

WILLIAM RAINEY HARPER COLLEGE
34 West Palatine Road
Palatine, Illinois 60067

AGENDA
July 27, 1967

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Communications
- V. Unfinished Business
- VI. New Business
 - A. Recommendation - Resolution for Appointment of Treasurer (Exhibit A)
 - B. Board Approval - Clerk of the Works for Harper College Construction Program (Exhibit B)
 - C. Recommendation - Approval of Contract Between Harper College and Hospitals (Exhibit C)
 - D. Recommendation - Leaves of Absence - Extended (Exhibit D)
 - E. Recommendation - Substitute Teacher's Pay Schedule (Exhibit E)
 - F. Recommendation - Travel and Related Expenses - Extended (Exhibit F)
 - G. Tuition - Out of State - Out of District (non-charge-back) (Exhibit G)
 - H. Audit Report - Ernst & Ernst (Exhibit H)
 - I. Recommendation - Continuation with Insurance Consultant, Mr. Gatts (Exhibit I)
 - J. Discussion - Liquidated Damages Clause in Contract Documents, and the Use of the Critical Path Method in Harper College Construction Program.
 - 1. Presentation and Proposal of the Critical Path Method by a Representative of McKee-Berger-Mansueto
 - K. Other
- VII. President's Report
- VIII. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF JUNIOR COLLEGE DISTRICT 512
COOK COUNTY, ILLINOIS

Minutes of Regular Board Meeting, Thursday, July 27, 1967

CALL TO ORDER: The meeting of the Board of Junior College District No. 512 was called to order at 8:14 p.m. at 799 West Kensington Road, Mount Prospect, Illinois by Member Nicklas.

ROLL CALL: Present: Hansen, Hutchings, O'Dea, Nicklas.
Absent: Haas, Hamill, Johnson.

Also Present: Robert Hughes, Harper College; Fred Vaisvil, Harper College; Donn Stansbury, Harper College; Anton A. Dolejs, Harper College; Don Mistic, Harper College; Jim Perry, Harper College; Robert Kuhn, Ernst & Ernst; Robert Fridstein, Fridstein & Fitch; William Jarvis, Fridstein & Fitch; Ralph Klatt, Des Plaines Suburban Times; Elaine Mehlmén, Paddock Publications.

In the absence of President Haas, Member O'Dea nominated Member Hansen as President pro tem. There being no other nominations, Member O'Dea moved that the nominations be closed and a unanimous ballot be cast for Member Hansen as President pro tem. Motion seconded by Member Hutchings. Motion carried.

MINUTES: Member O'Dea moved and Member Hutchings seconded the motion to approve the minutes of July 13, 1967 as amended.

Page 12 was corrected by changing the word "Chicago" to "Springfield."

NEW BUSINESS: Dr. Lahti introduced Mr. William P. Jarvis, Field Supervisor for Fridstein & Fitch, who was being Approval of Project Superintendent recommended as Project Superintendent for the construction of Harper Junior College.

Member O'Dea asked if Mr. Jarvis' sole concern would be the supervision of our project. It was indicated that Mr. Jarvis would be supervising only our project.

Member Nicklas inquired if other projects currently being supervised by Mr. Jarvis would be completed before the scheduled starting date of Harper construction. It was indicated that those projects which

NEW BUSINESS:

Approval of
Project Superin-
tendent
(Continued)

would not be completed by September 1967 would be turned over to another superintendent.

Dr. Lahti indicated that as Project Superintendent Mr. Jarvis serves a vital communication link between the constructing contractors, the architects, and the College staff.

Member Nicklas moved and Member O'Dea seconded to approve Mr. Jarvis as Project Superintendent for the Harper College construction program. Motion carried.

Report on
Progress of
Bidding

Mr. Fridstein reported to the College that interest and bidding on the College construction project has been very high. He indicated that to date some 110 contractors have indicated an interest in the project and that approximately 60 bidders have picked up a set of the plans and specifications. Mr. Fridstein further indicated that all interested contractors are very responsible firms.

Audit Report

Dr. Lahti introduced Mr. Kuhn of the accounting firm of Ernst & Ernst, auditors for Harper Junior College. Dr. Lahti indicated that a management letter from the auditing firm will be forthcoming and could be discussed in a future meeting.

Mr. Kuhn reported to the Board that the auditor's impression of the operation of the Junior College Business Office was very good. The auditors felt that much progress has been made during the past year in instituting sound accounting procedures in the Business Office. Mr. Kuhn suggested that the Board defer further discussion until the management letter arrives and the members had an opportunity to review the letter and the completed audit report.

Appointment of
Treasurer

Dr. Lahti introduced a resolution (exhibit A) appointing a new Treasurer for the College. Dr. Lahti indicated that both the College attorney and the College auditors agreed that a proper procedure would be to appoint a Treasurer from an office other than that of the College comptroller.

Member O'Dea moved and Member Nicklas seconded the motion to approve the resolution appointing Roy A. Sedrel Treasurer of Harper College. (See attachment)

Upon roll call, the vote was as follows:
Aye: Hansen, Hutchings, O'Dea, Nicklas.
Nay: None.

NEW BUSINESS:

Contract between
Harper College
and Hospitals

Dr. Lahti introduced a contract form (exhibit B) which was being recommended for use by the College in cooperative agreements with hospitals participating in a College nursing education program. Dr. Lahti indicated that it is customary to have such a contract between the respective institutions and that Mr. Hines, the attorney, had prepared this document.

Member O'Dea suggested that it would be advantageous to table this item until Member Johnson, a hospital consultant, had an opportunity to survey the agreement form.

Member Hansen asked if there was a "standard form" contract which was generally used by cooperative institutions.

Dr. Lahti indicated that the Nursing Association or League does have such a "model contract."

Leaves of
Absences -
Extended

An addition to the College policy on personal leaves was presented by Dr. Lahti (exhibit C). The new policy was designed to provide guidelines on short-term and long-term leaves.

Member O'Dea asked if the last paragraph under 3.5.1 was legal. Attorney Hines indicated yes, but there was a practical matter of enforcement and he assumed the Board would enter into some written agreement with the individual at the time of granting a sabbatical leave.

Member Nicklas indicated that paragraph 3.5.4.1 D did not state for which kinds of travel expenses would be allowed.

Dr. Lahti said that it was not our intent to reimburse expenses which would be paid from outside sources.

Member O'Dea stated that short-term leaves should be defined by nature as well as length and suggested that the words, "taken for professional growth," be added at the end of paragraph 3.5.4.1 A.

Member Hansen suggested that in addition, the words "and civic obligations" also be added at the end of paragraph 3.5.4.1 D.

Member Nicklas suggested that 3.7.5 be amended to include "for College business."

NEW BUSINESS:

Leaves of
Absences -
Extended
(Continued)

Member Hutchings suggested that 3.5.4.1 D be amended and the words, "for College related business shall be", added after the word "cost". Member Hutchings further indicated that by changing 3.5.4.1 A, as suggested, we eliminate the possibility of granting personal leaves for legitimate reasons.

Member O'Dea stated that he felt without the addition to "A" the policy was not sufficiently definitive. Member O'Dea further stated that he would like for the policy to provide more specific guidelines for the administrators. Member O'Dea stated that he wished the policy to reflect the Board's attitude on personal leaves.

Dr. Lahti stated that administrative procedures such as written advanced travel requests provides a great measure of control over personal leaves. It was suggested that paragraph 3.5.4.1 F be amended to read as follows: "Leaves granted for other than consulting purposes may, at the discretion of the appropriate administrator, require filing of a brief report." It was further suggested that the second sentence in paragraph 3.5.4.2 E be amended to read as follows: "Salary and expenses will be paid by the College only upon specific Board approval. It was further suggested that paragraph 3.5.4.2 F be amended by adding the words, "If College related," after the word "leaves."

Member Hutchings moved and Member Nicklas seconded the motion to adopt the policy on leaves of absences - extended as amended in paragraphs 3.5.4.1 D, 3.5.4.1 F, 3.5.4.2 E, and 3.5.4.2 F.

Upon roll call, the vote was as follows:

Aye: Hansen, Hutchings, Nicklas.

Nay: O'Dea.

Substitute
Teacher's
Pay Schedule

Dr. Lahti introduced a recommendation on a salary schedule for substitute teachers (exhibit D). This schedule is being added as paragraph C under paragraph 3.3.1 of the policy manual.

Dr. Pankratz reported on the salary schedules for substitute teachers currently being used by other institutions. It was indicated that the suggested per hour rate reflects the general trend in college substitute teacher's pay schedules.

NEW BUSINESS:
Substitute
Teacher's
Pay Schedule
(Continued)

Dr. Pankratz further indicated, however, that some institutions do not have a maximum per day pay schedule.

Member Hutchings moved and Member O'Dea seconded the motion to adopt a substitute teacher's pay schedule with an amendment to increase the maximum pay per day to \$50.

Upon roll call, the vote was as follows:
Aye: Hansen, Hutchings, O'Dea, Nicklas.
Nay: None.

Travel and
Related Expenses
Extended

Dr. Lahti introduced the recommendations for additions of items to the policy on travel and related expenses (exhibit E).

Member Nicklas suggested that the title of the policy read as follows: "Travel and Expenses for College Related Business."

Member Hutchings indicated he felt a maximum allowance for food of \$12.00 per day was excessive. He further stated that food prices vary significantly across the country and to establish such a maximum would only tend to encourage spending more for food than would otherwise be necessary.

Member O'Dea suggested that paragraph J be amended to read as follows: "Gratuities and other necessary expenses including telephone calls for College business must be listed for each day, though not receipted."

Member Nicklas moved and Member O'Dea seconded the motion to adopt the policy on travel and expenses as amended.

Upon roll call, the vote was as follows:
Aye: Hansen, O'Dea, Nicklas.
Nay: Hutchings.

Liquidated
Damages Clause
in Contract
Documents and
use of the
Critical Path
Method in Harper
College Construc-
tion Program

Dr. Lahti introduced Mr. Frank Elias, a representative of McKee, Berger, and Mansueto, a consulting firm from Chicago.

Mr. Elias gave a short presentation on the need for the use of the Critical Path Method in the construction of Harper College. Mr. Elias indicated that the major advantage in using CPM was to achieve closer coordination between the individual contractors

NEW BUSINESS:

Liquidated
Damages Clause
in Contract
Documents and
use of the
Critical Path
Method in Harper
College Construc-
tion Program
(Continued)

on the project and thus increase the potential of meeting the scheduled completion date. Mr. Elias further indicated that the use of CPM provides closer control over the project, enables the contractors to anticipate problems before they occur, and assist in deriving easier solutions to problems if and when they do occur. Mr. Elias recommended that their firm be considered to provide the services of CPM in the construction of Harper College. Mr. Elias further stated that he felt MBM, through its staff of engineers who are construction specialists, could provide a very valuable service to Harper College in its construction project. It was indicated by Mr. Elias that because the College is working on a fixed price contract the major advantage to the College in using CPM would be to increase the potential of meeting the scheduled completion date.

Mr. Fridstein recommended that if the College decided to use CPM that they employ the firm of McKee, Berger, and Mansueto to provide these services. Mr. Fridstein stated that his firm had worked with other consultants providing CPM services and that their experience has been that McKee, Berger, and Mansueto was one of the best.

The question was raised if the College used CPM, should they also use a liquidated damages clause in the contract documents.

Mr. Fridstein stated that using the liquidated damages clause in addition to CPM provides an outside authority to reenforce the liquidated damages clause. Mr. Fridstein stated that he recommended the College leave the liquidated damages clause in its contract documents.

Mr. Elias stated that his firm would file a complete proposal for Board action no later than the 4th of August.

Tuition -
Out of State²
Out of District

Dr. Lahti introduced a proposed schedule of tuition charges for out-of-district and out-of-state students (exhibit F).

Dr. Harvey indicated that his office had checked with other Junior Colleges and that some Colleges did not make a distinction between in-state and out-of-state tuition rates. He further indicated

NEW BUSINESS:

Tuition -
Out of State
Out of District
(Continued)

that his office had talked with the Junior College Board administrative staff in Springfield regarding charging extra tuition for out-of-district residents. Dr. Harvey further indicated that Gerald Smith had stated that H.B. 1235 clarified the question of out-of-state students by stipulating that the Junior College could accept such students if the College received income equal to the per capita costs.

Dr. Lahti stated that the Junior College Board office indicated where the institution has no previous experience on "per student" costs, the institution may use an estimated figure in determining the out-of-district and out-of-state tuition rates.'

Dr. Perry stated that his office had checked with Springfield to insure the College had used the correct figures in estimating the per pupil cost.

Member Nicklas inquired how our per pupil cost compared with that of other class 1 Junior Colleges.

Dr. Harvey indicated he felt our figures were reasonable and that during this past year the Sauk Valley per pupil cost was about \$1400.

Member Nicklas moved and Member O'Dea seconded the motion to approve the adoption of the following tuition rates for out-of-district students with the 1967-68 College year:
Out of District (non-chargeback) tuition - - - \$43.50 per credit hour.
Out of State tuition - - - \$55.00 per credit hour.

Upon roll call, the vote was as follows:
Aye: Hansen, Hutchings, O'Dea, Nicklas.
Nay: None.

Insurance
Consultant

Dr. Lahti introduced a request to hire Mr. J. Gatts as insurance consultant for Harper College for the year from September 1, 1967, to September 30, 1968. Dr. Lahti stated that Mr. Gatts has been retained on a fee basis in the past and has served the College very well and that he recommended we employ Mr. Gatts as a full-time insurance consultant. Dr. Lahti further indicated that Mr. Gatts will spend 5 or more days with our new staff this fall and handle all the administrative procedures involved in implementing

NEW BUSINESS:

Insurance
Consultant
(Continued)

our insurance program with the new employees. In addition, as a full-time consultant, Mr. Gatts would be available on a weekly basis throughout the year to assist the College staff in preparing reports and claims for losses, and handling other administrative details pertaining to the College insurance program.

Member Nicklas stated that Mr. Gatts has been most helpful to the College and that he can continue to be extremely helpful to us particularly since our office staff is limited and very busy.

Member O'Dea moved and Member Nicklas seconded the motion to approve the hiring of Mr. J. Gatts as insurance consultant for Harper College for the period from September 1, 1967, to September 30, 1968 at a fee of \$100 per month.

Upon roll call, the vote was as follows:
Aye: Hansen, Hutchings, O'Dea, Nicklas.
Nay: None.

Order of IBM
Typewriters

A special request to purchase IBM typewriters for instructional use was presented to the Board (exhibit G). This special request, prepared by the division of business education, was to accept a bid submitted by IBM Corporation for the purchase of 15 Model D typewriters.

Mr. Misic, Purchasing Agent, indicated that although the total amount was over \$2,000, bids were not advertised due to the fact the request from the division of business education was for a particular make of typewriter and advertising for bids would have served no purpose.

Member O'Dea moved and Member Hutchings seconded the motion to award the bid to IBM for the purchase of 15 Model D electric typewriters at a cost of \$5,625.

Upon roll call, the vote was as follows:
Aye: Hansen, O'Dea, Hutchings.
Nay: None.
Abstaining: Nicklas.

Resolution for
Budget Hearing

Attorney Hines introduced a resolution providing for the annual budget hearing (exhibit H).

Member O'Dea moved and Member Hutchings seconded the

NEW BUSINESS:
Resolution for
Budget Hearing
(Continued)

motion to adopt a resolution establishing a budget hearing for the current fiscal year. (exhibit H).

Upon roll call, the vote was as follows:
Aye: Hansen, Hutchings, O'Dea, Nicklas.
Nay: None.

Remodeling of
Jayne Property

A request to remodel the clubroom and apartment facilities on the Jayne property for use of a Data Processing Center was presented to the Board (exhibit I).

Dr. Lahti indicated that due to time limitations, bids for the remodeling project had not been advertised. However, Mr. Hughes, Building and Grounds Superintendent, had prepared specifications for the remodeling and had solicited bids from three local contractors. The remodeling work is to be performed on a time plus materials contract with a "not to exceed figure."

Mr. Hughes indicated that due to the haste in preparing specifications, we had missed one item which was the addition of two 24,000 BTU window air conditioners for use in the second floor classrooms. He further indicated, however, that proper electrical service would be provided in the initial remodeling work and the air-conditioners could be purchased separately and added at a later date.

Member Hutchings moved and Member Nicklas seconded the motion to accept the low bid of Trapani Construction Company, Mount Prospect, Illinois, for remodeling of the Tri-Color facilities on a time plus material cost plus 9%, total cost not to exceed \$14,850.

Upon roll call, the vote was as follows:
Aye: Hansen, Hutchings, O'Dea, Nicklas.
Nay: None.

Other

Member O'Dea indicated he had visited the Harper Grove site at Elk Grove and was very favorably impressed with the temporary facilities. He asked if security lights were going to be placed on the building.

Dr. Perry indicated that the lights were on the buildings but electrical connections had not been completed at this time.

NEW BUSINESS:

Other

(Continued)

Member O'Dea reported on a meeting he had attended at which the assessor of Schaumburg Township had proposed to the Township Board that an aerial survey for use in establishing real estate tax evaluations. be conducted by the Township Board. Member O'Dea indicated that he assumed Schaumburg Township would pay the entire cost of the survey which would benefit other municipal and local governments including the College.

A question was raised concerning the status of an aerial survey which had been proposed earlier this year by several of the local municipal governments. It was indicated that since a number of school districts indicated they would not participate in the cost of a survey, no further action had been taken.

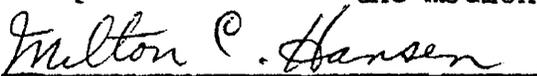
PRESIDENT'S
REPORT

1. Dr. Lahti distributed to the Board a synopsis of statutes passed by the recent state legislature. Attorney Hines reported that he has ordered copies of each individual statute and after a thorough review will report to the Board on any actions which are necessary due to new legislation. Dr. Lahti further indicated he had visited with Gerald Smith and that the governor has signed the appropriations bill.

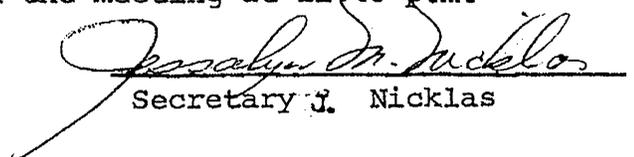
Mr. Smith further indicated that his staff is arranging meetings of the Junior College Boards and the higher Board for the purpose of making appropriations for phase 1A and 1B to each of the Junior Colleges. Mr. Smith stated that his staff was going to recommend to the respective Boards the same figures that have been previously indicated for phase 1A and 1B construction.

2. Mr. Upton reported to the Board that a series of display stands had been prepared and would be placed in banks and other businesses around the Junior College district. In addition, the model of the campus will be on exhibit at Randhurst Shopping Center each weekend during the month of August except for the forthcoming weekend at which time it will be placed in the Bank of Arlington Heights.

Member Hutchings moved and Member Nicklas seconded the motion to adjourn the meeting at 11:43 p.m.



President Pro Tem M. Hansen



Secretary J. Nicklas