

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

July 12, 1973

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  - 1. Bills Payable
  - 2. Payroll - June 15 and June 30, 1973
  - 3. Estimated Payroll - July 1 through August 31, 1973
  - 4. Bid Awards
  - 5. Budget Transfers
  - 6. Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
  - A. Recommendation: Staffing
    - 1. Chairman, Life & Health Science Division EXHIBIT A-1
    - 2. Director, Computer Center EXHIBIT A-2
    - 3. Teacher of Air Conditioning and Refrigeration EXHIBIT A-3
    - 4. Coordinator, Banking and Finance EXHIBIT A-4
    - 5. Coordinator, Dietetic Technician EXHIBIT A-5
    - 6. President's Contract
  - B. Presentation: Legal Budget EXHIBIT B
  - C. Recommendation: Building U Award (To be hand carried) EXHIBIT C
  - D. Recommendation: Report on Fieldhouse Fire EXHIBIT D

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 12, 1973

**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 12, 1973, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

**ROLL CALL:** Present: Members Annalee Fjellberg, William Kelly, Milton Hansen, Marilyn Marier and Jessalyn Nicklas  
Absent: Members Lawrence Moats and Ross Miller

Also present: Robert E. Lahti, Kelly Barton, John Birkholz, Robert Cormack, Anton A. Dolejs, Charles Falk, Guerin Fischer, Anthony Franchi, John Gelch, Robert Hughes, Fred Inden, Ron Keener, W.J. Mann, Liz McKay, Don Misis, Robert Powell, Harry Race, Gary Rankin, Henry Roepken, C. Schauer, Fred Vaisvil, George Voegel, and Robert Wyman-- Harper College; and Frank Kapple.

**MINUTES:** Member Fjellberg moved, Member Marier seconded, approval of the minutes of the regular Board meeting of June 14, 1973, as distributed. Motion unanimous.

**DISBURSEMENTS:** Member Marier moved, Member Fjellberg seconded, approval of the bills payable of July 12, 1973, as follows:

Educational Fund	\$118,418.62
Supplement to Ed. Fund	6,000.00
Building Fund	320,992.13
Auxiliary Fund	109,827.62

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier and Nicklas  
Nays: None

**Payroll:** Member Hansen moved, Member Marier seconded, approval for payment of the payroll of June 15, 1973, in the amount of \$260,963.49; the payroll of June 30, 1973, in the amount of \$270,761.96; and the estimated payroll of July 1, 1973 through August 31, 1973, in the amount of \$1,030,156.00.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier and Nicklas  
Nays: None

**DISBURSEMENTS:  
Budget Transfers**

Member Hansen moved, Member Marier seconded, approval of the budget transfers as set forth in Exhibit IV-4; total Educational Fund in the amount of \$153,650.00, and total Building Fund in the amount of \$125,683.00. (Exhibit IV-4 attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier and Nicklas  
Nays: None

**Bid Awards**

Member Marier moved, Member Fjellberg seconded, approval of the following bid awards, as in Exhibit IV-5:

- IV-5a - Renewal of the rental contract for the IBM Computer and its related equipment to the IBM Corporation in the amount of \$156,711.00.
- IV-5b - Bid for offset and duplicating paper to the ITEK Business Products Co., with a promised delivery of three weeks from receipt of purchase order, in the amount of \$11,400.00.
- IV-5c - Renewal of the leasing contract for thirty-eight #2316 Disk Packs to the BASF Systems, Inc., of Palatine, Ill., in the amount of \$3,648.00.
- IV-5d - Awarding of the lease contract for the 4-phase Terminal System to the IV-Phase Systems, Inc., in the amount of \$19,356.00 for the fiscal year 1973-74.
- IV-5e - Renewal of the leasing contract for the Op-Scan equipment to the Optical Scanning Corporation, Chicago, Ill., in the amount of \$12,984.00, for the fiscal year 1973-74.
- IV-5e - Award of bid in two parts: 1) the Stock Forms to be awarded to the low bidder, Duplex Products, in the amount of \$5,745.20; 2) the tab cards to be awarded to Computer Supplies, in the amount of \$1,811.20. Total amount of the award, \$7,556.40.
- IV-5g - Award the leasing of an accounting machine system for the fiscal year 1973-74 to the lowest cost system, The Burroughs Corporation, in the amount of \$12,469.78.
- IV-5h - Award the miscellaneous blanket food orders to the following suppliers:
 

For bakery items:	
Vanderbilt	\$6,000.00
Bear Steward Corp.	3,000.00
Karps	2,000.00

**DISBURSEMENTS:**  
**Bid Awards**  
**(cont.)**

IV-5h - For gelatin, pudding, yeast and related items (only commercial sauce for active "wet" yeast in Chicago market):	
Standard Brands	\$3,000.00
For processed cheese, and other related items:	
Kraft Foods	4,500.00
For carbon dioxide tanks for soft drink system:	
Burks Carbonic	1,000.00
For canned Coke, Sprite, etc., for use at Board meetings, etc.:	
Coca Cola Bottling Co.	500.00
For fresh eggs:	
Melrose Farms Co.	2,500.00
For fresh produce, french fries, frozen fruits and vegetables, and other related items:	
Capitol Produce Co.	3,000.00
Marano Brothers Produce	15,000.00
For frozen and processed meats, frozen vegetables and fruits, canned food items, and other related items:	
Cellini Foods, Inc.	1,000.00
Mike Shapiro Frozen Foods	6,000.00
Redi-Froz Distributing Co.	3,500.00
Fox River Foods	15,000.00
John Sexton & Co.	4,000.00
Lawrence Foods, Inc.	10,000.00
Food Marketers	2,500.00
Railton	3,000.00
Oscar Mayer Co.	5,000.00
For floral arrangements:	
Village Green Florist	1,500.00
IV-5i - Award the bid for paint supplies to the Carbit Paint Co., in the amount of \$3,370.30.	
IV-5j - Award the bid to the Canteen Corporation of Elgin, offering the highest commission structure, the contract extending from Aug. 1, 1973 to June 30, 1976.	
IV-5k - Award the bid for the replacement of football, cross country, and basketball equipment lost in the fire by splitting of awards as follows:	
Parrish Sporting Goods Co., for 56 items in the amount of	\$13,723.69
Ned Singer Co., for 23 items in the amount of	5,458.15
Total amount of the award	<u>\$19,181.84</u>

DISBURSEMENTS

Bid Awards

(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier  
and Nicklas

Nays: None

Construction

Payouts

There were no construction payouts.

COMMUNICATIONS:

Chairman Nicklas informed the Board that letters of appreciation had been sent to the State Senators and Representatives for their help to Harper in the situation resulting from the recent fieldhouse fire. She discussed the manner in which the college is trying to keep the concerned people informed.

UNFINISHED

BUSINESS:

None.

NEW BUSINESS:

Building U

Award

For the benefit of some of the guests, Chairman Nicklas moved to item C on the agenda, Building U Award. Dr. Mann informed the Board that bids were opened at 2:00 p.m., today, July 12, for the construction of Building U. He expressed appreciation to the staff, CRS, and the contractors who responded, for the rapidity with which the bids went out and came back. He distributed the cost estimate sheet showing the cost estimate to be about \$180,000 and commented that the low bid was very close to this estimate.

Ralph Carroll, CRS, stated fourteen contractors were contacted and three bids were received. The low bid was \$188,625.00 from Architectural Builders. The contractor can get started on the 19th and have the project completed by December. Barring weather delays and problems in obtaining materials, Mr. Carroll stated the contractor should be able to give beneficial occupancy sometime in October.

Dr. Lahti also expressed appreciation to the architect and staff for their work on this project. He stated the Junior College Board had approved this project, contingent upon checking bids with them and stated the college would contact Fred Wellman. By necessity this project had been handled fast, and Dr. Mann pointed out the chance for change orders is naturally there-- the factor of human error.

Member Hansen moved, Member Fjellberg seconded, approval of the award of bid to Architectural Builders for the construction of Building U, for a total cost of \$188,625.00.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier  
and Nicklas

Nays: None

NEW BUSINESS:  
Report on  
Fieldhouse  
Fire

Dr. Lahti briefed the Board on the action of the administration relative to the fieldhouse fire. He stated Dr. Mann and Dr. Fischer had met with Eugenia Chapman, State Representative, and David Regner, State Senator. Mrs. Chapman is contacting Governor Walker to set up an appointment with him. Letters have been sent to all the people involved who supported Harper's cause. Dr. Lahti discussed the various means and methods employed to contact people and enlist their support--faculty, advisory groups, newspapers, etc.

Dr. Mann stated the General Adjustment Bureau, representing the Centennial Insurance Company, has requested a detailed professional construction cost estimate to replace the fieldhouse at June 1, 1973--labor and materials; in addition, the architect's opinion relative to the structural value of the building in terms of salvage. He reported Mr. Hughes is putting a lot of effort into resolving the contents of the fieldhouse. The administration is recommending that Caudill, Rowlett and Scott perform the required salvage survey and detailed construction cost estimate; the cost estimate for the replacement of the building, plus improvements added by the college, would be escalated for inflation.

Member Kelly, in the discussion which followed, expressed surprise that the insurance company had taken what he felt to be an adversary position. He suggested keeping this in mind when the insurance policy comes up for renewal.

Member Ross Miller entered the meeting at 8:55 p.m.

Member Hansen moved, Member Kelly seconded, approval of an award, not to exceed \$4,500.00, to the firm of Caudill, Rowlett and Scott, architects and engineers, to perform the required salvage survey and detailed construction cost estimate of the fieldhouse which was destroyed by fire on Saturday, June 9, 1973.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier, Miller and Nicklas  
Nays: None

Resolution to  
Governor Walker

Dr. Lahti suggested the Board adopt a resolution urging Governor Walker to sign into law Senate Bill 1199.

Member Marier moved, Member Miller seconded, the adoption of the following resolution:

**NEW BUSINESS:**

**Report on  
Fieldhouse Fire--  
Resolution to  
Governor Walker**

RESOLUTION

Whereas, the William Rainey Harper College Board of Trustees is an elected body representing 370,000 citizens in Junior College District 512, Counties of Cook, Kane, Lake, and McHenry; and

Whereas, the Board is responsible for serving the needs of these citizens by providing the highest quality educational programs, as mandated by the people in 1965; and

Whereas, due to destruction by fire of a major instructional facility on the college campus on June 9, 1973, the capability of the college to provide comprehensive educational services to its 12,000 students and to the total community has been severely curtailed; and

Whereas, the General Assembly of the State of Illinois, representing all areas and people of the State, has recognized the emergency need to restore the educational functions lost by fire through the passage of Senate Bill 1199; therefore be it

Resolved, that the William Rainey Harper College Board of Trustees, on behalf of all citizens of Junior College District 512, respectfully requests the Honorable Daniel Walker, Governor of Illinois, to sign into law Senate Bill 1199.

The motion was unanimous.

**Staffing--  
Chairman of Life  
and Health  
Sciences**

Dr. Schauer presented the recommendation for the employment of Dr. David Williams as Chairman of the Life and Health Sciences Division, effective July 15, 1973.

Member Marier moved, Member Miller seconded, the employment of Dr. David Williams, effective July 15, 1973, as Chairman of the Life and Health Sciences Division with the academic rank of Assistant Professor, at an annual salary of \$19,750.00, or pro-rated from July 15, 1973, through June 30, 1974--\$18,990.00.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,  
Miller and Nicklas  
Nays: None

**Director of  
Data  
Processing**

Dr. Schauer presented the recommendation for the employment of Mr. Robert Chantry as Director of Data Processing.

Member Miller moved, Member Fjellberg seconded, the employment of Mr. Robert Chantry as Director of Data Processing, with the academic rank of Assistant Professor, at an annual salary of \$24,000.00, pro-rated from July 30, 1973 to June 30, 1974 in the amount of \$22,182.00.

**NEW BUSINESS:**

**Staffing--**

Director of Data  
Processing  
(cont.)

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,  
Miller and Nicklas  
Nays: None

Air  
Conditioning and  
Refrigeration

Dr. Schauer presented the recommendation for the employment of Mr. Roy Edward Rank as a teacher of Air Conditioning and Refrigeration.

Member Kelly moved, and Member Hansen seconded, the employment of Mr. Roy Edward Rank as a teacher of Air Conditioning and Refrigeration at a salary of \$12,000 for the academic year, effective September 4, 1973.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,  
Miller and Nicklas  
Nays: None

Banking, Finance  
and Credit

Dr. Schauer presented the recommendation of the employment of Mr. M. Scott McMannis as Assistant Professor of Banking, Finance and Credit.

Member Miller moved, Member Hansen seconded, the employment of Mr. M. Scott McMannis as Assistant Professor of Banking, Finance and Credit, at a salary of \$12,500.00 for the 1973-74 academic year, effective September 4, 1973.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,  
Miller and Nicklas  
Nays: None

Dietetic  
Technician  
Program

Dr. Schauer presented the recommendation for the employment of Mrs. Henriette D. Gebert as Associate Professor and Coordinator of the Dietetic Technician Program.

Member Hansen moved, Member Fjellberg seconded, the employment of Mrs. Henriette D. Gebert as an Associate Professor and Coordinator of the Dietetic Technician Program at a salary of \$16,800.00 for the academic year 1973-74.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,  
Miller and Nicklas  
Nays: None



**NEW BUSINESS:**  
**President's**  
**Contract**

Chairman Nicklas introduced the next item on the agenda involving the President's compensation for 1973-74. Member Marier made the following comments concerning the President's performance and the objectives the college had completed during 1972-73 year.

Since the establishment of Harper College in 1965, the Board has held fast to its belief and practice that all facets of the college must be continually evaluated in order to provide the highest quality of services to its community and to ensure the greatest use of its taxpayers dollars.

Additional benefits accrue from such a plan, which are important, not only to the community but to the personnel at Harper College as well.

These would include studies for additional services and programs, innovations for greater efficiency in operations and in teaching, fair and equitable remuneration and benefits, recognition for outstanding performance, stimulation for professional development, long-range planning, etc.

The building and maintenance of a good record can be accomplished only by the planning and the outlining of direction and goals. This not only improves the chances for success, but provides a fair and stable climate in which to work. Therefore, Harper College, with its personnel and its Board, established direction and goals for all of its staff and for the institution itself. This fact cannot be emphasized too strongly. The public awareness of this practice should not only provide confidence in the college, but also it is the right of the public to know.

One of the most important functions of the Board is to review the goals of the past year, to judge whether they remained realistic, and to assess the performance of its chief executive officer in accomplishing these goals.

The goals for 1972-73 have been in the records for a year. They have been generally reviewed in "The President's Report." The implementation of many is reflected in the minutes.

The list of goals and accomplishments for the year 1972-73 would include (and these are from the list of 32 goals):

- the planning and use of para-professionals,
- a new Faculty Evaluation System,
- a review of the Master Plan, projections, and need for a second campus,
- a comprehensive Long Range Plan,
- the opportunity for a Baccalaureate degree from Elmhurst College and an MBA from Northern Illinois University,

**NEW BUSINESS:**  
**President's**  
**Contract (cont.)**

the new Harper College Foundation;  
an improved MBO plan for administrators, which includes performance and objectives,  
a new wage and salary plan for administrators,  
the planning of two new career programs (Dietary Technician, and Banking, Finance and Credit),  
the holding of the cost per student by budget review and the freezing of funds,  
securing a grant for educational services planning for Spanish speaking citizens,  
securing a grant for planning of a Leadership Center.

The Board, individually and collectively, is considering the goals for the year 1973-74, and at the present time has a tentative list.

This listing will be completed during the summer.

The responsibility for accomplishing the goals, as agreed to by the Board, rests with the President of the college who is the chief executive officer of the Board.

The Board is extremely gratified to report that 85% of the goals of the college for 1972-73 have been completed. Its reputation, both in the community and in the state, has been enhanced by the records of its former students, by its growing and varied services to the community, by its maintenance of a state average cost per student, by its evaluation systems which are sought by other colleges, by its financial vigilance and accuracy, by the expertise and dedication of its personnel, and by its awareness of and participation in the state system of community colleges.

Despite the controversy over the report by the Illinois Economic and Fiscal Commission on community colleges, Harper was cited in this report as one of the best managed colleges in the state.

Harper College is proud indeed of its record. It is proud of all of its personnel for their work and dedication which made this record possible.

We have stated that the major responsibility for carrying out the directives of the Board, for the administration of the college, and for guiding its programs, rests with its President.

In addition, during 1972-73, Dr. Lahti has planned and conducted MBO seminars, which college personnel from all across the country have attended.

NEW BUSINESS:  
President's  
Contract (cont.)

He represented Harper College in its lengthy and successful court case. He secured approval from the state for an additional two million dollars for our Phase IIC buildings, which include classrooms and a lecture hall.

He successfully initiated and steered, with our Senators and House members, a separate bill through both houses of the legislature, in order to fill the needs of the college as a result of the fire on June 9, 1973.

He has guided and greatly broadened the "outreach program" in our area. He guided and effectuated a freeze on the past year's budget. He has guided and pared the completed budget for 1973-74 to reflect the unsettled and difficult economic climate.

He has written and prepared for publication a complete textbook on management in education. He has written and published three articles for national magazines.

The Board of Harper College heartily congratulates Dr. Lahti for an outstanding performance on behalf of this community and warmly expresses its appreciation for his dedication and constant effort.

Member Marier moved, Member Miller seconded, that the Board award a three-year contract to Robert E. Lahti, beginning July 1, 1973, at a salary of \$40,908.48, with the same and exact benefits accruing, and with the same responsibilities expected of him, as those stated in his previous contract, which is on record.

Dr. Lahti responded, saying he felt the comments were most flattering; he felt these things could not be possible without the entire staff--he has a small part.

Chairman Nicklas commented that the college is fortunate with their staff and fortunate to have such a good executive. Member Hansen pointed out this new three year contract replaces the present three year contract which would expire a year from now.

Upon roll call, the vote was as follows:

Ayes: Members Fjellberg, Hansen, Kelly, Marier,  
Miller and Nicklas  
Nays: None

Member Marier then commented:

For some time, the college has recognized outstanding work of individuals within the college by issuing non-cumulative merit awards. It is a way of expressing appreciation and of indicating Harper's recognition of additional effort.

We have noted some of the planned accomplishments of this

**NEW BUSINESS:**  
**President's**  
**Contract (cont.)**

last year, plus some of the additional services and accomplishments by Dr. Lahti.

Member Marier therefore moved, Member Miller seconded, that an additional one-time, non-cumulative amount of \$2,500.00 be awarded to Dr. Lahti for recognition of merit and outstanding service.

Member Hansen explained he would vote "no" on this motion, as he had previously voted on all such payments to other employees because he regarded these as bonus payments which the college is not obligated to pay under the existing contracts.

Member Miller stated he felt Robert Lahti was one of the best junior college presidents in the country. He stated he was a merit pay backer, he was in favor of this award, and he wished it could be more.

Member Fjellberg stated, having been a Board member for only two months, she did not feel she was in a position to judge whether Dr. Lahti had performed meritoriously over the past year. She therefore would abstain from voting on the motion.

Chairman Nicklas expressed pride on hearing, through her contacts in the state, the kinds of comments made about Harper College. She stated it was another indication of the accomplishments at Harper under Dr. Lahti's direction. She commented on the number of requests received for systems, records, plans and documents that Harper has developed and is using, which other colleges are just realizing they need. Chairman Nicklas stated the Board has the right to be proud of the college and the President and staff. Member Miller added that any compliment to Dr. Lahti should certainly be felt by the men and women who work with him.

Upon roll call, the vote was as follows:

- Ayes: Members Kelly, Marier, Miller and Nicklas
- Nays: Member Hansen
- Abstained: Member Fjellberg

**Legal Budget**

Dr. Mann informed the Board the legal budget would be publicly displayed until the August meeting when there will be a budget hearing and the budget will be adopted. Dr. Lahti stated the administration would wait for direction from the Budget Committee Chairman as to whether the Committee wished to hold another meeting before the Board meeting.

Member Hansen, Chairman of the Budget Committee, commented that the legal budget appeared to be very

NEW BUSINESS:  
Legal Budget  
(cont.)

satisfactory. It appears the college will be in the black for some time to come, attributable particularly to increase in tuition, plus reforms that have been made in Cook County method of assessing real estate. Member Hansen pointed out the rates of 11¢ for the educational fund, and 4¢ for the building fund, were arrived at by the Citizens Committee, of which Mrs. Nicklas and he were members, prior to the establishment of the district. He felt the Citizens Committee had been correct in setting these rates.

Dr. Mann pointed out the budget and projections are based upon a number of assumptions.

Chairman Nicklas again referred to the goals at Harper College for the institution and staff. The Board, believing it provides direction, feels it is a suitable and fair way to work. She stated, hopefully, the public will know of these goals. Some had been listed and the percentage of accomplishments indicated.

Chairman Nicklas indicated there was need for an executive session on personnel after adjournment. Member Hansen so moved, Member Marier seconded. Motion unanimous.

ADJOURNMENT:

Member Marier moved, Member Fjellberg seconded, that the meeting be adjourned at 9:35 p.m. Motion unanimous.

\_\_\_\_\_  
Chairman Nicklas

\_\_\_\_\_  
Secretary Marier