

*R. Ruppel*

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

April 22, 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. PRESENTATION: Student Personnel Exhibit A
  - B. Other
- VII. President's Report
- VIII. 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 of Trustees Meeting of Thursday, April 22, 1971

CALL TO ORDER:

The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:05 p.m. Thursday, April 22, 1971, by Chairman Hansen in the Board Room of the Administrative Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members Milton Hansen, Richard Johnson, Ross Miller, Joseph Morton and Jessalyn Nicklas  
Absent: Member Lawrence Moats

Also present: Robert E. Lahti, Donald Andries, John Birkholz, Frank Borelli, Guerin Fischer, John Gelch, James Harvey, Fred Inden, John Januszko, William Mann, R.L.Miller, W. R. Punkay, Clarence Schauer, W.R.Schooley, Donn Stansbury, Fred Vaisvil, Wilfred E. Von Mayr, Lloyd Wilkes and Betty M. Windham--Harper College; and Bonnie Lynn Nugent, Jeanette Severin and V.G.Severin.

MINUTES:

Member Nicklas referred to the minutes of April 8, 1971, page 13, paragraph 3, stating that on the motion on redrafting paragraphs D & E of section 3.03 of the Policy Manual she had voted nay, so the last sentence, "Motion was unanimous," was in error and she would like the minutes amended to show her negative vote. Member Nicklas also stated in the discussion on Nepotism she had stated there are many educational and industrial institutions which have husband and wife teams, with the exception that they do not report to each other. She stated she intended to compile some data on this subject and bring it to the Board.

Member Morton moved and Member Johnson seconded the motion that the minutes of the April 8, 1971, Board of Trustees meeting be approved as amended. Motion unanimous.

Mr. Mann reported on HB 377 on purchasing, now going through second and third reading in the full House. He read the amendment to HB 377 as follows: "All competitive bids for contracts involving an expenditure in excess of \$1500 must be sealed by the bidder and must be opened by a member or employee of the board at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of such bid opening."

Mr. Mann reported this amendment was precisely what the college had asked for. Mr. Mann stated that Mr. Savard had reported this HB 377 was voted out of Higher Education Committee "Do Pass As Amended" 16-0 on March 30, and now going through second and third readings in full House and would probably pass considering committee vote.

DISBURSEMENTS:

Financial  
Statements

In reference to the financial statements, Mr. Mann reported the college was proceeding along in pretty good shape, seemed to be within normal boundaries for this time of year.

Member Johnson asked about Accounts Receivable--Charge-backs in the amount of \$206,971.84. Mr. Mann stated this was money owed to Harper by Oakton Community College for charge-backs. After discussion, the Board directed Dr. Lahti write to Oakton College requesting payment. Dr. Lahti stated he would follow through and send the Board a copy of the letter he sent.

COMMUNICATIONS:

None

Dr. Lahti informed the Board that Marc Savard had checked with the legislative representatives and the meeting with them was set for May 14, 6:30 p.m., in the Arlington Towers.

Dr. Lahti asked for and received suggestions from the Board on items for discussion with the legislators at this meeting.

NEW BUSINESS:

Leave of Absence

Dr. Schauer discussed the administration's recommendation to grant leaves of absence to Mrs. Margaret Pike and Mrs. Jean Lytle, instructors in the Associate Degree Nursing Program, for the fall semester of 1971. He explained they were requesting leaves in order to complete the residency requirements as well as course work offered only during the fall semester of 1971 for the completion of a Master's Degree program.

Member Johnson asked why these teachers did not resign. He pointed out sabbatical leaves had been set up by the Board and stated he felt if these people did not want to resign at this point they should wait for sabbatical leaves. Member Johnson pointed out that most people in nursing educational programs have their master's degrees. If the college hired people below that degree, he felt it was the person's responsibility to complete the degree on their own. He expressed concern on the effect these

NEW BUSINESS:

Leaves of  
Absence (cont.)

leaves of absence would have on the nursing program relative to hiring part-time people instead of full-time instructors.

Chairman Hansen asked about the competency of the part-time staff who would replace the two instructors. Member Nugent asked if the part-time staff replacing these instructors had been identified. Dr. Schauer stated he had been informed these people had been used previously in the program.

Member Morton moved acceptance of the administration's recommendation to grant leaves of absence to Mrs. Margaret Pike and Mrs. Jean Lytle for the fall semester of 1971. Member Nugent seconded the motion.

At the request of Member Miller, Chairman Hansen reviewed the recommendation and further discussion followed. Member Johnson stated he would have no objection to granting a year's leave of absence, as full-time instructors could then be employed to replace these teachers. He stated he would be interested, if action were deferred, to see if the caliber of the person attracted to a part-time position would be any different than that of those attracted to full-time positions.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Morton and Nugent  
Nays: Members Johnson, Miller and Nicklas

Because of the tie vote, the motion was lost.

As the division chairman, Mr. DePalma, was not available for further information on the replacements, Dr. Lahti stated the administration would look into this question and bring the Board more information.

Resignation

Chairman Hansen informed the Board a letter of resignation, effective June 30, 1971, was being presented for Richard Miller, Assistant Director of Admissions and Registrar. Dr. Lahti commented on the fine work Mr. Miller had done for the college and stated this would be a professional promotion for him as he was being given the position of Registrar of Ohio Capital University. Mr. Stansbury, Director of Admissions, reviewed Mr. Miller's work with Harper College, stated he was happy to see him receive the promotion and thanked him for his services to Harper.

NEW BUSINESS:  
Resignation  
(cont.)

Member Nicklas moved and Member Morton seconded the motion to accept Mr. Richard Miller's resignation effective as of June 30, 1971, and wished him well.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Morton,  
Nicklas and Nugent

Nays: None

Chairman Hansen expressed the appreciation of the Board to Mr. Miller for his fine service to Harper College.

Presentation--  
Student Develop-  
ment

Dr. Harvey explained the Student Development presentation would cover the areas of Admissions and Records, Student Activities, Placement and Financial Aids, Intercollegiate Athletics, and Food Service. In June a separate presentation will be made to the Board by the Counseling, Health, Testing, and Community Counseling Center areas.

Dr. Harvey introduced Mr. Frank Borelli, Director of Student Activities. Mr. Borelli informed the Board student activity fees are used to support the student government, the cultural arts series, social programs, student publications, intramural and extramural recreational programs, speech activities, cheerleading and pom pom, and any other programs or activities approved by the student government which directly benefit the student body. He stated highlights of the Student Senate this year were the funding of football and the radio station. Mr. Borelli introduced Roger Fredrickson, Student Provost, and Ron Bryant, President of the Student Senate. Mr. Fredrickson stated the major problem students had brought to him concerned tutoring. Dr. Harvey advised that the Student Senate was authorized to budget \$124,000 in student activities funds for next year. Mr. Borelli discussed the increased response from the community to cultural activities. In a discussion on the student opinion poll, Dr. Lahti commented that the poll was outstanding, although needing some degree of sophistication, and suggested using Dr. Lucas, an expert in this area, to help in constructing future surveys.

Dr. Harvey introduced Mr. Fred Vaisvil, Director of Placement and Student Aids. Mr. Vaisvil discussed an innovation in his area--the development of off campus work study programs. He stated two college days have been held and stated the colleges invited were those

**NEW BUSINESS:**

Presentation--  
Student  
Development  
(cont.)

to which students seem most likely to transfer. He pointed out his office handles the recruitment that comes to Harper. Mr. Vaisvil discussed placement, advising that it has been a difficult year as jobs are not readily available. He discussed the loan program and some of the results of that program.

Dr. Harvey introduced Mr. Donn Stansbury, Director of Admissions. Mr. Stansbury discussed the responsibilities of his office--records of student registration, maintenance of students records, applications for admissions, requests for transcripts, registration, evaluation of credits coming into the institution, graduation, and charge-backs. Mr. Stansbury commented on improvements in the area of registration pointing out that a co-requisite check and pre-requisite check have been added. He stated that telephone registration had been started for part-time students.

Dr. Harvey introduced Mr. John Gelch, Director of Intercollegiate Athletics, and stated that besides administering the physical education program, Mr. Gelch teaches part-time. Mr. Gelch pointed out individual accomplishments in the Harper athletic programs. He discussed the various fall and winter sports and expectations for the spring sports.

Dr. Harvey introduced Mr. John Januszko, Assistant Director of Food Services. Mr. Januszko stated their area covered Food Services, the Cafeteria, Catering and the Faculty Dining Room. He informed the Board that it looked as though it would be a "break-even" year for Food Services. Mr. Januszko spoke of an innovation coming up next year. He stated they hoped to open the snack bar over the noon hour to alleviate the crush in the cafeteria.

In the discussion which followed, Mr. Gelch informed the Board that Harper would be competing in eight sports next year, including football.

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

Member Johnson pointed out that in the meeting with the legislators the need for facilities for physical education and cultural programs should be included in the discussion.

Member Nicklas asked about a conference P.E. program for women. Mr. Gelch stated they have been working on this.

NEW BUSINESS:

On behalf of the Board of Trustees, Chairman Hansen thanked Dr. Harvey and his staff for their very interesting presentation.

Report on  
Instructional  
Development  
Project

Dr. Lahti reported that Dr. Floyd Urbach, the expert directing the Instructional Development Project, was present with Dr. Schauer.

Dr. Schauer reviewed the background of the Instructional Development Project which had been presented to the Board of Trustees last August and was accepted and funded at that time in the amount of \$9100. He stated the prime intent of this program was to meet some of the changing needs in the educational area of the community and to continually attempt to improve the instruction involved within it. The ultimate goal would be to improve instruction and enhance the student learning process. Dr. Schauer discussed the history of the project, the use of staff from the Teaching Research Division, Oregon State System of Higher Education, Monmouth, Oregon (with Dr. Urbach as Project Director). He discussed the development of the model, Harper's resources which would provide experts to support and enhance the instructional development, and the development of course material in specific areas. Dr. Schauer advised that a final report would be submitted after June 1 at the end of this program.

Dr. Voegel, co-ordinator of the project, discussed some of the projects going on at the present time, stating they have worked through Stages I and II.

Dr. Urbach reported on some of the problems involved. He pointed out policy makers, administrators, teachers and students must become involved in instructional development to really make significant improvements.

Chairman Hansen thanked Dr. Schauer and the other participants for their report.

PRESIDENT'S REPORT: None

ADJOURNMENT:

Chairman Hansen stated there was need for an executive session of the Board of Trustees after adjournment, in order to consider matters of salary negotiations.

ADJOURNMENT:  
(cont.)

Member Nicklas moved and Member Morton seconded the motion that the meeting be adjourned at 11:00 p.m. Motion unanimous.

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Chairman Hansen

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Secretary Morton