

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, July 11, 1974

CALL TO ORDER: Chairman Kelly called to order the regular meeting of the Board of Trustees of Community College District No. 512, on Thursday, July 11, 1974, at 8:30 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members William Kelly, Marilyn Marier, Lawrence Moats, Shirley Munson, Jessalyn Nicklas, and Judith Troehler  
Absent: Member Robert Rausch

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Bob Chantry, Bob Cormack, Anton A. Dolejs, Charles Falk, Guerin Fischer, Anthony Franchi, Robert Hughes, Fred Inden, John Januszko, H.J. Kurowski, C. Patrick Lewis, Jack Lucas, W. J. Mann, Liz McKay, Don Mistic, Nicolas Nicoulakos, Joann Powell, Gary Rankin, Henry Roepken, Frank Vandever, George Voegel, W. Von Mayr, Gordon Wallace, Dave Williams, and Robert Wyman--Harper College; David Carlson--Caudill Rowlett & Scott; M. E. Lore, J. Kulhanek, Donna Chamberlain--S.E.I.U.; Diane DiBartolomeo--The Trib; Wandalyn Rice--Paddock Publications; and Franklin Smith--Triton.

MINUTES: Member Marier moved, Member Moats seconded, approval of the Minutes of the Regular Board Meeting of June 13, 1974, as distributed.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson, and Troehler  
Nays: None  
Abstained: Member Nicklas

Faculty  
Representative  
(Comments from  
Member Nicklas)

Chairman Kelly stated that as Member Nicklas had been absent from the June 13 Board meeting, she now wished to comment on the Board action relative to seating of a Faculty Representative.

Member Nicklas expressed appreciation for the opportunity to bring additional points on this matter to the Board for consideration. She stated she hoped they would be helpful.

After reading the minutes, Member Nicklas stated she was unclear about the action and plan of the Board concerning procedure for input from the Faculty Representative. She had talked with the Board Chairman and the President for clarification and had many

Faculty  
Representative  
(cont.)

questions. She stated the Board has always expressed interest in input from all Harper people and has appreciated their willingness to help, when called upon. Member Nicklas emphasized her own interest in input from the faculty, classified staff, and buildings and grounds staff, and stated her concerns in no way affect this interest now. She spoke of the difficulties caused by the Legislature in seating a student on the Board, not by the presence of the student, but because the bill was unclear--no procedures or guidelines. She pointed out there was a timetable, however. She felt it had been unfair to the student, the Board, the college, and the community because of various interpretations and misunderstandings that resulted from the vagueness of the bill. To be most fair to the community, to try to operate in the best interest of all, the Board has followed a procedure of study of an issue, gathering of data and experience, development of procedures, job descriptions, etc., for any new item before implementation, so there will be the best chance for success in whatever action the Board takes. While maintaining the goal of good communication, Member Nicklas felt sure the Board also wanted to safeguard any people involved to prevent difficulties that might arise from differing interpretations and to assure total college smooth operation and understanding. Member Nicklas pointed out that while the Board stated it planned to work on this at a later date (no date was set for seating the Faculty Representative), there were several things the Board might wish to consider. She listed these considerations:

While the Board wants input and good communication, do they want any possibility of legal jeopardy because there are no guidelines?

Do they want to have to rectify misinterpretations of role?

What about other areas of the college--the classified staff and buildings and grounds staff? Are they included?

When is the seating to take place?

What is the term?

Will this entail a revamping of the organizational structure, which is concerned with job responsibilities, accountability to whom, channels of communication, goals of the college?

How does this affect present institutional committees' responsibilities, procedures, and reporting?

Faculty  
Representative  
(cont.)

What is the relationship to the Vice President of Academic Affairs and his accountability to the Board for reporting, recommendations, and academic performance?

To whom is this representative accountable?

What authority does this carry beyond specific Board meetings?

What authority does it carry in Board meetings?

The business of the college is academic service. What does advise on "academic affairs" mean?

Would this representative have a check on, or input into, the agenda being drafted?

Can this representative request reports and files of the college and administration? If so, to what extent?

How does a division chairman relate to this representative? A division chairman is responsible for his division to the vice president and deans. His own faculty may be on the Board.

What are the similarities and differences between this representative and the student representative? The student is not salaried or tenured by the college.

Do academic affairs include budget, working conditions, staffing, tenure, promotion, etc.?

Does this representative represent part-time as well as full-time? Can a part-time faculty member serve in this job?

Will this representative's concerns and positions be communicated to the Board Chairman and the administration in advance for study?

What happens to the current seat of the Faculty Senate President?

In order to assure the Board is keeping the best interests of all in mind, to assure greater success in the communications goal and to carry out their accepted responsibility to the community for efficient operation, Member Nicklas moved, and Member Troehler seconded, that the Board delay implementation of the action of the Board to seat the Faculty Representative in an advisory position until studies are made, job descriptions and responsibilities defined, procedures and relationships outlined; all to be approved for implementation by the Board.

Faculty  
Representative  
(cont.)

After further discussion, Member Munson asked that the motion be amended to state that these studies be completed by the September Board meeting. The maker and seconder of the motion accepted the amendment.

Member Munson asked who would assist the Board in the studies, etc. Member Nicklas felt this would be up to the Board Chairman. Chairman Kelly stated help would be needed from the administration and asked Dr. Lahti to work something out with several Board members. Member Moats stated he would go along with the study but felt the Faculty Representative could be seated at this time. Member Marier pointed out this would defeat the purpose of the motion which is to set guidelines. Chairman Kelly requested that Members Troehler, Nicklas and Moats work on this with Dr. Lahti, along with any others Dr. Lahti might suggest.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Munson, Nicklas,  
and Troehler  
Nays: Member Moats

DISBURSEMENTS:  
Bills Payable

Member Marier moved, Member Munson seconded, approval of the July 11, 1974 bills payable as follows:

Educational Fund	\$156,164.72
Building Fund	170,709.70
Site and Construction Fund	11,053.78
Auxiliary Fund	156,635.20

and further the approval of the supplemental list of bills payable of July 11, 1974, as follows:

Educational Fund	\$ 42,804.16
Building Fund	26,997.58
Site and Construction Fund	16,376.75
Auxiliary Fund	14,256.72

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,  
Nicklas, and Troehler  
Nays: None

Payrolls

Member Nicklas moved, Member Marier seconded, approval of the payroll of June 15, 1974, in the amount of \$301,577.52; the payroll of June 30, 1974, in the amount of \$268,495.10; and the estimated payroll of July 1, 1974 through August 30, 1974, in the amount of \$1,157,592.86.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,  
Nicklas, and Troehler  
Nays: None

**DISBURSEMENTS:**  
**Budget**  
**Transfers**

Member Nicklas moved, Member Troehler seconded, approval of the Educational Fund budget transfers in the amount of \$145,756.01, as in Exhibit IV-5 (Exhibit IV-5 attached to the minutes in the Board of Trustees' Official Book of Minutes).

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Munson, Moats,  
 Nicklas and Troehler  
 Nays: None

Member Marier moved, Member Munson seconded, approval of the Auxillary Fund budget transfers in the amount of \$2,950.00, as in Exhibit IV-5.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Munson, Moats,  
 Nicklas and Troehler  
 Nays: None

**Bid Awards**

Member Munson moved, Member Marier seconded, approval of the award of bids in Exhibit IV-6, as follows:

IV-6-a Approval of the issuance of Blanket Purchase Orders for the Food Service Department to the following suppliers, not to exceed the amounts of:

1. Vanderbilt Foods . . . . .	\$ 6,000.00
2. John Sexton & Co. . . . .	6,000.00
3. Murano Brothers . . . . .	10,000.00
4. Mike Shapiro Frozen Foods . . . . .	15,000.00
5. Oscar Mayer & Co. . . . .	3,000.00
6. A.B. Railton . . . . .	3,000.00
7. Salt Creek Packing . . . . .	4,000.00
8. Lawrence Foods . . . . .	15,000.00
9. Fox River Foods . . . . .	20,000.00
10. Des Plaines Packing . . . . .	3,000.00
11. Food Marketers . . . . .	5,000.00

IV-6-b Award of bid for milk and milk products to be used by the Food Service Department to the low bidder, Wanzer Dairy Co., DBA Western United Dairy, in the amount of \$16,598.91.

IV-6-c Award of bid to the low bidder for bakery goods to be used by the Food Service Department to Mary Ann Baking Company in the amount of \$3,684.00.

IV-6-d Award of bid for snack items to be used by the Food Service Department to the low bidder Frito-Lay, Inc., in the amount of \$4,813.80.

DISBURSEMENTS:  
Bid Awards  
(cont.)

IV-6-e Award of bid for ice cream and related products to be used by the Food Service Department to the only respondent, Goldenrod Ice Cream, in the amount of \$1,587.40, plus bulk ice cream and bulk sherbet at the quoted price per gallon.

IV-6-f Award of bid for coffee to be used by the Food Service Department to the low bidder, Hathaway & Company, in the amount of \$6,306.00.

IV-6-g Award of bid for fountain syrups to be used by the Food Service Department to the low bidder, Coca-Cola Company, with total billings against this award not to exceed \$15,000.00.

IV-6-h To split the award for paints and painting supplies, to be used by the Maintenance Department, as follows:

- 1. Carbit Paint - 8 items . . . \$2,054.90
- 2. Devco Paints - 9 items . . . 1,565.06
- Total amount of award . . . \$3,619.96

IV-6-i Award of bid for a total cleaning program to be used by the Food Service Department to the low bidder, Economics Laboratory Company, in the amount of \$2,747.80.

IV-6-j Award of bid for printing of the "Harbinger College Newspaper" to the only bidder, Frontier Printing Company, in an amount not to exceed \$14,000.00, during the fiscal year 1974-75.

IV-6-l Authorize the award of the lease contract on a six-month basis for the 4-Phase Terminal System to the IV Phase Systems, Inc., in the amount of \$9,780.00, for the six-month period from July 1, 1974 to December 31, 1974 for use by Data Processing.

IV-6-m Authorize renewal of the leasing contract for the Op-Scan equipment to the Optical Scanning Corporation in the amount of \$12,984.00 for use by Data Processing.

IV-6-n To split the bid for various custodial supplies, in order to effect the greatest savings to the college, as follows:

- 1. Brownsey, Inc. . . . . \$4,439.40
- 2. Diamond Chemical . . . . . 1,289.75
- Total amount of award . . . \$5,729.15

DISBURSEMENTS:

Bid Awards  
(cont.)

IV-6-o Award the renewal of the Trash Removal contract to the Browning-Ferris of Illinois Corporation, in an amount not to exceed \$6,700.00, during the fiscal year 1974/75.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,  
Nicklas and Troehler

Nays: None

Member Munson moved, Member Troehler seconded, approval of bid award IV-6-k, as follows: that the Board authorize renewal of the rental contract for the IBM Computer and its related equipment to the IBM Corporation, in the amount of \$203,620.20, for use by Data Processing.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson and  
Troehler

Nays: None

Abstained: Member Nicklas

COMMUNICATIONS:

Village of  
Palatine

Secretary Marier read a letter addressed to Dr. Lahti from Anton Harwig, Village Manager of Palatine, concerning the proposed development of the property north and northeast of Harper College by L.F.Draper, Inc. Member Munson expressed the Board's appreciation to the Village of Palatine, and Chairman Kelly asked Member Munson if she would take time to call the Village and make them aware of the Board's appreciation and interest. Dr. Mann stated that Donald Mistic, Campus Planner, would visit the Village of Palatine to look at the plan layout. The administration will report back to the Board on how it will affect the college parameter, if at all. Dr. Lahti also expressed appreciation to the Village of Palatine for continuing to alert the college to these matters.

Local 11, SEU

Secretary Marier read a letter addressed to Dr. Lahti from M. E. Lore, Asst. Business Representative and Organizational Director of Local 11, SEU, requesting a place on the Board agenda concerning negotiations.

Chairman Kelly called upon Mr. Lore. Mr. Lore reviewed the relationship between Local 11 and Harper employees in the custodial, grounds, and maintenance classifications for the past four years. He stated the union had been trying to reach agreement on a new contract with the college negotiating team. The old contract expired on June 30, and there are four outstanding issues: 1) wages; 2) attempting to reduce automatic progression from two years to one year; 3) consideration of

**COMMUNICATIONS:**  
**Local 11, SEU**  
**(cont.)**

extended vacations; and 4) union security, including dues check-off. Mr. Lore stated the union was asking for direction from the Board.

Chairman Kelly thanked Mr. Lore for his presentation, stating the Board has been receiving reports on the negotiations and felt the negotiating teams should continue to work together. He stated Mr. Lore's comments would be duly noted by the administration. Member Nicklas commented on the fine relationship between the union and the college over the past four years and expressed confidence both groups would be able to work things out.

**UNFINISHED**  
**BUSINESS:**  
**Construction**  
**Progress**  
**Report**

Mr. Mistic introduced Mr. David Carlson, representative from Caudill Rowlett Scott. Mr. Carlson reported on the basic recommendation of CRS to occupy both the Music and Science Buildings on or about the 15th of July with the exception of four or five incomplete rooms. He discussed items necessary for completion.

Mr. Mistic reported Building U was useable, showers are in and air conditioning is working, but stated the final punch list is not in. He stated CRS has been requested to meet with the staff on any changes in the present design of Buildings G and H that should be incorporated into the working drawings and revise the design documents for the meeting with the Capital Development Board in August. Mr. Mistic stated February, 1975 was the most optimistic date for going out for bid. He informed the Board the bid opening for the Park Management Building was scheduled for July 30 and the bids would be presented to the Board in August.

**Ethics and**  
**Trustees Manual**  
**Committee**

Member Marier presented a recommendation from the Ethics and Trustees Manual Committee, as follows:

That a committee of the whole meet to discuss the following:

- A. Consideration of a statement for the Code of Ethics of the Board of Trustees covering;
  1. Use of confidential information.
  2. Conflict of interest.
- B. Compilation of suggestions for obtaining information from the administration, faculty, students, and community.
- C. Suggestions for conduct of Board meetings.

The Committee felt an examination of the Policy Manual and Board Duties and Responsibilities covered a number of things loosely described as "Boardmanship." However, they felt the above could be considered as separate



UNFINISHED

BUSINESS (cont.)

Ethics and  
Trustees Manual  
Committee

ethics questions. The committee requested the proposed meeting take place before the September Board meeting.

Institutional  
Goals Committee

Member Nicklas reported the Committee on Institutional Goals would hold a meeting on July 18 at the college at 7:30 p.m. As Member Rausch was absent, she requested he be informed by Dr. Lahti's office of the meeting.

NEW BUSINESS:  
Staffing

Member Marier moved, Member Troehler seconded, that the resignation of Dr. Jack W. Fuller, Dean of Evening and Continuing Education, be accepted with regret, effective July 21, 1974, as per Exhibit A-1. Motion unanimous.

Member Munson moved, Member Nicklas seconded, that Mrs. Patricia Bourke be appointed interim Chairman of the Life and Health Sciences Division, with the rank of Assistant Professor, at an annual administrative salary of \$20,750.00 (as per Exhibit A-2a). Motion unanimous.

Member Moats moved, Member Marier seconded, that a contract rider in the amount of \$1500.00 be approved for Mr. Larry King to serve as interim Division Chairman of the Social Science Division for July 1, 1974 to July 31, 1974 (as per Exhibit A-2b). Motion unanimous.

Member Nicklas moved, Member Marier seconded, that Miss Mona M. Signer be employed as an Instructor in Dental Hygiene, at a salary of \$12,742.00, effective August 20, 1974 through June 30, 1975 (pro-rated from a 48 week salary of \$13,900), as per Exhibit A-3a. Motion unanimous.

Member Nicklas moved, Member Troehler seconded, that Mr. Eugene Magad be employed as the part-time Coordinator of the Material Management Program, for 18 hours per week, at a salary of \$4,626.00 for the period August 6, 1974 through May 25, 1975 (as per Exhibit A-3b). Motion unanimous.

Member Marier moved, Member Nicklas seconded, that Miss Ina L. Venerich be employed as the part-time Coordinator of the Medical Office Assistant/Medical Transcriptionist Programs for 22-1/2 hours per week, at a salary of \$4,350.00 for the academic year beginning August 20, 1974 and ending May 25, 1975 (as per Exhibit A-3c). Motion unanimous.

Member Nicklas moved, Member Marier seconded, that Mr. Wayne McPherson be employed as a teaching associate on a part-time basis at the rate of \$5.00 per hour for 10 hours per week during the academic year, beginning Aug. 20, 1974 through May 25, 1975, as per Exhibit A-3d(1). Motion unanimous.

**NEW BUSINESS:**  
**Staffing**  
(cont.)

Member Munson moved, Member Marier seconded, that Mrs. Joan Siavellis be employed as a teaching associate on a part-time basis at the rate of \$5.00 per hour for 10 hours per week during the academic year, beginning August 20, 1974 through May 25, 1975, as per Exhibit A-3d(2). Motion unanimous.

Dr. Birkholz and Dr. Cormack reported on several openings in the instructional area, and both agreed the most critical opening is that of the coordinator of the Park Management Program. Dr. Fischer reported there was one opening in the counseling area.

**1974-75 Legal Budget**

Dr. Mann discussed the legal budget, pointing out the legal budget is about 10% higher than the final operating budget, in the event enrollment would exceed expectations. He stated the legal budget would be presented for adoption at the August meeting and the operating budget for the year will also be presented at that time.

Member Moats, Chairman of the Budget Committee, stated he would give his final report at the August meeting.

**Second Site Resolution**

Chairman Kelly referred to Exhibit C, stating the Village Board of Arlington Heights had endorsed and supported the idea of a second campus for Harper on the Mayo Foundation property and designated the Mayo site for public use at their June 17 meeting. The only restriction, stated Chairman Kelly, was that the college move on it.

Member Nicklas moved, Member Marier seconded, that the Board adopt the following resolution:

BE IT RESOLVED that after thorough consideration of all pertinent data, the Board of Trustees of Harper College requests approval from the Illinois Community College Board for the purchase of approximately 90 acres of land located at the northwest corner of Palatine and Schoenbeck Roads for use as a future second site for Harper College.

Dr. Lahti stated a letter with this resolution attached would be drafted for Chairman Kelly's signature and sent to the ICCB asking that this item be placed on their agenda as soon as possible.

Chairman Kelly requested that Dr. Mann keep the Village of Arlington Heights informed concerning the second site on a regular basis.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Marier, Moats, Munson,  
Nicklas and Troehler  
Nays: None

PRESIDENT'S  
REPORT:

Dr. Lahti informed the Board that their packets contained any items he had for their information.

Member Marier mentioned the meeting of the NIPC to be held at the Elk Grove Holiday Inn on July 18.

ADJOURNMENT:

Member Moats moved, Member Munson seconded, that the meeting be adjourned at 9:50 p.m. Motion unanimous.

Chairman William Kelly

Secretary Marilyn Marier