

WILLIAM RAINY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

October 10, 1974

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
  1. Bills Payable
  2. Payroll - September 15 and September 30, 1974
  3. Estimated Payroll - October 1 through November 30, 1974
  4. Financial Statement
  5. Budget Transfers
  6. Bid Awards
  7. Construction Change Orders
- V. Communications
- VI. Unfinished Business
  1. Joint Communications Committee
  2. Faculty Evaluation Report
  3. Report on Park Management Building
  4. Harper College RAMP Planning Document (addendum)
- VII. New Business
  - A. RECOMMENDATION: Staffing
    1. Faculty
      - a. Resignation, Director of Nursing Exhibit A-1a
      - b. Leave of Absence, Long Term Exhibit A-1b
      - c. Leave of Absence, Long Term Exhibit A-1c
      - d. Resignation, Asst. Professor-Dental Hygiene (add.) Exhibit A-1d
  - B. RECOMMENDATION: Appointment, Career Program  
Advisory Committees Exhibit B
  - C. RECOMMENDATION: Cooperative Agreement, Nursing, Dietary  
Technology Programs - Lutheran Home Exhibit C

Board Agenda  
October 10, 1974

- D. RECOMMENDATION: Confirmation and Appointment of Board Committees
1. Budget Exhibit D-1
  2. Institutional Goals Exhibit D-2
  3. Ethics and Manual Exhibit D-3
- E. REPORT & DISCUSSION: Public Address System Exhibit E
- F. REPORT & DISCUSSION: College Relations Program, 1974-75 Exhibit F
- G. RECOMMENDATION: Participation in the Joint Services Program for Meeting Tax Objectives Exhibit G

VIII. President's Report

IX. Adjournment

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, October 10, 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, October 10, 1974, at 8:15 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, Robert Rausch, Judith Troehler, and Student Member James Richter  
Absent: None

Also present: Robert E. Lahti, Kelly Barton, John Birkholz, Michael Bartos, Robert Boeke, Pat Bourke, Don Carlson, Bob Chantry, Frank Christensen, R.B.Cormack, John DiCanio, Ray DePalma, Anton A.Dolejs, Jr., George Dorner, Ambrose Easterly, G.Fischer, John Gelch, Susanne Havlic, Robert Hughes, John Januszko, Ron Keener, Lawrence Knight, C.Patrick Lewis, John Lucas, W.J.Mann, Liz McKay, Joann Powell, Robert Powell, Henry Roepken, D.Stansbury, Cal Stockman, U. Thobe, Fred Vaisvil, George Voegel, Dave Williams, Robert Wyman, Frank Vandever, and W. E. Von Mayr--Harper College; Connie Bischof, Harry Hofherr, Pat O'Brien, Sharon Pastorino, Richard E. Stump, and Matt Zuskowski--Harper Students; Wandalyn Rice--Paddock Publications; and Diane DiBartolomeo--The Trib.

MINUTES: Member Nicklas moved, Member Marier seconded, approval of the minutes of the regular Board meeting of Sept.12, 1974, as distributed. Motion unanimous.

DISBURSEMENTS: Member Marier moved, Member Troehler seconded, approval of the Oct. 10, 1974 bills payable as follows:

Bills Payable

Educational Fund	\$150,351.10
Building Fund	132,288.54
Site and Construction Fund	15,752.07
Auxiliary Fund	129,446.63

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS:  
Payrolls

Member Nicklas moved, Member Munson seconded, approval of the payroll of September 15, 1974, in the amount of \$408,482.57; the payroll of September 30, 1974, in the amount of \$322,276.04; and the estimated payroll of October 1, 1974 through November 30, 1974, in the amount of \$1,327,777.28.

Upon roll call, the vote was as follows:

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

Motion carried.

Bid Awards

Member Rausch moved, Member Nicklas seconded, approval of bid awards in Exhibit IV-6, as follows:

IV-6a - Award of bid for printing of the College Bulletin to the low bidder, Herman F. Hinz & Co., in the amount of \$9,993.63;

IV-6b - Increase the limits of a Food Blanket Order to "Not to Exceed" \$4,000.00 to the Bit-O-Gold Company;

IV-6c - Award the renewal of the magazine subscription contract to the Ellsworth Magazine Service, in the amount of \$11,268.73.

Upon roll call, the vote was as follows:

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

COMMUNICATIONS:

There were no communications.

UNFINISHED  
BUSINESS:  
Joint  
Communications  
Committee

Chairman Kelly stated he wanted to correct a misapprehension in the newspaper which indicated that someone was under the impression that the Clark report, submitted to the faculty, was a Board proposal. He stated this was never identified as a Board proposal, and further stated that none of the Board or administration had attempted to evaluate this proposal. He stated they are waiting for written input from the faculty.

Chairman Kelly called upon Member Troehler regarding the proposal on the Joint Communications Committee by the committee headed by Member Troehler.

Member Troehler moved, Member Moats seconded, to bring the motion on the Joint Communications Committee off the table (see page 6, of the Sept. 12, 1974 minutes).

UNFINISHED  
BUSINESS:  
Joint  
Communications  
Committee  
(cont.)

Member Munson expressed disappointment that on something this important there had not been another committee meeting held.

Upon roll call, the vote was as follows:

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

Nays: Members Munson and Rausch

Motion carried.

Member Moats stated he felt the faculty should participate in deliberations over methodology which the Board might adopt. Member Marier felt it was important to get the committee started.

Mr. Powell enumerated questions raised by the Faculty Senate regarding this committee, and stated they felt it might be a block rather than an aid to communications.

Member Nicklas pointed out this committee is not a vehicle for decision, but a vehicle for discussion. Essentially all parts of the college could be represented, the point of the committee is communications.

Chairman Kelly, referring to a comment by Member Rausch at the September Board meeting, stated this would not be a standing committee; it could have continuity without being a standing committee. He agreed a standing committee would be a violation of Board policy.

Member Rausch stated the whole issue was originally raised because of concerns with faculty communications, and now this has become melded with communications in general. He suggested a committee meeting could be held before the next Board meeting, made up of two members of the Faculty Senate, two members of the administration, and three members of the Board, and produce a recommendation for specifically handling faculty communications to the Board.

Member Nicklas felt all areas of the college should have opportunity for communications. Member Rausch raised the point that the administration is represented by Dr. Lahti and Dr. Mann and the students by the Student Member. He felt the committee would be complicated by the redundancy of all these other people. Chairman Kelly pointed out it is not intended by the Board to turn over the governance of the college to a committee. He explained the Board is an elected Board from the community. It is not within its power to share that governance. For clarification, Dr. Lahti stated that Dr. Mann, as College Treasurer, serves as a resource on financial matters. Dr. Lahti did not feel he could possibly represent every administrator, and stated the vehicle proposed would provide opportunity for input from

UNFINISHED  
BUSINESS:  
Joint  
Communications  
Committee  
(cont.)

everyone equally. He did not see it as a locked structure. Member Marier stated the agenda for the committee will develop on the basis of whatever input the groups need. Member Troehler too felt this is a vehicle for communications, not a decision maker. She suggested implementing the committee and then getting into committee structure to develop the committee.

Member Rausch read the motion from the September 12, 1974 regular Board meeting (page 6) as follows:

Member Troehler moved, Member Nicklas seconded, that Board of Trustees implement a Joint Communications Committee which will be organized on an annual basis and will be composed of constituent groups of the college and the Board of Trustees.

Member Rausch moved to amend the motion, Member Munson seconded, as follows:

That the committee be organized, instead of on an annual basis, until Dec. 21 (the end of the first term), at which time the efficacy of such committee shall be reviewed by the Board, and will be composed of constituent groups of the college and Board of Trustees, to wit:

Two members of the Board, chosen by the Board;  
Two members of administration, chosen by technique developed by Dr. Lahti;  
Two members of Employees Council, chosen by whatever device they use;  
The Student Board Representative and the Student Senate President, as two student representatives; and  
The Faculty Senate President, and one other member of the faculty chosen by the Faculty Senate.

Member Nicklas stated she would be hesitant to tell any group whom they should have.

Member Nicklas moved, Member Marier seconded, to amend the amendment, as follows:

To strike the amendment from the words "to wit," to change the specifics how these representatives are to be elected and substitute, "There will be two representatives from each of the constituent groups to be selected however they choose."

Upon roll call on the second amendment, the vote was as follows:

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

Motion defeated.

UNFINISHED  
BUSINESS:  
Joint  
Communications  
Committee  
(cont.)

Member Marier commented that the timetable in the amendment to the motion would not allow communications to really get started. Member Moats pointed out the Board could extend the time period from December 21.

Upon roll call on the amendment to the motion, the vote was as follows:

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

Nays: None

Motion carried.

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

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

Nays: None

Motion carried.

Chairman Kelly stated, for the purpose of calling a meeting of this committee, he would appoint himself as temporary chairman of the committee.

Faculty  
Evaluation  
Report

William Punkay, Chairman of the Faculty Evaluation Review Committee, reported that in their efforts to meet the October 1 reporting deadline, the Review Committee had shared their draft copy with the Board. The committee has recommended this document for faculty consideration, and it is also being examined by outside consultants. Mr. Punkay discussed the proposed method of evaluation and the purpose of evaluation. He introduced the following members of the Faculty Evaluation Review Committee: Steve Catlin, Larry Knight, Robert Boeke, Kelly Barton, Dave Williams, and two students-- Elaine Montgomery and Richard Stumpf. Mr. Punkay stated it is the committee's intention to have finalization by October 25, with implementation of the procedures by November 1.

Dr. Birkholz expressed confidence that the November 1 deadline will be met. He felt the time taken through the use of consultants has been most beneficial. He stated it was a compliment to the committee, that prior to the consultant's recommendation, they did include many of the items he suggested.

Dr. Lahti felt the Board wished to be assured that the system will be operable, will provide feedback as it relates to the tenure system, etc., and that there are no surprises, no significant departures. Dr. Birkholz felt on the basis of the discussions, the attitude of the committee, the procedures followed, that they have the best document possible and expressed confidence it

UNFINISHEDBUSINESS:

## Faculty

## Evaluation

## Report (cont.)

will work. Mr. Punkay suggested it is going to be a determined effort. Mr. Boeke stated he felt it is a distinct improvement over anything done so far.

Member Nicklas expressed the Board's appreciation to the committee, and stated she felt it had been a difficult job.

Report on Park  
Management  
Building

Dr. Mann reported the administration, at the direction of the Board, has proceeded as rapidly as possible to break down the Park Management Building by its components. Plans and specifications are out. Seven or eight contractors have selected to bid their pre-engineered buildings at this point. The bids will be opened on October 16. Dr. Mann suggested the Board will probably wish to have a special meeting to award the contract in order to proceed with the building.

Harper College  
RAMP Planning  
Document

Member Nicklas moved, Member Troehler seconded, that the Board of Trustees approve the Harper RAMP planning document, as submitted.

Upon roll call, the vote was as follows:

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

Motion carried.

NEW BUSINESS:Staffing--Faculty

Member Rausch moved, Member Munson seconded, the following:

Al-a - The resignation of Mrs. Nancy Carlson as Coordinator of Nursing be accepted, with regret, effective January 3, 1975;

Al-b - That Mrs. Linda Gadlin be granted a leave of absence without pay to be effective October 14, 1974 until December 23, 1974;

Al-c - That Mr. Ross Stephen be granted a leave of absence from Jan. 15-May 24, 1975, that Mr. Marshall Fisher be assigned for this time period as Acquisition Librarian, and that the position of Cataloging Librarian be opened for this time period, salary not to exceed current salary budgeted for this position;

Al-d - That Ms. Mary Catherine Edwards' resignation be accepted to be effective October 7, 1974.

Member Rausch asked if Ross Stephen's leave was a paid leave. Dr. Birkholz stated it is not a paid leave.

The motion was unanimous.



NEW BUSINESS:  
Appointment,  
Career Program  
Advisory  
Committees

Member Rausch moved, Member Troehler seconded, that the career advisory appointments for the 1974-75 school year be approved as submitted in Exhibit B. (Ex. B attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Member Marier expressed, on behalf of the Board, sincere thanks to the people who served on the advisory committees for their long and faithful service.

Motion carried unanimously.

Cooperative Agree-  
ment, Nursing,  
Dietary Tech.  
Program--  
Lutheran Home

Member Munson moved, Member Moats seconded, that the cooperative agreement between Lutheran Home and Service for the Aged and William Rainey Harper College be approved, as in Exhibit C. (Ex. C attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Motion carried unanimously.

Appointment of  
Budget  
Committee

Member Moats moved, Member Troehler seconded, that the following resolution be adopted and made a part of the formal minutes:

IT IS HEREBY RESOLVED by the Board of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry, and State of Illinois, that the following Board Members be designated to prepare a budget in tentative form for the fiscal year beginning July 1, 1975, and ending June 30, 1976:

Chairman - Member Robert Rausch  
- Member Shirley Munson  
- Member Lawrence Moats

Upon roll call, the vote was as follows:

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

Motion carried.

Appointment of  
Institutional  
Goals Committee

Member Moats moved, Member Marier seconded, approval of the appointment of the following Board Members to serve on the Institutional Goals Committee:

Chairwoman - Member Jessalyn Nicklas  
- Member Judith Troehler  
- Member Robert Rausch  
- Student Member James Richter

Motion carried unanimously.

NEW BUSINESS:  
Appointment of  
Ethics and  
Manual  
Committee

Member Rausch moved, Member Troehler seconded, approval of the appointment of the following Board Members to serve on the Ethics and Manual Committee:

Chairwoman - Member Marilyn Marier  
 - Member Lawrence Moats  
 - Member Shirley Munson

Member Moats asked if Board Members were always notified of all committee meetings. Dr. Lahti agreed it would be made routine for his office to notify all Board Members of all committee meetings. Member Moats also requested that all committee meetings be posted in the college.

Motion carried unanimously.

Public  
 Address  
 System

At the request of the Board, a report on a public address system for the Board Room was provided in Exhibit E. In a discussion of the report, it was the consensus of the Board that the expenditure of over \$6,000 was not feasible at this time. Chairman Kelly directed that the LRC set up equipment in the Board Room for the next meeting and try taping the meeting.

College  
 Relations  
 Program  
 1974-75

Member Nicklas moved, Member Rausch seconded, that the Board approved the College Relations Program, and direct the administration to proceed with its implementation. (Exhibit F attached to the minutes in the Board of Trustees' Official Book of Minutes.)

Mr. Pat Lewis discussed the College Relations Program for 1974-75, as outlined in Exhibit F, and the purpose and plans for meetings in the communities. The Board discussed methods on obtaining the interest of community members in attending Board meetings. Chairman Kelly felt the community is ready to help and participate. Member Nicklas pointed out the college was built with this kind of interface, and stated this would require commitment on the part of every Board member.

Motion carried unanimously.

Participation in  
 the Joint Service  
 Program for  
 Meeting Tax  
 Objections

Member Nicklas moved, Member Munson seconded, that the attached resolution in Exhibit G be adopted to participate in the Joint Service Program for Meeting Tax Objections. (Exhibit G attached to the minutes in the Board of Trustees Official Book of Minutes.)

Dr. Mann reported that in previous years the Joint Service Program has resolved all tax objections raised to the court's satisfaction.

Upon roll call, the vote was as follows:

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

PRESIDENT'S  
REPORT:

Regarding Vocational Education Buildings G and H, Dr. Lahti reported the Board should be aware that within the next few months the college will be asked to take action to contribute an additional amount of approximately one-half million dollars, if they want this building, due to an up-dated cost estimate, with some assurance the State will reimburse the college in the fiscal 1976 appropriation. Dr. Mann pointed out these are mid-October costs, and stated this recommendation recognizes that this is a vocational technical building and it is more expensive to build.

Dr. Lahti distributed a report developed by Mr. Donn Stansbury covering chargebacks issued to Harper and chargebacks issued by Harper for the academic year 1974-1975. Mr. Stansbury discussed the report, explaining various elements of it.

Dr. Lahti stated it had been hoped the audit report would be ready for this Board meeting and asked Dr. Mann to explain why it was not. Dr. Mann explained there is an issue on a state and national basis of whether audit forms should follow AICPA guidelines and audit standards, or the state and municipal committee's recommended standards and guidelines. This is consequently holding up the audit. Dr. Mann stated it will probably be ready before the next meeting and will be mailed out to the Board at that time.

Dr. Lahti reminded the Board that Tuesday, October 15, there will be a meeting with a community resource person in terms of his assessment of growth and development of northwest suburbs relating to a second site. The meeting will be held at 8:00 p.m.

ADJOURNMENT:

Member Troehler moved, Member Marier seconded, to adjourn at 10:55 p.m. Motion unanimous.

Chairman William Kelly

Secretary Marilyn Marier