

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, March 14, 1974

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, March 14, 1974, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members Milton Hansen, William Kelly, Marilyn Marier, Ross Miller, and Jessalyn Nicklas, and Student Member Gerald McGlothlin

Absent: Members Ray Blakeman and Lawrence Moats

Also present: Robert E. Lahti, Kelly Barton, Michael Bartos, John Birkholz, Frank Borelli, Nancy Carlson, Donald Collins, Robert Cormack, Guerin Fischer, Jack Fuller, John Gelch, Susanne Havlic, Robert Hughes, Fred Inden, John Januszko, Ron Keener, George Makas, W. J. Mann, Liz McKay, Don Mistic, Gary Rankin, C. Schauer, Donn Stansbury, Paul Swanson, Gilbert Tierney, Fred Vaisvil, W. E. Von Mayr, Gordon Wallace, Dave Williams, and Robert Wyman--Harper College; Frank M. Hines--Harper Attorney; Ronald Halpert--Caudill, Rowlett Scott; and Wandalyn Rice--Paddock Publications.

MINUTES:

Member Miller moved, Member Hansen seconded, approval of the minutes of the regular Board meeting of Feb. 14, 1974. Member Marier requested the minutes be corrected on page 3, paragraph 4, by deleting the sentence, "Secretary Marier read the letter."

The motion on the amended minutes was unanimous.

Member Miller moved, Member Marier seconded, approval of the minutes of the adjourned Board meeting of Feb. 28, 1974. Motion unanimous.

DISBURSEMENTS:
Bills Payable

Member Hansen moved, Member Marier seconded, approval of the bills payable as of March 14, 1974, as follows:

Educational Fund	\$127,635.71
Building Fund	30,019.86
Site & Construction Fund	62,289.45
Auxiliary Fund	76,820.67

Upon roll call, the vote was as follows:

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

Nays: None

DISBURSEMENTS:
Payrolls

Member Miller moved, Member Marier seconded, approval for payment of the payroll of February 15, 1974, in the amount of \$242,989.00; the payroll of February 28, 1974, in the amount of \$283,985.42; and the estimated payroll of March 1, 1974 through April 30, 1974, in the amount of \$1,135,941.72.

Upon roll call, the vote was as follows:

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

Nays: None

Financial Statement

Dr. Mann discussed procedure in answer to several questions raised by the Board.

Bid Awards

Member Marier moved, Member Miller seconded, approval of the following bid awards:

Bid Q-3751 for the purchase and installation of a 4,000 gallon underground motor fuel storage tank to the Systems Tank and Piping, Inc., as the low bidder, in the amount of \$4,230.00;

Bid Q-3759 for the installation of a chain-link fence around the college running track to the Standard Fencing Company of Chicago, as the low bidder, in the amount of \$4,750.00;

Bid Q-3761 for the printing of the college summer 1974 schedules to the Frontier Press, as the low bidder, in the amount of \$3,990.00.

Upon roll call, the vote was as follows:

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

Nays: None

COMMUNICATIONS:

Member Marier reported on three future regional meetings of the Illinois Community College Trustees Association. April 8 the regional Cooperation Committee will meet at Harper for exploration of areas where cooperation is needed in career education. On April 18 Harper will host the regular meeting of the North Suburban Region of the ICCTA. Trustees were asked to save the date of May 21 for a trip to Springfield by bus; more information will be forthcoming from the ICCTA.

Member Kelly reported he has been in contact with Dr. Mann regarding a meeting of the Budget Committee. As soon as the necessary work is completed, a meeting will be called.

COMMUNICATIONS:

Member Ross reported that Member Marier and he, as members of the negotiations committee, have been meeting with a committee of the Faculty Senate. As agents of the Board, they entered into and signed the following Recognition Agreement, along with Robert Powell and Michael W. Bartos.

RECOGNITION AGREEMENT

- I. The Board of Trustees of William Rainey Harper College recognizes the Harper College Faculty Senate, Inc., as the representative of all full-time faculty employed by the Board for the purpose of negotiating on salaries and monetary fringe benefits for all such full-time faculty.
- II. The recognition of the Harper College Faculty Senate by the Board of Trustees of William Rainey Harper College as the representative of all full-time faculty employed by the Board shall be in effect from the date of signing by both parties until June 1, 1975.

Ross A. Miller 2/21/74
Chairman of the Board
Negotiating Committee

Robert Powell 2/21/74
President of the
Faculty Senate

Marilyn L. Marier 2/21/74
Board Member

Michael W. Bartos 2/21/74
Chairman of the Faculty
Negotiating Committee

Member Ross stated that Member Marier and he had agreed they would present a request to the Board to make this agreement a part of the official minutes of the Board and enter this signed document as a part of the official minutes. Member Ross so moved, Member Marier seconded. Motion unanimous. (Copy of signed Recognition Agreement attached to Minutes in the Board of Trustees' Official Book of Minutes.)

UNFINISHED

BUSINESS:

Architectural
Progress Report

Ron Halpert, from Caudill, Rowlett, Scott, distributed a construction status report and summarized the report for the Board. Reporting on the Music and Science Additions, he pointed out the delivery date on Tectum had been changed from 30 days to 120 days, which will delay the completion of the band rooms. Mr. Halpert stated the Science Addition will be ready for occupancy on May 28, 1974, and the Music Addition should also be ready about that same time. Unit K will be ready for occupancy on the 1st of April. Chairman Nicklas thanked Mr. Halpert for his report.

Member Marier requested a tour be arranged for the Board when these buildings are completed.

NEW BUSINESS:
Staffing--
Resignations

Dr. Fischer presented with regret the resignation of Mr. William E. Nelson as Dean of Guidance. He stated Mr. Nelson had reassessed his educational goals and now wished to return to the counseling staff effective Fall semester, 1974.

Member Marier moved, Member Kelly seconded, that the Board of Trustees accept, with regret, the resignation of Mr. William E. Nelson as Dean of Guidance, effective at the end of his current administrative contract year. Motion unanimous.

Dr. Fischer presented the resignation of Mrs. Virlyn Leitner, Counselor, who has been on a maternity leave of absence.

Member Hansen moved, Member Miller seconded, that the resignation of Mrs. Virlyn Leitner, Counselor, be accepted with regret. Motion unanimous.

Dr. Schauer presented the resignation of Mrs. Frances Maguire, Assistant Professor of English. He stated Mrs. Maguire has been on a leave of absence and will not be returning to this area.

Member Marier moved, Member Kelly seconded, that the resignation of Mrs. Frances B. Maguire be accepted. Motion unanimous.

Staffing--
Appointment of
Director of
Special
Services

Dr. Lahti presented the recommendation for the appointment of Mr. C. Patrick Lewis as Director of Special Services, stating Mr. Lewis has the credentials and background to fill the position. He stated the experience should be very beneficial to Mr. Lewis and also to the college.

Member Kelly moved, Member Miller seconded, that Mr. C. Patrick Lewis be appointed Director of Special Services, effective no later than April 1, 1974, at his current salary for the remaining portion of the present fiscal year.

Upon roll call, the vote was as follows:

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

Appointment of
Director of
Community
Services

Dr. Schauer presented the recommendation for the appointment of Mrs. Dolores Hentschel as Director of Community Services. Mrs. Hentschel has been employed on a part-time basis as Coordinator of the Women's Programs. Dr. Lahti stated he had been assured by both Dr. Schauer and Mrs. Hentschel that in no way will the Women's Programs be allowed to lapse. He stated another person will be needed as soon as possible to take up where she left off as Coordinator of Women's Programs.

NEW BUSINESS:

Staffing--
Appointment of
Dir. of Community
Services (cont.)

Member Marier moved, Member Hansen seconded, that Mrs. Dolores Hentschel be appointed as Director of Community Services, effective March 15, 1974, at a salary of \$4,760.00 from March 15 through June 30, 1974 (based on an annual salary of \$16,350.00), with the rank of Instructor.

Upon roll call, the vote was as follows:

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

Nays: None

1974-75 Staffing
Positions

Dr. Schauer discussed the creation of additional full-time professional positions, as outlined in Exhibit A-5. There are 11 new positions and 4 replacements involved. Two new programs are listed--Park Management and Material Management. Dr. Lahti pointed out approval would not commit the college to hiring these people, but only provide the opportunity to search for them.

Member Hansen moved, Member Miller seconded, that the following new positions be approved for Fall, 1974, as set forth in Exhibit A-5:

Accounting and Business Law
Secretarial Science
Food Service
Material Management
Park Management (two positions)
Nursing (two positions)
Criminal Justice
Counselors (two positions)
Tech. English (replacement)
Fashion Design (replacement)
Dental Hygiene (replacement)
Counselor (replacement)

Upon roll call, the vote was as follows:

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

Nays: None

Promotions

Dr. Schauer presented for consideration promotion in rank of eighteen faculty and two administrators.

Member Miller moved, Marier seconded, that the following promotions in rank be granted.

I. TEACHING FACULTY:

From Instructor to Assistant Professor

Ronald Bessemer	Mary Ann Mickina
Pauline Buss	John Papandrea
Charles DuBois	Robert Pasen
Elizabeth Beery Hull	Ronald Short
Lee Carolyn Kolzow	Patricia Smith

NEW BUSINESS:
Promotions
(Cont.)I. TEACHING FACULTY (Cont.)From Assistant Professor to Associate Professor

Daniel Cohen	E. Michael Louis
Donald Collins	Gilbert Tierney
Daniel Danis	Robert Zilkowski
Jeannette Halle	

From Associate Professor to Professor

John Thompson

II. ADMINISTRATORSFrom Instructor to Assistant Professor

Noreen Lopez

From Associate Professor to Professor

Dr. William J. Mann

Upon roll call, the vote was as follows:

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

Nays: None

On behalf of the Board, Chairman Nicklas offered warm congratulations to all the people promoted. She referred to the guidelines in the Board Policy Manual on percentages in rank, which the Board must consider. Dr. Schauer compared the guideline percentages to the present percentages after the approved promotions:

	<u>Guidelines</u>	<u>After Promotions</u>
Professor	15%	3.5%
Assoc.Prof.	25%	32.5%
Asst. Prof.	30%	42.6%
Instructor	30%	21.3%

Dr. Lahti commented that it was not uncommon in institutions of higher learning to give promotions in rank only when a vacancy occurs. He stated he was not recommending this.

Sabbatical
Leaves

Dr. Schauer presented a recommendation for sabbatical leaves for three faculty members, two requests for one semester each, and one request for a full academic year. He stated 18 requests had been considered and reviewed by a committee composed of professional staff members, division chairmen, deans, and other administrators. The recommendation formulated in Exhibit C was based on what the proposal made at the time of application would do for the college, the individual, and above all for the student. Dr. Lahti pointed out that, following the Board's guidelines, sabbatical leaves are granted as a privilege.

NEW BUSINESS:
Sabbatical
Leaves (cont.)

Member Marier suggested that possibly at an educational meeting people who have returned from a sabbatical leave report back to the Board.

Dr. Schauer discussed the proposals made by Mr. Donald Collins, Dr. George Makas, and Mr. Gilbert Tierney. Mr. Collins, Dr. Makas, and Mr. Tierney each explained their proposals to the Board.

Member Marier moved, Member Hansen seconded, that sabbatical leaves be awarded to the following individuals:

Mr. Donald Collins, Associate Professor of Architectural Technology	1974-75 Acad. Year
Dr. George Makas, Professor of Music	Spring, 1975
Mr. Gilbert Tierney, Associate Professor of English	Spring, 1975

Upon roll call, the vote was as follows:

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

Chairman Nicklas congratulated the three gentlemen on behalf of the Board, and stated the Board would be looking forward to some interesting reports upon their return.

College Calendar
 1974-75 Academic
 Year

Chairman Nicklas stated the college has had a committee study the academic calendar each year. Their basic philosophy has always been to serve the students while at the college and to meet their needs when transferring. The changes in the area high school districts and the recommendation in Exhibit D were discussed.

Member Kelly moved, Member Marier seconded, that the academic calendar for 1974-75, as set forth in Exhibit D, be adopted.

Dr. Schauer pointed out that when the academic calendar for 1974-75 was approved on Dec. 13, 1973, the Calendar Committee recommended that the adopted calendar should be reviewed and possibly modified if changes were made in surrounding high school calendars and other data that could warrant a change in Harper's calendar. Since that time, Districts #214 and #211 have moved to a pre-Labor day calendar.

Dr. Lahti distributed a memo from Dr. Mann on the financial implications of an early calendar. He stated Dr. Mann's opinion was basically a good one, there are

NEW BUSINESS:
College Calendar
1974-75 Academic
Year

some financial risks, but the administration feels it is worth the risk. Dr. Fischer indicated that last year the Student Senate, through a poll, had voted to go to the early calendar. At that time, it was collectively decided that was not pertinent. The college could not have accommodated students of Districts #214 and #211 graduating at mid-year. With this calendar change, mid-year graduates can be accommodated, as well as students returning to Harper after they have started four-year colleges. Dr. Fischer also spoke of the opportunity with the longer break to work with students who need extra help--special counseling. He felt this calendar educationally is quite sound. Dr. Lahti pointed out the opportunity for creative type mini-programs--seminars, workshops--during the longer break.

In the absence of Robert Powell, President of the Faculty Senate, Michael Bartos stated he had three points to make for the record.

1. The student newspaper made some comment to the effect that the Faculty Senate endorsed the early calendar; actually the Faculty Senate endorsed the idea that a study should be made.
2. As a result of the faculty committee survey last year, the results show the faculty was definitely divided at that time.
3. The Senate endorses the report of the Calendar Committee. The faculty will take a stand neither for nor against the calendar. The faculty endorses what Dr. Lahti and Dr. Fischer have said. The Board can depend upon the faculty doing its utmost to work with this.

On behalf of the faculty, Mr. Bartos thanked the Board for the promotions and sabbaticals.

Upon roll call, the vote was as follows:

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

Nays: None

Chairman Nicklas requested that Dr. Mann keep some kinds of estimates of additional costs incurred by the calendar change.

Chairman Nicklas expressed the Board's appreciation of all the work by many people in the revision of the Staff Policy and Procedure Manual for 1974. The Board accepted in principle the guidelines proposed in the 1974 Staff Policy and Procedure Manual.

NEW BUSINESS:
Designation of
Depositories

Dr. Mann presented the designation of depositories for District #512 funds.

Member Hansen moved, Member Marier seconded, approval of the following resolution:

RESOLUTION

Pursuant to the authority in Section 103-47 of Article 103 of the School Code of the State of Illinois, the following banks are designated as depositories of William Rainey Harper College, District #512, State of Illinois:

Continental Illinois National Bank and Trust Company of Chicago, Chicago, Ill.

The First National Bank of Chicago, Chicago, Ill.

Mount Prospect State Bank, Mt. Prospect, Ill.

Wheeling Trust and Savings Bank, Wheeling, Ill.

First Arlington National Bank of Arlington Heights, Arlington Heights, Ill.

The Bank and Trust Company of Arlington Heights, Arlington Heights, Ill.

Palatine National Bank, Palatine, Ill.

First National Bank of Mount Prospect, Mount Prospect, Ill.

Bank of Elk Grove, Elk Grove Village, Ill.

Woodfield Bank of Schaumburg, Schaumburg, Ill.

Schaumburg State Bank, Schaumburg, Ill.

First Bank and Trust Company of Palatine, Palatine, Ill.

Upon roll call, the vote was as follows:

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

Nays: None

Policy Revision--
Maternity Leave

Referring to the revision of the Maternity Leave Policy, Board Attorney Frank Hines requested the minutes reflect that the policy was developed around continuity of instruction, permissible under Supreme Court decision.

NEW BUSINESS:
Policy Revision--
Maternity Leave
(cont.)

Member Marier moved, Member Kelly seconded, adoption of the policy, as per Exhibit G, on maternity leave. (Copy of exhibit attached to the minutes in the Board of Trustees Book of Official Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Election
Resolution

The resolution for the April 13, 1974, Board of Trustee election was presented relative to the calling of the annual Board of Trustee election, for the use of affidavits in lieu of poll lists and poll books, for the establishment of precincts and polling places, and for the publishing of notice of said election.

Referring to Exhibit H, the election resolution, Attorney Hines stated where the exhibit referred to District #224 it should be corrected to read Unit District #220.

Member Hansen suggested that all literature in the college referring to the Barrington District should be corrected to reflect that change.

Member Kelly requested that information on polling places and precincts again be sent to all Village Halls in the college district.

Member Marier reminded the Board of the briefing session to be held on March 28, at 7:00 p.m., for candidates running for the Board.

Member Hansen moved, Member Miller seconded, adoption of the resolution for the April 13, 1974, Board of Trustee election--as corrected, per Exhibit H. (Copy of Exhibit H attached to the minutes in the Board of Trustees Book of Official Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Land Dedication,
Euclid Road

Dr. Mann presented the request for dedication of additional 0.46 acres of land for Euclid Road extension and Roselle Road widening project to Cook County, and the transfer of a parcel of comparable area to the Illinois Building Authority.

Member Hansen moved, Member Miller seconded, adoption of the resolution in Exhibit I. (Copy of exhibit attached to the minutes in the Board of Trustees Book of Official Minutes.)

NEW BUSINESS:

Land Dedication,
Euclid Road
(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Bid on Auxiliary
Boiler in
Building B
Power Plant

Dr. Mann presented the recommendation for a bid on an auxiliary boiler in Building B Power Plant and stated this was the small boiler referred to earlier in terms of energy saving package.

Member Marier moved, Member Miller seconded, approval of the solicitation of bids for the installation of an auxiliary boiler. Motion unanimous.

Joint
Educational
Agreement
Between Harper
College and
Triton College

Dr. Schauer presented the Joint Educational Agreement between Harper College and Triton College, explaining this would provide educational experience for the high cost, low incidence programs on a cooperative basis. Dr. Cormack discussed the proposed agreement in which ten Harper students would be able to study respiratory care or dental lab technology at Triton, and ten Triton students would be admitted to Harper's dental hygiene or dietetic technology programs.

Chairman Nicklas asked that Dr. Cormack provide her with any data he might have on projections from other colleges in terms of their needs for this type of cooperative.

Member Marier moved, Member Miller seconded, that the Joint Educational Agreement between William Rainey Harper College and Triton College (as per Exhibit K) be approved for implementation with the start of the 1974-75 school year. (Exhibit K attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Chairman Nicklas stated there would be need for an executive session, after adjournment, on the site.

PRESIDENT'S
REPORT:

Dr. Lahti reported that the Board of Higher Education gave full approval to the college's request on a second site. He stated the administration is studying the college's next position and will be bringing a recommendation to the Board. He reported a Health Fair will be held at Harper on March 20, with over thirty exhibitors. He also reported on the status of offering paralegal courses at Loop College.

ADJOURNMENT:

Member Marier moved, Member Miller seconded, that the meeting be adjourned at 10:15 p.m. Motion unanimous.

Chairman Nicklas

Secretary Marier