman for their work in the development of these statements.

Bid Awards

Member Munson moved, Member Dasher seconded, approval of the following bid awards (as per Exhibits V-D1 through V-D5, attached to the minutes in the Board of Trustees' Official Book of Minutes):

- Ex. V-D1 Award Bid Q-6435 for Library periodicals subscription service to Moore-Cottrell Subscription Agency in an amount not to exceed \$17,000.00.
- Ex. V-D2 Award Bid Q-6442 for printing of the Spring 1981 course schedule to Des Plaines Publishing Company, the low bidder, in the amount of \$10,759.00.
- Ex. V-D3 Award Bid Q-6436 for light bulbs to Efengee Electric, the low bidder, in the amount of \$6,418.56.
- Ex. V-D4 Award Bid Q-6444 for printing of the Spring 1981 Women's Program Brochure to Printech in the amount of \$2,880.40.
- Ex. V-D5 Award Bid Q-6408 for an outdoor information board for Building M to Arrow Sign in the amount of \$3,600.00.

Upon roll call, the vote was as follows:

- Ayes: Members Barch, Bone, Dasher, Klussmann, Mills, Munson and Tomchek
- Nays: None

Motion carried. Member Malkowski voted aye.

Purchase
Orders

Member Munson moved, Member Klussmann seconded, approval of the following purchase orders, (as per Exhibits V-E1 through V-E6, attached to the minutes in the Board of Trustees' Official Book of Minutes):

DISBURSEMENTS:
Purchase
Orders (cont.)

Ex. V-E1 Approve the issuance of Food Service blanket orders for October 1 through December 31, 1980 as follows:

Midwest Potatoes	\$1,600.00
L. Karp & Sons	2,000.00
Amity Packing Co.	17,000.00
Railton	5,000.00
Emil Hahn, Inc.	4,250.00
Bit-O-Gold	7,000.00
Redi-Froze Distr.	1,000.00
Vanderbilt	3,000.00
John Sexton	7,500.00

Ex. V-E2 Approve the issuance of a purchase order to IBM Corporation, for electric typewriters, in the amount of \$15,580.00.

Ex. V-E3 Approve a change order to P.O. D14696 to Midwesco, increasing the total from \$2,000.00 to \$3,000.00.

Ex. V-E4 Approve the issuance of a purchase order to IBM Corporation for two data recorders for the Data Processing Center in the amount of \$4,766.00.

Ex. V-E5 Approve the issuance of a purchase order to IBM Corporation for three data recorders for the Business Division in the amount of \$5,124.00.

Ex. V-E6 Approve a three-year lease/purchase agreement to IBM Corporation for eleven data recorders for the Business/Social Science Division in the amount of \$43,223.00.

Upon roll call, the vote was as follows:

- Ayes: Members Barch, Bone, Dasher, Klussmann, Mills, Munson and Tomchek
- Nays: None

Motion carried. Member Malkowski voted aye.

UNFINISHED
BUSINESS:
Committee
Reports
--Friends of
Harper

Member Klussmann reported on the new organization, Friends of Harper. Through the efforts of Mrs. Kris Howard, group chairman, a meeting has been scheduled for October 30. Invitation letters, describing Harper College and its excellence, have been sent to persons in the Harper community who would be interested in this new venture. It is hoped that the goals and structure of the organization can be formulated during this meeting. Mrs. Avila is receiving acceptances and good attendance at the meeting is anticipated.

UNFINISHED
BUSINESS:
Committee
Reports
--Salt Creek

In reference to the Salt Creek Watershed Project, Member Munson stated that the total funds needed have not been received and the deadline is September 30. Member Bone cited an article in the morning Herald in which Mrs. Reimer, project supporter, expressed her feeling that the deadline might be extended to December 2. Member Munson felt that the communities were waiting for one another and hesitant to make commitments. She added that she would keep the College informed on this matter.

--Educational
Foundation

As Board liaison to the Educational Foundation, Member Munson acknowledged that the September 9 meeting was excellent. The Harper community should be proud of those who show an interest in the programs.

NEW BUSINESS:
Personnel
Actions

Member Mills moved, Member Bone seconded, approval of the Personnel Actions as listed in Exhibit VIII-A, as follows:

Instructor Appointments

Audrey Inbody, Counseling, 10/1/80, \$14,225
Frances Brantley, Counseling, 10/1/80, \$14,750
Elizabeth O'Connell, Counseling, 10/1/80, \$14,750

Non-Exempt Classified Staff and Union Service
Employee Appointments

Charles Stokes, Custodian, 8/25/80, \$14,539
Lora Redmond, Receptionist, 8/26/80, \$9,072
Patrick Reynolds, P.T. Clerk III, 8/25/80, \$3,400
Maureen Battaglia, P.T. Clerk I, 8/25/80, \$2,352
Sallie Sienza, P.T. Child Care Attendant, 8/25/80, \$4,200
Margaret Londre, Bookkeeper, 8/26/80, \$11,521
Carol Mazzarella, P.T. Cl. Typist I, 9/3/80, \$3,500
Marjorie Dodson, Secretary I, 9/15/80, \$10,146
Joyce Bielenda, P.T. Receptionist, 9/3/80, \$4,680
Gladys Lawson, Clerk Typist III, 9/3/80, \$9,156
Eugene Sorensen, Custodian, 9/8/80, \$12,397
Carlos Meza, Custodian, 9/8/80, \$12,397
Geraldine Resner, P.T. Cashier, 9/8/80, \$4,836
Beatrice Hoover, Baker (10 mos), 9/15/80, \$6,555
Joyce Franks, Clerk Typist II (10 mos), 9/15/80, \$7,820
Catherine Kearns, Clerk Typist I, 9/15/80, \$8,268
William Gonzales, Custodian, 9/15/80, \$12,397
Debbie Kurowski, LRC Clerk I, 9/29/80, \$8,436
Joseph Poremba, Custodian, 9/15/80, \$12,397
Philip Locascio, P.T. LRC Clerk II, 9/16/80, \$4,031

Non-Exempt Classified Staff and Union Service
Employee Terminations

Geraldine Furlong, LRC Clerk II, 8/22/80
Ted Balk, Custodian, 8/22/80
Andreas Kuzmiak, Custodian, 8/22/80
William Runngren, Custodian, 9/4/80

NEW BUSINESS:
Personnel
Actions
(cont.)

Non-Exempt Classified Staff and Union Service
Employee Terminations
Donald Batko, Public Safety Officer, 9/5/80
Patricia Eggert, Receptionist, 8/27/80
Beatrice Murphy, Chief Switchboard Operator, 10/15/80
Kimberly Burkett, Cashier, 8/27/80
Alice Deery, Switchboard Operator, 9/3/80
Vicki Plotz, LRC Clerk II, 9/3/80
Tim Cahill, Custodian, 9/12/80

Member Munson asked if copies of the exhibits were available to persons in the audience. Chairman Barch replied affirmatively.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Mills, Munson and Tomchek
Nays: None

Motion carried. Member Malkowski voted aye.

President McGrath called attention to the resignation of Bea Murphy, chief switchboard operator. He commented on the long, hard hours she has worked during the life of the College, working with poor equipment at times and in a poor location. He felt that Mrs. Murphy is one of the most dedicated members of the Classified Staff and thanked her for her years of service. A farewell party is being planned so that members of the Board and the Harper community may convey their good wishes to Mrs. Murphy on her relocation to Georgia.

Executive
Session

Member Munson moved, Member Mills seconded, that the Board of Trustees adjourn to executive session in order to discuss salaries of personnel.

In a voice vote, the motion carried.

Following executive session, Chairman Barch reconvened the meeting.

Collective
Bargaining
Agreement
with Faculty
Senate

Member Mills moved, Member Bone seconded, that the Collective Bargaining Agreement with the Faculty Senate be ratified and that the Chairman and Secretary of the Board be authorized to execute the agreement on behalf of the Board of Trustees (as per Exhibit VIII-B attached to the minutes in the Board of Trustees' Official Book of Minutes).

Under the terms of the agreement, the faculty will receive an 11 percent increase, including benefits.

NEW BUSINESS:
Collective
Bargaining
Agreement
with Faculty
Senate
(cont.)

Addressing other members of the Board, Member Dasher asked about taxpayer reaction. At a recent executive session, Board members had received a comparative listing of salaries for colleges and universities. The listing compared Harper faculty salaries with the following: Harvard, University of Illinois-Urbana, University of Illinois-Circle, Indiana University, University of Michigan, Northern Illinois University, University of Chicago, Northwestern University and Oakton Community College. Member Dasher pointed out that Harper salaries ranked number one for instructors and assistant professors and ranked number two for associate professors. He also recalled that Board members had earlier rejected his suggestion that a smaller increase be considered inasmuch as the average nationwide settlement was 8.6 percent.

Member Tomchek expressed regret that this was a single-year contract. He felt that a more manageable operation would result with a multi-year contract. Member Dasher agreed.

Member Malkowski stated that a good portion of the salary increases were paid through tuition increases. He felt that the students did not object to these additional costs in order to continue receiving quality education.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Klussmann, Mills,
Munson and Tomchek
Nays: Member Dasher

Motion carried. Member Malkowski voted aye.

On behalf of the faculty, Ms. Keres expressed appreciation for the courteous and professional manner in which the negotiations were handled this year.

Authorization
of Salaries -
Classified and
Professional
Technical
Staff

Member Klussmann moved, Member Mills seconded, approval of the sum of \$224,025 to implement increases for the Classified and Professional Technical Staff for 1980-81, effective July 1, 1980 (as per Exhibit VIII-C1 attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Dasher proposed that a meeting be scheduled prior to negotiations for next year to discuss the feasibility of granting raises based upon performance. He felt that automatic salary increases across the board did not motivate employees.

NEW BUSINESS:
Authorization
of Salaries -
Classified and
Professional
Technical
Staff (cont.)

In response to Member Dasher, Chairman Barch stated that a formal motion would not be required on this proposal. With the consent of President McGrath, Chairman Barch explained that a tentative calendar for discussion of issues was being formulated. This will be presented to the Board shortly so that dates may be finalized and pertinent issues discussed in advance.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Mills, Munson and Tomchek
Nays: None

Motion carried. Member Malkowski voted aye.

Authorization
of Salaries -
Administrators

Member Bone moved, Member Klussmann seconded, that the Board of Trustees authorize the Chairman of the Board to execute employment contracts for the administrative staff and approve the salary adjustments in the amount of \$58,784 for the period of July 1, 1980 through June 30, 1981 (as per Exhibit VIII-C2 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, Dasher, Klussmann,
Mills, Munson and Tomchek
Nays: None

Motion carried. Member Malkowski voted aye.

President's
Contract

For the benefit of the Board and the audience, Member Bone advised that President McGrath's contract will expire on July 14, 1981.

Member Bone moved, Member Dasher seconded, that the contract of Mr. James J. McGrath as President of the College be extended through June 30, 1983.

Speaking for the Board, Member Bone stated that Mr. McGrath has been doing an outstanding job.

In regard to the contract, Member Munson felt that some portions needed clarification. She asked whether a motion was in order to have the contract reviewed by the attorneys. Member Dasher stated that the motion could be modified to negotiate a contract, reviewed by legal counsel, which expires in 1983. Stating that the intent of the Board was clear, Member Dasher called the question.

NEW BUSINESS:

President's
Contract
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Barch, Bone, Dasher, Klussmann,
Mills, Munson and Tomchek
Nays: None

Motion carried. Member Malkowski abstained.

President's
Salary

Member Dasher moved, Member Munson seconded, that Harper College President James J. McGrath receive a salary of \$65,000 for the 1980-81 contract year, with a portion of this sum to be allocated to his retirement fund.

Member Klussmann shared Member Bone's feeling that President McGrath has done an excellent job at Harper. She advised that her original confidence in President McGrath has increased. However, Member Klussmann stated that she would vote against the motion because she felt the increase was excessive and a great deal higher than the increases given to other members of the staff who have contributed greatly to Harper. She stressed that her support for the President remains strong despite her opposition to the amount of this increase.

Upon roll call, the vote was as follows:

Ayes: Members Barch, Dasher, Mills, Munson
and Tomchek
Nays: Members Bone and Klussmann

Motion carried. Member Malkowski abstained.

Maternity
Leave of
Absence

Member Munson moved, Member Bone seconded, that the Board approve the maternity leave without pay for Professor Mary Waite for the period of January 7, 1981 through May 17, 1981.

In a voice vote, the motion carried.

Peat, Marwick,
Mitchell &
Company
Audit Reports
and
Food Service
Management
Study

Member Tomchek moved, Member Dasher seconded, that the Board accept the Audited Financial Statements, the Management Letter, the State Aid Reimbursement Special Report, and the Disadvantaged Student Grant Audit (as per Exhibit VIII-E) and the Food Service Management Study (as per Exhibit VIII-F), attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Tomchek left the meeting.

Dr. Perry informed the Board that Mr. John McCready, a partner of Peat, Marwick, Mitchell & Company, was in the audience and would respond to any questions which Board members might have in regard to the audits.

NEW BUSINESS:
Peat, Marwick,
Mitchell &
Company
Audit Reports
and
Food Service
Management
Study (cont.)

Member Dasher commended Peat, Marwick, Mitchell and Company on the excellent job done in the preparation of these reports.

In a voice vote, the motions carried.

In reference to the Management Letter, Member Dasher commented on the recommendations made by the auditors and the responses of the College contained therein. He suggested that the Board of Trustees direct the administration to secure a listing of the programs needed, including respective costs, to implement the recommendations. It was Member Dasher's belief that Peat, Marwick, Mitchell and Company has the information available for review by the Board.

Member Tomchek returned to the meeting.

Chairman Barch felt that an official motion was not necessary. With Member Dasher's agreement, Chairman Barch asked the administration to provide the subject data at the October meeting. President McGrath said that the College would comply with this request.

Member Dasher stated that he would also like to have the administration's recommendations regarding a record retention policy. He pointed out that the lack of storage discs has inhibited the development of programs and would continue to do so. The adoption of a formal policy on record retention would resolve this problem.

Member Bone noted that the Policy Committee had been dissolved last spring. She suggested that the Board convene as a Committee of the Whole or that a Policy Committee meeting be set when deemed appropriate by the administration to discuss record retention and other policies. Member Tomchek noted that a serious discussion by the entire Board on the issues of policies and procedures would be a worthwhile contribution.

President McGrath agreed with Member Dasher that a record retention policy was the first priority. Other policies which need review would follow. Member Bone added that the review should also take into consideration the records which must be retained as determined by the State. Member Munson pointed out that a realistic approach must be taken with regard to how much can be accomplished due to the present shortages of administrative personnel. Mr. McGrath agreed and stated that the first recommendation to the Board would be the listing of programs and costs to implement the suggestions of Peat, Marwick, Mitchell and Company.

NEW BUSINESS:
Peat, Marwick,
Mitchell &
Company
Food Service
Management
Study (cont.)

Chairman Barch requested comments on the Food Service Management Study. Member Dasher stated that the report was very well done and he agreed with most of the recommendations. He hoped that the College had the available personnel to follow through with the suggestions.

Member Dasher left the meeting.

Member Bone complimented the auditors and the administrative staff on the thoroughness of the study. She felt that it addressed a number of specific issues and provided information necessary to get the Food Service financial situation under control. She also expressed appreciation for the style in which the study was prepared, informative and extremely readable. In response to Member Klussmann, Dr. Perry stated that one additional person would be needed to handle the accounting records.

Prior to taking any action, Chairman Barch stated that the administration would prioritize the recommendations and establish a timetable for implementation. President McGrath summarized that this information would be presented to the Board for review and the recommended action would be accomplished over a period of time.

Lease
Agreement with
Wheeling
School
District #21

Member Bone moved, Member Mills seconded, approval of the lease agreement with Nathaniel Hawthorne School in Wheeling School District #21 (as per Exhibit VIII-G, 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, Klussmann, Mills,
Munson and Tomchek

Nays: None

Motion carried. Member Malkowski voted aye.

1981-82
Academic
Calendar

Member Munson moved, Member Bone seconded, the adoption of the 1981-82 academic calendar (as per Exhibit VIII-H, attached to the minutes in the Board of Trustees' Official Book of Minutes).

In a voice vote, the motion carried.

In response to Member Klussmann, President McGrath stated that the calendar is coordinated with the high school districts as much as possible. He added that the College calendar is established prior to those of the high schools.

NEW BUSINESS:
1981-82
Academic
Calendar

Ms. Keres, Faculty Senate President, noted that the faculty has consultative rights regarding the calendar. She informed the Board that the faculty would appreciate the opportunity to study the calendar in terms of its merit for the entire institution. She added that the Faculty Senate would like to pursue this matter, perhaps through the cooperation of the Board and administration. Member Tomchek asked if further discussion would be warranted during the present meeting. Because there were issues involved beyond the setting of dates, Ms. Keres felt that they should be seriously addressed and discussed in more detail at a later date.

1980-81
Career
Advisory
Committee
Appointments

Member Munson moved, Member Mills seconded, approval of the Career Advisory appointments for 1980-81 (as per Exhibit VIII-I attached to the minutes in the Board of Trustees' Official Book of Minutes).

Member Mills stated that he was extremely impressed with the calibre of people who serve on the advisory committees. Member Munson noted that there were 218 participants and hoped that the community was aware of the number of persons involved in the various programs. Member Bone remarked that she had the pleasure of attending the Dietetic Technician committee meeting recently to observe the scope of their work. If this was a typical meeting, she felt the College was off to a very good year.

In a voice vote, the motion carried.

Facilities
Coordination
Manual

Member Bone moved, Member Mills seconded, the acceptance of the Facilities Coordination Manual, including the fee structure, for the 1980-81 year (as per Exhibit VIII-J attached to the minutes in the Board of Trustees' Official Book of Minutes).

In reference to the manual, President McGrath stated that it was the result of a compilation of various things over the years. He felt it was an important step for the College so that the use and costs of the facilities are controlled. A committee has been set up to monitor these items so that they remain appropriate. If necessary, revisions will be made. Member Mills observed that the manual was an excellent idea.

Mr. McGrath expressed appreciation to members of the faculty, administration and staff who participated in this project. Dr. Perry added that the major contributions were made by Dr. McKay and Mr. Howard.

In a voice vote, the motion carried.

NEW BUSINESS:
Fall 1980
Enrollment
Report

Chairman Barch announced that the next item on the agenda was the enrollment report for Board information.

President McGrath pointed out that the credit FTE for fall was up 9 percent from 1979 and 7.3 percent over budget projections. He stated that he was very satisfied with the increases and that the College should have approximately 7,000-7,100 FTE after attrition.

Although the College has grown over the last two years, Mr. McGrath stated that additional full-time faculty have not been hired. He explained that the reason for this was to ascertain that the enrollment increases are permanent. He felt that the increases were temporary due to current economic conditions.

Grants Status
Report

In reference to this report, Dr. Voegel called the Board's attention to the energy grant project which had been submitted for funding. He stated that the College had been informed by the Illinois Institute of Natural Resources that the application for funds had not been approved. He explained that there were three times as many grants submitted as there were funds available.

Board Meeting
Dates -
November and
December

Chairman Barch stated that the Board meetings are presently scheduled for the fourth Thursday of each month. He advised that the November and December dates conflict with the holidays and need to be rescheduled.

President McGrath recommended that the meetings remain in the fourth week, but be scheduled on another evening. He stated that this would minimize the problems with the coordination of the Board packets and financial statements. If the meetings are moved up too early in the month, all the necessary information would not be available. If the meetings are delayed too long, the information would not be as current.

Chairman Barch recommended that the meeting dates be changed to Monday, November 24 and Monday, December 22. Member Bone questioned whether a quorum would be available three days before Christmas. Chairman Barch stated that an immediate decision was not needed. He asked the Board members to consider the alternate dates. A telephone poll will be conducted next week to determine the most acceptable dates for a quorum.

PRESIDENT'S
REPORT:

President McGrath announced that the Brunswick Foundation had donated \$100 to the Harper College Educational Foundation. The donation is part of the Brunswick Foundation program of financial assistance to colleges and universities educating Brunswick employees.

PRESIDENT'S
REPORT:

An article written by Dr. Elizabeth Hull, faculty member, was recently published in Essays in Arts and Sciences. Mr. McGrath informed Board members that a copy of this worthwhile article would be forwarded to each of them.

General William Westmoreland delivered a lecture to members of the Harper community last evening. Over 200 persons attended this event.

As part of an ongoing series on energy which the College is presenting, a recent seminar was held on gasohol. This presentation attracted several persons interested in this topic. Additional seminars will be held in November and December. President McGrath stated that the topics and dates would be announced when finalized.

Congratulations were extended to Ms. Desiree Franklin, a student in the Fashion Design program at Harper. She has been awarded a \$600 scholarship by the International Educational and Cultural Foundation. The competition included students of four-year schools and this award demonstrates the quality of the faculty and students in the Harper program.

Professor Richard Lockwood will participate in a forthcoming conference as a speaker on Contemporary Art Parallels.

Mr. McGrath noted that a new member of the College staff was in the audience. Dr. Perry introduced Mrs. Charlene Christin, College Bursar. Board members extended a warm welcome.

Chairman Barch asked Mrs. Martha Simonsen, English Department faculty member, to discuss the Travel Study Program.

Presentation -
Travel Study
Report

As Coordinator of the Travel Study Program since its inception, Mrs. Simonsen reported that students and faculty have participated in eleven different programs. Taking place during summers and the Christmas and Easter holidays, the trips have included such places as Europe, the Soviet Union, Hungary, England, Ireland, Wales, Guatamala, and a cruise of the Mediterranean. Mrs. Simonsen stated that the tours are genuine academic programs conducted by faculty who possess an expertise in the specific area which will be travelled.

Harper College offers a credit course called International and Regional Studies in Humanities. Classes are held on campus prior to and following the learning experience. In addition to class attendance, the student must keep

PRESIDENT'S
REPORT:
Presentation -
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Report (cont.)

and submit a complete log and write a research paper upon return. Travel expenses are paid for by the student. Mrs. Simonsen explained that attempts are made to keep down the costs through the cooperation of other community colleges and obtaining bids from travel agents.

She further noted that there is no replacement for being exposed to the cultures, languages, foods and lifestyles of others throughout the world. Mrs. Simonsen felt that the program has immense value for Harper College. In addition to attracting new students, many others become interested in history, foreign language, or history of art courses upon return from a tour.

In conclusion, it was Mrs. Simonsen's feeling that the program helps Harper College maintain touch with the world and understand, as Dr. Lockwood has stated, that we are just one small part of a very large global community.

In response to questions, Mrs. Simonsen stated that the Travel Study Program is open both to students and the general community. The age varies from 18 to 70. The forthcoming Christmas trip will be a two-week tour of the Holy Land and Egypt.

Chairman Barch expressed appreciation for this interesting presentation.

ADJOURNMENT:

Member Klussmann moved, Member Malkowski seconded, that the meeting be adjourned. Motion carried and the meeting adjourned at 9:38 p.m.

Chairman Brian M. Barch

Secretary Janet W. Bone