

WILLIAM RAINEY HARPER COLLEGE
ALGONQUIN & ROSELLE ROADS
PALATINE, ILLINOIS

BOARD MEETING

AGENDA

November 14, 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 - October 15 and October 31, 1974
 3. Estimated Payroll - November 1 through December 31, 1974
 4. Financial Statement
 5. Budget Transfers
 6. Bid Awards
 7. Construction Change Orders
- V. Communications
- VI. Unfinished Business
 1. Faculty Evaluation Report
- VII. New Business
 - A. RECOMMENDATIONS: Staffing
 1. Resignation - Counselor Associate Exhibit A-1
 2. Resignation - Instructor, Business Division Exhibit A-2
 3. Long Term Leave of Absence - Professor, Humanities Div. Exhibit A-3
 4. Administrative
 - a. Director of Evening Services Exhibit A-4a
 - B. REPORT: Annual Audit Exhibit B
 - C. REPORT: Affirmative Action Plan Exhibit C
- 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, November 14, 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, November 14, 1974, at 8:07 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: W. J. Mann, John Birkholz, Bob Chantry, Robert Cormack, Ray DePalma, George Dorner, Guerin Fischer, Robert J. Hughes, Fred Inden, John Januszko, Ron Keener, C. Patrick Lewis, Don Misic, Robert Powell, Cal Stockman, Urban Thobe, Jack Tippens, W. E. Von Mayr, John F. White, Dave Williams, and Robert W. Wyman--Harper College; Frank M. Hines--Board Attorney; Harry Hofherr and Richard E. Stump--Harper Students; James L. Wattenbarger--University of Florida; Wandalyn Rice--Paddock Publications; and Diane DiBartolomeo--The Trib.

MINUTES: Chairman Kelly stated the minutes were being recorded on tape.

Member Marier moved, Member Troehler seconded, approval of the minutes of the regular Board meeting of October 10, 1974, as distributed. Motion unanimous.

Member Marier moved, Member Troehler seconded, approval of the minutes of the special Board meeting of October 22, 1974, as distributed. Motion unanimous.

DISBURSEMENTS: Member Nicklas moved, Member Rausch seconded, approval of the Nov. 14, 1974 bills payable as follows:
Bills Payable

Educational Fund	\$250,693.00
Building Fund	273,022.93
Site and Construction Fund	1,725.05
Bond and Interest Fund	559,090.37
Auxiliary Fund	93,231.39

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 Rausch seconded, approval of the payroll of October 15, 1974, in the amount of \$342,247.29; the payroll of October 31, 1974, in the amount of \$332,301.11; and the estimated payroll of November 1, 1974 through December 31, 1974, in the amount of \$1,362,587.77.

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 Munson moved, Member Troehler seconded, that the Board award the bid for an Acid Hood and Sink to Leonard Peterson & Co., as low bidder according to specifications, in the amount of \$6,854.00, as per Exhibit IV-6a. (All bid awards, under IV-6, attached to minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Troehler moved, Member Marier seconded, that the Board award the bid for a grand piano to the Cushman Music Co., as low bidder, in the amount of \$2,800.00, as per Exhibit IV-6b.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Marier moved, Member Nicklas seconded, that the Board award the bid for a litho press to Charles Brand Co., the sole supplier able to meet the college specifications, in the amount of \$4,470.72, as per Exhibit IV-6c.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Troehler moved, Member Rausch seconded, that the Board approve the increase in the limits of the following Food Service blanket purchase orders, as per Exhibit IV-6d:

- P.O. #C-29450 - increase from \$2,000.00 to "Not to Exceed" \$5,000.00,
- P.O. #C-29463 - increase from \$3,000.00 to "Not to Exceed" \$6,000.00,
- P.O. #C-29455 - increase from \$2,000.00 to "Not to Exceed" \$3,000.00.

In the discussion which followed, Mr. Inden explained these changes are to compensate for the erratic market which has created price increases and are in adherence with state statutes.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Munson moved, Member Troehler seconded, the Board approve the issuing of purchase order #C-30555 to Butler Paper Company, in the amount of \$7,575.00, for duplicating paper to be used by the college Bookstore, as per Exhibit IV-6e.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Troehler moved, Member Munson seconded, that the Board award the bid for the Art Display Project to the low bidder, Lowery-McDonnell, in the amount of \$20,505.00, as per Exhibit IV-6f.

In reference to this project, Member Rausch pointed out the more than 50% increase in cost over the original estimate presented to the Board. From a business point of view, he found this highly objectionable.

In the discussion which followed, Dr. Mann explained that the college had originally planned the fabrication of these units in-house. The specifications were changed to accommodate some of the projects which would be placed in the unit. Mr. Jack Tippens explained part of the cost increase was due to the use of plywood in place of composition board. Dr.

DISBURSEMENTS:
Bid Awards
(Cont.)

Mann reported much effort was expended trying to bring down the cost.

Upon roll call, the vote was as follows:

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

Nays: Members Moats and Rausch

Motion carried.

Change Orders

Member Rausch moved, Member Nicklas seconded, that the Board approve the submittal of Change Order Requests #24 and #25 to the Capital Development Board by W. J. Mann, as per Exhibit IV-7. (Copy of Exhibit IV-7 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, Moats, Munson, Nicklas, Rausch and Troehler

Nays: None

Motion carried.

COMMUNICATIONS:

Chairman Kelly introduced Dr. James Wattenbarger, Director of the Institute of Higher Education, University of Florida. Dr. Wattenbarger expressed his pleasure in being at Harper. Dr. Birkholz explained Dr. Wattenbarger was a part of the faculty development program, working with the staff in the Community Services area.

Community-Board Meeting

C. Patrick Lewis reported arrangements have been completed for the first Community-Board meeting, to be held Monday, Dec. 9, at 7:50 p.m., in the Williamsburg Room of the Arlington Heights Federal Savings and Loan Association. Mr. Lewis distributed copies of the letter of invitation and expressed the hope all members of the Board will be able to participate in this project. Member Marier felt it should be made clear that the Board is going to listen to what the community has to say. Member Rausch requested a list of those to whom the invitations were sent, and Mr. Lewis agreed the Board would receive the list. Chairman Kelly suggested Board members contact Mr. Lewis if they had any additions to the list.

Manual and Ethics Committee

Member Marier reported on the progress of the Manual and Ethics Committee. She distributed additions to the Trustees' Manual, and reported the information on the ICCB and IHB will be mailed to the Board. Referring to a list of matters in the process of investigation and preparation by the committee, Member Marier stated another meeting is planned in November.

UNFINISHEDBUSINESS:JointCommunications
Committee

Chairman Kelly announced a letter had been received from Mr. Robert Powell just prior to the Board meeting. Secretary Marier read the letter, dated Nov. 14, 1974, in which Mr. Powell relayed the information that the Faculty Senate had declined faculty participation in the Joint Communications Committee. In answer to Member Moats' question, Mr. Powell stated the Senate had voted unanimously not to participate. Member Rausch pointed out the question remains on the effectiveness and continuation of the Communications Committee, expressing his personal disappointment that the faculty had taken this point of view. He recommended the Board pursue the organization of the Communications Committee without the faculty. Chairman Kelly felt the information had been received too late and suggested it be considered by the Board at a later time. Member Nicklas referred to the motion passed by the Board to form the committee and make it operative. She felt this should be done with those who choose to come. Member Marier hoped a meeting of the committee would be called and that the faculty would attend. Mr. Powell expressed regret that the letter only came to the Board just prior to the meeting, but stated the faculty was unable to consider this matter until their meeting of Nov. 14. Chairman Kelly felt the Faculty Senate was very much aware of this committee and could hardly be surprised by the Oct. 28 communication. He suggested deferring further discussion of this matter until the Board had more time for consideration.

Faculty
Evaluation
Report

In reference to the Faculty Evaluation System calendar, Member Nicklas asked if the system is in operation at the present time. Dr. Birkholz stated it was and discussed the dates established for implementing the system. He referred to the available data and stated, this year only, decisions will be made without student data this fall. Member Nicklas pointed out student data will be available to the instructor at the conclusion of the semester and felt it was in the best interest of the parties involved that this sequence be followed. Member Marier emphasized that student data will be available next year. In answer to questions raised by Member Richter, Richard Stump, student member on the Faculty Evaluation System Committee, clarified his concerns. Considering the time frame, he felt the first time around there was physically no way to include the student evaluation. It would place the student at a disadvantage if the instructor had access to this information prior to final grades. Mr. Stump stated the students would be without voice one semester, but added they would be weighted in the final decision. Member Nicklas pointed out that one of the most important parts of the evaluation has been the hope that it would be constructive for faculty members. Information from student data can be used in the spring and early fall for the benefit of the faculty. Dr. Birkholz

UNFINISHED
BUSINESS:
Faculty
Evaluation
Report

felt some changes will probably be made as a result of going through the first cycle. Member Marier stressed that the Faculty Development Program is as important as the Faculty Evaluation System. In answer to a point raised by Member Nicklas, Dr. Birkholz explained that the implemented system will be used to provide data regarding promotions, sabbaticals, etc., but that the ultimate decisions will rest with the Board of Trustees.

Joint
 Communications
 Committee

Member Moats referred again to the letter from the Faculty Senate regarding the Joint Communications Committee and asked about the status of the others on the committee. Chairman Kelly did not feel, as temporary chairman of the committee, that a meeting should be set up until the Board had more time to consider this letter. Member Moats' reaction was that the committee had been set up, with a deadline on reporting to the Board, and he felt the committee should meet and report to the Board. If some people did not wish to participate, he stated that is their choice. Member Richter stated he had not received Chairman Kelly's letter concerning the committee. Chairman Kelly requested the administration check on this. Member Moats felt the Board should have a full report from the administration within the next week on the responses from the various parties, and a meeting should then be called. He felt the Chairman would have full authority to expedite this matter in terms of the motion made at the October Board meeting. With the agreement of the Board, Chairman Kelly stated this would be done.

NEW BUSINESS:
Staffing--
 Resignations

Member Marier moved, Member Troehler seconded, that the resignation of Mrs. Dorothy Cassie, as Counselor Associate and Supervisor of Testing, be accepted with regret effective November 29, 1974.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Munson moved, Member Nicklas seconded, that Mr. Richard Schlagel's resignation be accepted to be effective December 21, 1974. Motion unanimous.

Staffing--
 Leave of Absence

Member Troehler moved, Member Rausch seconded, that Dr. Richard Lockwood be granted a long-term leave of absence, with pay, from December 8, 1974 to December 30, 1974.

Member Marier reported that the Foundation Board had voted to contribute \$500 towards Dr. Lockwood's expenses.

NEW BUSINESS:

Leave of
Absence
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Staffing--
Director of
Evening Services

Member Nicklas moved, Member Marier seconded, the employment of Mr. M. Scott McMannis as Director, Evening Services, with the rank of Assistant Professor, at an annual salary of \$20,250.00, pro-rated for the period December 1, 1974 to June 30, 1975.

Upon roll call, the vote was as follows:

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

Motion carried.

Annual Audit

Dr. Mann stated the audit had been distributed to all Board members. At the suggestion of Member Moats, Chairman Kelly stated this item would be deferred to the December meeting. Dr. Mann reported the Management Letter would be available at the December meeting.

Affirmative
Action Plan

Dr. Mann discussed the rough draft of the Affirmative Action Plan, which had been distributed to the Board, stating one of the priority projects was to get the centralized personnel function operational. He stated the plan was open for comment by the Board and staff; all ingredients of the plan are there, except for an analysis to be done of the staff. Chairman Kelly stressed this plan should not be delayed; he felt the time element was important. Dr. Mann pointed out the Board has had policies of this nature, such as the recruitment and hiring of women and minority groups, but this has become a focal point nationally. He discussed specific points in the plan in answer to questions from the Board. Goals need to be established to be met in the future. Mr. Von Mayr discussed the various media used for advertising.

Chairman Kelly asked about the Affirmative Action Committee. Dr. Mann advised that this committee was more of a consultative type. Procedures and records have been handled very carefully. As the centralized personnel becomes more operational, there will be full documentation of staff. Chairman Kelly urged that the committee be formalized. Attorney Hines agreed it was important to document the plan, stating this was one of the purposes of this paper. Dr. Mann stated that originally the committee's concern was that Harper

NEW BUSINESS:
Affirmative
Action Plan
(cont.)

would have an Affirmative Action Plan. He felt this requirement had been met. Dr. Mann pointed out this was an administrative report which has been widely distributed within the college soliciting comments in an effort to expedite the adoption of this plan. He stated he hoped for Board action on the plan at the December meeting.

PRESIDENT'S
REPORT:

In the absence of Dr. Lahti, Chairman Kelly called upon Dr. Mann for the President's report. Dr. Mann distributed the Long Range Planning Guide, stating the Board had worked with this guide before. He stated the Budget Committee would be more intimately involved with the sequence of events. As compared to previous charts, an earlier timetable has been developed. Getting the annual budget out is a tremendous job; moving the starting date back was done in order to smooth out the process. Dr. Mann explained the process of setting goals and objectives and how the dollars will be tied into these. The process will be refined as it moves along. Dr. Mann asked for any input the Board might have after they have an opportunity to study it. Given the sequence of the new college calendar, Dr. Mann felt it is going to be a difficult year in terms of speeding up the process. Dr. Mann stated a copy of the weekly report on the planning progress would be sent to the Budget Committee. Member Nicklas requested that a copy be sent to her also.

Member Nicklas asked about the Goals Committee, and Dr. Mann assured her the committee was ready to go.

Chairman Kelly stated there was need for a short executive session following adjournment.

Member Nicklas moved the meeting be adjourned at 10:30 p.m. As there were no objections, the meeting was adjourned.

Chairman William Kelly

Secretary Marilyn Marier