

A. Ruppel

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

January 28, 1971

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Financial Statement
- V. Communications
- VI. New Business
 - A. Review - Financial Status - Harper College
 - B. Recommendation: 1971-72 Instructional Staffing Proposal Exhibit B
 - C. DATA PROCESSING PRESENTATION Exhibit C
- VII. President's Report
- IX. Adjournment

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, January 28, 1971

CALL TO ORDER:

In the absence of Chairman Hamill, Vice-Chairman Nicklas called to order the regular meeting of the Board of Trustees of Junior College District No. 512 at 8:13 p.m., on January 28, 1971, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

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

Also present: Robert E. Lahti, John Birkholz, Larry Collister, Robert Cormack, Ray DePalma, Charles Falk, Guerin Fischer, John Gelch, Dave Groth, James Harvey, Larry King, W. J. Mann, Adrienne Mueller, Roger Mussell, Omar Olson, Ken Parker, Gary Rankin, Clarence Schauer, Roy Sedrel, Donn Stansbury, Urban Thobe, Frank Vandever, George Voegel and John T. Warren--Harper College; Tom Wellman--Paddock Publications; and Mr. and Mrs. Robert J. Wilson, Jr., Jo-Ellen Claws, and William R. Schooley.

MINUTES:

Member Hansen moved and Member Moats seconded the motion to approve the minutes of the January 14, 1971 Board meeting as distributed. Motion unanimous.

COMMUNICATIONS:

Vice-Chairman Nicklas reported on a meeting of the Association of Trustees' Executive Committee in Springfield, and a meeting in Springfield with all the colleges and their representatives. She stated there was a great deal of discussion on finance. The association is working with the higher boards on proposals to be presented to the legislature. Member Johnson stated the association has to find agreement on the priority of objectives. Mrs. Nicklas stated she would appreciate receiving any suggestions from the Board members on the kinds of services to be compiled.

Dr. Lahti stated Dr. Fischer had material to distribute on on the referendum for the Northwest Mental Health and Retardation Council. Dr. Fischer stated the referendum was to be held on February 27, 1971,

COMMUNICATIONS:
(cont.)

and Harper College was participating in the referendum as a supporting agency.

NEW BUSINESS:
Review of Harper
College's Financial
Status

Mr. Mann stated this presentation was essentially the same as the one presented at a previous Board meeting. Using an overhead projector, he showed a chart which he stated was basically the total current year's revenue applied against the year's expenditures. He pointed out it was important that the Board understand what the assumptions are in order to project the revenue forward. Mr. Mann discussed charge-back revenue, tuition, state apportionment, tax base increases, anticipated out-of-district F.T.E., and cost per student. He stated this was a summary statement showing the kind of deficit situation anticipated. He informed the Board the administration was in the second cycle of the budget. Dr. Lahti stated he felt the administration would be able to make much better judgments than before because of being on campus for two years. He pointed out that every year of existence will give better data from which to make judgments. In the discussion which followed, Member Johnson pointed out that while the deficits are substantial and look large, nevertheless they represent good management because they were talking about just a 4% increase. Dr. Lahti stated the program Dr. Schauer would be presenting to the Board was contained in these figures and would fit into the administration's projections.

Instructional
Staffing Proposal

Dr. Lahti stated Dr. Schauer was going to make a presentation on Exhibit B--professional staff positions for the 1971-72 academic year. He stated this was a similar, but not identical program to that presented at the last Board meeting. Dr. Lahti reported the presentation tonight represented 100% at this time. He stated he could not suggest the administration would come back with anything until he saw further data. He pointed out they might see one or two areas where they would need to develop more information before coming back with any recommendation. Dr. Lahti stated the administration felt the program being recommended was well contained within the budget figure presented by Mr. Mann previously on chart.

Dr. Schauer presented a chart covering student enrollment figures and total instructional time for 1970 and

NEW BUSINESS:
Instructional
Staffing Proposal
(cont.)

1971 and discussed the recommended increase of 27 full-time and 2 part-time instructional staff for 1971. He pointed out they were not recommending all full-time staff for 1971, in order to have some flexibility.

A lengthy discussion followed. In answer to Member Morton's question, Dr. Schauer stated that in comparing costs of maintaining full-time staff as opposed to covering with part-time, and using an average salary of \$12,000, it amounted to about 1/3 more for full-time. Dr. Lahti stated the administration was recommending this program under the present conditions but felt it should be improved when they could see the daylight for improving it.

Member Moats asked about computerizing so many of the materials in the library. Dr. Schauer stated the reason for computerizing material is that it automatically gives the college a book catalog. Dr. Voegel pointed out it saves hiring several book catalog librarians. Dr. Schauer reported the administration was recommending the employment of one catalog librarian and a media specialist. Dr. Voegel stated in the last Illinois Junior College Board report Harper was about in the middle range of the percentage of the educational fund in support of learning resources. Member Moats asked what kind of films had been developed to date. Dr. Voegel reported sixteen T.V. productions had been completed for the faculty at the end of September, and twenty-five T.V. productions were planned for the coming semester. He discussed some of those already produced.

Dr. Schauer presented and discussed a chart showing the Learning Resource Center circulation--requests by faculty for materials in Harper's collection. The percentage of increase in requests was discussed. Dr. Lahti discussed a recent meeting of GT-70 at Harper. Dr. Voegel discussed the purpose of this organization, the sharing of materials as back-up for instruction. He informed the Board that Harper contributes 200 slides and gets back 800 slides from all over the United States.

Member Hamill entered the meeting at 9:30 p.m.

NEW BUSINESS:
Instructional
Staffing Proposal
(cont.)

Member Morton asked about the request for two counselors. Member Haas asked about the role of the counselor in terms of the community college. Dr. Fischer explained they have a large role, spending a lot of time in educational, vocational and occupational decision making. Essentially, he stated, they are generalists. Member Morton asked about using teaching faculty for academic counseling. Dr. Lahti reviewed the background of Harper's philosophy on teachers doing academic counseling. Member Hamill suggested the Board move along and pointed out they were basically reviewing past history and past philosophy. Dr. Harvey stated the two counselors being recommended were essential to take care of increased enrollment.

Member Johnson moved and Member Morton seconded the motion to employ 27 full-time teaching faculty as recommended in Exhibit B (copy of exhibit attached to Minutes in the Board of Trustees' Book of Official Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Hamill, Haas, Hansen, Moats,
Morton and Nicklas
Nays: None

Member Johnson moved and Member Hansen seconded the motion to employ two full-time professional staff members for the Learning Resources Center as recommended in Exhibit B.

Upon roll call, the vote was as follows:

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

Member Hansen moved and Member Moats seconded the motion to employ two full-time counselors as recommended in Exhibit B.

Upon roll call, the vote was as follows:

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

Member Hamill assumed the duties of the chair.

NEW BUSINESS:

Member Johnson stated as some of the newer Board members have not been exposed to the educational meetings the other members had, he suggested Dr. Lahti's office contact those of the Board who might feel they need more information in certain areas. He stated he would like to think there is a common base of information on which judgments could be made. Dr. Lahti stated the door is continually open for this kind of thing. He stated he would hate to feel the college was neglecting the very people who underwrite the cost of the institution.

**Data Processing
Presentation**

Mr. Roy Sedrel, Director of Data Processing, informed the Board he would discuss the present and future of the Data Processing Center. He introduced Mr. Parker, Manager of Systems and Operations. Mr. Sedrel discussed an organizational chart of the center, personnel and the equipment resources they work with. He displayed and discussed a chart on computer usage from July 1 to December 31, 1970. He showed an overlay on the results of an operative analysis by A.T.Kearney. Mr. Sedrel discussed Harper's comparison to the average company in the survey, stating approximately nine companies were involved and it was equally spread between small, medium and large users. He talked on system uses in the instructional and administrative area and the area cooperative. Mr. Sedrel reported on systems and programming personnel, stating that new systems design and development now accounts for 55% of the staff, modification and revisions to existing programs accounts for 35%, system maintenance accounts for 5%, and systems programming accounts for 5%.

For the future, Mr. Sedrel stated tentative plans include the development and implementation of a comprehensive financial accounting system, a facilities and equipment inventory system, a personnel-payroll information system, expansion of the library information system, and expanded support of instructional programs. The priorities for development and implementation of these systems and services will be part of the five year master plan, which is the major activity ahead for the Data Processing Center. This plan will provide the necessary guidelines for future staffing and equipping activities. Mr. Sedrel informed the Board that management consulting firms are submitting specifications for proposals for analysis of computer center organization and operations. The purpose of this study will be to evaluate present resources to

NEW BUSINESS:
Data Processing
Presentation
(cont.)

determine the level of efficiency and effective use of these resources. Demands for new services and systems are being made at an increasing rate. These demands have resulted in a request for a substantial increase in operating funds for the computer center. Mr. Sedrel distributed guidelines for this study. Dr. Lahti stated all proposals for this study would be brought to the Board with the administration's recommendation.

Chairman Hamill thanked Mr. Sedrel for the fine presentation.

PRESIDENT'S REPORT:

Dr. Lahti stated that as a follow-up of the meeting between the boards of District 211 and Harper College, the area superintendents and Dr. Lahti had met. He stated they have had very nice rapport--good working conditions. Dr. Lahti reported on two things the high school superintendents wanted to explore with the college--the mid-year placement concept and the management development program. Dr. Lahti stated a committee of two would work with them on the mid-year concept, one from Dr. Schauer's area and one from Dr. Harvey's. He reported Dave Groth would be the representative from the college on the management development program.

ADJOURNMENT:

Chairman Hamill stated he would like the Board to adjourn and meet in executive session to discuss personnel and faculty recognition for the purpose of collective bargaining. Member Nicklas moved and Member Johnson seconded the motion that the Board adjourn at 10:50 p.m. and go into an executive session. Motion unanimous.

Chairman Hamill

Secretary Moats