

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

Minutes of the Regular Board Meeting of Thursday, April 11, 1974

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order at 8:15 p.m., Thursday, April 11, 1974, by Chairman Nicklas in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:
Present: Members Ray Blakeman, Milton Hansen, William Kelly, Marilyn Marier, Ross Miller, Lawrence Moats, Jessalyn Nicklas, and Student Member Gerald McGlothlin
Absent: None

Also present: Robert E. Lahti, Kelly Barton, Michael Bartos, Joseph M. Bauer, J.R. Birkholz, Robert Boeke, Frank Borelli, Nancy Carlson, Steven Catlin, Bob Cormack, Anton A. Dolejs, Jr., George Dorner, Mary C. Edwards, Guerin Fischer, Jack Fuller, Fred Inden, John Januszko, Bob Johnston, Roy Kearns, Ron Keener, David E. Macaulay, G.P. Makas, W.J. Mann, Thomas McCabe, Don Mistic, Mike Ostrowski, R. Powell, W.R. Punkay, Gary Rankin, Henry Roepken, C. Schauer, Roy Steffens, Ross Stephens, Gil Tierney, Phil Troyer, Fred Vaisvil, George Voegel, W.E. Von Mayr, Betty Windham, John F. White, and Robert Wyman--Harper College; Frank M. Hines--Board Attorney; Joe Tully and Cindy Crawford--Harper Students; Wandalyn Rice--Paddock Publications; Nick Petersen--Elgin Daily Courier-News; Diane DiBartolomeo--Harbinger and The Trib; and Mary Dorner.

MINUTES: Member Marier moved, Member Kelly seconded, approval of the minutes of the regular Board meeting of March 14, 1974, as distributed. Motion unanimous.

DISBURSEMENTS: Member Hansen moved, Member Moats seconded, approval of the bills payable as of April 11, 1974, as follows:

Educational Fund	\$182,215.26
Building Fund	190,804.88
Site and Construction Fund	106,000.62
Auxiliary Fund	108,749.00

Upon roll call, the vote was as follows:

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

Payrolls Member Miller moved, Member Kelly seconded, approval for payment of the payroll of March 15, 1974, in the amount of \$281,725.83; the payroll of March 29, 1974, in the amount of \$288,686.53; and the estimated payroll of April 1, 1974 through May 31, 1974, in the amount of \$1,163,641.21.

DISBURSEMENTS:

Payrolls

(cont.)

Upon roll call, the vote was as follows:

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

Financial
Statements

Dr. Mann answered several questions regarding the
Restricted Purposes Fund.

Bid Awards

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

Award of bid request Q-3776 for the printing of
the 1974/75 Fall Course Schedules to the Frontier
Press, as the low bidder, in the amount of
\$5,824.00;

Award of bid request Q-3777 for furniture to be
used in the new buildings, to be split as follows:

1. E & I Coop.	\$4,339.76
2. Prairie States	<u>1,089.80</u>
Total amount of award	<u>\$5,429.56</u>

Cancellation of Purchase Order C-28936 to the
Standard Fencing Company and award the installation
of a chain link fence around the college running
track to the Cowger Fence Company in the amount
of \$4,805.00;

Award of bid request Q-3778 for the Harper College
Admissions Package to McKiernan, Sherman and Bennett,
as the low bidder, in the amount of \$9,399.00.

Upon roll call, the vote was as follows:

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

Budget Transfers

Member Miller moved, Member Marier seconded, the approval
of Auxiliary Enterprises Fund budget transfers, in the
amount of \$6,400.00, as set forth in Exhibit IV-6.

Upon roll call, the vote was as follows:

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

Member Miller moved, Member Marier seconded, approval of
Building and Maintenance Fund budget transfers, in the
amount of \$254.00, as set forth in Exhibit IV-6.

Upon roll call, the vote was as follows:

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

Nays: None

DISBURSEMENTS:
Budget Transfers
(cont.)

Member Miller moved, Member Moats seconded, approval of Educational Fund budget transfers, in the amount of \$77,795.00, as set forth in Exhibit IV-6.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:
Construction
Progress

In an interim report on construction, Dr. Lahti stated the two things holding up Buildings "D" and "P" are the paneling and ceiling material. He stated the physical education space was occupied on time. Don Mistic added the women's showers are not completed in "U" Building.

Grievance
Committee

Chairman Nicklas called on Mr. Powell on behalf of the Grievance Committee. Mr. Powell stated the Grievance Committee had asked to report to the Board and introduced Mrs. Janet Savin, Chairperson of the Grievance Committee. Mrs. Savin referred to the packet of materials submitted to the Board and stated the problem seemed to the committee to be one of making the grievance procedure more expeditious than it presently is. They wish to create a climate at Harper for those who feel they have a grievance to feel it is worthwhile doing something about it. Mrs. Savin stated the committee has been hearing an evaluation grievance and also has a backlog of three cases. The committee feels the best way of dealing with this problem is to come up with some form of arbitration. She discussed some of the possible approaches to arbitration and stated the committee would like some reaction from the Board to their suggestions and also the Board's recommendations.

Chairman Nicklas pointed out that according to Board policy when an item is brought to the Board they are grateful for the information, but they cannot take any action or have discussion unless they are provided back-up information. She pointed out that additional information had not been provided and made suggestions on further information needed.

Mrs. Savin stated the committee is now in the process of developing procedures. Chairman Nicklas stated it would be helpful if some of the material were developed for the Board. Mrs. Savin stated she would be happy to do that, but expressed concern with the time element.

Chairman Nicklas suggested the committee work with others in the administration. Member Moats requested the committee and administration report back to the Board after working on this together. Member Miller requested further documentation of facts. Dr. Lahti suggested the committee could meet more often. Mrs. Savin expressed the committee's concern with encroachment on their teaching commitments. Dr. Lahti suggested they could

COMMUNICATIONS: meet with Dr. Birkholz and Dr. Schauer. Member Moats
Grievance felt a summary of all grievances filed and disposed of
Committee (cont.) would be helpful to the Board.

Executive The Chairman stated it would be in order to recess to
Session executive session on negotiations. Member Moats so
moved, Member Hansen seconded, and the motion was
unanimous. Meeting recessed at 8:40 p.m.

Meeting was reconvened at 9:05 p.m.

NEW BUSINESS: Member Miller reported for the Board Salary Committee,
Board composed of Mrs. Marier and himself. He read the report
Negotiating of the Board Faculty Salary Committee, including the
Committee agreement signed by Michael Bartos--Chairman, Faculty
Team, and himself as Chairman of the Board Team, as
follows:

The Salary Negotiating Committee appointed by the
chairman and charged by the Board of Trustees has
met with the Faculty Salary Negotiating Committee
on a regular basis since December of 1973. The
early meetings resulted in the Recognition
Agreement read into the minutes of the Board
meeting of March 14, 1974. Subsequent meetings
were productive and led to the agreement for the
1974-75 academic year, as follows:

Agreement between Faculty and Board Teams
April 2, 1974

The Faculty and Board teams have reached agree-
ment on the following items for the 1974-1975
year:

1. The Board and Faculty negotiating teams accepted as fact that the inflation for the period of January 1, 1973, to December 31, 1973, as reported by the Bureau of Labor Statistics in the Consumer Price Index is 6.2% on the average. This particular fact is binding on both teams for this year, and will be used by them in their presentation to their respective sides.
2. The cost of promotions to the Board is part of the overall settlement, and will be presented by the Faculty team to the faculty at large as such.
3. The Board has advised the faculty team, for information purposes, that the Board guideline on percentages of personnel in rank will be adhered to effective the beginning of the 1974-1975 contract year.

NEW BUSINESS:
Board
Negotiating
Committee
(cont.)

4. The monetary increase for faculty is as follows:

\$1,000 to each individual faculty member plus 2.5% of the 1973-1974 individual faculty contracted salary.

Total cost to the Board of this settlement is 10.3%, including the cost of promotions.

After discussion on level III monetary rewards, the Board team agreed to present proposals of the faculty concerning level III monetary rewards to the entire Board for their consideration.

1. The faculty be advised no monetary rewards will be paid for 1974-1975 as an attempt to determine the validity and reliability of the system.
2. That Ernst & Ernst be employed at faculty expense to poll the faculty on retention of level III monetary rewards.

Michael W. Bartos
Chairman, Faculty Team

Ross A. Miller
Spokesman, Board Team

The Board Committee wishes to commend the Faculty Committee for its cooperation in enabling the negotiations to be concluded by the announced target date of April 1, 1974. The Board committee recommends the following:

- A. That each Faculty member receive a \$1,000.00 across-the-board increase. (6.65%)
- B. That each Faculty member receive a 2.5% increase on the base of their 1973-1974 salaries.
- C. That the Board pay the additional cost of insurance coverage accompanying these raises. (.1%)
- D. The cost of promotions will be included as part of the settlement.

The total cost of this program is 10.3%.

Member Miller moved adoption of the Board committee's recommendations, as read. Member Kelly seconded.

Mr. Bartos, on behalf of the faculty, stated the faculty team had agreed to this and presented it to the faculty and 80% were in favor of this settlement. He commended the Board committee for their hard work and the time they had put in. He thanked the Board for this raise for this year.

NEW BUSINESS:
 Board
 Negotiating
 Committee
 (cont.)

Chairman Nicklas thanked both committees for their hard work.

Upon roll call, the vote was as follows:

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

Promotion
 Policy

Member Marier moved, Member Miller seconded, that the following policies be amended to read as follows:

3.1.3 Maintenance of Rank Proportions

Academic rank levels will be maintained at the following approximate proportions.

Level A	Professor	15%
Level B	Associate Professor	25%
Level C	Assistant Professor	30%
Level D	Instructor	30%

3.1.4 Administrative Rank

- A. Rank will be granted to administrators. The same criteria will be applied as for the teaching faculty except that administrators may substitute successful college administrative experience for college teaching experience. Promotion of administrators in rank will be by recommendation of the president and approval of the Board.
- B. Administrators who believe they are eligible for promotion may inquire of the vice presidents if they are being considered for promotion. If not, the administrator may initiate his own recommendation for promotion by submitting it to the appropriate vice president.
- C. Percentage of administrative rank proportion will be the same as stated in Policy 3.1.3.

Upon roll call, the vote was as follows:

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

**NEW BUSINESS:
Faculty Salary
Ranges**

Member Hansen moved, Member Marier seconded, adoption of the following faculty salary ranges for the year 1974-75:

Instructor	- \$10,000 - 15,800
Assistant Professor	- 10,620 - 19,000
Associate Professor	- 12,500 - 22,300
Professor	- 14,000 - 24,400

Dr. Lahti pointed out that all other salary policies will remain intact except for the substitution of these new ranges for the old.

Upon roll call, the vote was as follows:

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

Tenure Policy

Referring to the Tenured Appointment Policy modification in Exhibit D, Dr. Lahti stated this recommendation does not affect any of the presently employed Harper College faculty; this modification is being recommended with the understanding this would apply to the people employed after April 11, 1974. Dr. Schauer pointed out that Policy 3.0.6, Section D, Bases for Appointment, should also be modified to reflect this change under inclusion of notice and also of the additional year.

Member Kelly moved, Member Miller seconded, acceptance of the recommendation that Policy 3.0.6, entitled "Tenured Appointments," Section C, entitled "Eligibility," be modified to read:

Individuals considered for tenure are members of the faculty who may be broadly interpreted as engaged in teaching or its equivalent (as defined in 3.0.1.D). Other administrative faculty may accumulate, on a prorated basis, credit toward tenure by fulfilling teaching assignments.

After the expiration of a probationary period of five (5) years (but not more than six (6) years), faculty who have engaged in full-time teaching or its equivalent (as defined in 3.0.1.D) may be granted permanent tenure. Those having consecutive years of full-time college teaching experience or who have left a tenure-protected full-time college teaching position prior to employment by Harper College may be granted credit toward tenure.

And further, that Policy 3.0.6, Section D, entitled "Bases for Appointment," be modified to reflect this change;

Further, this policy change excludes all presently employed faculty personnel effective April 11, 1974.

NEW BUSINESS:
Tenure
Policy
(cont.)

In the discussion which followed, Mr. Powell stated the Tenure Committee did not recommend this change. They were not persuaded the situation is such as to make the five year period necessary. He stated the faculty committee voted 14 to 4 against this particular change. Chairman Nicklas thanked Mr. Powell for his report and stated this policy has been given great consideration and study. It does not affect the present faculty, but the Board is looking to the future of the college. Dr. Lahti reported that Harper College faculty members, when ranked against other two-year colleges included in the AAUP data, continue to rank near the 90th percentile on a national scale. He stated the typical four-year pattern is predominately a seven year probationary period.

Member McGlothlin felt the Board had insufficient information at this point to make this determination.

Member Moats asked if the faculty committee had agreed that the number of people on tenure should be limited to something like 66%. Mr. Powell stated 60%-70%-80% is not realistic when speaking of community colleges, as there is a large ratio of part-timers. He stated the faculty committee reached the conclusion regarding tenure that four years was sufficient.

Upon roll call, the vote was as follows:

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

Evaluation
Policy

Regarding the modification of Policy 3.1--Evaluation, Dr. Schauer reported there had been a lot of deliberation on the part of the faculty evaluation committee. Some of the agreement before the Board had been supported by the faculty evaluation review committee, but not all of it.

Member Marier moved, Member Blakeman seconded, approval of the following recommendation:

- A. Modification of Policy 3.1 relating to evaluation
 - a. Retention of page one of this policy
 - b. The abolition of pages two and three of this policy
 - c. That a new faculty evaluation system be developed and recommended for adoption on/or before September 12, 1974, replacing the existent policy
 - d. That information derived from the newly adopted system be used for implementing the present forms of recognition to individual faculty members determined to be outstanding performers.

NEW BUSINESS:

Evaluation

Policy

(cont.)

- e. In the event that a new system has not been developed and adopted by September 12, 1974, the Vice President of Academic Affairs will recommend another process by which evaluation will be implemented.
 - f. That a moratorium on forms of recognition be established for those identified as #3 for the 1973-74 academic year.
- B. That the funds that would be distributed for recognition of outstanding performance for the 1973-74 academic year be allocated to Special Projects for Educational Development on behalf of students and the development of a new evaluation system.

Robert Boeke, representing the faculty review committee, presented the following three points:

1. They are in agreement that the results of the present system should not be used for decision making purposes.
2. While they agree there are problems with the present system, any negative or positive recommendations at this time are premature. They have not received a report from the two experts analyzing this system.
3. Any attempt to revise the evaluation system this fall is unacceptable to the faculty. He suggested devising a test system. Any attempt to produce a revised system this summer puts faculty members on the committee in an untenable position. The committee would have to commit the faculty without benefit of their advice during the summer.

Dr. Schauer stated the committee was unaware of the concerns expressed by the consultants. Suggestions were made to the group much as outlined. The development of a system seems imperative if the college is going to have evaluation, a deadline needs to be established if a system is to be operable. He felt it could be accomplished. Dr. Birkholz informed the Board he had met with the committee and communicated to them his proposed recommendation to Dr. Schauer, which was:

1. Continuation with evaluation of system by Dr. Brandenburg, of University of Illinois, and Dr. Carlson, of Northern Illinois University.
2. To get rid of present student form. There is enough evidence to show present student form has problems. Recommended either using SIR form,

NEW BUSINESS:
Evaluation
Policy
(cont.)

developed at Northwestern University, or the Illinois CEQ. Both these instruments have been validated.

3. On the basis of recommendations of Dr. Brandenburg and Dr. Carlson, review and make decision as to whether the system should be replaced. On the basis of discussions, enough support that portions of the system ought to be rewritten and the student form changed.
4. Also recommended:
 - a. Validation of the data from present system.
 - b. Development of a new system, if necessary.
 - c. In-service seminar with division chairmen, deans, and faculty.
 - d. Validation of a new system sometime later in the year.
 - e. Report to the Board of Trustees at future date.
5. The present system not be used for merit decisions this year.

Dr. Birkholz stated the faculty felt they could agree only to numbers 1 and 5. He stated that basically his recommendation parallels that of Dr. Schauer.

Chairman Nicklas felt it was agreed this has not been the system desired. However, the college has learned from it and has something to go on. When established, the system was meant to be constructive. A system is needed now to start out the year which could then be refined as needed.

Member Hansen stated he would go along with no mandatory payment this year for results of evaluation because he had always opposed this. He felt the only persuasive criticism was on the student form and agreed another form should be substituted with a recommendation from the faculty and administration.

Member McGlothlin was against the Board voting at this time on the recommendation because he felt there was insufficient information.

Member Marier agreed the Board was aware that the evaluation system was not a good one and had not done what was hoped for by the Board or the faculty, stating she sees an evaluation system as the development of teachers and improvement of teaching in the college. She questioned why agreement could not be reached on a student form since two validated forms were available. Mr. Boeke stated they were validated in different climates.

NEW BUSINESS:
Evaluation
Policy
(cont.)

In answer to questions by Member Miller, Mr. Boeke stated he was obviously in favor of evaluation for the purpose of improving instruction, and he realized decisions about tenure, sabbaticals, and promotions needed to be made. However, he stated he wanted the system to be fair.

In the discussion which followed, Dr. Lahti questioned on what basis next year the academic review committee would draw data regarding promotions, sabbaticals, etc., without evaluation. How would the faculty committee and academic administrators furnish lists with any rationale?

Member Blakeman pointed out a sincere attempt was being made to do something over the next few months to improve the system.

Member Marier modified her motion, with the agreement of the seconder, as follows:

Under A.b, modified to read, "The revision of pages two and three of this policy;

Under A.c, modified to read, "That a revised faculty system be developed and recommended for adoption on/or before September 12, 1974, replacing the existent policy.

Member Moats moved to amend the modified motion by deleting completely A.f. - "That a moratorium on forms of recognition be established for those identified as #3 for the 1973-74 academic year." Motion died for lack of a second.

Member Moats moved, Member Hansen seconded, to table the motion.

Upon roll call, the vote was as follows:

Ayes: Members Hansen and Moats

Nays: Members Blakeman, Kelly, Marier, Miller and Nicklas

Motion defeated.

Upon roll call on the original motion, as modified, the vote was as follows:

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

Nays: Members Hansen and Moats

Chairman Nicklas stated that parts of the system had been found to be helpful and worthwhile. She pointed out that as far as a system is concerned, it should be a constructive one and provide help, training, and service for those on the staff. There should be some way in which the Board can make judgments.

NEW BUSINESS:
Cooperative Auto
Mechanics
Agreement
Between Area
High Schools and
Harper College

Dr. Cormack explained to the Board that he intended to develop the concept on the Cooperative Auto Mechanics Agreement between Area High Schools and Harper College at the May 23 Board Educational Meeting. Exhibit F was being furnished at this time for information.

The Board commended the administration, and particularly Dr. Cormack, for showing the leadership of the college in this program which is the first in the state.

Cooperative
Agreement on
High School
Programs

Member Moats moved, Member Kelly seconded, approval of the acceptance of the Cooperative Agreements between Harper College and High School Districts 211, 214, as set forth in Exhibit G (attached to the Minutes in the Board of Trustees' Official Book of Minutes).

After discussing the cooperative agreement, Dr. Cormack distributed brochures to the Board on the Trade Fair taking place at Harper on May 9 and 10.

Upon roll call, the vote was as follows:

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

Election
Resolution--
Approval of
Appointment
of Judges

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

IT IS HEREBY RESOLVED that the following persons be and hereby are designated and appointed to act as judges of election at the forthcoming annual Board election to be held on Saturday, April 13, 1974, the same to serve in the manner provided by the law. (Copy of Exhibit H attached to Minutes in the Board of Trustees Official Book of Minutes)

Upon roll call, the vote was as follows:

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

Member Hansen moved, Member Moats seconded, the adoption of the following resolution:

IT IS HEREBY RESOLVED by the Board of Trustees of Community College District No. 512, Counties of Cook, Kane, Lake and McHenry, and State of Illinois, that the ballot to be used at the forthcoming annual Board election to be held on Saturday, April 13, 1974, copy of which is attached hereto, be and hereby is approved as to form and content. (Copy of Exhibit I attached to Minutes in the Board of Trustees Official Book of Minutes.)

NEW BUSINESS:

Election

Resolution--

Approval of

Ballots (cont.)

Upon roll call, the vote was as follows:

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

Nays: None

PRESIDENT'S

REPORT:

Dr. Lahti reported to the Board on a move by the college to join a new and expanded athletic conference--N. He explained the need to give all of the college's major intercollegiate sports better competition. This would be a very comprehensive league and would cut down on the teams' travel. A report will be brought to the Board in the future.

ADJOURNMENT:

Chairman Nicklas stated the Board would continue their executive session on discussion of site after adjournment.

Member Marier moved, Member Moats seconded, adjournment to April 23, 1974, for the purpose of canvassing the Board election and reorganization of the Board and related matters. Motion unanimous. Meeting adjourned at 10:55 p.m.

Chairman Nicklas

Secretary Marier