

WILLIAM RAINEY HARPER COLLEGE

Ruth Rayner

Algonquin & Roselle Roads
Palatine, Illinois 60007

AGENDA

July 8, 1971 - 8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - A. Bills Payable
 - B. Payroll - June 15, 1971 to June 30, 1971
 - C. Estimated Payroll - August 1, 1971 to September 30, 1971
- V. Communications
- VI. Unfinished Business
- VIII. New Business
 1. Recommendation: Staffing - a. Administrative Exhibit A
b. Instructional Exhibit B
 2. Discussion: CRS Contract Approval - Phase II-B
 3. Report/Discussion: Algonquin & Euclid Road Improvement Exhibit C
 4. Presentation: Legal Budget (No action required)
 5. Resolution: For State Junior College Board Exhibit D
(Lecture vs. laboratory contact hours)
 6. Resolution: Reduced teaching load for faculty member for 1971-72 Exhibit E
 7. Bids: 1) Data Processing Forms Exhibit F
 8. Other
- IX. President's Report
- X. Adjournment (To August 12, 1971)

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, July 8, 1971

CALL TO ORDER:

The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:10 p.m., Thursday, July 8, 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, Lawrence Moats, Joseph Morton, Jessalyn Nicklas and Eugene Nugent

Absent: Member Ross Miller

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Anton Dolejs, Guerin Fischer, Ed Goodwin, David Groth, John Lucas, W. J. Mann, T.R. McCabe, Ted Meyers, B. Miller, Don Misic, Omar Olson, J. Savin, C. Schauer, D. Stansbury, W. Schooley, Roy Sedrel, and W. E. Von Mayr--Harper College; Cary Annen--Harper Student; and Mark Cooper, James Grossnickle, Dorothy McCabe and R. Savin.

MINUTES:

Member Nugent moved and Member Johnson seconded the approval of the minutes of the Adjourned Board Meeting of June 29, 1971, as distributed. Motion unanimous.

DISBURSEMENTS:

Bills Payable

Member Nugent moved and Member Johnson seconded the motion to approve the payment of the following bills payable of July 8, 1971:

Educational Fund	\$92,887.83
Building Fund	38,560.64
Site & Construction Fund	87,261.00
Auxiliary Fund	<u>110,098.71</u>
	<u>\$328,808.18</u>

Member Miller entered the meeting at 8:15 p.m.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Moats, Miller, Morton, Nicklas and Nugent
Nays: None

Payrolls

Member Nicklas moved and Member Moats seconded the motion to approve for payment the following payrolls: payroll of June 15, 1971, in the amount of \$208,664.35; payroll of June 30, 1971, in the amount of \$184,385.32; and the estimated payroll of July 1 to August 31, 1971, in the amount of \$907,000.00.

DISBURSEMENTS:
Payrolls (cont.)

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

A lengthy discussion ensued on a questionnaire from an AAJC committee exploring the possibility of a closer relationship between boards of trustees and the AAJC.

Member Johnson stated he was against responding to the questionnaire in the form sent out. He suggested the Chairman of the Board of Trustees respond by letter pointing out that: 1) there are already in existence a number of organizations in which trustees may participate, 2) the questionnaire did not spell out what objectives they had in mind, and 3) as an institutional membership, Harper already has avenues of access within the AAJC which they feel are satisfactory.

Member Johnson stated he felt the Illinois association was quite a different thing; they are a direct influence on the legislators. He stated he felt it was a poor questionnaire because it did not outline the way in which trustees should be involved. He pointed out that Harper's Board had pushed hard within the AGB to get community colleges within that setting. He felt the Board should inform the AAJC that trustees are already involved in the AGB and this is a duplication of efforts.

Dr. Lahti expressed reservations on how well such an organization would serve governing boards. The present structure is an organization of institutions. He stated the question is what they intend to do. Will it be an organization of professionals, will it be an organization of institutions, or will it be an organization of various segments of institutions? Dr. Lahti suggested the Board needed to decide what kind of an organization it is going to be.

In answer to Member Moats question, Member Nicklas stated she saw the role of the AAJC as an institutional representative, getting in-put from all divisions, and then representing the institutions as an organization in Congress.

Member Moats stated that in fairness to the organization he felt the Board should answer the questionnaire.

COMMUNICATIONS:
(cont.)

After further discussion, Chairman Hansen stated the consensus of the Board was to respond along the lines suggested by Member Johnson, in a letter over the Chairman's signature. In general, he stated, the Board preferred the organization remain an organization of institutions. Dr. Lahti stated he would draft a letter for Chairman Hansen's signature, incorporating the suggestions outlined by Member Johnson.

Member Moats commented that generally speaking he felt any organization in higher education should have all viewpoints represented in some manner in that organization--students, faculty, administrators and board members. He stated he felt it would only benefit the organization. Member Johnson stated a popular myth was that representation automatically brought responsiveness.

UNFINISHED
BUSINESS

Member Johnson asked about a list for the legislators on legislation which the college was interested in having drafted. Dr. Lahti replied that Mr. Savard had been given this assignment last week and he would be working on this.

Member Johnson asked about the memo regarding negotiations with Local 11. Chairman Hansen stated this would be discussed in an executive session after the Board meeting.

Member Moats asked about the status of the Student Unrest Committee, and if there was going to be a final report.

After discussion, the Board agreed that Mrs. Nicklas, as Chairman of the Student Unrest Committee, would report at the August 12 meeting of the Board, for evaluation and direction by the Board. Chairman Hansen stated that at that time the Board would decide if this would be the final report of the committee.

NEW BUSINESS:
Staffing

Mr. Stansbury reported that the administration was recommending the opening of a new para-professional position, Student Activities Adviser. The Board had requested at the previous meeting that the administration decide whether this was to be a professional or a para-professional position.

Member Johnson moved and Member Moats seconded the motion that the para-professional position of Student Activities Adviser be opened on a 10-month basis, at a salary of \$8,000.00, effective September 1, 1971.

NEW BUSINESS:

Staffing--

Student Activities
Adviser.

Upon roll call, the vote was as follows:

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

Nays: None

--Chairman of the
Social Science
Division

Dr. Schauer presented the recommendation of the administration for the appointment of Carl Patrick Lewis as Chairman of the Social Science Division for the 1971-72 academic year. He stated Mr. Lewis had been acting chairman of the division for about six weeks.

Member Johnson asked for information on Mr. King's resignation, and Dr. Schauer and Dr. Lahti discussed his reasons for resigning. Member Johnson asked Dr. Schauer if he felt Mr. Lewis would be a good administrator. Dr. Schauer replied in the affirmative and discussed his background and his interest in a career in educational administration. Member Johnson pointed out that the college needed to stabilize the division chairman level.

Member Morton moved and Member Johnson seconded the motion to approve the appointment of Carl Patrick Lewis as Chairman of the Division of Social Sciences, effective July 1, 1971, for 12 months at a salary of \$17,750.00.

Upon roll call, the vote was as follows:

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

Nays: None

CRS Contract
Approval

Dr. Lahti explained that sometime back the college had given a letter of intent to the architects, Caudill Rowlett & Scott, and now were presenting the formal contract for approval. He stated the Board had approved the schematic phase and authorized design and development. Mr. Mann reported the college was now at the design and development stage. He pointed out that last fall there was the problem of two architects. This contract therefore just had CRS's name on it. Mr. Mann explained the college needed to get the architects locked into a formal contract so there would be no loose ends. He stated the construction picture looked pretty bleak at the present time.

NEW BUSINESS:
CRS Contract
Approval (cont.)

Member Nugent moved and Member Johnson seconded the motion to approve the execution of the Owner-Architect Agreement between Harper College and Caudill, Rowlett and Scott for Phase IIB Buildings and Site Improvements, contingent upon a final review and acceptance by the Board Attorney, Mr. Frank Hines. (Copy of agreement attached to the Minutes in the Board of Trustees' Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton, Nicklas and Nugent
Nays: None

Algonquin and
Euclid Road
Improvement

Mr. Mann reported the administration had been working on various feeder road improvements around the college. Relative to the widening of Algonquin Road, and the possibility of the State Highway Department closing Algonquin Road, Mr. Mann stated the administration felt they had gone as far as they were able. He asked for any suggestions the Board members might have and suggested the possibility of the Board Chairman writing a letter to the highway department.

Member Johnson suggested it would be appropriate for the college to write a letter to the state legislators informing them of the position the state highway department has taken. He pointed out this simply cannot be permitted to take place because of the problem it would pose to the college. Member Miller suggested sending copies to the appropriate state highway people. Member Johnson stated the letter should request the legislators to intervene on behalf of the college.

Member Johnson moved and Member Nugent seconded the motion to approve the following resolution:

That the Board of Trustees request the state legislators from the Harper district to represent the interest of Harper College as previously outlined by the administration to the state highway department. Copies of letter from the Board to be sent to the State Highway Department.

Motion was unanimous.

NEW BUSINESS:

Legal Budget

Mr. Mann informed the Board that the Legal Budget would be going on display that evening and would be on display for a period of thirty days. There will be a budget hearing on August 12. Between now and the hearing on August 12, Mr. Mann stated this budget could be changed radically. He stated there was no action required. He reported the budget was based on state apportionment being \$19.00.

In discussing enrollment, Mr. Stansbury cited several problems encountered by students relative to their eligibility as charge-back students at Harper. Member Johnson stated he felt the college should be prepared to step forward and help in obtaining clarification on behalf of the students. He asked Mr. Stansbury to contact Dr. Wellman, of the Illinois Junior College Board, to verify the eligibility of charge-back students desiring to attend Harper College. He suggested Mr. Stansbury furnish Dr. Wellman with documentation on five to ten of the problem cases he has encountered.

Reduced Teaching
Load--Faculty
Member

Dr. Schauer discussed the administration's recommendation that Mrs. Janet Savin be granted a reduction of her teaching load in order that she might pursue residency study for her doctorate at Northwestern University. Member Johnson asked Dr. Schauer what his understanding of a sabbatical was. Dr. Schauer explained that Mrs. Savin had not been with the college long enough to meet the requirements of a sabbatical.

A lengthy discussion followed. Member Johnson suggested a leave of absence. He expressed concern as to whether or not the students are getting the best break when it becomes necessary, as in this case, to employ part-time staff, and he also questioned the problem of divided loyalties. Mrs. Savin, who was in the audience, stated she felt she would prefer to maintain contact with Harper, with the students and faculty, and keep up her committee work.

The Board agreed they did not want to discourage any teacher's career development; however, the consensus was that the sabbatical policy needed to be reviewed. Member Johnson suggested deferring action in order that the administration could come up with a better solution. Member Nicklas suggested approaching the universities on allowing this work to be done in one semester, instead of requiring people to take three quarters off.

NEW BUSINESS:

Reduced Teaching
Load--Faculty
Member

Member Morton moved and Member Moats seconded the motion to grant a reduction of teaching load and committee assignment responsibility to Mrs. Janet Savin, in the amount of 25%, for the academic year 1971-72, and that her contracted salary of \$10,397.00 be reduced by \$2,599.25 (net salary \$7,797.75) for the 1971-72 academic year.

After further discussion, Member Nicklas stated she was going to vote nay, although she knew instructors did desire to continue, she felt that clarification and the best interests of the institution required that this be pursued.

Upon roll call, the vote was as follows:

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

Motion carried.

Dr. Lahti stated the administration would explore this with the members of the faculty and come back with some other alternatives. Member Johnson stressed that he was really disappointed in the administration on this recommendation. Dr. Lahti stated he did not know that some of the Board members felt so strongly about this, or it would not have been on the agenda. He stated this was standard sabbatical leave policy; however, as it was not taking care of the situation at Harper, Dr. Lahti agreed it should be reviewed.

Bid Award--Data
Processing Forms

Mr. Mistic reviewed the recommended bid awards on Data Processing forms.

Member Moats moved and Member Nugent seconded the motion that the bid award for the data processing forms be split as follows:

Continental Data Forms, self-adhesive labels	- \$1,120.00
Moore Business Forms, continuous form index cards	- 165.00
Computer Supplies, standard stock tab cards	- 3,314.40
Standard Register Co., stock tab forms	- 8,367.90
Total combined award	<u>\$12,967.30</u>

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Johnson, Miller, Moats,
Morton and Nugent
Nays: None
Abstained: Member Nicklas

NEW BUSINESS:

Bid Award--Food Service Paper Products

Mr. Mistic reviewed the administration's recommendation on bid award for Food Service paper products.

Member Johnson moved and Member Nicklas seconded the motion to approve the bid award for Food Service paper products, as outlined in Exhibit F-2, to Clark Products Inc. (Copy of Exhibit F-2 attached to minutes in the Board of Trustees' Official Book of Minutes.

Upon roll call, the vote was as follows:

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

Nays: None

Chairman Hansen explained that item 5 under New Business had been withdrawn from the agenda.

Other--Cancellation of July 22 Board Meeting

Dr. Lahti explained that the administration was recommending that the July 22 Board meeting be canceled in order to provide for staff vacations. He stated that under item 10 on the agenda--Adjournment--it would not be necessary to adjourn to the August 12 Board meeting, as that would be a regular meeting of the Board of Trustees. He also pointed out that there might be need for Board action relative to staffing, as there were still a number of staff positions to be filled. In that case, the administration would request that the Board of Trustees call a special meeting.

Member Nicklas moved and Member Morton seconded the motion that the regular Board meeting of July 22, 1971, be canceled. Motion was unanimous.

PRESIDENT'S REPORT:

Dr. Lahti reported that most items were in the Board's packet. He stated that the Faculty Evaluation System had been reviewed by the faculty along with Dr. Schauer. Mr. McCabe distributed copies of the results of this review to the Board members for their reading and future discussion. He requested the Board review section 3.1.7 of the Policy Manual representing the evaluation system approved last year. He pointed out that suggested changes were underlined.

Dr. Lahti informed the Board that he had asked Dr. Schauer to work on a different method in the future of obtaining feedback from the faculty. He stated they were considering an objective questionnaire to be mailed out and returned for tabulation.

ADJOURNMENT:

Chairman Hansen stated there would be an executive session after adjournment regarding negotiations with Local 11. He stated that there would be no need for action after that session, however.

Thereupon Member Nicklas moved and Member Nugent seconded the motion that the meeting be adjourned at 10:30 p.m. Motion unanimous.

Chairman Hansen

Secretary Morton