

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

AGENDA

June 8, 1972

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - May 15, 1972 thru May 31, 1972
 - 3. Estimated Payroll - June 1, 1972 thru July 31, 1972
 - 4. Financial Statement
- V. Communications
- VI. Unfinished Business
 - 1. Report & Discussion: Faculty Evaluation Committee Exhibit 1.
- VII. New Business
 - A. Staffing
 - 1. Resignations Exhibit A-1
 - 2. Administrative Faculty Exhibit A-2
 - 3. Teaching Faculty Exhibit A-3
 - a. Summer Riders Exhibit A-3a
 - 4. Opening of Positions Exhibit A-4a
 - a. Counselor Aids Exhibit A-4b
 - b. Financial Aid Assistant
 - B. Recommended Action - 1972-73 Salaries
 - 1. Classified Exhibit B-1
 - 2. Administration Exhibit B-2
 - 3. Merit - Faculty Exhibit B-3
 - 4. Promotions - Faculty Exhibit B-4
 - C. Recommendation - Change in Physical Education Requirements Exhibit C

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| D. Recommendation - Student Affairs Policy Revision | <u>Exhibit D</u> |
| E. Recommendation - Land Transfers | |
| 1. Highway related | <u>Exhibit E-1</u> |
| 2. Phase IIA | <u>Exhibit E-2</u> |
| F. Recommendation - Bid Awards | |
| 1. Micro-Film | <u>Exhibit F-1</u> |
| 2. Data Forms & Tab Cards | <u>Exhibit F-2</u> |
| 3. Classroom & Office Furniture for Bldg. T.
(To be Hand Carried) | <u>Exhibit F-3</u> |
| G. Recommendation - Establishment of Budget Hearing
Date | <u>Exhibit G</u> |
| H. Recommendation - Budget Transfers | <u>Exhibit H</u> |
| I. Recommendation - Wrongful Acts Insurance | <u>Exhibit I</u> |
| J. Recommendation - Data Base Management System | <u>Exhibit J</u> |
| VIII. President's Report | |
| IX. Adjournment to June 22, 1972 | |

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 8, 1972

CALL TO ORDER: The regular meeting of the Board of Trustees of Junior College District No. 512 was called to order at 8:12 p.m., on June 8, 1972, by Chairman Nicklas, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine, Illinois.

ROLL CALL: Present: Members Marilyn Marier, Ross Miller, Lawrence Moats, Joseph Morton, Jessalyn Nicklas, and Eugene Nugent
Absent: Member Milton Hansen

Also present: R. E. Lahti, Donald Andries, M. Bartos, Frank Borelli, John Edgerton, Timothy Field, Guerin Fischer, John Gelch, Robert Hughes, John Januszko, W. Klingenberg, Henry Kurowski, J. Lucas, W.J.Mann, Ted Meyers, Liz McKay, T. R. McCabe, Donald Mistic, Gary Rankin, Martin Ryan, Marc Savard, C.Schauer, Roy Sedrel, Jay Singelmann, Hope Spruance, D. Stansbury, Gary Thompson, W.E.Von Mayr, Dave Youngberg--Harper College; Frank Hines--Board Attorney; and Cary Annen.

MINUTES: Member Nugent moved and Member Miller seconded the motion to approve the minutes of the regular meeting of May 11, 1972, as submitted. Motion unanimous.

DISBURSEMENTS: Member Nugent moved, and Member Morton seconded, to approve for payment the bills payable of June 8, 1972, as follows:

Educational Fund	\$236,853.61
Building Fund	261,830.62
Site & Construction Fund	2,971.00
Auxiliary Fund	70,146.82

Upon roll call, the vote was as follows:

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

Payrolls

Member Nugent moved, and Member Morton seconded, to approve for payment the payroll of May 15, 1972, in the amount of \$220,656.24; the payroll of May 31, 1972, in the amount of \$230,442.43; and the estimated payroll of June 1 through July 31, 1972, in the amount of \$992,417.00

DISBURSEMENTS:
Payrolls (cont.)

Upon roll call, the vote was as follows:

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

COMMUNICATIONS: None

UNFINISHED
BUSINESS:

Faculty Evaluation
Committee Report

Dr. Schauer requested Mr. McCabe, Chairman of the Faculty Evaluation Committee, report to the Board on the deliberations of and the conclusions drawn by the committee.

Mr. McCabe summarized the seven points recommended by the Faculty Evaluation Review Committee in their memo to Dr. Schauer, dated May 30, 1972:

1. The system substantially remain the same;
2. The committee continue to study the evaluation system, starting to work next September;
3. List of sub-committee and completion date to establish separate appeals system for non-retention of non-tenured faculty;
4. Sub-committee on student evaluation continue to operate;
5. Last year's recommendation of the Faculty Evaluation Review Committee be included as part of Board policy;
6. A separate document be generated on Career Program Coordinators; and
7. Date of notification of people for merit raises be stipulated in the final document.

Member Nugent stated that in Board negotiations on salary and merit fringe benefits with the faculty committee, one big point of contention had been faculty evaluation--there seemed to be dissatisfaction on the part of the faculty with the evaluation program. He expressed surprise that the committee found the system satisfactory and wanted to continue with it.

Mr. McCabe stated there was a certain amount of dissatisfaction among the faculty members, but it was difficult to pin down the reasons. The committee did not feel they wanted to move to establish a system that would be equally repugnant; they felt they wanted to study what they have for the moment, rather than hastily come up with another. Mr. McCabe stated they by no means felt the system perfect. He discussed the questionnaire distributed to the faculty, "Analysis of Previous Faculty Evaluation," and stated the responses were inclusive; 68 responses were received (a little over 40% of the faculty).

UNFINISHED

BUSINESS:

Faculty
Evaluation
Committee
Report (cont.)

Member Nugent asked about the approach of the Evaluation Committee next fall, if they had a contract date for the proposed revision of the evaluating system. Mr. McCabe stated he felt that would be the first thing the committee would do.

Member Morton asked Mr. McCabe to elaborate on dissatisfaction among the teaching faculty about the present faculty evaluation system. Mr. McCabe referred to the questionnaire, stating there is a considerable movement for improvement. He referred to the listing on pages 2 and 3 of the report on the questionnaire, listing some of the highlights: most faculty felt there should be no restriction on the number of people receiving merit; faculty was split on issues of student input; faculty split on whether peer committee should face evaluatee; almost all would like to rate division chairmen or other appropriate administrators; split on useage of self-evaluation; great dissatisfaction with way consultation has been carried out within the division.

Chairman asked if there were any recommendations for improvement in these areas of disagreement. Mr. McCabe stated there did not seem to be any trend in the narrative section. He stated it was not a good instrument and the response was not large enough to make any judgment.

Member Marier asked why the committee was reluctant to work during the summer.

Mr. McCabe stated the Faculty Senate voted overwhelmingly to defeat this proposal. He stated if the committee met during the summer, it would be difficult to receive input from the faculty as a whole. He did not feel a satisfactory document could result.

Dr. Lahti pointed out that these recommendations were made by the committee, as well as the Faculty Senate.

Chairman Nicklas reviewed the background and rationale for the Faculty Evaluation System when this was first suggested and developed. She pointed out the Board felt the college had been most fortunate in gathering together a tremendous faculty and felt it was important to be able to recognize the outstanding work many had done and were doing with students, as well as for the institution. She stated the summer situation, with the availability of consultants, was suggested because some study and

UNFINISHED

BUSINESS:

Faculty
Evaluation
Committee
Report (cont.)

research could be done. She referred to the Board's concern about the time this would take.

Mr. McCabe pointed out the committee had received their charge from the Board in March. The Board had fixed a deadline. Consequently, the committee had suggested starting in September. Dr. Lahti pointed out this is one reason to be careful in putting dates in policy. He stated the fewer dates in policy and the more in procedures, the better.

Member Moats stated he did not see any reason why the committee could not meet over the summer and come up with recommendations and then go to the faculty. Chairman Nicklas stated minutes of the committee could be mailed to the faculty. They could be made aware of what was going on and could respond to it.

Member Moats stated it was his understanding last year that the faculty committee had recommended it be mandatory that students take part in the evaluation of teachers, but apparently it was not. Mr. McCabe stated again it was the time frame problem. It is a long process to get the data on student evaluation. He suggested in the fall the committee could have the consultant back to help them devise an instrument.

Dr. Lahti stated the main concern when sampling student opinion was that only 60% of the faculty were offering student feedback, according to the survey. He stated he felt the feeling of the people representing the faculty was that there would be opportunity for 100% feedback. He stated if there is something the administration could do, they have an obligation to help. Dr. Lahti felt that 100% of students should have opportunity to offer feedback. He stated they would look at it from the administration's side to see if it is inefficiency on the part of an administrator, and they would work cooperatively with each instructor. Dr. Schauer pointed out each faculty member has the responsibility to get the evaluation to the students; then he uses it as he wishes. Dr. Lahti stated in the next phase of the process the administration must work with a great deal of integrity. The reason for evaluation is to build professionals and together the faculty and administration can develop these developmental programs. He reported there is a tremendous kind of validity in student evaluation. Mr. McCabe stated the faculty is not opposed to student evaluation, as soon as they can come up with an instrument that is acceptable to students, faculty and administration alike.

UNFINISHED

BUSINESS:

Faculty

Evaluation

Committee

Report (cont.)

Member Nugent moved, and Miller seconded the following motion:

I move that Dr. Lahti appoint a committee of faculty and administrators, not to exceed seven (7) in number, to work over the summer for the purpose of developing an improved Faculty Evaluation System which can be proposed to the faculty, Faculty Senate, administration, and Board of Trustees at the beginning of the 1972-73 academic year. The charges of the committee should include:

1. Utilization of outside experts and other resources;
2. The Faculty Evaluation System should reflect and support the attainment of the long-range plan for the college;
3. An examination of areas of individual expertise and contributions considered to be important to evaluation of teaching faculty performance;
4. Evaluation of the Faculty Evaluation System in effect for the past two years;
5. A study of the extensive literature on evaluating teaching faculty performance and the results of the teaching-learning process;
6. More effective evaluation and measurement of results from individual effort;
7. Further refinement of levels to which individuals are assigned as a result of evaluation;
8. Improved definition and quantification of terms in evaluations (such as "outstanding," "Harper divisional patterns," etc.);
9. An improved plan, procedures, schedules and other operational matters to effectively conduct the Faculty Evaluation process;
10. Consideration and inclusion of student appraisal of teaching faculty as an element in the Faculty Evaluation process;
11. Consideration of other input, including the report of the Faculty Evaluation Review Committee, as submitted to the Board of Trustees at June 8, 1972 meeting.

Member Morton asked for the reaction of the committee chairman, Mr. McCabe. Mr. McCabe again reviewed the reasons the Faculty Senate voted overwhelmingly against the proposal to meet over the summer. He stated he felt personally it would be circumventing the Faculty Senate.

UNFINISHED

BUSINESS:

Faculty
Evaluation
Committee
Report (Cont.)

When asked for his reaction, Dr. Lahti stated if the motion passed, he would go to Mr. McCabe and present the charge made by the Board of Trustees and ask him how they could implement this charge. He stated the Board representatives of the citizens of the district have the privilege of making such a request when they are being asked each year to raise salaries. Mr. McCabe stated if Dr. Lahti approached him he would notify him and the Faculty Senate that the committee has clearly stated their intention. Dr. Lahti pointed out if the general faculty were made aware of the factors, they might want to reconsider. Mr. McCabe stated there is no evidence that the faculty feels appreciably different than the Faculty Senate.

Member Morton stated he would like to amend the motion to read that the majority of the committee should be teaching faculty. Dr. Lahti stated in his opinion the majority of the committee should be teaching faculty. Member Nugent then agreed to incorporate this amendment in the motion.

In the discussion which followed, Dr. Lahti stated there was nothing in the motion that would prohibit him from consulting with the Chairman of the Faculty Senate in the selection of the faculty representatives. Member Moats stated he felt the President of the Faculty Senate was best qualified to select a representative sample of the faculty. Chairman Nicklas stated she felt it was an assumption that the Faculty Senate would not be consulted. After further discussion, the Board agreed they would hope the present Faculty Evaluation Review Committee would be part of this committee.

Mr. McCabe asked the Board to table the question to allow him five minutes time to consult with the leaders of the Senate. Chairman Nicklas recessed the meeting at 9:30 p.m. for this purpose.

The meeting was reconvened at 9:45 p.m., with the following present: Members Marier, Miller, Moats, Morton, Nicklas and Nugent.

Mr. McCabe reported that in a caucus with the officers of the Faculty Senate, they had asked him to request the Board table Mr. Nugent's motion until the June 22, 1972 Board meeting. In the meantime, they would meet and direct the senators to consult their constituents on instructions as to how the Senate should react to this.

UNFINISHED

BUSINESS:

Faculty
Evaluation
Committee
Report (cont.)

Member Moats moved to table Member Nugents notion.

Member Nugent asked for clarification of Mr. McCabe's proposal. Mr. McCabe stated a meeting of the Faculty Senate would be called. Dr. Lahti would be asked to speak to the view of the Board of Trustees. The Senate would instruct the senators to consult their constituents as to their feeling on the idea of the committee meeting in the summer. They would take Mr. Nugent's motion, as such, and ask for reaction to it.

Member Morton seconded the motion and stated he felt in two weeks the Board could act with this additional information.

Chairman Nicklas called for a vote on tabling the motion. All Board members voted in favor, except Member Nugent who voted Nay.

Chairman Nicklas stated she felt all understood it was one of the responsibilities of the Board to make the decision. She stated the Board certainly wanted the input of the faculty and pointed out it would be helpful if the Faculty Committee would include any kinds of suggestions, deadline dates, or report dates, they might receive in their polling of the faculty, or through other deliberations. Mr. McCabe stated this would be done.

NEW BUSINESS:

Staffing--
Resignations

Dr. Schauer presented the resignation of Mrs. Elizabeth Gialdini, Associate Professor in Fashion Design. He informed the Board that basically Mrs. Gialdini wishes to spend more time with her husband and recommended her resignation be accepted with regret.

Member Marier moved, and Member Morton seconded the motion, to accept with regret Mrs. Gialdini's resignation effective with the termination of her 1971-72 contract (June 2, 1972).

Dr. Lahti spoke highly of Mrs. Gialdini's contribution to Harper and stated she would certainly be missed. Chairman Nicklas echoed Dr. Lahti's comments. Secretary Miller read a letter received from Mrs. Gialdini in which she expressed her appreciation to the Board for her promotion to Associate Professor and for tenure.

The motion was unanimous.

NEW BUSINESS:

affing--
Resignations
(cont.)

Dr. Schauer presented the resignation of Gerald R. Tapp, Instructor of Business Administration. He spoke of Mr. Tapp's work at Harper and recommended his resignation be accepted.

Member Morton moved, and Member Marier seconded the motion, to accept the resignation of Mr. Gerald R. Tapp with regret, effective with the termination of his 1971-72 contract (June 2, 1972). Motion unanimous.

Dr. Schauer presented the resignation of Bennie E. Dallas, Instructor of Art History, who has accepted a position in Washington, D.C.

Member Moats moved, and Member Marier seconded the motion, to accept the resignation of Bennie E. Dallas effective at the termination of his 1971-72 contract (June 2, 1972). Motion unanimous.

Dr. Schauer presented the resignation of Dr. Daniel E. Hughes, Chairman of the Communications Division and stated he would be a hard man to follow. Dr. Hughes has accepted a position in Massachusetts.

Member Moats moved, and Member Morton seconded the motion, to accept the resignation of Dr. Daniel E. Hughes, Chairman, Communications Division, effective June 30, 1972. Motion unanimous.

Dr. Fischer presented the resignation of Dr. Timothy Field, Dean of Guidance, who has accepted a position at the University of Georgia.

Member Morton moved, and Member Moats seconded the motion, to accept with regret the resignation of Dr. Timothy Field, Dean of Guidance, effective June 30, 1972. Motion unanimous.

Dr. Schauer presented the resignation of Mr. Rodney P. Marco, Instructor of Psychology.

Member Marier moved, and Member Moats seconded the motion, to accept the resignation of Mr. Rodney P. Marco, effective with the termination of his 1971-72 contract (June 2, 1972). Motion unanimous.

Leave of
Absence

Dr. Schauer recommended granting a one-year leave of absence for Mrs. Carol Hildebrand, Instructor of English. He stated this was a maternity leave.

NEW BUSINESS:

Staffing--

Leave of

Absence (cont.)

Member Moats moved, and Member Marier seconded the motion, to grant Mrs. Carol Hildebrand a one-year leave of absence, effective at the close of the 1971-72 academic year, with the understanding that Mrs. Hildebrand is to notify the Vice President of Academic Affairs of her intent to return to her teaching position for the 1973-74 academic year on or before March 15, 1973. Motion unanimous.

Administrative
Faculty

Dr. Schauer presented the recommendation for the reemployment of Mrs. Noreen S. Lopez as Coordinator of Adult Basic Education program funded by the State. He stated this program is primarily English as a second language for Spanish-speaking Americans.

Member Marier moved, and Member Moats seconded the motion, for the re-employment of Mrs. Noreen S. Lopez as coordinator of the Adult Basic Education program at the salary of \$12,000.00, with the rank of Instructor, effective July 1, 1972 for one year; Mrs. Lopez's employment will be contingent on receiving approval of funds from the Superintendent of Public Instruction.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Dr. Fischer presented the recommendation for the appointment of Mr. John Januszko as Director of Food Services. He stated Mr. Januszko had been filling in as Acting Director since Mr. Goodwin had left. Mr. Januszko was being recommended after a review of all candidates and the recommendation of the consultant.

Member Marier moved, and Member Miller seconded the motion, to appoint Mr. John Januszko as Director of Food Service, effective July 1, 1972, at a salary of \$17,950, as an administrator with rank of Instructor in Food Service Management

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Dr. Fischer presented the recommendation for the employment of Mr. Anthony Franchi as Assistant Director of

NEW BUSINESS:

Staffing--
Administrative
Faculty
(cont.)

Food Services. Dr. Fischer stated an intensive search had been made for this person.

Member Marier moved, and Member Miller seconded the motion, to approve the employment of Mr. Anthony Franchi as Assistant Director of Food Services, as an administrator with the rank of Instructor in the Food Service Management program, with a base salary of \$15,000.00 for the fiscal year 1972-73. In addition, the amount of \$625.00 (pro-rated from \$15,000 base salary) should be paid to Mr. Franchi to have him begin work on June 19, 1972.

Upon roll call, the vote was as follows:

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

Dr. Lahti presented the recommendation for the employment of John C. Morrow as Director of Development. He discussed background and experience of Mr. Morrow emphasizing his broad exposure with governmental agencies.

Member Miller moved, and Member Morton seconded the motion, to approve the employment of John C. Morrow as Director of Development, with the rank of Assistant Professor, at a salary of \$18,500.00 on a 12 month basis, effective July 1, 1972.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Morton, Nicklas
and Nugent
Nays: Member Moats

Teaching
Faculty

Dr. Schauer presented the recommendation for employment of Mary Lou Jolie as Associate Professor of Biology.

Member Morton moved, and Member Moats seconded the motion, to approve the employment of Mary Lou Jolie as Assistant Professor of Biology at a salary of \$14,750.00 for the 1972-73 academic year, effective Sept. 5, 1972.

Upon roll call, the vote was as follows:

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

NEW BUSINESS:

Staffing--
Teaching
Faculty
(cont.)

Dr. Schauer discussed the background of Trudy L. Frank presented for employment as a teacher of Dental Hygiene.

Member Moats moved, and Member Miller seconded the motion, to approve the employment of Trudy L. Frank as Instructor of Dental Hygiene, at a salary of \$13,000.00 for a 48 week period commencing the 5th day of Sept., 1972.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Dr. Fischer presented the recommendation for employment of Suzanne L. Stidger, as Instructor of Nursing. He stated this candidate would fill the vacancy in Nursing due to the resignation of Mrs. Lytle.

Member Morton moved, and Member Marier seconded the motion, to approve the employment of Suzanne L. Stidger as Instructor of Nursing, at a salary of \$11,000.00 for the 1972-73 academic year, effective Sept. 5, 1972.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Dr. Fischer presented the recommendation for employment of Mr. Philip Troyer as a counselor in the Biological and Health Sciences Division. He stated this was a replacement due to the resignation of Dr. Franklin.

Member Moats moved, and Member Marier seconded the motion, to approve the employment of Mr. Philip Troyer as a Counselor in the Biological and Health Sciences Division, at a salary of \$11,500.00 with the academic rank of Instructor, effective September 5, 1972, for 39 weeks.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

In the discussion which followed, the question was raised on stipulating Mr. Troyer's employment as

NEW BUSINESS:

Staffing--
Teaching
Faculty
(cont.)

"Counselor in the Biological and Health Services." Dr. Lahti pointed out his credentials would qualify him to work as a counselor in another sense. Dr. Fischer agreed. Member Moats then rescinded his motion.

Member Moats moved, and Member Marier seconded the motion, to approve the employment of Mr. Philip Troyer as a Counselor, with the academic rank of Instructor, at a salary of \$11,500.00, effective September 5, 1972, for 39 weeks.

Upon roll call, the vote was as follows:

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

Summer Riders

Dr. Schauer presented the recommendation for summer riders to the regular counselor contracts. He stated this was typical of what had been done in the past--to bring in the counselors for four weeks in August and September for the preparation and orientation of entering students at Harper. He stated the new counselors are brought in for one week before the opening of school. Dr. Schauer stated these riders covered 12 returning counselors and 1 new counselor.

Member Moats moved, and Member Marier seconded the motion, to approve counselor riders for a total not to exceed \$23,673.00 for the 1972-73 orientation and pre-registration.

In the discussion which followed, Dr. Lahti stated that as long as the riders are signed by the Chairman and Secretary of the Board, a list of the riders should be attached to the Board Minutes. Member Moats asked if this compensation for the Counselors was pro-rated on their new salaries. Dr. Fischer stated it was.

Upon roll call, the vote was as follows:

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

Counselor
Aide

Dr. Fischer presented the recommendation for the employment of Gary Thompson as a counselor aide. He stated that Exhibit A-4a contained a report on the para-professional program: Counseling Center. This

NEW BUSINESS:
Staffing--
Counselor
Aide

report was in regard to an experiment this year with a para-professional program for the Counseling Center. Dr. Fischer stated Gary Thompson and Dr. Field, his direct supervisor, were at the meeting to entertain any questions the Board might have.

Gary Thompson informed the Board that in addition to the report some partial results were available to a survey which had been made. Dr. Field discussed the questionnaire which had been distributed to a cross-section of the students and some of their problems and reactions. He stated when this questionnaire was compiled, the Board would receive copies.

Mr. Thompson informed the Board that the next phase of the committee that distributed the survey would be to make some recommendations, now that they have the data. Dr. Field stated they are asking for more money next year to hire students to be identified as peer counselors. He stated they hoped to have about 15 students and have developed objectives for them. He stated it would be a different kind of function.

Member Moats moved, and Member Miller seconded the motion, to approve the employment of Mr. Gary Thompson as a counselor aide effective August 7, 1972, for a ten month period at the salary of \$8,500.00 with no academic rank.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Dr. Fischer discussed the recommendation in Exhibit A-4a for employment of counselor aides. The program done by Gary Thompson has led to the finding of other areas in which to reach more types of students. Dr. Fischer stated the money represented in this proposal was originally budgeted for an increase of two more professional counselors. In looking at the needs of the entire program, he stated he was recommending counselor aides. Dr. Fischer stated they were concerned not only with students coming out of high school but with the large number of adults coming at night. With this kind of program, men and women can be trained as aides to

NEW BUSINESS:

Staffing--
Counselor
Aides

take some of the overload off the counselors. Dr. Fischer stated the administration was recommending the Board consider the opening of positions for the employment of counselor aides, at an amount not to exceed \$24,000.00. He stated in this amount would be the \$8,500 just approved for the salary of Gary Thompson. Dr. Fischer stated they hoped to find three additional people.

Member Nugent questioned whether one year experience was enough to establish the validity of this approach. Dr. Fischer stated they would not base this strictly on what Gary Thompson has been doing. Some of these people will not be doing exactly what he is doing: technically classified as assistants or para-professionals.

Dr. Lahti suggested Dr. Fischer report back to the Board with the plan for full-timers and part-timers. Dr. Fischer agreed to do so.

Member Nugent moved, and Member Miller seconded the motion, to approve the opening of positions for the employment of counselor aides for the academic year of 1972-73 at a budget cost of approximately \$24,000.00, subject to the administration bringing to the Board for final approval four job descriptions for para-professional aides.

Upon roll call, the vote was as follows:

- Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent
- Nays: None

Financial Aide
Assistant

The employment of a Placement Assistant Para-professional was brought to the Board for their consideration. Mr. Vasivil discussed the need for this position, due to the increase in enrollments, graduates, career programs and number of veterans enrolled.

Member Moats moved, and Member Morton seconded the motion, to approve the opening of the new position of Placement Assistant (para-professional) effective fiscal year 1972, with the understanding the salary is not to exceed \$8,000 and there will be no academic rank.

Upon roll call, the vote was as follows:

- Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent
- Nays: None

NEW BUSINESS:

Change in Physical
Education
Requirements

The Chairman stated the Board would move to Exhibit C on the agenda, Change in Physical Education Requirements. Dr. Schauer discussed the change in the status of physical education, as recommended by the Illinois Junior College Board. Their action was the recommendation that physical education be voluntary, except if it is a student's major. Students may count a maximum of two (2) hours as elective credit toward the sixty (60) hour graduation requirement.

Member Miller moved, and Member Nugent seconded the motion, that physical education is voluntary. Students may count a maximum of two (2) hours as elective credit toward the sixty (60) hour graduation requirement.

Upon roll call, the vote was as follows:

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

Student Affairs
Policy Revision

Dr. Fischer presented to the Board the recommended revisions in the Policy and Procedure Manual, Section 5 (Student Personnel). He stated the Student Affairs staff had gone through this section, item by item, and felt it was important and incumbent upon the college to keep up with local and national trends. This has been reviewed with students, faculty and administration and represents the input from them. Dr. Fischer stated he would recommend, however, this become effective fall semester, 1972, rather than summer 1972.

Dr. Schauer referred to page 9, of Exhibit D, and asked that it be amended under 5.2.1 Grade Points; under Add: Grade - P, he recommended an asterisk be added after P with the following notation--"Applicable to those approved courses or programs."

Member Miller moved, and Member Morton seconded the motion, to adopt Section 5 of the Policy and Procedure Manual as revised and amended, effective fall semester, 1972, in Exhibit D. (Exhibit D attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

NEW BUSINESS:
 Bid Awards--
 Micro-film

Mr. Mistic presented the recommended bid award for Micro-Fiche Reader Printers and the Processing and Handling of the Micro-Fiche Film. Mr. Stansbury discussed the need for this equipment in the Admissions area. Mr. Mistic stated one printer would be for the Admissions area and one for the Counseling area.

Member Nugent moved, and Member Moats seconded the motion, to approve the award of bid as follows:

Part 1 - 2 Reader Printers at \$1,688.50 each
 for a total of \$3,377.00, awarded to
 3M Business Products.

Part 2 - Processing and handling of film to the
 Great Lakes Microfilm Company in the
 amount of \$2,400.00.

Total amount of award - \$5,777.00

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
 Nicklas and Nugent

Nays: None

-Data Processing
 Stock Forms and
 Tab Cards

Mr. Mistic presented the recommendation for bid award for Data Processing Stock Forms and Tab Cards, stating these items were needed by Data Processing to function for the coming year.

Member Miller moved, and Member Morton seconded the motion, to approve the bid award for Data Processing Stock Forms and Tab Cards, as follows:

Stock Forms to the Moore Business Forms,
 in the amount of \$7,023.23
 Tab Cards to the Office Electronics Co.,
 in the amount of 1,020.00
 Total amount of bid award \$8,043.23

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
 Nicklas and Nugent

Nays: None

Classroom and
 Office Furniture

Mr. Mistic presented the recommended bid award for classroom furniture for Building "T" plus some other office furniture throughout the campus.

NEW BUSINESS:

Bid Award--

Classroom and

Office Furniture
(cont.)

Member Nugent moved, and Member Miller seconded the motion to approve the bid award for Classroom and Office Furniture, as follows:

E & I Cooperative (items 1, 2 & 6)	
in the amount of	\$3,508.45
Prairie State (items 3,4,5 & 7)	
in the amount of	<u>4,576.50</u>
Total amount of bid award	<u>\$8,084.95</u>

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Installation of
Phase I of
Irrigation
System

Mr. Misis presented the recommendation for the bid award to provide labor, materials, supplies and equipment to install Phase I Irrigation System on the campus. CRS had supplied the specifications. This would cover the athletic fields--football and baseball, and area north of the baseball field. Mr. Hughes stated this would be approximately 30% of the six phases of the irrigation system.

Member Nugent moved, and Member Morton seconded the motion, to approve the award of bid to Halloran & Yauch in the amount of \$33,907.00, to install the Phase I Irrigation System in accordance with CRS's specifications for the project.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Establishment of
Budget Hearing
Date

Dr. Lahti explained this was a routine resolution to establish the Budget Hearing date and the availability of the budget for public inspection.

Member Moats moved, and Member Miller seconded the motion, to approve the resolution providing for the annual Budget Hearing and the required public notice. (Resolution attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

NEW BUSINESS:
Budget Transfers

Mr. Mann explained the Educational Fund budget transfers recommended in Exhibit H were routine clean-up of budget transfers.

Member Moats moved, and Member Miller seconded the motion, to approve the Educational Fund budget transfers as submitted in Exhibit H by the administration. (Exhibit H attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Wrongful Acts
Insurance

Dr. Lahti informed the Board that Mr. Mann and he had been working with Frank Hines investigating Board of Trustee indemnity, including school district reimbursement insurance protection. They were recommending it strongly because of the way public bodies are being sued and the acts taking place across the country. Mr. Hines referred to the various kinds of litigation filed and pending across the country.

After discussion, Member Nugent moved, and Member Moats seconded the motion, to approve the award of the policy to provide Board of Trustee indemnity, including School District Reimbursement Insurance Protection, to Marsh and McLennan Insurance Company of Chicago, Illinois, for three years at \$2,000.00 per year.

Dr. Lahti pointed out this company is the only one providing this type of insurance and they were willing to insure Harper.

Upon roll call, the vote was as follows:

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

Treasurer's Bond

The annual Treasurer's Bond was presented for approval and discussed.

Member Nugent moved, and Member Marier seconded the motion to approve the Treasurer's Bond No. 2SM 263668. (Copy of Treasurer's Bond attached to Minutes in Board of Trustees Official Book of Minutes.)

NEW BUSINESS:

Upon roll call, the vote was as follows:

**Treasurer's
Report (cont.)**

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

**Data Base
Management
System**

Dr. Lahti asked Mr. Sedrel if he had anything to add on the Exhibit for the Data Base Management System. Member Moats asked how much money this system would save. Mr. Sedrel stated it would save money in the long run, not so much in the immediate future. He stated the Computer Center staff, in conjunction with the administration, had recently completed a comprehensive Feasibility Study on total institutional information system needs. This study has documented the requirements for a Data Base Information System to meet the planning, control, and operational information needs of the institution during the next four to five year period.

After discussion, Member Nugent moved, and Member Morton seconded the motion, to approve the purchase of a Data Base Management software system from CINCOM Systems, Inc., of Cincinnati, Ohio, in an amount not to exceed \$25,600.00

Mr. Sedrel discussed the costs at Member Moats request.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
and Nugent

Nays: None

Abstained: Member Nicklas

Executive Session

Chairman Nicklas stated there was need for an executive session and recessed the meeting at 12:10 a.m.

Chairman Nicklas reconvened the meeting at 1:45 a.m. Present were Members Marier, Miller, Moats, Morton, Nicklas and Nugent.

**1972-73 Salaries
Classified**

Member Miller moved, and Member Nugent seconded the motion to approve the proposals in Exhibit B-1 for the clerical, secretarial and professional-technical staff, at a cost not to exceed \$50,000.00, for 1972-73. In addition, the system as recommended will be studied and reviewed during 1972-73, with the intent of evaluating and further refining the classified staff evaluation system.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

NEW BUSINESS:
1972-73 Salaries
Vacation
Policy Change
for Exempt
Non-academic
Staff

Member Nugent moved, and Member Moats seconded the motion to approve the administration's recommendation that the Staff Policy and Procedure Manual be amended to include the following statement:

"Staff members exempted from the coverage of the Fair Labor Standards Act will accumulate vacation in the following manner--

From the first through the fifth year of service: 1.25 days a month.

From the sixth year of continued service: 1.66 days a month."

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Administrative
Salaries

Member Miller moved, and Member Marier seconded the motion, to approve the administrative request for up to \$58,750.00 to be spread among administrators for general raises and merit consideration.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Administrative
Developmental
Leave Program

Member Nugent moved, and Member Morton seconded the motion, to approve the following policy for an Administrative Developmental Leave Program:

The college may grant, upon recommendation of the President, a Developmental Leave to eligible administrators provided that in the judgment of the Board such a leave will benefit Harper and the individual and will not adversely affect either the budget or operational efficiency of the college.

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

Merit--Faculty

Member Marier moved, and Member Nugent seconded the motion, to approve the following people being given a one-time, noncumulative payment of five percent (5%)

NEW BUSINESS:
Salaries - 1972-73
Merit--Faculty
(cont.)

of their 1971-72 salary as recognition for their performance (merit). The total amount of this merit payment is not to exceed \$12,280.00:

- | | |
|--------------|---------------|
| D. Callin | F. McClintock |
| J. Clouser | J. Muchmore |
| J. Davidson | R. Mussell |
| R. DePalma | P. Moore |
| M.L.Flanigan | W. Nelson |
| S. Herron | M. Ostrowski |
| H. Meier | J. Tippens |
| M.A.Mickina | D. Wachlin |
| T. McCabe | |

Further, the Board wishes to convey their appreciation for the outstanding services rendered to Harper College by these faculty members.

Upon roll call, the vote was as follows:

- Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent
- Nays: None

Promotions--
Faculty

Member Miller moved, and Member Moats seconded the motion, that the fifteen (15) teaching faculty members promoted be awarded 10 percent (10%) increases on their 1971-72 contracted salary to be applicable to their base salary effective with the 1972-73 academic year. The board wishes to commend these faculty members for their contribution to the mission of Harper College.

Upon roll call, the vote was as follows:

- Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent
- Nays: None

Land Transfers

Member Moats moved, and Member Nugent seconded the motion to approve the transfer of land to the I.B.A. to offset the portion sold to the Illinois Highway Department, in accordance with the resolution in Exhibit E-1. (Resolution attached to Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

- Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent
- Nays: None

NEW BUSINESS:

Land Transfers

Dr. Lahti reported on a June 6, 1972, meeting held with Bill Ford and other officials of the I.B.A. Larry Stone of the Construction Task Force, and IJCB staff member, was present. Land values were discussed for Phase II-A. Harper took the position that we should receive cost less improvements as a minimum, even though we believe the law calls for three appraisals each time land is turned in to the IBA. After a lengthy discussion, it was concluded that Harper would agree to \$5,000 per acre for Phase II-A only under protest. Further, we were agreeing out of necessity, not in principle, because of the dire need to begin construction without further delays. After eight months of delay, the probability of not having parking lots for the fall of 1972 is already too great to risk additional delays. Mr. Ford asked Larry Stone to request a decision from the Illinois Junior College Board concerning land appraisal for each new phase and Harper's request to receive cost of land less improvement over the remaining phases of construction.

Member Miller moved, and Member Moats seconded the motion, to approve the resolution for the transfer of 10.01 acres of land to the I.B.A. as part of Harper College's 25% share of construction costs for Phase II-A. (Resolution attached to Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Marier, Miller, Moats, Morton,
Nicklas and Nugent

Nays: None

ADJOURNMENT:

Member Nugent moved, and Member Moats seconded the motion, to adjourn the meeting to June 22, 1972, at 8:00 p.m., in the Board Room of the Administration Building.

Chairman Nicklas

Secretary Miller