

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Roads  
Palatine, Illinois

BOARD MEETING

AGENDA

DECEMBER 11, 1975

8:00 p.m.

~~FOR SECRET~~  
~~INC RES~~

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Approval of Disbursements
  - A. Bills Payable
  - B. Payroll - November 15 and November 30, 1975
  - C. Estimated Payroll - December 1, 1975 through January 31, 1975
  - D. Financial Statement
  - E. Budget Transfers
  - F. Bid Awards
  - G. Construction Change Orders
- VI. Communications
- VII. Unfinished Business
- VIII. New Business
  - A. RECOMMENDATION: Staffing
    - 1. Resignations:
      - a. Business Exhibit A-1a
      - b. Dental Hygiene Exhibit A-1b
    - 2. Faculty
      - a. Rider - Counselor Exhibit A-2a
    - 3. Faculty Openings
      - a. Phase I, 1976-77 Staffing Plan Exhibit A-3a
  - B. RECOMMENDATION: 1976-77 Faculty Salary Schedule Exhibit B
  - C. RECOMMENDATION: Bid Award For Bond Sale Exhibit C

- |                    |  |           |
|--------------------|--|-----------|
| D. RECOMMENDATION: | Approval of Treasurer's Bond   | Exhibit D |
| E. RECOMMENDATION: | Site Purchase Approval   | Exhibit E |
| F. RECOMMENDATION: | Traffic Study Award  | Exhibit F |
| G. RECOMMENDATION: | Capital Priority Projects List   | Exhibit G |
| H. RECOMMENDATION: | Unified Design of Physical Education<br>Facility and Approval To Go Forward<br>To Illinois Community College Board | Exhibit H |

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, December 11, 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 8:10 p.m., Thursday, December 11, 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, Natalie Weber, and Student Member Anthony Havener  
Absent: None

Also present: Robert E. Lahti, John Birkholz, R. Chantry, Anton A. Dolejs, Guerin Fischer, John Gelch, Wayne Haberkorn, Robert J. Hughes, Fred Inden, John Januszko, C. Patrick Lewis, Jack Lucas, Dave Macaulay, W.J. Mann, Joann Powell, Gary Rankin, Donn Stansbury, Elaine Stoermer, Paul Swanson, Urban A. Thobe, Gil Tierney, Fred Vasivil, George Voegel, Wil Von Mayr, John F. White, Dave Williams--Harper College; Frank M. Hines--Board Attorney; Carol M. Tvrdy--Harper Student; Marilyn McDonald--Paddock Publications.

MINUTES: Chairperson Munson declared as there were no corrections or additions to the minutes of the regular Board meeting of November 13, 1975, the minutes stood approved as read.

CITIZEN PARTICIPATION: Chairperson Munson addressed the audience, expressing the Board's appreciation to the number of staff people who attend the Board meetings month after month.

DISBURSEMENTS: Member Nicklas moved, Member Troehler seconded, approval of the bills payable of December 11, 1975 (including the supplemental list), as follows:

Educational Fund	\$226,779.70
Building Fund	63,955.03
Site and Construction Fund	2,062,595.49
Auxiliary Fund	97,012.32

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 Kelly seconded, approval of the payroll of Nov. 15, 1975, in the amount of \$403,823.48; the payroll of Nov. 30, 1975, in the amount of \$406,906.71; and the estimated payroll of Dec. 1, 1975 through Jan. 31, 1976, in the amount of \$1,633,621.33.

DISBURSEMENTS:

Payrolls  
(cont.)

Upon roll call, the vote was as follows:

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

Motion carried.

Financial  
Statements

Dr. Mann answered several questions raised by members of the Board regarding the financial statements.

Budget  
Transfers

Member Troehler moved, Member Nicklas seconded, approval of the budget transfers in the Educational Fund, in the amount of \$241,268.00, as per Exhibit V-E1 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 Troehler moved, Member Weber seconded, approval of the budget transfers in the Auxiliary Fund, in the amount of \$3,779.00, as per Exhibit V-E2 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.

Bid Awards

Member Moats moved, Member Nicklas seconded, that the Board award bid request Q-4346 for an InterComm Camera and Reader Filler for use by the Admissions Office to the low bidder, Bell & Howell Corp., in the amount of \$5,035.95 (as per Exhibit V-6a 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 Kelly moved, Member Weber seconded, that the Board award bid request Q-4345 for uniforms for use by Physical Plant personnel to the low bidder, Brown's Industrial Uniform Company in the amount of \$5,035.95 (as per Exhibit V-6b attached to the minutes in the Board of Trustees Official Book of Minutes).

In answer to a question from Chairperson Munson, Mr. Inden discussed the experience with uniforms in the past several years and the research on overall quality of workmanship and fabric.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Kelly moved, Member Nicklas seconded, that the Board approve issuance of a purchase order to Gage Chrysler-Plymouth, in the amount of \$4,604.85, for a 3 seat station wagon for general college use per State of Illinois bid.

Upon roll call, the vote was as follows:

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

Motion carried.

Construction  
Change Orders

Member Troehler moved, Member Nicklas seconded, that the Board approve the submittal of proposed change Orders PCM-3 and PCM-4 to the Capital Development Board by William J. Mann.

Upon roll call, the vote was as follows:

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

Motion carried.

COMMUNICATIONS:

Secretary Troehler read a letter from David Macaulay addressed to Mrs. Munson informing the Board that the Faculty Senate had appointed its Negotiations Committee consisting of Michael Bartos, Leroy Mottla, Ronald Short, and Philip Stewart.

UNFINISHED

BUSINESS:

Faculty Seat  
on the Board

Member Rausch read the following statement:

"As you know, since election to this board, I have been a proponent of a non-voting faculty board seat. I have held this position, not because I felt that the faculty should participate at this level in college governance but because I feel that it would insure a better communication and dialogue link between the board and the faculty.

"Two motions to this effect have been made. The first motion, last year, was passed at one meeting and revoked at the next meeting. Instead, a communications committee was formed; a committee which, regardless of how well intentioned it was, did not succeed. This year, I moved a non-voting seat again, and that motion is now tabled.

"Obviously, these motions have met with objection by some members of the board and by the administration. Indeed, certain provisions of the currently tabled motion are displeasing to the faculty, too. I have been prepared for board and administrative objections since I have felt that after implementation the actual experience of having a non-voting faculty member would mollify opposing views.

"As the issue develops however, I see now that opposition to this move is deep-seated among some board members, and is, in fact, not without merit. While I have not changed my views with regard to a board seat as a good mechanism for dialogue, I must take into consideration the divisiveness that continued advocacy of a board seat will engender and prolong.

"It is not in the best interests of the board, the administration and the faculty for me to continue to insist upon a measure which provokes such deep felt opposition by members of this board. Forcing such an issue at this time would undoubtedly exacerbate factionalization, and hinder board business in many other areas.

"Accordingly, I do not intend to move that the tabled motion be brought back to the floor. Rather I am withdrawing my motion.

"My concern for meaningful board-faculty dialogue is not abated, however. One suggestion which came to me from a board member who opposed my motion will, I think, help to alleviate this problem. That is, to a) provide a formal slot on the agenda for faculty communication from the faculty senate president, and b) to provide the faculty senate's president with a copy of the board information packet each

UNFINISHED  
BUSINESS:  
Faculty Seat  
on the Board  
(cont.)

"month, less those confidential items which, in the board chairperson's view, are not suitable for distribution. This arrangement will insure that the faculty, through its senate president, has a confirmed place on the agenda, and provide a formal encouragement to the development of board-faculty dialogue. Therefore, I move the following:

Resolved, that the formal agenda of the regular monthly board meetings be modified to provide a place for communications from the faculty senate president, and further, that the faculty senate president be provided with a copy of the board information packet at the time the packet is released to the board members, and that this packet contain all material that is sent to board members with the exception of those items which, in the view of the chairperson, are considered confidential and not suitable for release to the faculty senate president.

"I do not expect that this motion will meet with a favorable faculty reaction since it is far short of their expectations with regard to a non-voting seat. I do, however, feel that if adopted, it will put us on the road to developing the proper environment for board-faculty dialogue. I would hope that my proposal would be acceptable by the board in that it represents a genuine and conciliatory desire to foster board cohesion while providing the College with more meaningful mechanisms for dialogue between the board and faculty."

Member Weber seconded the motion.

Discussion followed on waiving the rules in order to vote on this motion at this meeting. Student Senate President Carol Tvrdy questioned whether the Faculty Senate President and the Student Senate President sit in the same seat in the view of the Board; she felt the resolution was fine but did not understand why the same privileges would not be offered to the students. Member Rausch felt it was almost absurd to point out there is a Student Representative on the Board selected by the student body for that purpose. Chairperson Munson stated if the Student Senate President felt this way, she had the prerogative of soliciting such support on the part of the Board.

As there were no objections, the rules were waived and a roll call vote was taken on the motion. The vote was as follows:

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

Nays: Member Kelly

Motion carried.

UNFINISHED  
BUSINESS:  
Grievance

Chairperson Munson stated the Board had received a full packet on a current grievance; they are presently deliberating, but due to the Christmas holidays they will have to conclude in January rather than in December.

Board  
Committee  
Charges

Chairperson Munson stated she had devised specific charges for each Board committee appointed in November. These charges were sent to each chairman and approved by them. The Chair stated she would like copies of these charges attached to the minutes. Member Troehler so moved, and Member Moats seconded.

Motion carried.

NEW BUSINESS:  
Staffing--  
Resignations

Member Rausch moved, Member Weber seconded, that the Board of Trustees accept with regrets the resignation of Mrs. Marjorie Tauber, effective December 20, 1975.

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, that the Board of Trustees accept with regrets the resignation of Ms. Mona Signer, effective December 20, 1975.

Upon roll call, the vote was as follows:

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

Motion carried.

--Faculty  
Rider

Member Kelly moved, Member Weber seconded, that the Board approve a contract rider for Wence Cunningham for two weeks, Dec. 30, 1975 to Jan. 13, 1976, in the amount of \$674.00.

Upon roll call, the vote was as follows:

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

Motion carried.



NEW BUSINESS:  
Faculty  
Openings,  
Phase I,  
1976-77  
Staffing Plan

Member Troehler moved, Member Weber seconded, that the following positions be approved as Phase I of the staffing for 1976-77 as potential permanent full-time positions:

1. Secretarial Science
2. Accounting/Business Law
3. Electronics
4. Mathematics
5. Psychology
6. Adult Basic Education
7. Counselor
8. Fashion Design

Dr. Birkholz explained that the Board had previously approved these positions as temporary full-time positions on a one-year contract, and the administration was now asking that the positions be reopened and approved as permanent full-time positions.

In the discussion which followed Member Rausch objected to this action, stating he would like to see the staffing go through the budget procedure to the Board as total staffing changes for next year which would be reflected in the budget and the programs. He appreciated the administration's desire to get things rolling, to even the workload, etc., but felt it was difficult enough for the Board members to get the picture as a whole and the tendency to fractionalize inhibits the Board members from having a good overview of what is going on. Dr. Lahti agreed it would do no harm to delay this until January, and Dr. Birkholz suggested it be withdrawn and included in the total package in January.

Member Troehler withdrew her motion, and Member Weber withdrew her second of the motion.

1976-77 Faculty  
Salary Schedule

Member Troehler moved, Member Kelly seconded, the adoption of the following faculty salary ranges for the year 1976-1977:

Associate Instructor	\$ 9,750	\$15,900
Instructor	11,200	18,250
Assistant Professor	12,880	21,000
Associate Professor	14,810	24,140
Professor	17,030	27,760

In accordance with Board policy 3.2.1 A, faculty members will not be allowed to exceed the maximum of the ranges for which they qualify.

David Macaulay, President of the Faculty Senate, stated he was not objecting to this policy if it was intended as a guideline for new faculty. However, if its intent was to limit present faculty, he would strongly object as this represents unilateral action and an act of bad

NEW BUSINESS:  
1976-77  
Faculty  
Salary  
Schedule  
(cont.)

faith in light of the fact that new salary ranges are being established at a time period immediately prior to negotiations. He felt salary negotiations were more properly determined in the negotiations process, and reminded the Board that the Faculty Senate as recognized by the Board is the bargaining agent for salary and fringe benefits. Mr. Macaulay felt the salary ranges proposed were totally unrealistic; some faculty members already exceed the maximum. The increase in the maximum of the ranges does not begin to approach the increase in the cost of living. Mr. Macaulay stated he felt very strongly about this.

Mr. Rausch responded, stating that first of all salary ranges are not negotiable nor have they been. Salaries are negotiable, ranges are not and they were not negotiated in the past. Mr. Rausch, therefore, took umbrage at the charge of bad faith. Regarding people who already exceed these ranges, Mr. Rausch felt they are exceedingly lucky. Salary ranges are not a cost of living adjustment device, they are a management technique to consider the market and establish internal quality.

Chairperson Munson commented regarding some of Mr. Macaulay's comments on Board Policy 3.2.1-A, stating this has been policy for a number of years, although in some cases it has not been adhered to in the past. She felt this was not a point of negotiations (the salary ranges), but rather the prerogative of the Board.

Member Kelly stated he also took umbrage, as he felt the word bad faith was being bandied rather loosely. Previously the words bad faith were used because the Board did not set salary ranges prior to negotiations. Member Kelly felt this is an indication of the good faith of the Board and is primarily in reaction to the possibility that it could be considered bad faith to change the ranges later.

The question of waiving the rules was raised, in order to vote on this motion, and Member Troehler objected.

Member Kelly moved, Member Weber seconded, suspension of the rules so the Board could vote on this motion.

Upon roll call, the vote was as follows:

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

Motion carried.

**NEW BUSINESS:  
1976-77**

**Faculty Salary  
Schedule  
(cont.)**

Upon roll call on the motion on the faculty salary schedule, the vote was as follows:

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

Motion carried.

**Bid Award for  
Bond Sale**

Dr. Lahti distributed to the Board copies of the Daily Bond Buyer showing Harper listed at Aa, along with a review of the kinds of ratings that exist.

Member Kelly moved, Member Troehler seconded, that the Board of Trustees award the \$6,000,000 bond issue to the Northern Trust Company and Associates at an average interest rate of 5.42025% and adopt the necessary bond resolution.

Upon roll call, the vote was as follows:

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

Motion carried.

**Issuance of  
the Bonds**

Regarding a resolution for the issuance of the \$6,000,000 bonds, Frank Hines, Board Attorney, reviewed the 11 page resolution and summarized it for the Board. He stated the first several pages are preamble which relate to the proceedings which have already taken place authorizing the bond sale. Other than that, the primary purpose of the resolution is to establish the rate of interest as indicated on page 4 for the years 1976-87; determine the paying agent for the bonds to be Northern Trust Company as the purchaser; on page 5 establishes the form of the bonds--the exact form and language the bonds will carry when they are printed; page 8 is the form of the coupon; finally, beginning at page 9 it is indicated how much has to be levied by the counties each year in order to produce enough money to pay off the bonds. After approval by the Board, a certified copy will be filed with the County Clerks of each of the counties included in Harper's territory. It is then up to those offices to levy the amounts necessary to pay the bonds.

Member Kelly moved, Member Nicklas seconded, adoption of the resolution providing for the issuance of \$6,000,000 Community College Building Bonds of Community College District No. 512, Counties of Cook, Kane, Lake, and McHenry and State of Illinois, and that the attached exhibit be incorporated by reference (resolution attached to the minutes in the Board of Trustees' Official Book of Minutes).

**NEW BUSINESS:**  
**Issuance of**  
**the Bonds**

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Treasurer's**  
**Bond**

Member Kelly moved, Member Nicklas seconded, that the Treasurer's Bond, No. 5SM-278378, issued by the American Motorist Insurance Company on behalf of William J. Mann, Treasurer, in favor of Harper College be approved in the amount of \$6,000,000.00.

Upon roll call, the vote was as follows:

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

Nays: None

Abstained: Member Rausch

Motion carried.

**Site Purchase**  
**Approval**

Member Nicklas moved, Member Troehler seconded, that the Board of Trustees authorize the issuance of a check from the Site and Construction Fund in the amount of \$2,056,000, plus or minus related charges and pro-rated items, payable to the Chicago Title and Trust Co., Escrowee, to be released on December 30, 1975.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Traffic**  
**Study Award**

Member Troehler moved, Member Rausch seconded, the award of base proposal, Alternates No. 1 and No. 2, to the firm of Barton-Aschman Associates of Evanston, Illinois, and requests authority to award Alternate No. 3, depending on the results of the traffic signal warrant finding:

Base Proposal	\$2,800
Alternate No. 1	500
Alternate No. 2	750
Alternate No. 3	1,200
	<u>\$5,250</u>

It was agreed in the discussion which followed that traffic counts would not be made until the new semester.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**NEW BUSINESS:****Capital  
Priority  
Projects  
List**

Member Rausch moved, Member Weber seconded, approval to prepare specifications and solicit bids for items 3, 4, 6, and 7 on the list of projects attached to Exhibit G. (Exhibit G 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.

**Unified Design  
of Physical  
Education  
Facility**

Dr. Birkholz discussed the unified concept and approval of the Physical Education Facility for submission to the Illinois Community College Board, as detailed in Exhibit VIII-H. Primarily for funding purposes, the present Master Plan was conceived with the Physical Education facility as three separate facilities. After passage of the referendum, a careful reassessment was made. Dr. Birkholz discussed some of the needs which influenced the college's thinking regarding programming. The educational specifications were reworked and completed in November. Since then, an appendix has been developed and completed. Two consultants will review the educational specifications in greater detail, and additional facilities will be looked at.

Chairperson Munson suggested the Board plan to adjourn to December 18 to cover the specifics of this information. Member Troehler felt the Board should proceed with the motion in order that action with State agencies may be started.

Chairperson Munson explained the motion is simply to get the process started on the necessary paperwork with the various State agencies. Dr. Lahti further stated this represents no departure from the Master Plan, other than methodology. In other words, it is the same space; but rather than three buildings, the college is seriously considering a one building concept. The main thrust of the motion is so that it can be started with Board knowledge. On Dec. 18 with the architects present, the Board will have the finished educational specifications and detail will be presented and discussed.

Member Nicklas raised the question of community use of the facilities and asked for clarification on the 18th. Member Moats felt the Board should not shut the door on other alternatives at this time, stating the Board may yet conclude one building is the best of all possible ways to go. Dr. Lahti felt the Board should explore all angles with the architects on the 18th, bringing up specific items and asking them to study and consider the alternatives.

NEW BUSINESS:  
Unified Design  
of Physical  
Education  
Facility

Member Weber moved, Member Troehler seconded, that the Board approve the space (square footage) allotted in the Master Plan and the architects be directed to proceed on this basis; and further that the Board approve the general concept of the Physical Education Facility and authorize the administration to seek approval of the project from the Illinois Community College Board.

Upon roll call, the vote was as follows:

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

Motion carried.

Board Budget  
Committee

Member Rausch distributed Long-Range Planning Guides to the Budget Committee. He stated there would be a meeting of the committee on Dec. 18, prior to the Board meeting, and discussed several items that would be reviewed at that meeting.

PRESIDENT'S  
REPORT:

Dr. Lahti informed the Board that the Community College Board would be meeting on Harper's campus on Feb. 20. The college generally hosts a luncheon for them and local Board members have a chance to meet and interface with them.

ADJOURNMENT:

Member Troehler moved, Member Kelly seconded, to adjourn to December 18, 1975, at a time determined by the Chairperson, for the purpose of discussing architectural contracts, Physical Education buildings preliminary specifications, and the association of an architectural firm. The motion was carried and the meeting was adjourned at 9:45 p.m.

Chairperson Shirley Munson

Secretary Judith Troehler