

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, March 12, 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 March 12, 1970, at 8:50 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of Secretary Hamill, Member Hutchings moved the nomination of Member Nicklas as Secretary Pro Tempore and Member Haas seconded the motion and moved the nominations be closed. Motion unanimously carried.

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

Also present: Robert E. Lahti, Donald Andries, J.R.Eirkholz, Charles F. Palk, Guerin Fischer, Gregory Franklin, James Harvey, Roy Kearne, Larry S. King, John A. Knudsen, Jack Lucas, W. J. Mann, Fred Vaisvil, Martin Ryan, G.H.Voegel, and Robert R. Zilkowski--Harper College; K. Radtke--Day Publications; Tom Wellman--Paddock Publications; Mr. and Mrs. R.J.Wilson, Jr., and Carolyn Secur.

MINUTES: Member Hutchings moved and Member Haas seconded the motion that the minutes of the February 26, 1970, meeting be approved as distributed. Motion unanimously carried.

DISBURSEMENTS: Change Orders Mr. Mann explained that Change Order #50 was a no-change change order, up-dating all the sub-contractors' contracts to the appropriate amount. He stated he would like to add Change Order #57, another no-change change order, for partial acceptance of the site work for beneficial occupancy. Mr. Mann explained this was not final acceptance, but in order for the college to use the site, the initial site should have been accepted a long time ago. Mr. Mann discussed Change Orders #59, #60 and #61 and called the Board's attention to the last page of the attachment which was a breakdown of

DISBURSEMENTS:
Change Orders
(Cont.)

the contingency fund. He pointed out that item 17 in this breakdown represented change orders #59-61 and reduced the I.B.A. Contingency Fund to \$26.62. Mr. Mann stated these change orders would round out I.B.A.'s commitment.

Dr. Lahti informed the Board the paper work on change orders would be ready for the next meeting.

After further discussion, Member Haas moved and Member Nicklas seconded the motion to authorize W. J. Mann, Vice-President of Business Affairs, to approve the following change orders:

Corbetta Construction Co. Change Order #50	No Change in Price
Corbetta Construction Co. Change Order #57	No Change in Price
Corbetta Construction Co. Change Order #59	\$ 4,240.00
Corbetta Construction Co. Change Order #60	4,780.00
Corbetta Construction Co. Change Order #61	4,587.00

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Bills Payable

Mr. Mann discussed the short list of bills payable being presented, which ordinarily would be brought to the second meeting of the month. He reported the college would like to take care of these bills at this point because of the difficulties in getting the paper work done to clear them for payment.

Member Haas moved and Member Hutchings seconded the motion to approve for payment the bills payable of March 12, 1970, as follows:

Educational Fund	\$1,093.40
Building Fund	4,449.00
Site and Construction Fund	<u>10,000.00</u>
	<u>\$15,542.43</u>

DISBURSEMENTS:

Bills Payable

(Cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Mr. Mann reported on construction progress. He stated the job was rapidly approaching completion, but that in any job of this kind and size there are bound to be some things not up to specifications and a certain amount of controversy until they are resolved. He discussed some of these problems--water, lighting, punch list items outstanding--that have to be taken care of. He pointed out that once the contractor leaves the job it always makes it more difficult to resolve these things, particularly when there is a question of who is responsible. Mr. Mann informed the Board there are fairly large portions of the site that need to be seeded this spring, and as these were not included in the contract the college will have to pay for it. He stated there is going to be a certain amount of soil erosion as the spring rains arrive. Mr. Mann stated that basically the job is in good shape and the problems will be resolved as the college works along with the contractor.

Mr. Frank Larocca reported on construction progress. In the opinion of the architects, Mr. Larocca stated the shake-down of the buildings had been most successful. He stated two areas they had been working on were the doors leading to the exteriors, on the verge of being settled, and the major and obvious problem of water. He stated there were some areas of controversy, and some areas will not be resolved until they can get into the ground in spring. He stated he was confident the music area problem would be resolved at the earliest moment they can get into the ground. Mr. Larocca stated the sidewalk problem was difficult, and that more than the usual amount of heaving in sidewalks had been experienced, but they would not be able to fully ascertain the extent of this problem until spring. He stated they felt these problems would be solved in the next few months, and that final acceptance would be in several months. Mr. Larocca stated they were going to take another look at some of the problems; that he was not implying they were all contractor deficiencies.

Dr. Lahti stated the administration was well aware that there are problems. He stated the temporary sidewalks are an interim solution. He stated the additional lighting would be installed in ten weeks at the earliest. Dr. Lahti discussed the security area, pointing out that Motorola and other institutions of the magnitude of Harper are experiencing the same type of problems Harper is with vandalism, etc. He stated the administration is most concerned when these things happen, and stated he is satisfied that Mr. Mann and Mr. Hughes are taking all precautions. Dr. Lahti stated he has already informed the Board, that in his opinion, the day will come when the college will have to check people in and off the campus.

COMMUNICATIONS: None

UNFINISHED BUSINESS: Dr. Lahti reported the Grievance Committee had not met so there would be no report.

Member Nicklas reported the Salary Committee had been meeting and had gone over quite a lot of information, and would be meeting again on Monday, March 16.

NEW BUSINESS:
Faculty Promotions

Dr. Lahti asked that Dr. Schauer explain the promotion process of the college. Dr. Schauer explained that any person who wished to be considered for promotion in rank could initiate a request for such consideration. In the case of faculty, the division chairman sits with the person and reviews strengths and weaknesses, etc. The faculty promotions committee then reviews the application. The dean reviews and makes a recommendation regarding the candidate. Dr. Schauer then reviews the criteria that they followed in their deliberations. Dr. Schauer stated he then takes the three recommendations--from the division chairman, the faculty promotion committee, and the dean--and makes his decision for his recommendation to the president.

Dr. Schauer read the following:

CRITERIA FOR FACULTY PROMOTIONS
(Harper College Faculty Promotions Committee)

Positive

To the Assistant level:

1. Completed additional hours of work in his field.

NEW BUSINESS:

Faculty
Promotions

2. Outstanding work in his field: course coordinator, set up a new course, etc.
3. Has done his share of the committee work here at Harper.
4. Has served at the last level of rank for a period of time--one year.

To the Associate level:

1. Shows some professional growth
 - a. additional courses
 - b. seminars
 - c. in-service work shops
2. Outstanding work in his field: publication, paper read, set up new courses, etc.
3. Has done his share of the committee work here at Harper.
4. Has served at the last level of rank for a period of time--two years.
5. If claims to GRANDFATHER CLAUSE are valid, then minimum qualifications are met.

To the Professor level:

1. Shows some professional growth
 - a. additional courses
 - b. seminars
 - c. in-service workshops
2. Outstanding work in his field: publication, paper read, etc.
3. Has done his share of the committee work here at Harper.
4. Has served at the last level of rank for a period of time--three years.
5. Has all the qualifications and we feel tenure should go with this rank and we recommend promotion to the rank of full professor as soon as tenure is granted (teaching faculty ONLY).

Negative

1. Additional hours needed to fill the basic requirements.
2. Lack experience.
3. Shows no sign of professional growth since initial placement.
4. Has not taught at his present level sufficient number of years.

NEW BUSINESS:

Faculty
Promotions
(Cont.)

5. Has not done his part in becoming involved in the committee work here at Harper.
6. Meets minimum qualifications, but at this time we feel we are unable to evaluate this person.

Highly Recommended--received a YES vote from all members on the committee.
Recommend-- received ONE no vote
Minimum-- received TWO or more no votes

Dr. Lahti stated when the recommendations arrive at his office, he asks to see the list of those who applied, those who were refused, and those who are being recommended, and the reasons for each. At that time, he stated, he either agrees or disagrees with the recommendations coming from the vice-president and makes his recommendation to the Board. He stated this is for the teaching faculty.

Dr. Lahti stated the criteria at Harper is quite liberal, but at the same time they are not meant to be the same as a four-year institution because Harper is primarily a teaching faculty. Dr. Lahti pointed out the college is delighted if a staff member does research, particularly on his own course work, and delighted if they want to write.

Discussion followed on the criteria. Dr. Lahti stated that as a result of experience in deliberations the committee has made suggestions as to how these things could be better explained. He pointed out it was important to understand that these are only minimal criteria.

Member Nicklas moved and Member Haas seconded the motion to grant promotions in rank to the following teaching faculty:

A. From instructor to assistant professor:

Henry C. Meier
Frank L. Oliver
Lee Owens
Martin Ryan
Joe B. Tillotson
Robert R. Zilkowski

NEW BUSINESS:

Faculty
Promotions
(Cont.)

B. from assistant professor to associate professor:

William R. Foust
Roy G. Kearns
John A. Knudsen
Thomas R. McCabe
William H. Miller
Michael V. Ostrowski
Gregory Franklin

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Administrative
Promotions

Dr. Lahti informed the Board that administrative promotions were handled with the same criteria; however, the process is a little different. An administrator applies through his supervisor, and each person he reports to passes judgment and makes recommendation to the office of the President. Dr. Lahti stated he holds the Vice-Presidents responsible for a meeting with him and agreeing with him that quality standards are being imposed on each of the administrators in each of their respective areas. Dr. Lahti reported that three persons in Mr. Mann's area were being presented for the rank of Instructor. Dr. Lahti informed the Board that these people have Masters' Degrees and more than meet the minimal criteria for Instructor.

Dr. Lahti presented recommendations from Dr. Schauer on promotion in rank for Robert W. Thieda, and from Dr. Harvey on promotion in rank for John A. Gelch and Donn Stansbury. He presented recommendation that David Groth be assigned rank, and also a recommendation on promotion in rank for William J. Mann. Dr. Lahti stated he was recommending these administrators as recommended by their supervisors, and stated the criteria are exactly the same other than, where teaching is shown for faculty, experience is substituted for administrators.

NEW BUSINESS:
Administrative
Promotions

Member Haas moved and Member Nicklas seconded the motion that the following be approved:

Award of rank of Instructor to:

Anthony Dolejs
Robert Hughes
Wilfred Von Mayr

Promotion in rank from Instructor to Assistant Professor:

Robert W. Thieda

Promotion in rank from Assistant Professor to Associate Professor:

John A. Gelch
Donn Stansbury

Award of rank of Assistant Professor to:

David Groth, effective with the contract that may be issued for the 1970-71 fiscal year.

Promotion in rank from Assistant Professor to Associate Professor:

William J. Mann, effective with the contract that may be issued for the 1970-71 fiscal year.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Revision in
Permanent Leases
Insurance
Provisions

Mr. Mann reported that the administration had been working on this revision for quite a while. He stated this was a rather complicated situation in that the lease agreement the college has with the State of Illinois to lease the facilities includes fire and extended coverage insurance to cover the facilities, and they originally asked us to remove our name from the policy. The revision amends Paragraph 18 which essentially waives subrogation rights against the college. The I.B.A. after several discussions has

NEW BUSINESS:
Revision in
Permanent Leases
Insurance Provi-
sions (cont.)

agreed to add Harper College as co-insured under the boiler and machinery policy carried by the I.B.A. With this final agreement the administration, Board Attorney, and insurance consultant recommend that the attached amendment be approved by the Board. Member Nicklas inquired as to how a loss would be handled in the event a serious fire could occur. Mr. Mann stated that the insurance is based upon replacement value. However, in order to be very clear on this point, he will request clarification on the settlement terms and conditions of the insurance contract.

After further discussion, Member Haas moved and Member Hutchings seconded the motion to approve the Amendment to Construction Lease, IBA Project No. 74-95, Paragraph 18, as attached in the official book of minutes of the Board of Trustees, Exhibit B.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Other--
Employment of
Staff

Dr. Lahti informed the Board that Dr. Schauer would present a recommendation for employment on a candidate for the position of Assistant to Dean for Evening Operations. Dr. Schauer discussed the background and qualifications of Mr. Jack Fuller for this position.

Member Haas moved and Member Nicklas seconded the motion to approve the employment of Jack W. Fuller as Assistant to the Dean for Evening Operations, March 23, 1970 to June 30, 1970, at a pro-rated salary computed on \$14,500 per year, and a contract from July 1, 1970 to June 30, 1971, at a salary of \$14,500 per year.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Electrical
Bill

Mr. Mann distributed a letter from Frank Larocca dealing with the electrical bill. He explained that as the college moved in, the question arose as to who owed what part of the electrical bill. He stated the September 22,

NEW BUSINESS:
Other -
Electrical Bill
(Cont.)

1969, electrical bill had not been paid. The college has paid from October on. Mr. Mann discussed the break-down on page two of Mr. Larocca's letter, stating the college feels they owe \$6,969.36, the September bill is \$6,801.75, and based on these calculations the college feels they owe Corbetta \$167.61. He stated Corbetta feels the college owes them \$1,000.00. Mr. Mann stated the college feels they should pay this September bill to Commonwealth Edison Company for \$6,801.75 at this time and argue about the balance later on.

Dr. Lahti stated he had received calls from Commonwealth Edison Company concerning this September bill, and he agreed it is appropriate that the college pay this bill as their share and the remaining portion can be settled along with other differences as the job is phased out.

Member Haas moved and Member Hutchings seconded the motion that the September electrical bill of \$6,801.75 be paid to Commonwealth Edison Company.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

Election
Resolution

Mr. Mann informed the Board the administration was recommending a resolution providing for the use of affidavits in lieu of poll books for the March 21, 1970 election. He stated Mr. Hines would draft the formal resolution.

Member Nicklas moved and Member Haas seconded the motion to approve the use of affidavits in lieu of poll books for the March 21, 1970 election. (Official resolution attached in the official book of minutes of the Board of Trustees.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hansen, Hutchings and Nicklas
Nays: None

PRESIDENT'S
REPORT:

Dr. Lahti distributed and discussed a break-down on teaching applications received since July 1, 1970.

Mr. Donald Andries informed the Board the Russell Kirk dinner would be on Monday, March 16, 1970. Dr. Lahti informed the Board they were all invited to the reception at 6:00 p.m. and dinner at 6:30 p.m. He stated Mr. Kirk would speak at 8:00 p.m.

Mr. Andries reported on the Open House, stating the accumulated total of visitors was 2650. He pointed out the March 15 Open House would be the final one in this series, and stated senior citizens had been invited for that day, and that the Harper Players will put on three one act plays.

Dr. Olson reported on the progress of referendum. He stated they were now finalizing the plans for the referendum. He commented on the tremendous cooperation from the faculty. He stated the speaking engagements had all been met and the citizens organization was doing very well.

Member Nicklas and Member Haas discussed some of the questions raised at meetings they had attended.

Member Haas informed the Board that Dr. Zwingle had requested him to appear on a panel of the American Governing Board at their next meeting to be held in San Francisco in April. Mr. Haas stated he had informed Dr. Zwingle he would be happy to participate.

ADJOURNMENT:

Member Nicklas moved and Member Hutchings seconded the motion that the meeting be adjourned at 10:30 p.m.

Vice-Chairman Hansen

Secretary Pro Tempore Nicklas