

*R. Ruper*

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, Illinois 60067

AGENDA

June 10, 1971

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - A. Bills Payable
  - B. Payroll - May 15 thru May 30, 1971
  - C. Estimated Payroll - June 1 thru June 30, 1971
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Recommendation: Academic Staffing 1971-72 Exhibit A.
  - B. Recommendation: Student Record Policy Exhibit B.
  - C. Recommendation: Bids for Furniture Exhibit C.
  - D. Other Exhibit D.
- VIII. 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, June 10, 1971

CALL TO ORDER:

The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order, in the absence of Chairman Hansen, by Secretary Morton at 8:15 p.m., Thursday, June 10, 1971 in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

In the absence of the Chairman, Secretary Morton nominated Member Johnson as Chairman Pro Tempore. Member Miller seconded the nomination and the motion was unanimous.

ROLL CALL:

Present: Members Richard Johnson, Ross Miller, Joseph Morton and Eugene Nugent

Absent: Members Milton Hansen, Lawrence Moats, and Jessalyn Nicklas

Also present: Robert E. Lahti, Donald Andries, Ray DePalma, Anton J. Dolejs, Ed Goodwin, David Groth, Jeanette Halle, Robert Hughes, Fred Inden, John Lucas, W. J. Mann, Ted Meyers, Don Mistic, Henry Roepken, Clarence Schauer, William R. Schooley, Donn Stansbury, Darlene Stewart, W. Von Mayr, George Voegel and Lloyd Wilkes--Harper College; Tom Wellman--Paddock Publications; Peter Mitchell, Robert J. Lowe, Linda Gregory and J. David Tipton--Indiana University; and Frank Kapple, Charles Thillman, Hannah Wilson and Bob Wilson.

MINUTES:

Member Miller moved and Member Nugent seconded the motion to approve the minutes of May 27, 1971, and June 3, 1971, as distributed. Motion unanimous.

DISBURSEMENTS:

Bills Payable

Member Nugent moved and Member Miller seconded the motion that the bills payable, of June 10, 1971, be approved as follows:

Educational Fund	\$94,441.19
Building Fund	143,184.10
Site and Construction Fund	32,682.68
Auxiliary Fund	<u>24,611.33</u>
	<u>\$294,919.30</u>

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent

Nays: None

DISBURSEMENTS:  
Payrolls

Member Nugent moved and Member Miller seconded the motion that the following payrolls be approved for payment: payroll of May 15, 1971, in the amount of \$202,700.16; payroll of May 31, 1971, in the amount of \$195,170.35; and the estimated payroll of June 1 to July 31, 1971, in the amount of \$854,000.00.

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None

COMMUNICATIONS:

Chairman Johnson read a letter from School District #15 which contained a resolution commending Harper College for its leadership and accomplishments culminating in full accreditation.

Dr. Lahti referred to a letter addressed to Chairman Hansen from Ruth Rugar, librarian, living in Hoffman Estates, in which she stated she had not received by registered mail her contract for 1971-72. She had signed one in Dr. Schauer's office on Friday, June 4, but she had less than eight hours to consider it. Dr. Lahti explained that it was well known by the faculty representatives that turn-around time would be shortened in proportion to the number of days it took to reach settlement. He also stated the administration could not be responsible for delays in the mail, but offered to send a letter to the U.S. Postoffice Department regarding the postal service. Dr. Lahti indicated that perhaps the college had been fortunate, inasmuch as only one out of one hundred and forty contracts was delayed in mail delivery. Dr. Schauer commented on the short notice Mrs. Rugar had to consider her contract and stated there should be more time next year. He reported that all contracts had been returned, excepting those which had been anticipated.

Dr. Voegel introduced the following guests from Indiana University: Peter Mitchell, Albert Lowe, Linda Gregory and David Tipton. He discussed the purpose of their tour of midwest junior colleges, the fellowship program and relationship with GT-70.

UNFINISHED  
BUSINESS:

Population and  
Enrollment Study

Dr. Lahti referred to previous action of the Board when the Real Estate Research Corporation was selected to study and make projections on growth in population and enrollment in the college district.

UNFINISHEDBUSINESS:

Population and  
Enrollment Study  
(cont.)

Dr. Lucas stated the cost of the study would be between \$15,000 and \$17,000. He reported that Real Estate Research Corporation took aerial photos, made an acre by acre survey of developed and vacant land, projected future use, talked with the known developers of the land, and also located three golf courses in the area which will probably be converted to housing. Dr. Lucas indicated the college now has eight breakdowns on which to make enrollment estimates.

Dr. Lahti reported projections of 600,000 people in the area, and 22,000 students at Harper. It was the consensus of the Board that copies of the report be disseminated to officials in the area, including municipal area planners, legislators, congressmen, and school districts. It was agreed that more than 50 copies should be made available when the report is being printed. Member Morton suggested a cover letter from Harper's Board of Trustees should accompany the report.

Chairman Johnson addressed Tom Wellman, of Paddock Publications, stating that he thought Mr. Wellman's article on Harper negotiations in the morning Herald (June 10, 1971) was one-sided. Chairman Johnson asked Mr. Wellman if he had the complete information (referring to the four pages of information relating to the Board's position). Mr. Wellman replied, "Yes."

NEW BUSINESS:

Academic Staffing  
1971-72

Dr. Schauer informed the Board that candidates were being presented for Instructor of Journalism and an Instructor in the Associate Degree Nursing Program.

Dr. Cormack reviewed the qualifications and background of Michael Lee Huston for Instructor of Journalism.

Member Nugent moved and Member Miller seconded the motion to approve the employment of Mr. Michael Lee Huston, as an Instructor of Journalism, at a salary of \$9,750.00 for the 1971-72 academic year, effective September 7, 1971.

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None

Dr. Cormack discussed the background and experience of Mrs. Connie Lea Lacher for the position of Instructor of Nursing.

NEW BUSINESS:  
Academic Staffing  
1971-72 (ccnt.)

Member Miller moved and Member Morton seconded the motion to approve the employment of Mrs. Connie Lea Lacher as an Instructor of Nursing, at a salary of \$10,200.00 for the 1971-72 academic year, effective September 7, 1971.

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None

Resignations

Dr. Schauer presented the letters of resignation from Miss Barbara Kaufman and Miss Patricia Connolly, Instructors in Dental Hygiene. He stated Miss Connolly's resignation was due to her forthcoming marriage, and Miss Kaufman's resignation was due to her return to graduate school. Miss Kaufman's letter expressed a desire to remain at Harper for the summer session. However, the administration recommended that both resignations be accepted effective with the close of the 1970-71 academic year.

Member Morton moved and Member Nugent seconded the motion to accept with regret the resignations of Miss Barbara Kaufman and Miss Patricia Connolly, effective with the close of the 1970-71 academic year.

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None

Riders to Faculty  
Contracts

Dr. Lahti informed the Board the administration was presenting for approval riders to regular faculty contracts. He stated these riders are extensions of counseling contracts, in order to provide during the summer for the orientation and advisement of new students. Dr. Lahti introduced Mr. Donn Stansbury as the Coordinator of Student Affairs in the absence of Dr. Harvey. Mr. Stansbury explained the orientation program planned for this summer. It was confirmed that the \$21,350 required for the extension of the counseling contracts had been considered in the budget.

Member Nugent moved and Member Miller seconded the motion to approve the nine(9) five-week counselor riders and the four(4) four-week riders, for a total not to exceed \$21,350.00, as recommended by the administration.

**NEW BUSINESS:**  
**Riders (cont.)**

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None**Student Record  
Policy**

Chairman Johnson requested Mr. Stansbury explain the revision in the Student Record Policy being recommended for approval. Mr. Stansbury reviewed the information in Exhibit B, as well as the four-page Student Record Policy and the two-page Explanation of Files and Definition of Terms appended thereto. Although the policy first adopted in 1968 followed the guidelines, subsequent requests for release of information to the point of subpoenaing records necessitated a more precise policy statement for the protection of all concerned. In the discussion which followed, it was confirmed that the students had been involved in developing the policy and that in-pu-t had been received from the Board attorney, Mr. Hines.

Member Nugent moved and Member Miller seconded the motion to approve the Student Record Policy revision as recommended by the administration in Exhibit B (copy attached to the Minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None**Furniture Bid**

Mr. Mistic discussed the awarding of the bid Q 1496 for the purchase of office furniture. He stated the administration was recommending the bid be split to award Prairie State items 1 through 5 in the amount of \$7,290.75 and items 6 and 7 be awarded to Educational and Institutional Coop., in the amount of \$2,151.31. Although Prairie State was the low bidder, Mr. Mistic stated that by splitting the award the college would obtain a \$65.75 savings, plus obtaining exactly what was specified for items 5 and 6.

Member Morton moved and Member Miller seconded the motion that the Board approve the administration's recommendation and award the bid for office furniture in bid Q1496 as follows:

Prairie State--items #1 to #5 inclusive	
for a total of	\$7,290.75
E & I Coop.--items #6 and #7 for a	
total of	<u>2,151.31</u>
	<u>\$9,442.06</u>

NEW BUSINESS:  
Furniture Bid  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None

Other--Vending  
Service Contract

Mr. Mistic discussed bid Q1503 for vending service contract for the next two years. He stated the administration was recommending awarding this bid to Genesis Group of Elk Grove Village. The Genesis firm, although the second highest bidder, is a local firm and is expected to give better service than the highest bidder--a firm out of Blue Island with only two representatives covering the metropolitan area. Mr. Goodwin stated he felt the Genesis firm was capable of doing the job inasmuch as he had checked with several of their accounts and had inspected their warehouse. Mr. Mistic reminded the Board the bid request permits the college to terminate the contract if the proper service is not provided.

Member Miller moved and Member Nugent seconded the motion to approve the awarding of contract for vending services to the Genesis Group of Elk Grove Village, as outlined in the Exhibit under Other (attached to the Minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Johnson, Miller, Morton and Nugent  
Nays: None

PRESIDENT'S  
REPORT:

Dr. Lahti distributed copies of the Budget Calendar for the 1971-72 Budget. He stated progress is being made on the budget. The calendar shows the schedule up to August 12, the date of the public hearing and Board adoption. Copies of the Budget Calendar will be mailed to Members Nicklas, Hansen and Moats.

Dr. Lahti suggested that the Board meeting date of June 24 be rescheduled closer to the end of the fiscal year. He suggested Tuesday, June 29.

Member Nugent moved and Member Miller seconded the motion that the next Board meeting be on Tuesday, June 29, instead of Thursday, June 24, at the same time and location. Motion was unanimous.

Dr. Lahti reported the Illinois legislature was still in session. The money bills will be acted upon in the last week of the session.

ADJOURNMENT:

Executive  
Session

Chairman Johnson requested the Board meet in executive session and stated there would be no action taken following the executive session.

Member Nugent moved and Member Miller seconded the motion that the Board adjourn to executive session at 9:45 p.m. Motion unanimous.

Chairman Johnson reconvened the meeting at 11:30 p.m. Member Nugent moved and Member Morton seconded the motion that the meeting be adjourned to Tuesday, June 29, 1971, at 8:00 p.m., in the Board room of the Administration Building. Motion was unanimous.

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Chairman Pro Tempore Johnson

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Secretary Morton