

*Ruth Roper*

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

December 17, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - a. Financial Statement
- V. Communications
- VI. New Business
  - A. BUSINESS OFFICE PRESENTATION
- VII. President's Report
- IX. Adjournment

- 1. Buildings and Grounds
- 2. Personnel
- 3. Book Store
- 4. Financial Accounting
- 5. Business Services

EXHIBIT A

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 Special Board Meeting of Thursday, December 17, 1970

CALL TO ORDER:

Chairman Hamill called to order the special meeting of the Board of Trustees of Junior College District No. 512 at 8:10 p.m., on December 17, 1970, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members John Haas, James Hamill, Milton Hansen, Lawrence Moats, Joseph Morton and Jessalyn Nicklas  
Absent: Member Richard Johnson

Also present: Robert E. Lahti, Donald Andries, Robert Cormack, Anton A. Dolejs, Ron Dudley, John Gelch, James Harvey, Robert Hughes, Gene Kavanaugh, Larry King, W. D. Klingenberg, Henry J. Kurowski, Jack Lucas, W. J. Mann, Don Mistic, Paul Moore, Audrienne Mueller, C. Schauer, W. E. Von Mayr, John Warren and Lloyd Wilkes--Harper College; Tom Wellman--Paddocks Publications; and W. C. Wendling.

MINUTES:

Member Moats moved and Member Nicklas seconded the motion to approve the minutes of the December 10, 1970, Board meeting as distributed. Motion unanimous.

DISBURSEMENTS:

None.

COMMUNICATIONS:

Dr. Lahti reported a letter had been received from Gerald Smith as a result of a party given in his honor. Dr. Lahti stated he had distributed copies of a series of letters from the students from Michigan State who had visited Harper's campus. It was the consensus of the Board and administrators that this on site visit had been most worthwhile for both the students and Harper's staff.

Member Nicklas reported she had attended the dinner for Gerald Smith as a representative from Harper. Member Nicklas reported she had attended a meeting of the Illinois Trustees' Association, where almost 30 colleges had been represented. Dr. Knoblock is acting as temporary chairman of the association.

COMMUNICATIONS:

(Cont.)

She stated the association is working on a long list of services to be listed by priority. Member Nicklas reported the association had adopted a constitution. She stated the legislation committee was operating, developing proposals for the next session. Member Nicklas stated the association had a meeting with Dr. Wellmann on finance and did acquaint him more realistically with some of their problems. They asked for more communication between colleges and the state board and the Board of Higher Education. Chairman Hamill pointed out that Mrs. Nicklas is regional chairman for five colleges in this area. She stated the association is divided into nine regions, and there would be a regional meeting in January. Member Nicklas asked if the dues to the Illinois Trustees Association had been paid. Mr. Dolejs checked into this and stated the check had been mailed on Nov. 20. Referring to a letter from the association, Chairman Hamill asked Dr. Lahti to see that they received the addresses requested, although Member Nicklas and Dr. Lahti both stated they had given them these addresses previously.

NEW BUSINESS:

Law Enforcement  
Staff Position

Dr. Lahti stated the administration was recommending that a full-time position in the Law Enforcement program be approved at this time. He stated that the administration would not bring this to the Board at this time except for the need for one more full-time person to be added to the staff immediately. Dr. Lahti pointed out that the college has only one Law Enforcement person for over 300 students. He stated these people are difficult to find. He also stated there are some state monies available. Dr. Schauer stated the administration would like to develop the program further and that it was a physical impossibility for one man to do this.

Member Moats moved and Member Morton seconded the motion for approval of the administration's recommendation that a full-time position be approved in the Law Enforcement program with a salary not to exceed \$14,000.00.

Mr. King further discussed the need for and shortage of these people.

NEW BUSINESS:

Law Enforcement  
Staff Position  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Moats,  
Morton and Nicklas

Nays: None

Football program

Dr. Lahti discussed a football program for the college and stated the students have been talking about this for well over a year and this year have become more enthusiastic about it. He stated the administration requested a thorough study on costs and a three year budget. He distributed a three page memo of the proposed plan for financing intercollegiate athletics, and stated the students had done an excellent job for what they could and would support.

Dr. Harvey named the colleges who do have football and those who plan on starting it within the next year. He stated the administration had worked with the student government on this proposal, and the student government had voted and approved this. He stated that the student government was saying, in effect, that they will bear the full cost of starting and continuing to support football, and will continue to support it at a higher level if the referendum did not pass. Dr. Harvey discussed the assumptions in the proposal in more detail for the benefit of the Board.

Chairman Hamill asked if the football program became economically unworkable, if there was anything the Board could do to terminate it. He stated he felt this should be spelled out.

Dr. Lahti stated he felt North Central would say the responsibility of the college would be for the security of the Student Activity Funds, as the keeper of the funds the fee collected in the interests of the students should go back to the majority of the students. These would be the guidelines adhered to by the administration with the students' budget. He pointed out the students may need the flexibility to move back and forth without bringing it back to the Board.

Chairman Hamill stated he would like to see the Board make a motion, as item #10 under the assumptions, that football may be terminated under this program when the Board of Trustees

NEW BUSINESS:

Football Program

(cont.)

feels the cost is becoming economically workable because of the drain on the educational fund.

Member Morton stated he felt he wanted more time to study this proposal, but he did not want this to be construed as non-approval of a football program.

Dr. Lahti explained that the reason the athletic department wanted this brought before the Board was because of the need for commitments to other colleges for scheduling. Mr. Gelch discussed further the problem of scheduling.

Member Hansen stated he wondered if there were a way the Board could be sure most of the students were for this program rather than indifferent.

Member Morton moved and Member Moats seconded the motion that the Board postpone action on the football proposal until the next Board meeting.

Chairman Hamill stated he liked the way this had been presented to the students. Basically, he felt the college had started very slowly on sports. He stated he would hope the press would make it clear, as outlined in the proposal, that the college was not planning on spending large sums of money for football, when they are going out for a referendum. He stated he was going to vote in favor of Member Morton's motion.

Upon roll call, the vote was as follows:

Ayes: Members Haas, Hamill, Hansen, Morton,  
Moats and Nicklas

Nays: None

Chairman Hamill asked Board members to get in touch with either Dr. Lahti or Dr. Harvey with any questions for more information on the football proposal. Member Moats suggested the Board should also entertain any arguments the students might have against it.

NEW BUSINESS:  
Business Office  
Presentation--

Mr. Mann, Vice-President of Business Affairs, displayed the Organizational Chart of the Business Area which had been distributed to the Board. He stated he wanted to cover the management information system of the Business Office and discussed and exhibited the following manuals: Accounting Manual and Budget Procedures; Budget Book; Monthly Reports of the Business Office; Financial Reports; Divisional Reports; Auditors' Report; Business Office Procedure Manual; Staff Policy and Procedure Manual; and, The Long Range Financial Plan. Dr. Lahti pointed out that Harper was the only community college in the State of Illinois where the cost centers received monthly feed-back on the budget--the Divisional Reports.

--Buildings and  
Grounds

Mr. Mann introduced Mr. Hughes, Director of Buildings and Grounds. Mr. Hughes reviewed the background of the Buildings and Grounds Department, pointing out it had grown from originally two people on the staff to a staff at the present time of 58 employees. He stated Mr. Kurowski, ably assisted by experts in the Learning Resource Center, had directed and produced the first training film to be shown new employees as part of their training program.

A slide presentation on personnel and various areas of the facilities of the college was shown.

Mr. Hughes stated that Mr. Kurowski and the Art Department have the following five training films in various stages of production: Methods for Cleaning Washrooms; Rug Shampooing; Stripping and Re-waxing Classroom Floors; Proper Operation of Automatic Floor Machines; and Proper Adjustments of Door Closures.

Mr. Hughes stated there were certain areas which were operating understaffed--Maintenance, 50% and Grounds Department, 50%. Mr. Mann stressed that the Maintenance Department is way understaffed. Dr. Lahti pointed out the college is operating on new guarantees. Mr. Mann stated there are two maintenance men in 400,000 sq. ft. Mr. Hughes stated the security department is in about the same position, one security and one safety for every 1000 population is normal staff-

NEW BUSINESS:  
Business Office  
Presentation--  
Buildings and  
Grounds (cont.)

ing criteria. He stated four of the five security men at Harper are fully qualified, meeting the requirements of the Illinois Law Enforcement Training Act.

Mr. Hughes introduced Mr. Henry Kurowski, Supervisor of Custodians. Chairman Hamill congratulated Mr. Kurowski on the film presentation. Mr. Hughes then introduced Mr. Ronald Dudley, Supervisor of Roads and Grounds, and Joseph Mandarino, Supervisor of Safety and Chief Security Officer. He advised the Board that Mr. Richard Helin, Supervisor of Heating and Ventilating, and Mr. Richard Klug, Supervisor of Maintenance, were unable to attend the Board meeting. The Board discussed with Mr. Mandarino the increase in incidents on the campus, and need for equipment, and also drug use among the students.

On behalf of the Board, Chairman Hamill informed Mr. Hughes and his staff that the Board appreciated their efforts and were aware of the budget restrictions in the building fund.

--Personnel

Mr. Mann introduced Mr. Von Mayr, Director of Personnel. Mr. Von Mayr explained that he was charged with staffing for non-academic positions on the campus. He stated they orient at least as many people as they put on the payroll, and, in addition, supply temporary part-time people. In addition to staffing, Mr. Von Mayr stated it was his responsibility to see that the college has a good wage and salary service. He stated an evaluation program had been initiated. Other responsibilities in his area include the grievance committee, union negotiations, elections, the Staff Policy and Procedure Manual, rudimentary employee training programs, employee insurance program--the two main areas cover health and major medical, and the classification committee. He stated he had evaluated the employee insurance program for the Board. Mr. Von Mayr pointed out the training programs will expand, the need is quite apparent. Discussion followed on employment practices and the classification committee.

NEW BUSINESS:  
Business Office  
Presentation--  
(cont.)

Bookstore

On behalf of the Board, Chairman Hamill thanked Mr. Von Mayr for his presentation.

Mr. Mann introduced Mr. Klingenberg, Director of the Bookstore. Mr. Klingenberg stated the Bookstore is a self-supporting operation within the Business Office. He stated they anticipate doing \$450,000 in sales in the next year. Fifteen people are regularly employed in the Bookstore. The loss in merchandise through pilferage in the last year amounted to \$5,000. Mr. Klingenberg discussed the Central Stores operation--the buying and issuing of office supplies on the campus. He informed the Board of his participation in the Illinois Association of College Stores, with approximately 125 members, of which he had been elected treasurer. In answer to a question regarding space, Mr. Klingenberg stated currently the space is adequate, will barely be adequate next year, and will be inadequate in 1973-74. A discussion followed on extending registration period. Dr. Harvey pointed out that between semesters the turn-around time is so short. There would be the option of adding one day between. Mr. Klingenberg stated an advertising campaign would not help to any great extent.

On behalf of the Board, Chairman Hamill thanked Mr. Klingenberg for his presentation and commented that a \$450,000 sales volume is staggering and complimented Mr. Klingenberg on being well-organized and handling the Bookstore well.

Financial Accounting

Mr. Mann introduced Mr. Dolejs, Comptroller. Mr. Dolejs distributed charts of the functions and responsibilities in the accounting area. He discussed the various accounting statements produced in his area, and stated the payroll is the only operation completely on data processing and stated even this is an interim system. Mr. Dolejs discussed the plans and procedures for the next registration. Chairman Hamill stated he could attest to the long hours and hard work that Mr. Dolejs has put in, and thanked him on behalf of the Board for his presentation.



NEW BUSINESS:

Business Office  
Presentation--  
Business Services

Mr. Mann introduced Mr. Misis, Director of Business Services. Mr. Misis informed the Board that Business Services is a two-fold responsibility. Part of it is a direct service to the college--daily operation. The other area is the facilities planning--present and future buildings. Mr. Misis distributed a memorandum showing the increase in duplicating and purchasing in the past few years. He discussed the services available to the faculty and staff and the equipment involved. Mr. Misis stated his staff was made up of 13 full-time, 3 part-time, and 2 student employees.

Mr. Misis discussed facilities planning, stating this involved working with the architect and the faculty, evaluating faculty feed-back regarding the facilities the college now has.

Member Nicklas commented on the amount of hard work being done in the Business Office. Dr. Lahti pointed out that the college is becoming a pretty sizable business.

Chairman Hamill thanked Mr. Mann and his staff for their presentation, which showed the size and amount of activities that go on through the Business Office.

PRESIDENT'S REPORT:

Dr. Lahti stated Mr. Mann had attended a meeting in Springfield that morning of the Illinois Junior College Board. Mr. Mann had reported that Mr. Holderman had an intense discussion with the community college presidents regarding the inability of junior colleges to produce accurate, timely information.

ADJOURNMENT:

Member Haas moved and Member Moats seconded the motion that the meeting be adjourned at 11:20 p.m. Chairman Hamill requested the Board meet in executive session to discuss union negotiations. The motion to adjourn was unanimous.

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Chairman Hamill

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Secretary Moats