

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

BOARD MEETING

AGENDA

September 13, 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 - August 15 and August 31, 1973
 - 3. Estimated Payroll - September 1 through October 31, 1973
 - 4. Financial Statement
 - 5. Bid Awards
 - 6. Budget Transfers
 - 7. Construction Payouts
- V. Communications
- VI. Unfinished Business
- VII. New Business
 - A. Recommendation: Staffing
 - 1. Director of Evening Services (Hand Carried) EXHIBIT A-1
 - 2. Part-time Coordinator of Program for Senior Citizens EXHIBIT A-2
 - B. Recommendation: Transfer of junior college funds to Harper and CDB for joint account EXHIBIT B
- VIII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Minutes of the Regular Board Meeting of Thursday, September 13, 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, September 13, 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, Ross Miller and Jessalyn Nicklas
Absent: Member Lawrence Moats

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Robert Cormack, James D. Cupuro, Anton A. Dolejs, Jr., George Dorner, Guerin Fischer, J.W.Fuller, Benny Gardner, John Gelch, Robert Hughes, Fred Inden, Roy Kearns, Ron Keener, W.Klingenberg, C.Patrick Lewis, John Lucas, W.J.Mann, Liz McKay, Don Mistic, Robert Powell, Gary Rankin, Clarence Schauer, Frank E. Smith, Cal Stockman, W.E.Von Mayr, John F.White, and Robert Wyman--Harper College; Frank M. Hines--Board Attorney; Valerie Holm and Marc W. Tabac--Harper Students; Ronald Halpert--Caudill, Rowlett & Scott; Wandalyn Rice--Paddocks; Nick Petersen--Elgin Courier-News; Marita Thompson--League of Women Voters; and John L. Holm, W.C.Lennon and John Neumann.

MINUTES: Member Miller moved, Member Kelly seconded, approval of the minutes of the regular Board meeting of August 9, 1973.

Member Hansen offered a correction on page 11 of the minutes under the appointment of the Educational Foundation Board of Directors--the name of Roger A. Bjorvik had been incorrectly written as Robert.

Chairman Nicklas called attention to the omission under those present, page 1, of the name of Kathy Boyce from Paddocks.

The minutes were approved, as amended, unanimously.

Member Marier requested that when additional information was asked for by the Board this be reflected in the minutes.

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

DISBURSEMENTS:
Bills Payable

Member Marier moved, Member Hansen seconded, approval of the bills payable of September 13, 1973, as follows:

Educational Fund	\$142,433.02
Building Fund	69,260.74
Site & Construction Fund	10,789.51
Auxiliary Fund	140,395.31

Referring to three checks payable to Marsh & McLennan, Member Kelly asked if this were the same insurance company who carried the insurance on the barn. He felt the insurance claim should have been paid by now and pointed out the engineering study forced on the college by the company had cost a lot of money. Member Kelly felt pressure could be put on the company and consideration could be given to finding another insurance company. He stated he planned to take a very vigorous position in the future with respect to this. Dr. Mann explained this company was the insurance broker. He felt for a claim this size the college should take all precautions, stating it takes a lot of time to go back over records six and seven years old. Dr. Mann stated the contents of the barn are essentially settled and work is now proceeding on the main settlement on the barn. Member Miller pointed out that unfortunately insurance companies are adversary in most instances in the case of such a large claim. Dr. Mann stated it is still an open question on how much of the barn wall is salvageable, and Member Kelly stated that was his complaint--that any of the barn is salvageable. Dr. Mann agreed he would write to the broker expressing the Board's position.

Upon roll call, the vote was as follows:

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

Dr. Lucas passed out copies of the revised Real Estate Study to the Board.

Payrolls

Member Moats moved, Member Miller seconded, approval for payment of the payroll of August 15, 1973, in the amount of \$288,600.89; the payroll of August 31, 1973, in the amount of \$232,950.37; and the estimated payroll of September 1, 1973 through October 31, 1973, in the amount of \$1,105,688.67.

Upon roll call, the vote was as follows:

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

DISBURSEMENTS:
Financial
Statements

Dr. Mann reviewed the college financial statements for the 12 months ending June 30, 1973. Under Summary of Fund Balance, page 2, he pointed out the difference between July 1, 1972 balance and the June 30, 1973 balance basically means the college spent approximately \$130,000 more than was taken in in 1973. Dr. Mann discussed the revenue section on page 3 and stated, in terms of total accrued revenue fund equity, this was unusually close to the budgeted figures. The tax rate was greater than the budgeted amount, due to assessed valuation being increased more than anticipated. Dr. Mann reviewed the various expenditure accounts. He pointed out the college came unusually close to the budgeted amounts throughout, and stated he felt this was not typical. Dr. Mann reported the bookstore had done approximately \$70,000 worth of business on each of the first two days of classes. He informed the Board the audit report was in the process of being printed.

Bid Awards

Member Miller moved approval of bid award Q-3618 for the printing of the "Harbinger" to the Frontier Publishing Company, in an amount not to exceed \$12,000.00, for the school year 1973-74. Member Moats seconded the motion.

Upon roll call, the vote was as follows:

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

Member Marier moved, Member Moats seconded, approval of bid award Q-3622 for IBM typewriters to the IBM Company, in the amount of \$7,560.00, less at least \$2,100.00 for trade-in.

As the first page of Exhibit IV-5a showed \$2,150.00 as the amount of trade-in (and this was ascertained to be correct), Member Marier amended her motion to read "... at least \$2,150.00 for trade-in." Member Moats agreed

Upon roll call, the vote was as follows:

- Ayes: Members Fjellberg, Kelly, Hansen, Marier, Miller and Moats
- Nays: None
- Abstained: Member Nicklas

Change Orders
#11 and #12

Dr. Mann presented Change Orders #11 and #12, Exhibit IV-7, for approval of submittal to the CDB. As explained in the architect's letter, neither of these change order requests should be approved, and the administration had made reference to this in its letter of transmittal. Ron Halpert, CRS, explained the architect's reasons for non-approval. In talking

DISBURSEMENTS: with the Capital Development Board on change orders not approved, Mr. Halpert reported they would like all back-up information on file in case of a court case. Dr. Mann stated the procedure on change orders had been previously discussed with the Board, and it had been agreed these would be brought through the Board in a review of the administration's position.

Change Orders #11 and #12 (cont.)

Member Kelly stated he did not agree with the college's letter of transmittal, as he felt the college should state they agreed with the architect and this letter was not sufficiently forthright. He recommended the Board vote this down, and Member Moats agreed with him.

Member Fjellberg requested Board members be informed of the CDB's decisions on change orders.

After further discussion, Member Moats moved, Member Kelly seconded, that the college endorse the architect's recommendation that Change Orders #11 and #12 are not to be approved and communicate this to the Capital Development Board.

Attorney Hines agreed that this action would not jeopardize the college's position with respect to its role of reviewing, rather than approving change orders.

It was agreed copies of the letter to the CDB would be sent to all Board members.

The motion was unanimous.

Change Orders #10, #13, #14 and #15

Mr. Halpert informed the Board that Change Order #10, not recommended for approval by the architects, had already been disapproved by the CDB.

Mr. Mistic discussed the change in the procedure on change orders since the CDB had been formed. The college had expressed concern on who would be responsible for paying for a change, if the Board approved a change and the CDB disapproved it. Mr. Mistic stated they had been told the project is a CDB project. Dr. Mann pointed out it is the problem of the CDB, the architects, and the contractors. Mr. Hines stated that the CDB form is given to the college in the sense of awareness--the CDB wants to know that the college "is aware" of the change order requests.

Member Moats felt the Board should take a position stating they either endorse a change order or do not endorse it.

Member Marier moved, Member Kelly seconded, that the college submit Change Order Request #10 with the same letter being sent with Change Order Requests #11 and #12, and that Change Order Requests #13, #14 and #15 be submitted with cover letter as per Exhibit IV-7a. Motion unanimous.

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COMMUNICATIONS
Construction
Report

Chairman Nicklas asked Ron Halpert, of CRS, for a report on construction progress. Mr. Halpert distributed a construction report on Phase IIA--Music and Science Additions. (Copy attached to the Minutes in the Board of Trustees' Official Book of Minutes.) Physical completion is expected to be 70% by the end of the next week, and the parking lots, including the perimeter road, should also be completed by that time. Referring to occupancy, Mr. Halpert felt the buildings will be available by the first of the year, but stated the architects would know more definitely by the 1st of October. He read a report on "U" building construction and discussed the problem of steel, stating a letter had been sent to the college with the architect's recommendation. He pointed out the brick for "U" Building will not be the exact same as "T" Building, but will be the same as the original brick which was unobtainable when "T" Building was constructed. Chairman Nicklas thanked Mr. Halpert for his report.

Volunteer
Service
Bureau

Secretary Marier read a letter from the Volunteer Service Bureau of Northwest Cook County requesting the college consider them in the compilation of the school budget. Dr. Lahti suggested the administration research this request and give the Board more information at the next meeting.

League of
Women Voters
of Palatine

Chairman Nicklas referred to a letter from the League of Women Voters of Palatine informing the Board that as part of their program of keeping their members informed on local government they were appoint Mrs. Alison Best as their official observer at Harper's Board meetings. The letter requested Mrs. Best's name be placed on Harper's mailing list to receive copies of the minutes and agendas for the Board meetings. Chairman Nicklas stated the college would be happy to send the agendas but questioned mailing minutes to outside organizations and suggested the administration review this practice to see if it is feasible. Member Kelly suggested possibly sending invitations, or post-cards, rather than sending minutes, in the hope of more people attending Board meetings. Chairman Nicklas pointed out that the Board had hoped more people would attend the educational meetings last year. Member Marier suggested holding one or two meetings during the year in the high school districts served by the college. Chairman Nicklas stated these ideas will be considered.

NEW BUSINESS:
Staffing

Member Kelly suggested inviting newly employed staff to the Board meetings in order that Board members could meet them.

Dr. Schauer presented the recommendation for employment of Dr. Charles Oaklief as the Director of Evening Services.

NEW BUSINESS:
Staffing,
Director of
Evening Services

Member Kelly moved, Member Fjellberg seconded, approval of the administration's recommendation for employment of Dr. Charles Oaklief as the Director of Evening Services, at an annual salary of \$18,000.00 pro-rated for the remainder of the 1973-74 fiscal year, beginning October 1, 1973 and ending June 30, 1974, in the amount of \$13,500.00.

Upon roll call, the vote was as follows:

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

Part-time
Coordinator of
Senior Citizen
Programs

Dr. Schauer presented the recommendation for employment of Mrs. Esther Rabchuk as part-time coordinator of Senior Citizen Programs.

Member Fjellberg voiced her concern on the hiring of new administrators. She felt next the Board would be voting a staff person for this coordinator, then a full-time coordinator. She questioned where this money was coming from. Dr. Schauer pointed out this was part of the academic budget, Continuing Education, and stated there was extra money in this budget because of the interim period when there was no Director of Evening Service.

Member Hansen moved, Member Miller seconded, approval of the administration's recommendation for employment of Mrs. Esther Rabchuk as part-time coordinator of Senior Citizen Programs, at an annual salary of \$5,500.00 per year, pro-rated for the remainder of this fiscal year beginning September 16, 1973 and ending June 30, 1974, in the amount of \$4,370.00.

Member Moats commented that he identified with some of Member Fjellberg's points. He stated he felt when someone is hired for a position like this the Board should review the position at the end of the year.

Upon roll call, the vote was as follows:

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

Resignation

Dr. Fischer presented for Board approval the resignation of Gary Thompson, Counselor Associate, who is entering a master's program at the University of Chicago School of Social Service Administration.

NEW BUSINESS:
Resignation
(cont.)

Member Fjellberg moved, Member Marier seconded, that the resignation of Gary Thompson, counselor associate, be accepted with regret effective September 30, 1973.

Motion unanimous.

Transfer of
Junior College
Funds to Harper
and CFE for joint
account

Dr. Mann explained Phase IIA project was originally under the control of the Illinois Building Authority, but now assigned to the Capital Development Board. It is now necessary to transfer the cash portion of our contribution to the project to the Capital Development Board. Exhibit B outlines the recommendation for approval of the endorsement of the Illinois Building Authority check over to the Capital Development Board. Dr. Mann stated Attorney Hines had been in touch with the CDB and this check should be endorsed to the Capital Development Board Contributory Trust Fund, the depository for local funds.

Member Kelly moved, Member Marier seconded, approval of the administration's recommendation that the Board authorize Dr. W. J. Mann to endorse the check received from the Illinois Building Authority over to the Capital Development Board subject to the receipt of the confirming letter from the Capital Development Board referred to in Mr. Hines' letter.

Upon roll call, the vote was as follows:

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

PRESIDENT'S
REPORT:

Dr. Lahti called on Dr. Fischer to report on enrollment. Dr. Fischer reported an increase of 16% this year over last year in the first day figure for credit students; CED courses represent an increase of 32%; a total head count of 13,255. He discussed allowable square footage related to enrollment and stated the college had met their projections this year on the day FTE so master plan figures are falling in line. Dr. Fischer feels this is a catch-up year. By combining the two years--the dip in enrollment last year and the increase this year--the college is back on their projections. He discussed the decrease in enrollment in physical education activity classes because of the unavailability of physical education facilities due to the fire.

Member Fjellberg stated she was unable to compare the budget book figures and Dr. Fischer's figures and stated she would like a report comparing this figures. She objected to the increase in the percentage figures.

Chairman Nicklas stated she was interested in facility utilization figures. Dr. Schauer reported they were

PRESIDENT'S
REPORT:
(cont.)

analyzing these figures and a report would be prepared when this was completed.

Chairman Nicklas commended the college administrators and staff for the tremendous amount of work which had been done since the June fire in an attempt to replace the facilities which had burned. Dr. Lahti referred to the governor's veto of the emergency appropriation to replace the fieldhouse and expressed the disappointment of all concerned. He too commended the many people, including the faculty, administrators and students, who had contributed to this effort. Dr. Lahti pointed out that in Governor Walker's veto message he expressed the hope that the Junior College Board and the Board of Higher Education will give consideration to Harper's situation in the 1975 budget. Dr. Lahti felt these two agencies in this case had not fulfilled their job of helping institutions on behalf of students.

Dr. Lahti discussed other alternatives--the possibility of an override of the governor, 100% funding with local funds, a temporary facility, or doing nothing. He reported he had requested the staff explore again what can be done, come up with another plan, and then get together with the faculty and students to support and go forward with another plan.

Member Marier requested, since the college had received no communication from the Higher Board and Junior College Board, that some kind of follow-up be done to find out what happened. It was agreed this should be pursued and a report made to the Board.

Chairman Nicklas stated there was need for an executive session following adjournment on personnel.

Mr. Robert Powell, President of the Faculty Senate, reminded the Board they had said they would meet with the Faculty Senate on administrative and faculty relationships. Referring to his speech to the Faculty Senate which had been published in the newspaper, he stated he had not been speaking for himself, but for the Faculty Senate. He informed the Board the Senate had passed a resolution today endorsing his remarks. Chairman Nicklas commented that Harper's record speaks for the good job the staff has done. Mr. Powell asked if they could get on the agenda soon, and Dr. Lahti stated they had never been refused by following procedure. Chairman Nicklas reminded Mr. Powell no Board action would be taken at a Board meeting unless there had been time for study and review. She suggested Mr. Powell get together with Dr. Schauer and Dr. Lahti on this.

Member Kelly moved, Member Marier seconded, to meet in executive session after adjournment on personnel. Motion unanimous.

ADJOURNMENT:

Member Moats moved, Member Fjellberg seconded, that the meeting be adjourned at 10:45 p.m. Motion unanimous.

Chairman Nicklas

Secretary Marier