

Ruth Kuper

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

October 14, 1971

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - Sept. 15 & Sept. 30, 1971
 - 3. Estimated Payroll - October 1, thru November 31, 1971
 - 4. Construction Payout & Approval Exhibit 4
Comstock-Gibson
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Northern Illinois Gas Easement Exhibit A
 - B. Discussion: Arlington Park Racetrack Assessment Exhibit B
 - C. Recommendations: Bids
 - 1. Modification of TV Multi-zone Air Handling System Exhibit C-1
 - 2. Purchase of calculator Exhibit C-2
 - 3. Purchase of Micro-Film Machines Exhibit C-3
 - D. Recommendation: Pilot Program - Social Therapist Exhibit D
 - E. Recommendation & Revision: Student Retention - Probationary Program Exhibit E
 - F. Discussion & Action: Committee on Accountability Exhibit F
- 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, October 14, 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. on October 14, 1971, by Chairman Hansen, in the Board Room of the Administrative Building, Algonquin and Roselle Roads, Palatine, Illinois.

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

ROLL CALL:

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

Also present: R. E. Lahti, Donald Andries, Larry Collister, Anton Dolejs, Isabel Enck, Timothy Fields, Guerin Fischer, David D. Gale, Mark Goldie, Ed Goodwin, David Groth, Joanne Heinly, Robert Hughes, Jack Lucas, Fred Inden, Franklyn McClintock, Dennis Malcolmson, Liz McKay, T. J. Meyers, Donald Mistic, Gary Rankin, Marc Savard, Clarence Schauer, William Schooley, Jordan Siedband, Rose Trunk, W. Von Mayr, Lloyd Wilkes--Harper College; Frank Hines--Board Attorney; Betsy Brooker--Paddock Publications; Carol Lucas--Elgin Courier; and Judith Anderson.

MINUTES:

Member Johnson moved and Member Miller seconded the approval of the minutes of the Regular Board Meeting of Thursday, September 23, 1971, as distributed. Motion unanimous.

DISBURSEMENTS:

Bills Payable

Referring to page 2 of 3 in the Building Fund bills payable, Member Nugent questioned the description on Check #2931. Mr. Malcolmson stated this was a typographical error and should read "4% Interest on \$200,000.00 Tax Anticipation Warranty."

Member Moats entered the meeting at 8:14 p.m.

Member Nugent moved and Member Nicklas seconded the motion to approve the bills payable of October 14, 1971, as follows:

DISBURSEMENTS:
Bills Payable
(cont.)

Educational Fund	\$239,937.27
Building Fund	55,118.22
Site and Construction Fund	4,762.23
Auxiliary Fund	90,705.69
	<u>\$390,523.41</u>

Upon roll call, the vote was as follows:

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

Payrolls

Member Nicklas moved and Member Johnson seconded the motion to approve for payment the payroll of Sept. 15, 1971, in the amount of \$185,611.92; the payroll of September 30, 1971, in the amount of \$206,989.38; and the estimated payroll of October 1 through November 31, 1971, in the amount of \$930,000.00.

Upon roll call, the vote was as follows:

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

**Construction
 Payout**

Member Johnson moved and Member Nicklas seconded the motion that Mr. Malcolmsen, Acting Vice President of Business Affairs, be authorized to approve the following construction payout for payment:

L.K.Comstock-Gibson Electric To. \$12,636.63

Dr. Lahti informed the Board this was the final payout on the electrical work. Dr. Lahti stated the administration would bring a report to the Board on the status of construction payouts and the punch list.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

Secretary Miller read a letter from Mr. Stanley Chips addressed to Mr. Hansen, as President of the Board of Trustees, dated October 5, 1971. In his letter, Mr. Chips expressed his disappointment because his daughter had been turned down for admission in the fall, 1972, ADN program, and stated he felt she should have preference over any out-of-district applicants.

COMMUNICATIONS:
(cont.)

Dr. Lahti stated it was important that the citizens of the district understand that the ADN program, along with others, was over-popular. He pointed out that applicants were taken on a "first-come, first served" basis, plus meeting the minimum standards of the program. He stated this young lady was not refused because a non-resident had a position, but because another resident had the position.

Dr. Schauer reported the present facilities within the district are completely utilized; therefore, the college was unable to expand the program as such.

Miss Heinly stated there were some 300 eligible applications, all in-district, for 80 freshmen vacancies in the program. She reported for the 140 students the college has, they have available for essential experience about 225 patients at any one time.

Member Johnson expressed his disappointment in hearing these statistics. He stated there is a nursing shortage, and stated he felt there is something wrong if there are only 225 beds out of 900 in the three hospitals involved. Member Johnson stated he felt the administration should go to the directors of these hospitals and find out what is wrong. Dr. Lahti stated the college would contact the hospital administrators and see what could be done. He reported Dr. Cormack is checking out-of-district for other facilities, trying to expand the program. The Board of Trustees directed Dr. Lahti to respond to Mr. Chips' letter. It was agreed the administration would explore all possibilities for expanding the college's facilities for the nursing program and report back to the Board.

Member Nicklas reminded the Board members of the regional meeting of the Illinois Trustees Association at Harper College on Monday, Oct. 18, at 8:00 p.m.

Chairman Hansen reported Mr. Miller and he had attended, by invitation, a meeting of a committee of the Chicago Bar Association. This committee was considering setting up a para-professional legal program. Members Hansen and Miller were there as observers only.

UNFINISHED

BUSINESS:

Board of Trustees
Recognition and
Awards Program
(cont.)

Mr. Savard distributed copies of the report on the Board of Trustees Recognition and Awards Program. Member Miller reviewed the philosophy and objectives of the report prepared by Mr. Savard. He discussed the proposed award categories, as follows:

Retiring Board Members,
WRHC Board of Trustees Distinguished Teacher Award,
WRHC Community Service Award,
Student Awards,
WRHC Board of Trustees Special Recognition Award,
and Non-academic or Classified Employee Award.

Member Nugent, who worked on this program with Member Miller, recommended approval by the Board of Trustees.

Member Johnson moved and Member Moats seconded the motion to create a Board of Trustees Recognition and Awards Program, as recommended (copy of recommendation attached to Minutes in Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

NEW BUSINESS:

Executive
Session

Chairman Hansen stated there was need to recess to an executive session for the purpose of discussing a personnel matter. Member Nugent so moved and Member Nicklas seconded the motion. Motion was unanimous, and the Board recessed at 9:20 p.m.

Chairman Hansen reconvened the meeting from executive session at 9:50 p.m., with the following Board members present: Members Hansen, Moats, Miller, Nicklas and Nugent.

Reclassification

Member Nugent moved and Member Miller seconded the motion to approve the recommendation that Mrs. Verla Jean Longhurst be reclassified as a Programming Lab Technician at a salary of \$7100, effective Sept. 7, 1971, for the 1971-72 academic year. (Until the Wage-Price Freeze is clarified, her salary will be \$6700.00, which is her 1970-71 salary.)

NEW BUSINESS:

Reclassification
(cont.)

Upon roll call, the vote was as follows:

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

Northern Illinois
Gas Company
Easement

The administration presented a recommendation for granting the Northern Illinois Gas Company a permanent utility easement to install a six-inch gas main along the southern boundaries of the campus.

Member Moats moved approval of the administration's recommendation to approve the Grant of Easement for Gas Main to the Northern Illinois Gas Company (as detailed in Exhibit A attached to the minutes in the Board of Trustees' Official Book of Minutes). Member Nugent seconded the motion.

Upon roll call, the vote was as follows:

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

Arlington Park
Racetrack
Assessment

Chairman Hansen stated the administration was recommending the college authorize the Board Attorney to meet with attorneys from Districts 15, 211 and 214 to consider the racetrack assessment situation. He pointed out no action would be taken.

Member Nugent moved and Member Moats seconded the motion to authorize the Board Attorney and an administrator to meet with attorney of the adjoining districts, #15, #211 and #214.

In the discussion which followed, it was agreed the Board Attorney would attend merely to obtain information. Chairman Hansen stated the Board was not committing themselves beyond that. The attorney would report back, if there was a course of action he would recommend. Motion was unanimous.

Bid Award--
Modification of
TV Multi-zone
Air Handling
System

Mr. Mistic discussed the proposed bid award for the modification of the T.V. Multi-zone Air Handling System. He stated this would be in F Building, the TV control room, where a humidity control problem has been prevalent. Member Nugent expressed concern because the end performance expected was not included in the specifications. Mr. Mistic stated this could be included in the purchase order.

NEW BUSINESS:

Bid Award--
Modification of
TV Multi-zone
Air Handling
System (cont.)

After further discussion, Member Nugent moved and Member Nicklas seconded the motion to award the bid for the modification of the T.V. Milti-zone Air Handling System to the Reliable Heating Company, in the amount of \$3,750.00, with the qualification that the purchase order specify what end performance the college wants to obtain.

Upon roll call, the vote was as follows:

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

Nays: None

Bid Award--
Calculator

Member Moats moved and Member Miller seconded the motion to award the Q-1687 to Hewlett Packard Company as follows: Alternate Model 9810A Calculator, Printer and Reader, in the amount of \$5,482.48.

Upon roll call, the vote was follows:

Ayes: Members Hansen, Moats, Miller and Nugent

Nays: None

Abstained: Member Nicklas

Bid Award--
Micro-film
Machines

Mr. Mistic explained that these machines were for the use of the counseling staff. Dr. Lahti reported this was the result of a recommendation from Price-Waterhouse on using some of the computer time more efficiently.

Member Moats moved and Member Nugent seconded the motion to approve the recommendation for rental of twelve Micro-film Readers and one Microfilm Reader Printer for the nine month period--10/30/71 to 7/30/72, from Remington Rand Corporation, in the amount of \$3,500.64.

Dr. Fischer explained that it is very expensive to keep the computer on line for several calls a day on student information and with this equipment the college would convert data to micro-film and have all data on hand 24 hours a day.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Moats, Miller and Nugent

Nays: None

Abstained: Member Nicklas

NEW BUSINESS:
Staffing--Social
Therapist--
Paraprofessional
Counselor

Dr. Lahti explained why the administration was bringing this position to the Board at this time. He stated the college had been in an investigating process with Forest Hospital since last summer on formulating an experimental program with Forest Hospital graduates. Dr. Fischer reported the staff had explored the utilization of young men and women with B.A. degrees who have been through an intensive crisis intervention/social therapy program conducted by the hospital's graduate center staff. He stated there are many students who do not seek out counselors or teachers when they have problems. This Therapist-Paraprofessional would work as a roving counselor with students throughout the campus to identify existing or potential personal or inter-personal problems among the student population. Dr. Fischer stated the administration felt they could reach more students with less money. There would be weekly and monthly feedback sessions and constant evaluation for the purpose of a final recommendation as to the continuance of this position at the end of the academic year.

Member Moats stated he felt this was a problem in higher education--there are not enough people seeking out students who have problems.

Member Moats moved approval of the recommendation that a paraprofessional counselor/social therapist be hired at a salary of \$700.00 per month, effective immediately, concluding June 30, 1972. The position would be financed through currently funded monies. Member Miller seconded the motion.

Member Nicklas asked about academic needs or lapses, stating the college did have the kind of counseling program that should provide for this type of problem. Dr. Fischer stated there was still a need, many students are in the Learning Lab because they have had a failure. Dr. Lahti stated he felt the college had to do more to salvage students earlier. Further discussion followed. Member Miller stated he would vote for this position on the basis the Guidance Center knows what they are talking about; however, he stated he would like a really hard core report.

Member Nugent questioned what alternatives had been considered to this kind of approach. He asked about a change in the work habits of the present counseling staff. Dr. Fischer reported they have been working on that.

NEW BUSINESS:

Staffing--Social
Therapist--
Paraprofessional
Counselor
(cont.)

Member Nugent stated he felt perhaps the college was moving too fast, that perhaps, if they deployed their resources in different ways, this could be taken care of without hiring anyone else. He stated he was not satisfied the need had been documented and his inclination would be to table this and have a further report.

Member Nicklas stated she would like to see a further report before bringing in para-professional.

Dr. Lahti pointed out this was on an experimental basis for one year. He stated the need was apparent to Dr. Fischer and his staff more than it had been made apparent to the Board. He stated the main concern was the percentage of students dropping out of this institution.

Member Nicklas stated she was interested in serving the students in the best way possible and pointed out she had thought of the counselors as working with personal problems, as well as the other functions they provide. Dr. Fischer stated they have that skill and are trained also to handle that area; however, they are much more generalists and many of the disavailed students do not avail themselves to the counselors in the counselors' offices. He stated this position would provide a different kind of service than straight academic and counseling role.

Upon roll call, the vote was as follows:

Ayes: Members Hansen, Moats, Miller and Nugent
Nays: Member Nicklas

Dr. Lahti stated that Dr. Fischer well understood that the Board wanted some pretty hard data on this position at the end of the year, and assured the Board a report would be presented at that time.

Student
Retention--
Probationary
Program

Dr. Fischer reported on the proposed change in current Board policy concerning student retention--probationary program. He stated they were concerned with reevaluating the retention system. They were advocating that Harper get in line with what is being done at other institutions--that a student should not be dismissed for academic reasons without being first put on probation. Dr. Fischer stated the intent was not to become liberal,

NEW BUSINESS:

Student
Retention--
Probationary
Program (cont.)

but to be consistent. A student should not be dismissed without having access to a teacher or a counselor with actual interviewing being done with reorientation as to what the student's goals were.

Member Moats moved and Member Nugent seconded the motion to approve the administration's recommendation that new policy replace the selective retention system in the current Harper catalog, as follows:

Drop: "Students may be disqualified without first being placed on probation if their grade point average is below the minimum level shown for probationary status."

and

Add: "Students will not be dismissed for academic reasons without first being placed on probation."

Upon roll call, the vote was as follows:

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

Nays: None

Committee on
Accountability

Dr. Lahti asked Dr. Schauer to report on the feedback he had received from faculty regarding the appointment of a committee on accountability. Dr. Schauer stated that generally the response he received was a guardedly favorable response, with some individual concerns about the objectives of the committee and membership of the committee.

Cary Annen, President of the Student Senate, reported the Student Senate was in favor of the committee. He stated they are developing a policy and procedure manual for the senators, and are having to become more accountable in their area.

The recommendation for membership on the Committee on Accountability was two administrators, two Board members, two faculty members and two students. Member Nicklas commented there are many different areas of accountability and stated she felt perhaps it would be cumbersome to have all areas represented on one committee; that perhaps it would not be as efficient.

Cary Annen stated he did not feel that way, that he favored one committee working towards one goal.

NEW BUSINESS:
Committee on
Accountability
(cont.)

Member Moats stated he was in favor of the students sitting on the committee.

Dr. Lahti stated he was in favor of the formation of this committee, particularly after hearing Dr. Schauer's and Cary Annen's comments. He stated any new concept such as this would certainly be received with skepticism. Dr. Lahti stated Mrs. Nicklas had raised a valid point and stated astuteness would be needed in the appointment of committee members. He felt the committee might wish to sub-divide when they move into certain areas of accountability.

Member Miller emphasized this committee would explore the concept of accountability.

It was the consensus of the Board that a progress report should be received before the end of the academic year.

Member Nicklas moved to establish the Committee on Accountability, and with it develop a check-off time. The committee to be set up as recommended in Exhibit F.

After further discussion, Chairman Hansen restated the motion for the benefit of the Board: "Motion to set up accountability committee for the academic year, within the guidelines of Exhibit F." Member Miller seconded the motion.

Member Nugent stated he felt the logic of timing would be to try to have one or two steps beyond the present levels of accountability when approaching such things as salary next spring.

Member Nicklas stated she felt report times would enable the Board to see the direction the committee would be taking and how it was working; at least, there would be this option.

Chairman Hansen stated the recommended document would provide the committee with guidelines.

Member Moats referred to page 2, paragraph 2, which referred to the Board determining the feasibility of implementing "any or all of the following goals," after which four items were listed. He asked if this meant the committee would be limited to these four items.

NEW BUSINESS:
Committee on
Accountability
(cont.)

Member Moats suggested perhaps it would be better to delete this portion and only use the Mission and Objectives on page 2. Member Nugent suggested the language could be modified to read, "The Board of Trustees of Harper College wishes to determine the feasibility of implementing goals, such as the following," and then list the same four items. Member Nicklas stated she felt points 3 and 4 on page 2 would need specific sub-groups, and therefore also suggested using just the Mission and Objectives.

Member Nicklas moved and Member Moats seconded the motion to amend the motion to form the Committee on Accountability with the Mission and Objectives on page 2.

Member Miller stated the preamble of the document creates the mission, and stated he felt the faculty and students should see the whole document, as it would not be misconstrued in any way if they had the detailed charge with the underlying intent.

Member Nicklas stated she felt the rationale was limiting; that there was a lot more to accountability. Member Moats stated he was not sure it should be limited.

Member Nugent pointed out this was a starting point, that if the committee was allowed to operate within a broad scope, with mission and objectives stated in this document, they would be able to come up with the way this whole concept should fit in with the college.

Chairman Hansen suggested Member Moats withdraw his second of the motion and Member Nicklas withdraw her motion, in order to let Member Nugent make the motion and have the Board vote it up or down. Member Moats refused.

After further discussion on the amendment to the motion, the roll call vote on the amendment was as follows:

Ayes: Member Moats

Nays: Members Hansen, Miller, Nicklas and Nugent

The amendment to the motion failed.

NEW BUSINESS:
Committee on
Accountability
(cont.)

Member Moats asked Member Nugent about his modification in the language of the 2nd paragraph on page 2.

Member Nugent moved that the motion be amended to state that paragraph 2, on page 2, be amended to read, "The Board of Trustees of Harper College wishes to determine the feasibility of implementing goals such as the following," and stated the rest of the language on page 2 remain the same. Member Moats seconded the amendment to the motion.

Upon roll call, the vote was as follows on the amendment:

Ayes: Members Hansen, Miller, Moats and Nugent
Nays: Member Nicklas

Member Nicklas proposed a clarification and a broadening of the whole concept and the rationale on which the Board was voting. She stated she felt it was limited only to educational expectations and she thought accountability was much broader.

Member Nugent moved that the final proposal be what was stated in paragraph 1, on page 1, and that all of the balance of page 1 and the top of page 2 be deleted. Motion died for lack of second.

A roll call vote was taken on the original motion as follows:

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

Motion carried.

Chairman Hansen implemented the motion by appointing two Board members to the committee--Members Eugene Nugent as Chairman of the Committee, and Joseph Morton as the other member of the Committee. Chairman Hansen stated he would leave it up to Dr. Lahti to implement the appointment of the other members of the committee.

PRESIDENT'S
REPORT:

Dr. Lahti reported the Executive Committee of the National Commission on Accrediting, of which he is a member, met with the Federal Regional Accrediting Commissions of Higher Education (FRACHE). These two agencies moved to merge into one national organization and to implement by-laws for this move. He stated the main motive is more accountability in higher education.

PRESIDENT'S
REPORT (Cont.)

He reported the accreditation process is taking on new emphasis--more on output and less on input. There is so much pressure coming from federal agencies as well as the Office of Education. Dr. Lahti stated the movement the Board of Trustees had made on accountability is well in tune with what is going on in the city and national scenes.

Dr. Lahti reported he would have a visitor from the Bureau of the Budget the next day.

Dr. Lahti pointed out that accountability does not just involve the faculty and the administration. In the areas of bills, Dr. Lahti stated he was apprised of the fact that Mr. Lloyd Wilkes had been in contact with the Illinois Bell Telephone Company attempting to reduce the college bill. When phone lines are brought to the campus, the telephone company charges a service charge based on mileage. They had been charging mileage from the switchboard, even though their lines were going through the college tunnels. As of last week, Dr. Lahti stated the college had received official communication stating mileage would be charged just to the switchboard. This will mean a considerable reduction in the telephone bill.

ADJOURNMENT:

Member Nugent moved and Member Nicklas seconded the motion that the meeting be adjourned at 11:45 p.m. The motion was unanimous.

Chairman Hansen

Secretary Pro Tempore Miller