

Wm. B. Harper

WILLIAM RAINEY HARPER COLLEGE

Algonquin & Roselle Roads

Palatine, IL 60067

September 23, 1971 - 8:00 p. m.

- I. **Call to Order**
- II. **Roll Call**
- III. **Approval of Minutes**
- IV. **Approval of Disbursements**
 - A. **Financial Statement**
- V. **Communications**
- VI. **Unfinished Business**
- VII. **New Business**
 - A. **Resolution: Imprest Fund** Exhibit A
 - B. **Discussion: Formation of Committee on Accountability** Exhibit B
 - C. **PRESENTATION: EDUCATIONAL PRESENTATION PAST, PRESENT AND FUTURE** Exhibit C
COUNSELING & HEALTH SERVICES
 - E. **Other**
- 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, September 23, 1971

CALL TO ORDER:

The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:22 p.m., on September 23, 1971, by Chairman Hansen, in the Board Room of the Administrative Building, Algonquin and Roselle Roads, Palatine, Illinois.

ROLL CALL:

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

Also present: R. E. Lahti, Donald Andries, Judi Best, Dennis Brokke, Rick Cook, Frank Christensen, Timothy Field, Guerin Fischer, Greg Franklin, James Fruehling, David Groth, Clete Hinton, Ray Hylander, Bob Johnston, G. Lehmann, Ed Liska, Dennis Malcolmson, Liz McKay, Robert V. Moriarty, Rosemary Murray, Joyce Nolen, Joan Powell, Gary Rankin, Henry Roepken, Anne Rogers, Marc Savard, Donn Stansbury, George Voegel, and Lloyd Wilkes--Harper College; Linnea Chilardi--DeLourdes College; A. Degrusni and Tom Hampson.

MINUTES:

The minutes of the Board meeting of September 9, 1971, were discussed. Member Nugent referred to the first paragraph on page 3, line three, and recommended that in lieu of "...we approve the present billing (sic) system for the community colleges..." the wording should be as follows:

"...we approve the present construction funding system or procedures for the construction of community colleges..."

Member Morton referred to page 4 of the minutes under Staffing where Dr. Timothy Field was recommended as a replacement for Dr. Guerin Fischer, as Dean of Guidance, with the rank of Assistant Professor. Member Morton stated he had asked, "Assistant Professor of what?" Mr. Stansbury had replied, "That is used as a rank." Member Morton stated he would like this included in the minutes.

It was the consensus of the Board that these two corrections should be made to the minutes of Sept. 9, 1971.

MINUTES:
(cont.)

Member Nugent moved and Member Johnson seconded the motion that the minutes of September 9, 1971, be approved as corrected. The motion was unanimous.

DISBURSEMENTS:
Bills Payable

Member Nugent moved, seconded by Member Moats, that the bills payable--Educational Fund--in the amount of \$6,000.00 be approved.

Upon roll call, the vote was as follows:

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

Nays: None

Financial
Statement

Dr. Lahti reported that the auditors did not have a complete statement prepared in time for this meeting. Mr. Malcolmson indicated that the statement will be mailed to the Board if it can be completed before the next meeting. Otherwise, the auditors plan to have it available for the meeting.

COMMUNICATIONS:

Dr. Lahti and the Board Secretary both reported there were no communications for discussion.

Member Miller referred to the report entitled, "Board of Trustees Recognition and Awards Program," which was distributed to the Board. He discussed the various award categories and stated the pamphlet is an attempt to outline the various phases of an objective recognition project, with projections and estimated costs, to supplement but not replace existing programs. The Board agreed this matter should be part of the agenda for discussion at the next Board meeting.

UNFINISHED
BUSINESS:

President's
Contract

Chairman Hansen reported that after Board approval of Dr. Lahti's contract on August 12, it was referred to the Board Attorney. Mr. Hines recommended it be changed to delete the reference to the State Universities Retirement System. The Chairman indicated a motion would be in order. Member Miller referred to the wage-price freeze, stating that the Board had acted and further action would be out of order. Dr. Lahti reported that, as customary, he referred his contract to the attorney for review after its approval. The day before the Board meeting he had received the contract from the attorney with the recommendation as outlined by the Chairman. Member Johnson requested the Board meet in executive session and so moved. Motion seconded by Member Morton with the qualification that the meeting should not continue more than a few minutes.

UNFINISHED

BUSINESS:

President's
Contract

Chairman Hansen recessed the meeting to executive session at 8:34 p.m. At 8:58 p.m., Chairman Hansen reconvened the Board meeting.

Member Johnson moved, seconded by Member Nugent, that the following motion be adopted:

"With reference to the contract for employment of Dr. Lahti, as approved on August 12, 1971, I move its modification to exclude the reference to the State Universities Retirement System, and further move the signing on behalf of the college of a new contract with this modification."

Member Moats questioned why the payments to SURS were being eliminated. Dr. Lahti stated he had informed Mr. Hines that this had led to confusion on the part of some people and, in order to avoid confusion, asked him to work out the proper language. The language in the motion is the attorney's recommendation.

Upon roll call, the vote was as follows:

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

Nays: Member Moats

NEW BUSINESS:

Resolution--
Imprest Fund

Dr. Lahti discussed a resolution on the Imprest Fund regarding the inclusion of Dennis Malcolmsen, Acting Vice-President of Business Affairs, as a duly authorized signator for checks drawn on the Imprest Fund, retaining authorization for both Dr. Lahti and Mr. Mann (who is on part-time duty) to be parties to any or all transactions on the Imprest Fund, and increasing the Imprest Fund from \$10,000.00 to \$15,000.00.

After discussion, Member Johnson moved and Member Moats seconded the motion that the following resolution be approved:

RESOLUTION

IT IS HEREBY RESOLVED BY the Board of Trustees of Junior College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, as follows:

NEW BUSINESS:
Resolution--
Imprest Fund
(cont.)

Section 1. That the Imprest Fund heretofore established by this Board is hereby continued in full force and effect, subject to the following terms and modifications.

Section 2. That said Imprest Fund is established for the purpose of paying those expenditures which ordinarily are more appropriately paid promptly, provided, however, that in no event shall any single expenditure exceed the sum of Five Hundred and 00/100 dollars (\$500.00), and provided further that expenses thus paid in their aggregate shall not exceed the sum of Fifteen Thousand and 00/100 dollars (\$15,000.00), to which amount said fund is hereby increased, prior to the approval thereof by the Board of Trustees of the College District.

Section 3. That all withdrawals from the Imprest Fund shall be made by check signed by either Robert E. Lahti (President), William J. Mann (Vice-President of Business Affairs), or Dennis Malcolmson (Acting Vice-President of Business Affairs, 9/15/71-2/1/72), which persons are hereby appointed as custodians of said fund, subject to the securing of fidelity bonds in their respective names as required and provided by law. No check shall be drawn to cash excepting to maintain a petty cash account.

Section 4. Said custodians shall keep proper books and records and shall make monthly reports and an annual summary of all receipts and expenditures which shall be submitted to the Board and the Treasurer and shall at all times comply with all applicable provisions of the Illinois Revised Statutes, as modified from time to time during the term of this appointment.

Section 5. An audit of the accounts of said custodians shall be made by a duly licensed public accountant no less often than annually.

Section 6. It is the intention of this Board that only the said Robert E. Lahti and/or William J. Mann and/or Dennis Malcolmson be authorized to sign checks against the Imprest Fund.

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

**Formation of
Committee on
Accountability--
Discussion**

Dr. Lahti referred to a discussion at a recent Board meeting pertaining to "accountability." He stated the ideas presented in Exhibit B, Formation of Committee on Accountability, were those of Member Nugent and other Board members.

Member Nugent discussed this document, backgrounding the need for a Committee on Accountability and stressing the need for liaison and understanding on the part of all groups in Harper College as well as the community. He reviewed historically the salary lag in educational institutions, the catching-up phase, parity with industry, and public reaction which has been developing in the past few years. Member Nugent stated the dilemma faced by educational institutions, when referendum after referendum is defeated and taxpayers become disillusioned, should also clearly dictate the need for accountability at all levels. Member Nugent reviewed some of the more basic questions to which citizens are demanding answers as outlined in Exhibit B. He discussed the concept of accountability of management which is enjoying a great deal of acceptance in industry and being talked about in the educational field, and he suggested this might be the time to determine how this concept might apply at Harper. Performance might be evaluated and a compensation program should recognize accomplishments.

Member Nugent proposed that the Board appoint and support a committee for the purpose of analyzing and interpreting the concept of accountability, to see whether it is needed at the college, how it would function, and to determine how that kind of a concept could be applied. He recommended representation on the committee consist of two persons from each of the following groups: Board of Trustees, administration, faculty and students.

In the discussion which followed, Member Nugent responded to questions raised on committing the Board to a philosophy, whether the college now has accountability, whether it would affect tenure, and whether the faculty would react adversely. He implied there are no pre-conceived commitments required, that accountability is a fairly sensitive thing and he felt the committee should proceed cautiously. He attempted to dispel all statements which would tend to create emotional or negative reactions. The matter of

NEW BUSINESS:

Formation of
Committee on
Accountability--
Discussion
(cont.)

obtaining faculty understanding and support prior to setting up a committee seemed paramount. Member Nugent stated the committee should consider accountability on a college-wide basis. He stressed the committee should consider the document as a whole, as it is not just focused at the faculty. He referred to Management by Objectives at the administrative level, instructional development, and other projects at various stages of progress.

It was the consensus of the Board that action be deferred until the next Board meeting, with the stipulation that Dr. Lahti would obtain feedback from a cross-section of division administrators and faculty.

Educational
Presentation--
Counseling and
Health Services

Before introducing the counseling program, Dr. Lahti indicated the Board might want to consider whether they wished to continue with two formal meetings every month. One other department program remains to be presented. After the next meeting, there will be a need for one business meeting a month.

Copies of the Harper College Counseling Guidelines brochure and a one-page counselor profile for 1971-72 were distributed to the Board.

Dr. Lahti introduced Dr. Guerin Fischer, Vice President of Student Affairs, who reported that a program would be presented on each of the four sections under the Counseling Division.

Dr. Fischer introduced the following members of his staff: Dr. Timothy Field, Mr. Ray Hylander, Dr. Gary Rankin, Mrs. Elizabeth McKay, Dr. Gregory Franklin, Mr. James Fruehling, Mr. Clete Hinton, Dr. Robert Moriarty, Mrs. Joyce Nolen, Mr. John Papandrea, Dr. Joann Powell, Mrs. Anne Rodgers, Miss Judy Best and Mr. Dennis Brokke. He also introduced Mr. Frank A. Christensen, Coordinator of the Learning Lab, who was previously in Counseling.

Health Service. Mrs. Elizabeth McKay distributed a two page outline on the health service activities, which she referred to in her slide film presentation. She stated that the Health Service is now serving daily an average of 25 to 30 students, administrators, faculty and staff.

NEW BUSINESS:

Educational
Presentation--
Counseling and
Health Services
(cont.)

Mrs. McKay reported on the symposiums conducted by Health Services on birth control, venereal disease and morality, which were attended by 700 persons. She also announced that the Health Services will sponsor a heart screening program for administrators, faculty and staff during the first two weeks of December, in cooperation with the Chicago Heart Association.

A three page digest of "Health Services at William Rainey Harper College" was also distributed to the Board.

Community Counseling Center and Testing Services.

Dr. Rankin explained he would discuss Community Counseling Services first, inasmuch as Testing is a separate function. He devotes half-time to each. Community Counseling was created last year to serve the public. Harper is one of the few community colleges to offer this service. Plans are being made to expand the staff and utilize part-time psychologists. The personnel now work with probation officers, social workers and mental health agencies.

The General Education Development Tests are given by the Community Counseling Service, and permit members of the public to receive a high school equivalency diploma. Thirty of those who have taken the G.E.D. tests have registered at Harper.

The Testing Service, which is a separate function, provides vocational and academic testing for Harper students. In addition, seminars are presented to the faculty on test construction, scoring and interpretation.

Dean of Guidance. Mr. Hylander, as Acting Dean of Guidance, reported on the historical development of the Counseling Services since 1967.

Personnel has increased from three to thirteen persons, in addition to the Dean of Guidance. The Counseling Services received full accreditation in the spring of 1970, and is one of three community colleges so accredited in the United States. Although the office is in A Building, their functions are decentralized and the counselors work, to a large extent, out of the division offices. Walk-ins can be serviced in the center, if simple problems are involved; otherwise

NEW BUSINESS:

Educational
Presentation--
Counseling and
Health Services
(cont.)

they will be handled by appointment in the division office.

After discussing the one-to-one relationship and the types of cases handled, Mr. Hylander pointed out that student aides and para-professionals can be utilized to do many routine tasks. He also discussed the group work and the eight-week voluntary, non-credit human motivation seminars.

Student Provost. Mr. Rick Cook, Student Provost, cited statistics on the acceptance by the students of various films and programs presented to them. It appeared that between 69% and 95% rated the presentations as "good to excellent." He reported that probably the most negative responses concerned the time element in the orientation process. Orientation lasted from Aug. 10 to Sept. 13, 8:30 a.m. to 4:00 p.m. daily.

Dr. Fischer indicated a thorough evaluation would be made of the entire student area of Counseling Services. He is also planning to have an audit made by outside consultants. He also referred to the use of the computer as related to the academic retention of students.

Chairman Hansen expressed appreciation on behalf of the Board and thanked all who participated in the presentation.

PRESIDENT'S
REPORT:

Dr. Lahti distributed a news release dated Sept. 23, 1971, headed "Harper College Enrollment Climbs to 9,093, up 14.7% from 1970-71." He reported Continuing Education had the greatest increase. Approximately 8,200 enrollments had been expected. Harper lost 544 students to Oakton College and still gained 15%.

Dr. Lahti reported Attorney Hines is continuing to make all efforts possible to obtain clarification of guidelines being developed for implementation of President Nixon's wage-price freeze. Deferment of action by the Harper Board of Trustees at this time should not be interpreted as negative action but should be interpreted as a holding position only. As previously stated in connection with the wage-price freeze, any clarification of guidelines and definitive courses of action made known to the college will result in making whatever adjustments are called for, if any, from their present position of enforcing the freeze.

ADJOURNMENT:

Member Johnson moved and Member Moats seconded the motion that the meeting be adjourned at 11:25 p.m. Motion was unanimous.

Chairman Hansen

Secretary Morton