

WILLIAM RAINEY HARPER COLLEGE  
Algonquin & Roselle Rds.  
Palatine, Illinois

ROBERT THEIDA  
LRC RES

BOARD MEETING

AGENDA

January 8, 1976

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Citizen Participation
- V. Faculty Senate Report
- VI. Approval of Disbursements
  - A. Bills Payable
  - B. Payroll - December 15 and December 31, 1975
  - C. Estimated Payroll - January 1, 1976 through Feb. 29, 1976
  - D. Financial Statement
  - E. Budget Transfers
  - F. Bid Awards
  - G. Construction Change Orders
- VII. Communications
- VIII. Unfinished Business
- IX. New Business
  - A. RECOMMENDATION: Staffing
    1. Faculty
      - a. Replacement, Dental Hygiene Exhibit A-1a
      - b. Replacement, Secretarial Science Exhibit A-1b
      - c. Replacement, Adult Basic Education Exhibit A-1c
      - d. Replacement, Counselor Exhibit A-1d
      - e. Contract Rider Exhibit A-1e
      - f. Teacher Associate, Hearing Impaired Program Exhibit A-1f
    2. Faculty Openings, Academic Affairs & Student Affairs
      - a. 1976-1977 Staffing Plan Exhibit A-2a

- B. RECOMMENDATION: Authority to Proceed with Prospective New Programs for Approval at State Level Exhibit B
- C. RECOMMENDATION: Sabbatical Leaves Exhibit C
- D. REPORT & DISCUSSION: Architectural Presentation; Program Plan for Physical Education Facility and Tentative Construction Budget Approval Exhibit D
- E. RECOMMENDATION: Cooperative Agreement Exhibit E
- F. REPORT & DISCUSSION: Progress Report; Site Acquisition Exhibit F
- G. RECOMMENDATION: Action on Trustee Election Nominating Petition Notice Exhibit G
- X. President's Report
- XI. Adjournment

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

Minutes of the Regular Board Meeting of Thursday, January 8, 1976

CALL TO ORDER: The regular meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairperson Munson on Thursday, January 8, 1976, at 8:05 p.m., in the Board Room of the Administration Building, Algonquin and Roselle Roads, Palatine.

ROLL CALL: Present: Members William A. Kelly, Shirley Munson, Robert Moats, Jessalyn Nicklas, Robert Rausch, Judith Troehler, Natalie Weber, and Student Member Anthony Havener

Absent: None

Also present: Robert E. Lahti, John Birkholz, Martha Lynn Bolt, Frank Borelli, Pat Bourke, Donald A. Carlson, Frank Christensen, Robert Cormack, Anton A. Dolejs, George Dorner, Charles F. Falk, Guerin Fischer, John Gelch, Robert J. Hughes, Fred Inden, John Januszko, Jack Lucas, W. J. Mann, David Macaulay, Liz McKay, Scott McMannis, Don Mistic, Bob Nolan, Joann Powell, Gary Rankin, Donn Stansbury, Cal Stockman, Elaine Stoermer, Urban Thobe, Frank Vandever, George Voegel, W. E. Von Mayr, John F. White, and Dave Williams--Harper College; Bruce E. Donnelly and Carol Tvrdy--Harper Students; Marilyn McDonald--Paddock Publications; and Roberta Oesta--The Trib.

MINUTES: Member Nicklas moved, Member Weber seconded, approval of the minutes of the regular Board meeting of December 11, 1975, and the adjourned Board meeting of December 18, 1975, as distributed. As there were no corrections or additions, the Chairperson declared the minutes approved as submitted.

CITIZEN PARTICIPATION None.

FACULTY SENATE REPORT: David Macaulay, President of the Faculty Senate, thanked the Board for the opportunity to speak and stated there was no report.

DISBURSEMENTS: Bills Payable Member Nicklas moved, Member Troehler seconded, approval of the bills payable of January 8, 1976, as follows:

Educational Fund	\$133,275.24
Building Fund	61,236.54
Site and Construction Fund	33,297.66
Auxiliary Fund	57,063.80

Upon roll call, the vote was as follows:

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

Motion carried.

**DISBURSEMENTS:**  
**Payrolls**

Member Nicklas moved, Member Troehler seconded, approval of the payroll of December 15, 1975, in the amount of \$412,700.84; the payroll of December 31, 1975, in the amount of \$403,093.73; and the estimated payroll of Jan. 1, 1976 through Feb. 29, 1976, in the amount of \$1,643,826.05.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Financial**  
**Statements**

There were no questions on the financial statements.

**Budget**  
**Transfers**

Member Troehler moved, Member Nicklas seconded, approval of the Educational Fund budget transfers in the amount of \$157,875.00, as per Exhibit VI-E attached to the minutes in the Official Board of Trustees Book of Minutes.

Chairperson Munson stated she had spent quite a bit of time going over the budget transfers herself, and additionally spent time today going over them with Mr. Dolejs and Dr. Birkholz. She was completely satisfied that all items were tightly watched and felt the Board could feel very secure with the type of budgetary controls being used by the college at this time.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Bid Awards**

Member Nicklas moved, Member Troehler seconded, approval of bid awards in Exhibit VI-F, as follows:

- Ex. 1. Award of bid request Q-4266 to provide electric service station and electrical power to the athletic fields to the low bidder, Mid America Electric Company, in the amount of \$12,553.00, and to Commonwealth Edison in the amount of \$4,177.00, for a total award of \$16,730.00.
- Ex. 2 Award of bid request Q-4359 for a Softservice (ice cream) machine for use by Food Service to the low bidder, Taylor Ice Company, in the amount of \$3,750.67.
- Ex. 3 Award of bid request Q-4362 for labor, materials and equipment to service parking and site lighting on college campus to Commercial Lighting Co., from Dec. 1, 1975 through June 30, 1976, in the amount of \$3,797.50.

DISBURSEMENTS:

Bid Awards

(cont.)

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Change Orders

None.

COMMUNICATIONS:

None.

UNFINISHED

BUSINESS:

None.

NEW BUSINESS:

Staffing--

Replacement,  
Dental  
Hygiene

Dr. Williams explained this position had been advertised but no applications had been filed prior to the deadline. He discussed the administration's interim plans and stated hopefully they would bring a replacement to the February meeting.

Replacement,  
Secretarial  
Science

Member Nicklas moved, Member Weber seconded, approval of the appointment of Ms. Elaine K. McVay as Instructor of Secretarial Science for a one-semester terminal period, effective Jan. 14, 1976, and ending May 23, 1976, at a salary of \$5,000, pro-rated from an annual rate of \$10,000 for a 39-week contract.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Replacement--  
Adult Basic  
Education

Member Troehler moved, Member Nicklas seconded, approval of the appointment of Ms. Donna Lach as Instructor of Adult Basic Education, effective Jan. 9, 1976, at a salary of \$5,675 from January 9, 1976 to May 22, 1976 (pro-rated on an annual salary of \$11,350 for a 39-week contract). This appointment is contingent upon a funding of the program through the Office of Superintendent of Public Instruction.

Member Rausch stated he thought ranges were to be shown on exhibits. Mr. Von Mayr stated this was an oversight on his part.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**NEW BUSINESS:**  
**Staffing--**  
**Replacement,**  
**Counselor**

Member Weber moved, Member Troehler seconded, approval of the appointment of Mr. Bruce Bohrer as Counselor with the rank of Instructor, effective Jan. 9, 1976, at a salary of \$5,733.65 from Jan. 9, 1976 to May 22, 1976 (pro-rated on an annual salary of \$11,125 for a 39-week contract).

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Contract**  
**Rider**

Member Troehler moved, Member Nicklas seconded, to approve a contract rider for John Neuhaus for the periods of January 12-13, 1976, April 19-23, 1976, and May 24-June 4, 1976, in the amount of \$1,196.00.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Teacher**  
**Associate,**  
**Hearing**  
**Impaired**  
**Program**

Member Weber moved, Member Rausch seconded, approval of the appointment of Mr. John M. Tuterger as Teacher Associate, effective Jan. 12, 1976 at a salary of \$6.00/hour; 37½ hours per week (\$4,275). This position is 100 percent funded by a grant from the Illinois Division of Vocational Rehabilitation.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**Faculty**  
**Openings**  
**Academic**  
**Affairs and**  
**Student**  
**Affairs--**  
**1976-77**  
**Staffing**  
**Plan**

Member Troehler moved, Member Nicklas seconded, that the eight (8) positions in Attachment C-1 (Exhibit IX-A-2a attached to the minutes in the Board of Trustees Official Book of Minutes) be approved, and that the administration initiate the process to fill the positions.

After discussion, the roll call vote was as follows:

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

Nays: None

Motion carried.

NEW BUSINESS:  
Faculty  
Openings,  
1976-77  
Staffing Plan  
(cont.)

Member Rausch moved, Member Nicklas seconded, approval of the creation of 14 positions as shown in Attachment C-2 (Ex. IX-A-2a) and that the administration initiate the process to fill the positions.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Member Moats moved, Member Nicklas seconded, that the two (2) positions for administrators as outlined in Attachment C-3 (Ex. IX-A-2a) be approved and that the administration begin the process to fill the positions.

In the discussion which followed, Dr. Birkholz agreed that the present administrators (who are on one-year contracts) will have to apply for these two positions on the basis of a nationwide search. Mr. Von Mayr discussed the change in the classification of the two positions and stated, as a result of the realignment of duties, these positions will move up one salary range. The specs will be rewritten to include increased responsibilities. Dr. Birkholz indicated the rationale for the changes had been presented the Board last July, and at that time it was indicated the total concept of the new divisions would not be implemented until July 1, 1976.

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, that the six (6) positions for four new programs be approved (contingent upon Board approval of the four new programs in Exhibit IX-B) upon the approval of the budget cycle and the ICCB approvals as outlined in Attachment C-4, Exhibit IX-A-2a.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

**NEW BUSINESS:**  
**New Programs**

Member Nicklas moved, Member Troehler seconded, that the Board give authorization for the administration to submit the Form 20's to the Illinois Community College Board for approval on the four (4) programs in Exhibit IX-B.

Upon roll call, the vote was as follows:

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

Motion carried.

**Sabbatical  
Leaves**

Member Rausch moved, Member Nicklas seconded, that the following individuals be granted sabbatical leaves per Section 3.3.1, contingent upon a plan predetermined by the Vice President of Academic Affairs, up to a maximum of salaries as outlined in Board policy not to exceed \$20,000.

Ms. Lee Kolzow, Fall 1976, Proposal related to the Learning Laboratory

Mr. William Schooley, Spring 1977, Completion of Doctor Arts Program, with emphasis on instructional improvements in Mathematics.

Upon roll call, the vote was as follows:

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

Motion carried.

**Architectural  
Presentation**

Chairperson Munson referred to the architectural presentation by CRS, and as there was no action necessary regarding this presentation, stated after the meeting was adjourned a committee of the whole meeting would be held in A242 for this presentation. There would also be a brief executive session before this presentation.

**Cooperative  
Agreement**

Member Troehler moved that the cooperative agreement between William Rainey Harper College and the Illinois Masonic Hospital be approved as submitted in Exhibit IX-E. (Copy of Exhibit IX-E attached to the minutes in the Board of Trustees' Official Book of Minutes.) Member Moats seconded the motion.

Upon roll call, the vote was as follows:

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

Motion carried.



**NEW BUSINESS:**  
**Progress Report on Site Acquisition**

Dr. Mann reported the property for the second site is now signed, sealed, delivered, and paid for. He informed the Board that the college is working with the current tenant, whose lease expires the end of February, on an agreement to continue farming. It is hoped to have something for the Board to consider at the February meeting.

**Resolution on Filing Nominating Petitions for Board Election**

Member Rausch moved, Member Moats seconded, that the Board of Trustees approve the resolution attached in Exhibit IX-G regarding the notice relating to the filing of nominating petitions for Board candidacy. (Copy of Exhibit IX-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.

**PRESIDENT'S REPORT:**

Dr. Lahti referred to the Ad Hoc Committee's Report on Honors and their recommended position to Dr. Birkholz which he felt the Board would be interested in reading.

Dr. Lahti mentioned two important seminars being produced by Harper's staff; a repeat on Physics, Music, Electronics, and one on January 10 on Pesticides.

Donn Stansbury discussed enrollment trend lines, stating in comparing present data with last year spring we are up 31 percent in head count and 23 percent in FTE. We are currently up 8 percent over last fall at this time, and maintaining about the same FTE. Mr. Stansbury commented that he assumes we will meet our fall enrollment and possibly more. He stated the Winterim credit program is up about 100 percent over last year, with Continuing Education up about 70 percent.

Reporting on a luncheon held in Carpentersville with interested citizens, Dr. Lahti commented that this was a very enthusiastic group. A number of things were discussed. A full program about Harper will be arranged for interested citizens. The entire area will be surveyed with a questionnaire. This was a group highly complimentary of Harper College.

Student Member Tony Havener complimented the Business Office and Admissions on the fantastic job they are doing in registration.

Member Nicklas moved, Member Weber seconded, to adjourn the meeting at 9:20 p.m. Motion carried; meeting adjourned.

Chairperson Shirley Munson

Secretary Judith Troehler