

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

ROBERT THEIDA
LRC RES

BOARD MEETING

AGENDA

OCTOBER 9, 1975

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participations
- V. Approval of Disbursements
 1. Bills Payable
 2. Payroll - September 15 and September 30, 1975
 3. Estimated Payroll - October 1 through November 30, 1975
 4. Financial Statement
 5. Budget Transfers
 6. Bid Awards
 7. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
 - A. Grievance Policy - Faculty
 - B. Faculty Representative Discussion
- VIII. New Business
 - A. RECOMMENDATION: Staffing
 1. Resignation:
 - a. Counselor Exhibit A-1a
 2. Faculty
 - a. Counselor Exhibit A-2a
 - b. Teacher Associate (Literacy Specialist) Exhibit A-2b
 - c. Counselor Associate Exhibit A-2c
 - d. Teacher Associate, Adult Basic Education Exhibit A-2d
 - e. Teacher Associate, Data Processing Exhibit A-2e
 - B. RECOMMENDATION: 1976-77 Academic Calendar Exhibit B
 - C. RECOMMENDATION: Appointment, Advisory Committee Exhibit C

- D. REPORT AND DISCUSSION: Status of Student Grievance Procedure Exhibit D
 - E. REPORT AND DISCUSSION: Procedure for Second Site Purchase Exhibit E
 - F. REPORT AND DISCUSSION: Bond Issue Consultants Exhibit F
 - G. REPORT AND DISCUSSION: Construction Progress Exhibit G
- IX. President's Report
- X. Adjournment.

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT 512

Minutes of the Regular Board Meeting of Thursday, October 9, 1975

CALL TO ORDER:

The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairperson Munson at 8:05 p.m., Thursday, Oct. 9, 1975, in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL:

Present: Members William A. Kelly, Robert Moats, Shirley Munson, Jessalyn Nicklas, Robert Rausch, Judith Troehler and Natalie Weber.
Absent: None

Also present: Robert E. Lahti, John Birkholz, Frank Borelli, Bob Chantry, Frank Christensen, Robert Cormack, Ray DePalma, Anton A. Dolejs, Ambrose Easterly, Charles Falk, Guerin Fischer, Robert Hughes, Fred Inden, C. Patrick Lewis, David Macaulay, W. J. Mann, Liz McKay, Don Misic, William Nelson, Joann Powell, Robert Powell, Gary Rankin, Donn Stansbury, Elaine Stoermer, Fred Vaisvil, George Voegel, W. E. Von Mayr, Dave Williams and Robert Wyman--Harper College; Bruce Donnelly, Tony Havener and Carol Tvrdy--Harper Students; Alice Westphal--The Trib; Wandalyn Rice--Paddock Publications; and Jim McKenna.

Carol Tvrdy, President of the Student Senate, introduced Tony Havener, new Student Member of the Board of Trustees. Mr. Havener, one of six qualified candidates, was selected by the Student Senate. On behalf of the Board, Chairperson Munson warmly welcomed Mr. Havener to the Board.

MINUTES:

Member Nicklas moved, Member Troehler seconded, approval of the minutes of the regular Board meeting of Sept. 11, 1975, as distributed.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Weber moved, Member Troehler seconded, approval of the minutes of the adjourned Board meeting of Sept. 29, 1975, as distributed.

Upon roll call, the vote was as follows:

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

Motion carried.

CITIZEN PARTICIPATION:

There was none.

DISBURSEMENTS:
Bills Payable

Member Nicklas moved, Member Troehler seconded, approval of the bills payable of October 9, 1975, as follows:

Educational Fund	\$171,417.13
Building Fund	86,607.17
Site and Construction Fund	74,422.74
Auxiliary Fund	112,275.75

Upon roll call, the vote was as follows:

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

Motion carried.

Payrolls

Member Nicklas moved, Member Weber seconded, approval of the payroll of Sept. 15, 1975, in the amount of \$323,496.69; the payroll of September 30, 1975, in the amount of \$401,030.93; and the estimated payroll of October 1, 1975 through November 30, 1975, in the amount of \$1,811,319.05.

Upon roll call, the vote was as follows:

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

Motion carried.

Financial Statements

There were no comments on the financial statements.

Budget Transfers

There were no budget transfers.

Bid Awards

Member Nicklas moved, Member Troehler seconded, approval of the award of bid of the Magazine Subscription Service to the Ellsworth Magazine Service, in the amount of \$12,837.16, as per Exhibit V-6-a (Copy of Exhibit V-6-a attached to the minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

DISBURSEMENTS:
Bid Awards
(cont.)

Member Troehler moved, Member Kelly seconded, approval of renewal of the rental contract to the Randhurst Twin Ice Arena for the 1975/76 College Varsity Ice Hockey Program in the amount of \$4,344.00, as per Exhibit V-6-b (copy of Exhibit V-6-b attached to the minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Nicklas moved, Member Troehler seconded, approval of the split of award of bid request Q-4311, for various equipment for use by the Park Management Program, to P & W Industrial Sales in the amount of \$6,335.00 and to North Side Tractor in the amount of \$7,708.61--total award \$14,043.61.

Member Kelly raised some objections to this bid award, stating he felt there was inadequate rationale presented for not taking the low bid. As there was no one present from the Park Management Program, Dr. Birkholz requested the motion be tabled.

Member Kelly moved, Member Troehler seconded, to table the motion. Motion was unanimous, and the motion was tabled.

Construction
Change Orders

Member Troehler moved, Member Nicklas seconded, that the Board approve the submittal of the following change orders to the Capital Development Board:

Change Order #1 to the General Contractor

E. C. Daver Company - decrease of \$147.00
This covers the reduction of the 3 percent assignment fee due to the reduction of the contract to the heating contractor (Heatmasters) by \$4,900 (refer to Change Order #1 to Heatmasters presented to the Board on 9/11/75)

Change Order #1 to the Electrical Contractor

Skokie Valley Electric Co. - increase of \$21,900.00
This change adds to the original contract the add alternate for walk and parking lot lighting as set forth and detailed in the original bid contract documents.

DISBURSEMENTS:
Construction
Change Orders
(cont.)

Change Order #2 to the General Contractor

E. C. Daver Company - increase of \$657.00
This change covers the additional 3 percent assignment fee due to the general contractor because of the increase to the electrical contractor's contract (refer to Change Order #1 to Skokie Valley Electric Co.)

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS:

Chairperson Munson distributed copies of a letter received from Mrs. Patricia B. Grass of Carpentersville in which she stated her objections because she felt the citizens in Carpentersville had not been well informed about the referendum. Chairperson Munson stated she had responded to Mrs. Grass' letter. It was pointed out that newspapers serving that area had carried articles on the referendum. A discussion followed on a proposed Interface with Carpentersville citizens.

Member Nicklas reported on attending the conferences of ACCT and AGB during the past week, stating the purpose of these trips is to learn more about higher education and community college boards in particular. Member Troehler and Dr. Lahti also attended both conferences, and Member Moats attended the ACCT conference. Member Nicklas stressed the benefits that come to trustees from conferences like these and highlighted the subjects covered. Member Moats commented that he found it most informative. Member Troehler discussed the challenges provided by these conferences and agreed with Member Nicklas that, in a future workshop, more of this type of report could be shared with other members of the Board.

UNFINISHED
BUSINESS:
Faculty
Representative
on Board of
Trustees

Chairperson Munson stated she would like to move to the second item under Unfinished Business, "Faculty Representative." She stated the Board had moved to defer action, Sept. 11, 1975, on the resolution to create a non-voting faculty seat on the Board. Therefore, that motion was now on the floor, at the point of discussion.

Member Munson stepped aside as the Chair, and she moved the following amendment, dated October 9, 1975, to the resolution as per Sept. 11, 1975 minutes (pages 4 and 5). Member Weber seconded.

UNFINISHED

BUSINESS:

Faculty
representative
on Board of
Trustees
(cont.)

Item #1 to read: That the term of office for the faculty representative on the Board be limited to one year from July 1, to June 30, and that this seat may be re-established each year by Board action at the June meeting. Should the faculty or Faculty Senate affiliate with an outside organization, the seat will be terminated.

Item #2 to remain the same.

Item #3 to remain the same.

Item #4 to read: That the faculty representative not be admitted to executive sessions. The faculty representative may be invited into executive sessions by the Chairperson of the Board, unless objected to by a majority of the members of the Board.

Item #5 to read: The information packet provided to all Board members be provided the faculty representative on the Board, with the exception of those materials which in the judgment of the Chairperson of the Board deal with matters of a confidential nature.

Member Munson resumed the Chair.

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

Ayes: Members Moats, Munson, Rausch, Troehler
and Weber

Nays: None

Abstained: Members Kelly and Nicklas

Motion carried.

Member Moats moved further amendment to the Sept. 11, 1975 resolution, as follows. Member Rausch seconded.

Item #2 to read: The procedure for electing a Board member representing faculty shall be determined by a committee made up of one representative designated by the President of the Faculty Senate, one by the Chairperson of the Board of Trustees, and one by the Office of Personnel.

After discussion, Member Moats withdrew his motion to amend, and Member Rausch withdrew his second.

Member Moats moved, Member Rausch seconded, further amendment to the Sept. 11, 1975, resolution as follows:

UNFINISHED

BUSINESS:

Faculty
Representative
on Board of
Trustees
(cont.)

Item #2 to read: That the faculty member occupying the Board seat be elected by the faculty-at-large. The procedure for electing a Board member representing faculty shall be determined by a committee made up of one representative designated by the President of the Faculty Senate, one by the Chairperson of the Board of Trustees, and one by the Personnel Director.

A discussion followed on the procedures set up by the State for the election of a student representative to sit on the Board.

David Macaulay, President of the Faculty Senate, stated the faculty and Senate are pleased that a motion has been made to have a faculty member assume a specified role on the Board of Trustees. He stated they are confused with the suggestion that an election for this position is necessary, since the President of the Faculty Senate, as well as the Senate itself, has already been elected by the faculty to fulfill such a responsibility. Mr. Macaulay stated they strongly support the motion with the exception of the needless election contingency.

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

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

Nays: None

Abstained: Member Kelly

Motion carried.

Member Troehler moved, Member Kelly seconded, to table the resolution until such time as the Board has response from Attorney Clark on the total resolution as amended and presented at this meeting.

Upon roll call, the vote was as follows:

Ayes: Members Kelly, Moats, Nicklas and Troehler

Nays: Members Munson, Rausch and Weber

Resolution was tabled.

Faculty
Grievance
Policy

Chairperson Munson stated the next item, Exhibit VII-A, was the Faculty Grievance Policy which incorporated the suggestions of Mr. Gilroy and Mr. Clark, as well as modifications suggested by the Board at a committee of the whole meeting on Sept. 29. This policy had been directed to Mr. Clark for his review. A copy of his letter with recommendations is attached in Ex. VII-A.

UNFINISHED

BUSINESS:

Faculty
Grievance
Policy
(cont.)

Member Moats moved, Member Troehler seconded, that the Grievance Policy as stated be accepted by the Board.

After discussion, Member Moats moved to amend his motion to add, "In conformance with suggestions contained in Mr. Clark's attached letter." Member Troehler seconded.

After further discussion, Member Moats withdrew his motions and Member Troehler withdrew her seconds.

Member Moats moved, Member Troehler seconded, that the Grievance Policy in Exhibit VII-A be adopted together with the recommendations made to Mr. W. Von Mayr by R. Theodore Clark in the attached letter dated Oct. 6, 1975.

Mr. Macaulay stated he wished to go on record that he did not support the motion on the table; he felt the present Grievance Policy is better than the one recommended. Member Moats asked for his rationale. Mr. Macaulay stated briefly the two issues are the issues of definition of grievance and the issue of advisory arbitration.

Upon roll call, the vote was as follows:

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

Nays: Members Rausch and Weber

Motion carried.

Chairperson Munson explained the intent is to have a workable Grievance Procedure. She pointed out, if there were problems, there is nothing so locked in that it cannot be revised. She stated this will not be a part of the Policy Manual until next month.

Member Nicklas suggested deleting the vote from the minutes, since this is the first reading. Chairperson Munson pointed out it had been discussed at the previous meeting and ruled the vote would stand.

Member Moats stated there had been modifications made at this meeting and he felt this might be an obstacle.

The Chair asked for a motion to set aside the rules so a decision on this motion might be made at this meeting. Member Nicklas so moved, Member Troehler seconded.

Member Kelly pointed out a member had appealed to the Chair. Chairperson Munson recessed the meeting at 9:50 p.m. The meeting was reconvened at 9:55 p.m.

UNFINISHED
BUSINESS:
Faculty
Grievance
Policy
(cont.)

Chairperson Munson, speaking to the appeal of Member Moats, stated the Chair would withdraw the ruling and asked for a motion to suspend the rules.

Member Moats moved, Member Nicklas seconded, that the Board suspend the rules.

Upon roll call, the vote was as follows:

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

Motion carried.

With the rules suspended, Chairperson Munson announced the vote taken on Grievance Policy would stand.

NEW BUSINESS:
Staffing--
Resignation

Member Kelly moved, Member Troehler seconded, that the Board accept with regrets the resignation of Dr. Robert Moriarty effective October 22, 1975.

Upon roll call, the vote was as follows:

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

Motion carried.

Staffing--
Faculty

Member Nicklas moved, Member Moats seconded, approval of the following, as per Ex. VIII-A-2a through A-2e, (Copies of exhibits attached to the minutes in the Board of Trustees Official Book of Minutes):

- A-2a The appointment of Mr. Wence H. Cunningham to a one year terminal contract with the rank of Instructor, effective Oct. 10, 1975 to May 22, 1975, at the rate of \$10,587.44 (pro-rated from a base salary of \$13,150 for 39 weeks).
- A-2b The appointment of Ms. Ann Hamrick as Teacher Associate, Literacy Specialist, effective Oct. 10, 1975, for a one year terminal appointment, subject to funding, at an annual salary of \$5,631.36 for 30 hours per week for 38 weeks.
- A-2c The appointment of Ms. Candida O. Katz as Counselor Associate, effective Oct. 14, 1975 to June 30, 1976 (one year terminal appointment at an annual salary of \$7,527 -- pro-rated for a 39 week contract for \$7,725).

NEW BUSINESS:
Staffing--
Faculty
(cont.)

A-2d The appointment of Ms. Betty McMillion as Teacher Associate, Adult Basic Education, effective Oct. 10, 1975, at an annual salary of \$4,200 for 20 hours per week for a 38 week contract. (One year terminal appointment subject to funding.)

A-2e The appointment of Mrs. Joyce Prell as Teaching Associate in Data Processing, effective Aug. 19, 1975, at the rate of \$6,347 for 39 weeks.

Member Rausch suggested that in the future salary ranges for a particular position be included on the exhibit sheet.

Upon roll call, the vote was as follows:

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

Motion carried.

1976-77
Academic
Calendar

Member Kelly moved, Member Troehler seconded, that the 1976-77 academic calendar attached in Exhibit VIII-B be approved (copy of Ex. VIII-B attached to the Minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Advisory
Committee
Appointments

Member Troehler moved, Member Nicklas seconded, that the appointments for Advisory Committees--Career Programs, Business/Industrial Advisory Committee, Community Leadership Training Center Advisory Committee, Senior Citizen's Advisory Committee, and the Women's Advisory Committee, as attached in Exhibit VIII-C be approved (Copy of Exhibit VIII-C attached to the Minutes in the Board of Trustees Official Book of Minutes).

Upon roll call, the vote was as follows:

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

Motion carried.

Student
Grievance
Procedure

Dr. Fischer discussed the Student Grievance Procedure, stating Attorney Hines had reviewed this document which is new and unique to Harper.

NEW BUSINESS:
Student
Grievance
Procedure
Procedure
(cont.)

Carol Tvrdy, President of the Student Senate, stated publicity will be going out through the student newspaper signs will be made up, and forms will be available in Dr. Rankin's office.

Dr. Lahti, in commenting that Mr. Macaulay had raised some questions, felt the differences could be worked out. Carol Tvrdy stated it was her understanding these procedures would take effect the next day, adding if they do not work out there would be modifications. Dr. Fischer recommended going with the system. Chairperson Munson requested that Dr. Fischer provide a progress report at the next Board meeting.

Procedure for
Second Site
Purchase

Member Troehler suggested the Board consider a meeting on the topic of procedures for second site purchase with the bond consultants. Chairperson Munson stated Tuesday, October 21, was being considered and the bond consultants were being contacted. She pointed out this meeting could be adjourned to that date.

Construction
Progress
Report

Exhibit G provided construction progress report on Phase IIA (Music and Science Additions) Buildings G and H, and Building I. Dr. Mann stated things were going nicely. Dr. Lahti mentioned a problem developing between architects and State of Illinois and their relations with the Capital Development Board. Basically, it concerns the way the CDB wishes everybody to sign a contract; most architectural firms are not happy with it. Dr. Lahti stated he would keep the Board informed on this subject.

PRESIDENT'S
REPORT:

Dr. Lahti referred to the Audit Report and Management Letter, asking for direction from the Board on whether they wished an interface with the auditors directly. After discussion, it was decided to wait until November. Member Nicklas suggested it might be helpful to compile letters from the past years.

Member Kelly asked about the opening of Roselle Road, and Dr. Mann stated the college had been informed it would be open November 1.

Dr. Lahti distributed the report of the CAEL Task Force and mentioned this report resulted in national recognition for members of Harper's faculty. As Director of this project, Frank Christensen discussed the report of the task force appointed by Dr. Birkholz a year ago to develop policies and procedures for Assessment of Experiential Learning. Originally 160 institutions submitted proposals to ETS, twenty were granted funding. When the report was filed, Harper was one of five colleges nationally selected to go on and do additional work with policies and procedures. The other four were--University of California, Wayne State in Michigan, Empire State in New York, and Community College in Vermont.

PRESIDENT'S
REPORT:

Dr. Lahti distributed copies of an article in a national publication, Planning for Higher Education, pointing out that Harper's Learning Resource Center was featured. The LRC was singled out as one of the most modern and comprehensive media centers in the country, a tribute to Dr. Voegel and the LRC staff.

Copies of an article from the publication, Community College Frontiers Forum, entitled "Strategy for Moving T'ihang and Wangwu Mountains in China," by Robert Lockwood, Harper Professor, were also distributed. Dr. Birkholz discussed plans for an Educational Meeting with the Board where individuals who have been on sabbatical leave, including Dr. Lockwood, could make presentations and share their experiences with the Board.

Member Rausch suggested having a meeting with the auditors in two weeks, and the Chair requested that Dr. Lahti's office poll the Board on a meeting date.

Dr. Lahti distributed copies of the transcript of a tape recording on the higher education funding dilemma in Illinois and urged the Board to read this copy.

The Board agreed on Tuesday, October 14, for a meeting with the bond consultants.

Member Nicklas moved, Member Weber seconded, to adjourn to October 14, 1975 at 7:30 p.m., for the purpose of consulting with the bond consultants. The motion carried and the meeting was adjourned at 10:30 p.m.

Chairperson Shirley Munson

Secretary Judith Troehler