

WILLIAM RAINEY HARPER COLLEGE
ALGONQUIN & ROSELE ROADS
PALATINE, ILLINOIS

BOARD MEETING

AGENDA

January 9, 1975

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
 - 1. Bills Payable
 - 2. Payroll - December 15 and 31, 1974
 - 3. Estimated Payroll - January 1 through February 28, 1975
 - 4. Financial Statement
 - 5. Budget Transfers
 - 6. Bid Awards
 - 7. Construction Change Order
- V. Communications
- VI. Unfinished Business
 - 1. Board Committee Reports
- VII. New Business
 - A. RECOMMENDATION: STAFFING
 - 1. Faculty
 - a. Replacement Position, Business Division Exhibit A-1a
 - b. Replacement Position, Business Division Exhibit A-1b
 - c. Replacement Position, Dental Hygiene Exhibit A-1c
 - d. Park Management Exhibit A-1d
 - e. Technical Communications Exhibit A-1e
 - f. Replacement Position, Nursing Exhibit A-1f
 - 2. Administrative
 - a. Dean, Transfer Programs Exhibit A-2a
 - b. Dean, Evening and Continuing Education Exhibit A-2b

Board Agenda
January 9, 1975

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| B. RECOMMENDATION: | 1975-76 Staffing | Exhibit B |
| C. RECOMMENDATION: | Agreement, Palatine South
Little League | Exhibit C |
| D. RECOMMENDATION: | Affirmative Action Plan | Exhibit D |
| E. RECOMMENDATION: | Management Audit, Finance
and Accounting Area | Exhibit E |
| F. RECOMMENDATION: | Action on Trustee Election
Nominating Petition Notice | Exhibit F |

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, January 9, 1975

CALL TO ORDER: In the absence of Chairman Kelly, the regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Vice Chairman Moats on Thursday, January 9, 1975, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

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

Also present: Robert E. Lahti, C. K. Barton, John Birkholz, Frank Borelli, Don Carlson, Robert Chantry, Frank Christensen, Robert Cormack, Charles Falk, Guerin Fischer, John Gelch, Robert Hughes, Fred Inden, John Januszko, Ron Keener, C. Patrick Lewis, Jack Lucas, W. J. Mann, Liz McKay, Don Mistic, Joann Powell, Gloria Pryor, Henry Roepken, Donn Stansbury, Cal Stockman, Urban Thobe, Fred Vaisvil, P. VanderHaeghen, Frank Vandever, George Voegel, W. E. Von Mayr, John White, and Dave Williams--Harper College; Wandalyn Rice--Paddock; Diane DiBartolomeo--The Trib; and Charles T. Kerchner--Northwestern University.

MINUTES: Member Nicklas moved, Member Troehler seconded, approval of the minutes of the regular Board meeting of Dec. 12, 1974 as presented. Motion carried unanimously.

DISBURSEMENTS: Member Nicklas moved, Member Marier seconded, approval of the January 9, 1975, bills payable as follows:

Educational Fund	\$188,723.56
Building Fund	125,407.05
Site and Construction Fund	37,566.47
Auxiliary Fund	73,435.17

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls Member Nicklas moved, Member Munson seconded, approval of the payroll of December 15, 1974, in the amount of \$333,235.50; the payroll of December 31, 1974, in the amount of \$337,930.91; and the estimated payroll of January 1, 1975 through February 28, 1975, in the amount of \$1,369,179.48.

DISBURSEMENTS: Upon roll call, the vote was as follows:

Payrolls

(cont.)

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

Nays: None

Motion carried.

Financial Statements

Dr. Mann explained several items in the financial statements.

Budget Transfers There were no budget transfers.

Bid Awards

Member Nicklas moved, Member Marier seconded, approval of the issuance of purchase orders for various video equipment, as in Exhibit IV-6a, as follows:

(1) Midwest Visual - Item #15	\$1,007.50
(2) Advance Photo Sound - Items #1 through #9, #13 and #14	4,322.00
(3) Poe's Camera Co. - Items #10 and #12	211.05
Total amount of award	<u>\$5,550.55</u>

and approval of the issuance of a purchase order to the Browns Industrial Uniform Company for uniforms and work clothes for use by the Buildings and Grounds Department in the amount of \$4,901.20, as in Ex. IV-6b. (Exhibits IV-6a and IV-6b attached to the minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Change Orders

Dr. Mann explained that the Change Order Request Status was an up-dating of the overall report previously presented to the Board.

COMMUNICATIONS:

C. Patrick Lewis reminded the Board of two Board community meetings in January: the first meeting in Mt. Prospect will be held on January 20, 7:30 p.m., in the Town Hall at the Randhurst Shopping Center; the second meeting in Buffalo Grove will be held on Jan. 27, 7:30 p.m., in the Community Room of the Pioneer Savings and Loan Association. Mr. Lewis distributed lists of the individuals sent invitations for these meetings and asked that the Board contact him if, after reviewing these lists, they felt any other names should be added.

UNFINISHED

BUSINESS:

Manual and
Ethics Committee
Report

Member Marier, Chairperson, Manual and Ethics Committee, submitted the recommended changes to the Board of Trustees Policy Manual for action. These changes had been presented to the Board for discussion at the December meeting in compliance with Board policy.

Member Marier moved, Member Munson seconded, the approval of changes to the Board of Trustees' Policy Manual, as follows:

Board of Trustees' Policy Manual Revisions--

Additions to the following sections;

- 1.2.1 One student of the college shall be elected annually to the Board to serve a term beginning July 1 and ending June 30 of the succeeding year. The time of the election shall be determined by the Student Senate.
- 1.2.2 The qualifications for the student representative shall be those determined by the Student Senate.
- 1.2.4 Nomination procedures for the student representative on the Board shall be determined by the Student Senate.
- 1.2.5 The student member will be vested with all rights, privileges, and responsibilities of Board members except those excluded by statute: quorum and voting.
- 1.2.6 The method of filling a vacancy of the student representative shall be determined by the Student Senate.
- 1.5 To annually evaluate its effectiveness.
- 2.1.1 The Board shall, prior to the end of each fiscal year, evaluate the President.

Delete from the following section;

- 1.4.1 "and fourth"

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

UNFINISHED
BUSINESS:
Manual and
Ethics
Committee
(cont.)

Member Marier presented proposed changes to the Board of Trustees' Policy Manual. In compliance with policy, these changes were being brought to the Board for discussion at this meeting, with action at the February meeting. In the memo presented, Item A suggested Sections 1.0 to 1.6.4 be identified as Board of Trustees By-Laws and be placed as appendix to Policy Manual and in Trustees' Manual. Discussion followed on Item B. With the Chairman's acceptance, Item B was amended to read as follows:

- 2.5 A. Policy may be amended, repealed, or added to upon motion made in writing for that purpose by any member of the Board. Any such motion shall not be voted upon until the next regularly scheduled meeting after it has been formally presented in writing to the Board at a Board meeting. (A quorum of the Board shall be required for the adoption of any amendment, alteration, repeal, or addition to policy.)

At a meeting on January 8, Member Marier reported the committee had discussed several other items which will be mailed to the Board in draft form for comments and consideration. Member Munson commented on the excellent job Member Marier has done in chairing this committee.

Institutional
Goals
Committee

Member Nicklas, Chairperson of the Institutional Goals Committee, stated the committee had met and gone over the institutional goals as planned for the year after next and also the recommendation that the writing of these goals be clarified to some extent so they can be easily understood. These will be mailed to the Board in a few days. It was Chairman Moats interpretation that these goals would be adopted at a Board meeting.

Student
Records

Chairman Moats referred to a motion tabled at the previous Board meeting on student records. Dr. Fischer reported on a letter dated Jan. 7, 1975, from the Board Attorney, Frank Hines, regarding student records. The Pell-Buckley amendment has been substantially changed. Mr. Hines recommended the college wait until President Ford's action on the amendments and in the meantime stay within the current law. Dr. Fischer stated the Public Safety records will remain closed; a student could challenge this and the college would have to respond properly within the 45 day limit.

With the consensus of the Board, Chairman Moats stated this motion would be left tabled until the next meeting, at which time the Board may or may not be in a position to act.

NEW BUSINESS:
Staffing--
Faculty

Member Marier moved, Member Troehler seconded, that Mr. Phillip Gregorowicz be appointed Instructor in Economics and Business Administration, full-time, for the period January 15, 1975 to May 25, 1975 only, at the salary of \$6,500.00, pro-rated from an annual salary of \$13,000.00 for a 39 week contract.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Nicklas moved, Member Troehler seconded, approval of the following appointments:

Dr. David E. Wallin be appointed as Assistant Professor of Business Administration and Economics full-time, for the period January 15, 1975 to May 25, 1975 only, at the salary of \$7,800.00, pro-rated from an annual salary of \$15,600.00 for a 39 week contract, to be paid out of account number 111-160-513;

Mrs. Christina Newkirk be employed as Clinical Teacher of Dental Hygiene, at the salary of \$5,000.00 for the period of January 15, 1975 through May 24, 1975, pro-rated from an annual rate of \$10,000.00 for a 39 week contract, to be paid out of account number 117-160-513;

Dr. Edgar L. Metcalf be appointed as Associate Professor of Park and Grounds Operations Management, at an annual salary of \$17,200.00 for a 39 week contract from August 19, 1975 to May 23, 1976, to be charged to account number 117-230-513; that a rider of \$1,764.10 will be issued to cover the period of July 21, 1975 to August 18, 1975, to be charged to account number 117-230-513; that Dr. Metcalf be given a rider in the amount of \$1,800.00 for 164 hours consultation with the Physical Plant Department, to be charged to account #273-000-517;

Mr. Robert B. Weaver be appointed as Associate Professor of Technical Communications, at a salary of \$8,375.00 for the period of January 15, 1975 to May 24, 1975, pro-rated from an annual salary of \$16,750.00 for a 39 week contract, to be paid out of account number 112-110-513;

Ms. Jean Lytle be appointed as Coordinator of the Nursing Program, Interim, for the period January 10 to June 30, 1975, at a salary of \$8,955.00, pro-rated from an annual salary of \$17,911.00 for a 48 week contract, to be paid out of account number 117-130-513.

NEW BUSINESS:

Staffing--

Faculty (cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Staffing--

Administrative

Member Marier moved, Member Troehler seconded, the following appointments:

Dr. David Williams be appointed Dean of Transfer Programs, with the rank of Assistant Professor, at an annual administrative salary of \$22,750.00;

Mr. Calvin Stockman be appointed as Dean of Continuing Education with the rank of Assistant Professor, at an annual salary of \$22,650.00.

Dr. Birkholz discussed the procedures followed in the search for candidates for these positions. Mr. Robert Powell stated the faculty has absolutely no objection to the appointments of Mr. Stockman and Dr. Williams. However, they are questioning certain aspects of the policy, the way it has been implemented--not the results but the procedures themselves. After the appointments, Mr. Powell stated he would like to distribute a letter to members of the Board which explains the Faculty Senate's position on this.

Upon roll call, the vote was as follows:

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

Nays: None
Motion carried

Resignations

Member Nicklas moved, Member Troehler seconded, that the resignation of Mrs. Noreen Lopez be accepted, to be effective January 25, 1975.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Marier moved, Member Troehler seconded, that the resignation of Mr. Darrell DeGeeter be accepted effective January 10, 1975.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

NEW BUSINESS:
1975-76
Staffing

Referring to Exhibit B, Dr. Lahti explained this was the proposed 1975-76 staffing plan.

Member Marier, moved, Member Nicklas seconded, that the following teaching positions be opened for recruitment of faculty, to be employed for the 1975-76 academic year:

BUSINESS

- 1 Accounting/Business Law
- 1 Management
- 1 Secretarial Science
- 1 Accounting
- 1 Material Management Coordinator (from $\frac{1}{2}$ time to full time)

COMMUNICATIONS

- 2 English
- 1 Speech/Drama

ENGINEERING

- 1 Refrigeration and Air Conditioning

HUMANITIES

- 1 Fashion Design

LIFE & HEALTH SCIENCES

- 1 Biology
- 1 Medical Office Assistant (from $\frac{1}{2}$ to full time)

MATH & PHYSICAL SCIENCE

- 1 Mathematics

SOCIAL SCIENCE

- 1 Child Care
- 1 Sociology/Public Administration

STUDENT AFFAIRS

- 1 Counselor

In the discussion which followed, Dr. Lahti pointed out this would officially open these positions on the assumption that enrollment projections will come through. The budget would be estimated for these, but not necessarily committed, until the Board approves individual action for employment.

NEW BUSINESS:
1975-76
Staffing

Member Munson moved to amend the motion by inserting one phrase; that the following teaching positions be opened for recruitment of faculty, as increased enrollment necessitates... Member Rausch seconded.

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

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

Nays: None

Motion carried.

Agreement,
Palatine South
Little League

Member Troehler moved, Member Marier seconded, that the Board of Trustees of William Rainey Harper College, District 512, Palatine, Illinois, and the Board of Directors of Palatine South Little League, Palatine, Illinois, enter into an agreement authorizing the use of Harper's facilities for Little League baseball, and including points one through seven of the attached contract in Exhibit C. (Exhibit C attached to the Minutes in the Board of Trustees' Official Book of Minutes.)

Member Rausch questioned the college getting involved in facilities not communally shared by the adult students. In the discussion which followed, Mr. John Gelch reviewed the discussions held for over a year with the Palatine South Little League. Mr. Gelch reported the field would be very adequate for softball in both the Physical Education classes and in the intramural program at Harper. Dr. Fischer pointed out it could be maintained without interfering with Harper's Master Plan. Mr. Gelch added that the college would be the controlling agent. Mr. Rausch stated as long as it was beneficial to Harper students, he would be in favor of this agreement.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

NEW BUSINESS
Affirmative
Action
Plan

Member Munson moved, Member Troehler seconded, that the Board adopt the Affirmative Action Policy as submitted in Exhibit D. (Exhibit D attached to the Minutes in the Board of Trustees' Official Book of Minutes.)

In the discussion which followed, Member Rausch raised several questions. Under II, Dissemination of Policy, he stated there was implication that dissemination will be to various constituent elements, but the Faculty Senate was not mentioned. Dr. Lahti agreed that if various elements are listed, the Faculty Senate should be included. Member Munson suggested not listing.

Member Rausch moved, Member Munson seconded, to amend the Affirmative Action Policy in Exhibit D, under II, Dissemination of Policy, the first sentence to read: "The Policy Statement signed by the President, will be distributed at regular intervals to all constituent groups and/or individuals within the college, and local employment agencies."

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

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

Nays: None

Motion carried.

Dr. Mann informed the Board there is no requirement at this time for an Affirmative Action Policy; this is Harper's document. The college has been following the policies and procedures for a number of months to ensure no problems are created.

Dr. Lahti questioned whether this should be policy, as it is so comprehensive. He stated there are advantages, but he believed the disadvantages were greater.

Hearing no objections from the Board, Chairman Moats stated the Board would be voting on an Affirmative Action Plan, not a policy. At the next Board meeting, a short general policy statement on Affirmative Action will be presented to the Board. The Board is on record as having discussed this subject at this meeting and will vote on it at the next meeting.

The maker and seconder of the motion agreed to change the motion to Affirmative Action Plan, instead of Affirmative Action Policy.

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

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

Nays: None

Motion carried.

NEW BUSINESS:

Management Audit,
Finance and
Accounting
Area

Member Nicklas moved, Member Troehler seconded, the acceptance of Ernst & Ernst's proposal to perform a review of the Finance and Accounting System, in accordance with the attached proposal in Exhibit E, not to exceed \$5,000.00. (Exhibit E attached to the Minutes in the Board of Trustees' Official Book of Minutes.)

Dr. Mann explained that approximately three years have passed since the last review of the college's internal control and systems. Dr. Mann stated he felt it was just good business to review the systems periodically to make sure they are adequate and mainly that they are capable of growing in the next three years. Dr. Lahti expanded upon the audit concept, mentioning the Communications audit a year ago, the Career audit this past fall, and added that this falls in with the total audit program.

Upon roll call, the vote was as follows:

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

Motion carried.

Trustee
Election
Nominating
Petition
Notice

Member Nicklas moved, Member Munson seconded, that the Board of Trustees approve the attached resolution in Exhibit F, regarding the notice relating to the filing of nominating petitions for Board candidacy. (Exhibit F attached to the Minutes in the Board of Trustees Official Book of Minutes.)

Upon roll call, the vote was as follows:

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

Motion carried.

**PRESIDENT'S
REPORT:**

Dr. Lahti introduced Gloria Pryor, an intern who will be with Harper for 90 days. She is working on her doctoral degree in Higher Education Administration at Wayne State University. Ms. Pryor thanked the Board, and Dr. Lahti, for the opportunity to enrich her graduate academic preparation. She also thanked the staff for the warmth they have shown her.

Dr. Lahti then introduced Charles Kerchner who is finishing his degree at Northwestern University and had asked to come in and follow a college president for one day. Mr. Kerchner thanked the Board, and Dr. Lahti and his staff, for allowing him to come in for the day.

PRESIDENT'S
REPORT:
(cont.)

Dr. Lahti asked Dr. Mann to give a progress report on Buildings "G" and "H." Dr. Mann announced the Capital Development Board had approved the project that day. He discussed the architect's tentative schedule, stating they are shooting for an April 21 date to begin construction of "G" and "H" Buildings. Release for bidding is scheduled for March 10. They are well into the process of working drawings and on February 28 the plans and specifications will be ready for final review. Dr. Mann spoke of the concern with the importance of maintaining this schedule, in order to get into prime bidding time. He stated the Board will be kept informed. Mr. Mistic stated the anticipated cost was in the area of \$4,600,000, and Dr. Mann added that this figure might be low.

Dr. Mann reported on Building "I" which is approximately a 50,000 sq. ft. addition to "G" and "H" Buildings. He stated this building is basically classrooms, with a number of voc/tech courses in it. Dr. Mann stated the Community College Board has been cleared, and the Board of Higher Education has also approved this request. It still has to go to the Governor's Office, the Bureau of the Budget, the legislature, etc.

Dr. Lahti distributed the 1975 Winterim Report to the Board. Prior to the Winterim, Dr. Fischer reported a survey was made of approximately 1000 non-credit and credit students as to their interests. The follow-up survey, and the experience of this Winterim, will aid in planning the next Winterim. Dr. Lahti commented on the need to utilize available space for three to four weeks during this period. He felt the college should be able to concentrate on seminars, etc., for this three to four week period next year.

Dr. Lahti distributed to the Board a schedule for an Educational Meeting to be held on Jan. 23, 1975, outlining a tour of selected educational program/facilities. It was agreed the Board would meet in the Board Room at 8:00 p.m.

ADJOURNMENT:

Member Troehler moved, Member Marier seconded, that the meeting be adjourned at 10:10 p.m. Motion carried.

Vice Chairman Moats

Secretary Marier