

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

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AGENDA

February 26, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - a. Construction Payouts
 - b. Bills Payable
 - c. Payroll - January 16, 1970 to February 15, 1970
 - d. Estimated Payroll - February 16, 1970 to April 15, 1970
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - a. Recommendation: Certificate of Substantial Completion Exhibit A
 - b. Recommendation: Change Order Approvals (to be hand carried) Exhibit B
 - c. Recommendation: Bid Award of Electronics Equipment Exhibit C
 - d. Recommendation: Proposal for a Community College Counseling Center Exhibit D
 - e. Recommendation: Opening of Director of Testing Position Exhibit E
 - f. Progress Report & Discussion: Health Center Exhibit F
 - g. Discussion: Pollution Control at Harper College Exhibit G
 - h. Presentation: Lighting System (to be hand carried) Exhibit H
 - i. Progress Report & Discussion: Food Service Operation (to be hand carried) Exhibit I
 - j. Progress Report & Discussion: Referendum
 - k. Other

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, February 26, 1970

CALL TO ORDER:

In the absence of Chairman Johnson, Vice-Chairman Hansen called the regular meeting of the Board of Trustees of Junior College District No. 512 to order on February 26, 1970, at 8:07 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

Present: Members James Hamill, Milton Hansen, LeRoi Hutchings and Jessalyn Nicklas
Absent: Members John Haas, Richard Johnson and Lawrence Moats

Also present: Robert E. Lahti, Donald Andries, R. M. Bernstein, John R. Birkholz, Larry Collister, Anton A. Dolejs, Guerin Fischer, E. Goodwin, James Harvey, Robert J. Hughes, John Januszko, D. Klingenberg, Robert J. Lakatos, C. H. Schauer, J.L.Upton, Fred Vaisvil, Frank Vandever, and G. A. Voegel--Harper College; Frank M. Hines--Board Attorney; Ed Finlay--Caudill, Rowlett & Scott; Kathy Radtke--The Day; Tom Wellman--Paddock Publications; Mark Cooper and James R. Schmitt--Harper Students; Joseph Morton, Pat Schmidt, Pauline Dupuis, and Mr. and Mrs. Robert J. Wilson, Jr.

MINUTES:

Member Nicklas moved and Member Hamill seconded the motion that the minutes of the February 12, 1970, meeting be approved as distributed.

Member Hamill requested the minutes be corrected on page 10, paragraph 4, point 4, to read:

"Question of precedent. Member Hamill stated, as far as he knew, no school districts in the northwest suburbs had arbitration procedures, and many."

Member Moats entered the meeting at 8:10 p.m.

Member Hutchings requested the minutes be corrected on page 13, paragraph 7, on the second line, to read:the majority of the Board was not afraid of arbitration, and that."

MINUTES:
(Cont.)

Member Nicklas moved and Member Hamill seconded the motion that the minutes of February 12, 1970, be approved as amended. Motion unanimously carried.

DISBURSEMENTS:
Bills Payable

After discussion, Member Hutchings moved and Member Nicklas seconded the motion to approve for payment the bills payable as of February 26, 1970, as follows:

Educational Fund	\$155,589.58
Building Fund	230,610.76
Site and Construction Fund	342,136.43
Auxiliary Fund	98,835.67
Total	<u>\$827,172.44</u>

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas

Nays: None

Member Hamill moved and Member Moats seconded the motion to approve for payment the payroll of Jan. 31, 1970, in the amount of \$169,990.51; the payroll of February 15, 1970, in the amount of \$140,400.94; and the estimated payroll of February 16 to April 15, 1970, in the amount of \$656,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas

Nays: None

COMMUNICATIONS:

Dr. Lahti informed the Board he had received a communication asking that the Board of Trustees appoint an official delegate and alternate to attend the 5th Annual Spring Convention of the IACJC to be held on May 7, 8, and 9. Vice-Chairman appointed Member Nicklas as official delegate and Member Moats as the alternate.

UNFINISHED
BUSINESS:
Grievance
Committee

Member Hamill reported the Grievance Committee had held two meetings, with the faculty committee present at both meetings. He stated that outstanding progress had been made in that they had come to agreement on almost every issue, except the one on arbitration. Member Hamill reported there was one additional question which Dr. Schauer and the faculty senate wanted to

UNFINISHED

BUSINESS:

Grievance
Committee (cont.)

study further--the question of non-retention of untenured faculty, whether it is a grievable matter. He stated it seems it is a question when there has been an evaluation. Member Hamill informed the Board the committee should be getting a final draft of what had been agreed upon. He stated there were two points which the committee wanted brought to the attention of the Board:

1. That they investigate the possibility of meeting directly with the faculty senate in some sort of forum, and have a discussion particularly on the matter of arbitration.
2. Have a meeting with the faculty senate and Board of Trustees and bring in someone, such as the A.A.U.P., and discuss arbitration and have them mediate it.

Member Moats stated he felt there was a recognized need that the Board have something more than is now in existence, and he recommended the Board do something further along both these lines--meeting with the faculty and inviting someone in with a lot of experience in these areas.

Member Hamill stated he had talked with Chairman Johnson on this matter, and suggested this question be deferred until everything in the area of non-retention had been clarified.

Salary Committee

Member Nicklas reported the Salary Committee had one meeting. Another meeting had been scheduled but had to be canceled. She stated they had been collecting data on all discussion items in order to resolve them and come to a better understanding of what the needs are and what can be done. Member Nicklas stated she would like to call a meeting on Monday, March 2, 1970, at 8:00 p.m., of the Salary Committee and that she would notify Chairman Johnson.

NEW BUSINESS:

Certificate of
Substantial
Completion

Dr. Lahti stated that Mr. Mann and the architect both recommended approval of the Certificate of Substantial Completion. Attorney Hines, in answer to a question, stated the college was fully insured.

NEW BUSINESS:
Certificate of
Substantial
Completion

After further discussion, Member Hamill moved the approval of the Certificate of Substantial Completion and authorization for W. J. Mann, Vice-President of Business Affairs, to sign the certificate. Member Moats seconded the motion.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas
Nays: None

Change Orders

Dr. Lahti informed the Board that there would be no action on the matter of change orders. He reported he had met with Mr. Egidi, President of Corbetta Construction Company, and believed they had reached substantial agreement. However, the paper work had not been received. Dr. Lahti stated this was a complex task, and when the paper work did come in with certain conditions, he would support and recommend it to the Board.

Bid Award of
Electronics
Equipment

Mr. Mistic discussed the bid on electronics equipment and pointed out it was difficult to get a number of bids on this equipment as the items are quite specialized. He stated these items fall under 60/40 Vocational Educational reimbursement.

Member Hamill moved and Member Hutchings seconded the motion to approve the award of bid on electronic equipment as outlined in Exhibit C, as follows:

Wavetek, Inc.	\$ 9,443.00
Telonic Instruments	<u>1,050.00</u>
Total Award	<u>\$10,493.00</u>

Mr. Bernstein discussed the use of this equipment in the electronics program and stated that probably about 95% of the courses in the program would use this equipment.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas
Nays: None

NEW BUSINESS:

Proposed Community
College Counseling
Center

Dr. Harvey stated the proposed community college counseling center had been discussed originally when the college was being developed and stated that the facilities were now available and also the opportunity to serve the community.

Dr. Fischer discussed the counseling center in more detail, stating it would provide vocational and educational counseling and testing to the community-at-large, as well as to Harper students. He discussed the future growth of the college community. Dr. Lahti expressed concern in reference to future growth and controlling the overload on the college counselors. Dr. Fischer pointed out the counselors would not be used beyond an acceptable overload, as per the policy of the board, and stated outside agencies had been contacted and other well-qualified counselors would also be used. He informed the board accreditation as an approved counseling agency by the American Personnel and Guidance Association is expected within the next several months, and pointed out that Harper would be the second community college in the United States to have this certification. Dr. Fischer discussed fees to be charged for services to non-students, stating this would be a non-profit, self-supporting community counseling service. He reported on the need for a director of testing to assist in setting up this center and in carrying out the program, stating this person would serve half time in the community counseling center and half time in the regular guidance program.

Dr. Lahti complimented Dr. Fischer on his leadership and the maturity of the counseling staff. He stated the degree of maturity which has taken place in counseling in the last year is evidenced by the fact that they are in the final stages of accreditation, which is not common in community colleges.

Member Nicklas moved and Member Moats seconded the motion that the Board authorize the establishment of a non-profit self-supporting community counseling service and authorize the establishment of a fee structure to support the service.

Member Hutchings suggested the possibility in reference to fees in differentiating between residents of the district and non-residents.

NEW BUSINESS

Community College
Counseling Center
(Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas

Nays: None

Member Hamill stated he felt this was a community service which would provide many benefits, and thanked Dr. Fischer on behalf of the Board.

Opening of
Director of
Testing Position

Member Hamill moved and Member Nicklas seconded the motion to approve the employment of a Director of Testing, effective July 1, 1970, on a twelve month basis within a salary range of \$15,000 - \$19,000.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas

Nays: None

Health Center
Progress Report
and Consulting
Physician

Dr. Fischer discussed the health center report which had been compiled by the college nurse, Miss Szymasek, summarizing the major functions of the first semester. He stated the need for a physician consultant had manifested itself many times during the first semester of existence of the Health Service, and discussed the responsibilities which a college physician would be asked to accept. Dr. Lahti informed the Board of the qualifications of Dr. John W. Brouhard, who had agreed to accept the position of college physician, and discussed with the Board a fee for the budget year not to exceed \$3,000.

Member Nicklas moved and Member Hutchings seconded the motion to approve the employment of Dr. John W. Brouhard as consultant to the health center effective immediately.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas

Nays: None

Pollution Control

Dr. Lahti stated pollution control had been discussed with the architects when the decision on the original fuel had been made. He discussed an Anti-Pollution Questionnaire from the Illinois Junior College Board.

NEW BUSINESS:
Pollution Control
(cont.)

Mr. Hughes informed the Board that because of the size of the present campus, the college is operating at less than full load on all boilers and consequently producing some pollutants in the air in the form of soot. He discussed the costs of operating on fuel oil as compared to natural gas.

Dr. Lahti stated the college faces the question of whether in the future they want to shift from oil to gas, which would make some difference in the degree of pollutants entering the air. He informed the Board that if there were further need for examination of this problem it would be brought back to the Board.

Lighting System

Mr. Mistic reported this presentation was a continuance of the discussion on lighting which the Board had requested the administration explore further.

Mr. E. Finlay, of Caudill, Rowlett & Scott, presented drawings on a second proposal being offered to solve the lighting system. He discussed the three systems which the architects were proposing and displayed a sample of the fixture proposed.

After discussion, Member Hamill moved to accept the recommended lighting system and proceed with authorization at a cost not to exceed \$34,100.00.

Further discussion followed. Member Hamill withdrew his motion.

Member Hamill moved and Member Moats seconded the motion to approve the proposed lighting system design and the layout, as per drawing attached, at a cost not to exceed \$34,100.00.

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Hansen, Hutchings, Moats
and Nicklas

Nays: None

Food Service
Operation
Progress Report

Mr. E. Goodwin, Director of Food Services, distributed a report on food services to the board members. He discussed the food service operating report, productivity per man hour, menu analysis and comparison price sheet.

NEW BUSINESS:
Food Services
Report (cont.)

Member Haas entered the meeting at 10:00 p.m.

Mr. Goodwin, in discussing the operation of the cafeteria, pointed out they had served approximately one quarter of a million students through December. He discussed the services offered by the dining room and the catering service. Mr. Goodwin discussed the training of students. He stated he believed they would have the revenue from the vending machines next year. Mr. Goodwin reported he felt there would be increased catering volume and increased general volume next year, both as a function of increased campus population and as increased better merchandising and better service on the part of food services. He assured the Board they would watch price structures carefully and charge prices they feel are necessary, and at the same time remain competitive.

Dr. Lahti informed the Board that the faculty dining room is a place where faculty and staff can take visitors and conduct business in a relatively pleasant atmosphere. He stated the administration felt this service should be continued. Dr. Lahti stated the administration would like to look at this area for one more year to see if volume and through scheduling this area could break even.

Vice-Chairman Hansen thanked Mr. Goodwin for his report.

Progress Report
on Referendum

Dr. Upton reported on the progress on the referendum. He discussed the list of meetings and speakers which had been lined up, and the summary of talks given in each community. He stated the college was still receiving requests from various organizations for additions to the list of speaking engagements. Dr. Upton informed the Board the reports the college has been getting back indirectly on these meetings are mostly positive. He reported Dr. Olson has been meeting with the citizen group and they are beginning to schedule more meetings.

Mr. Andries reported on the open house activities. He stated the attendance on Feb. 8 was approximately 200, on Feb. 15--600, and on Feb. 22--750, for a total of approximately 1550. He pointed out the

NEW BUSINESS:
Referendum
(cont.)

college has had excellent cooperation from the local press, student volunteers and faculty, and that, in addition, food service and buildings and grounds have had personnel on hand. He stated the administration was very enthused with the team effort of the whole college in making these open houses a success. Mr. Andries also stated the college has had assistance from the media of TV and radio.

Board members congratulated the administration and staff on the fine job they have done in developing the open house, the level of enthusiasm of the guides, and the hard work done by everyone.

OTHER:

Dr. Lahti distributed a report on facilities use for February, pointing out that the number of groups within this report reflects the philosophy of the community college.

Dr. Lahti discussed a proposed conference of the Association of Governing Boards of Colleges and Universities in September. The Board requested that Dr. Lahti inform the association that Harper's Board of Trustees expressed interest in such a conference.

ADJOURNMENT:

Vice-Chairman Hansen informed the Board that Dr. Lahti had requested an executive session of the Board on a personnel matter. Mr. Hines stated that as no action by the Board would be needed, the Board meeting should be adjourned.

Member Nicklas moved and Member Hamill seconded the motion that the meeting be adjourned at 10:42 p.m. Motion unanimously carried.

Vice-Chairman Hansen

Secretary Hamill