

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

SPECIAL BOARD MEETING

AGENDA

June 23, 1976

8:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Approval of Disbursements
 - A. Bid Awards
- IV. New Business
 - A. RECOMMENDATION: Faculty Recognition Agreement & Faculty Salary and Fringe Benefit Program Exhibit A
 - B. RECOMMENDATION: Board Policy Manual Exhibit B
(To be handcarried)
 - C. RECOMMENDATION: Contract Riders Exhibit C
 - D. RECOMMENDATION: Staffing
 - 1. Faculty
 - a. Instructor, Hearing Impaired Program Exhibit D-1a
(To be handcarried)
 - 2. Opening of New Position
 - a. Counselor, Hearing Impaired Program Exhibit D-2a
(To be handcarried)
 - E. RECOMMENDATION: Approval of Salary Program for Bargaining Unit Exhibit E
(To be handcarried)
- V. 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 Special Board Meeting of Thursday, June 23, 1976

Prior to the call to order, Chairman Munson stated at the regular meeting of June 10, 1976, the Board of Trustees had adjourned to June 23, 1976. As there were a number of items to be considered, it was necessary instead to hold a special meeting on June 23, 1976, with a new agenda. Therefore, Member Nicklas moved, and Member Troehler seconded, that the adjourned meeting of June 10, 1976, be adjourned. Motion carried.

CALL TO ORDER:

The special meeting of the Board of Trustees of Community College District No. 512 was called to order by Chairman Munson on Wednesday, June 23, 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, Robert Moats, Shirley Munson, Jessalyn Nicklas, Robert Rausch, Judith Troehler, Natalie Weber, and Student Member Anthony Havener

Absent: None

Also present: Robert E. Lahti, M. Bartos, John Birkholz, Frank Borelli, Frank Christensen, Guerin Fischer, Jean Goodling, Robert J. Hughes, Fred Inden, John Januszko, Jack Lucas, David Macaulay, Liz McKay, William E. Miller, Don Mistic, Joann Powell, Gary Rankin, Henry Roepken, Ross Stephen, Cal Stockman, Elaine Stoermer, Fred Vaisvil, George Voegel, and W. E. Von Mayr--Harper College; Bruce E. Donnelly and Paul Scott--Harper Students; and Diane Granat--Paddock Publications.

DISBURSEMENTS:

Bid Awards

Member Troehler moved, Member Weber seconded, approval of the following bid awards in Exhibit III-A-1 through Exhibit III-A-4, attached to the minutes in the Board of Trustees' Official Book of Minutes:

- A-1 Accept the recommendation of the Food Service Department and extend the vending service for one year to Lyng Service (Elgin Canteen).
- A-2 Approve the second year's renewal of the Willow Park lease in the amount of \$104,394.04.
- A-3 Award bid request Q-4495 for the printing of the President's Report to the low bidder, Grafics Press, in the amount of \$6,984.00.
- A-4 Authorize issuance of a purchase order for paper for the 3M copier machines in the amount of \$20,520.00, in accordance with the State of Illinois contract 1976/77.

DISBURSEMENTS:
Bid Awards
(cont.)

Regarding the Willow Park lease, Mr. Hughes stated there was a slight increase in the common area maintenance costs. Member Kelly asked if the rate per class hour square foot is about the same at St. Viator's as at Willow Park. Dr. Birkholz pointed out that Willow Park is leased for 24 hours per day, while St. Viator's rental is approximately from 5:00 p.m. to 10:00 p.m., on certain days. While not suggesting an extensive study, Member Kelly requested that Mr. Hughes check into these square footage costs for the Board.

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
Recognition
Agreement
and Salary
and Fringe
Benefit
Program

Chairman Munson asked for a Faculty Senate report on the faculty's response to the options in the agreement. William E. Miller, President of the Faculty Senate, reported the faculty had voted 67 to 34 to accept alternative (a) under paragraph four in the Memorandum of Agreement.

Member Rausch moved, Member Moats seconded, that the Board ratify the agreement as shown in Exhibit IV-A, paragraphs 1, 2, 3, 4a, 5, 6, 7, 8, 9, 10, 11 and 12.

Upon roll call, the vote was as follows:

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

Motion carried.

Member Rausch moved, Member Moats seconded, that the Board approve a sum, not to exceed \$315,144.00, to implement the Memorandum of Agreement signed between the Negotiating Committees of the Board and the Faculty Senate.

Upon roll call, the vote was as follows:

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

Motion carried.

William E. Miller stated that Michael Bartos would like to make a brief response regarding negotiations, a very amiable response. Chairman Munson stated

NEW BUSINESS:

Faculty
Recognition
Agreement and
Salary and Fringe
Benefit Program
(cont.)

negotiations was not an item on the agenda. Mr. Miller stated Mr. Bartos' response was in regard to the settlement or agreement.

Mr. Bartos addressed himself to a response to Mrs. Munson's statements in the Palatine Herald, setting forth what he thought were the statements of facts and attitudes, vis-a-vis Mrs. Munson's remarks, and ending his remarks he stated that we should work together to create a climate for better understanding and more peaceful negotiations next year (having previously castigated the Board).

Board Policy
Manual
Revisions

Member Troehler, Chairman of the Board Policy Manual Review Committee, stated this had been an on-going project since the appointment of the committee on Nov. 13, 1975. Other members of the committee are Members Nicklas, Weber and Havener. Member Troehler reviewed the open meetings and work of the committee and stated they were no presenting the revised manual for adoption.

Member Troehler moved, Member Weber seconded, approval of the changes to the Board of Trustees' Policy Manual, as presented in Exhibit IV-B attached to the minutes in the Board of Trustees' Official Book of Minutes.

Member Troehler thanked Mr. Patrick Lewis for his assistance in putting the revisions together.

William E. Miller stated he had sent a telegram to Chairman Munson, with a copy to Dr. Lahti. This telegram requested that the Board put off their decision on the Policy Manual revisions until the July meeting, in order that the faculty would have the opportunity to see the revisions prior to Board action.

Chairman Munson responded that one of the main charges of the Board is setting policy for the college. It is their total and end responsibility. She stated it was necessary for the Board to act upon this at this meeting because the Policy Manual is the basis the Board needs before sending out contracts. She reported that all Board members were made aware of the request made by Mr. Miller. Chairman Munson felt it was unfortunate that he had been unable to attend the committee meetings. She stated that the manual will be available to all persons prior to signing of the contracts. Dr. Lahti added that this will continue past practice.

Upon roll call, the vote was as follows:

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

Motion carried.

Chairman Munson thanked the Board Policy Manual Review Committee and stated it was now dispersed.

NEW BUSINESS:
Contract
Riders

Member Troehler moved, Member Nicklas seconded, that the following program coordinators be awarded contract riders during the 1976-77 academic year for the number of days and salary indicated. These amounts are budgeted yearly in the appropriate divisional salary account.

<u>Name</u>	<u>Days</u>	<u>Salary</u>
W.D.Davis	5 days	\$ 479.00
Don Holland	4 days	406.00
Thomas Johnson	20 days	1,382.00
Eugene Magad	5 days	475.00
Gerald Mellenthin	5 days	497.00
Mary Ann Mickina	10 days	935.00
William Jedlicka	5 days	331.00
Peg Smith	5 days	350.00
Rose Trunk	5 days	528.00
Jim Heisler	5 days	531.00
Roger Mussell	5 days	636.00
Jim Norini	5 days	481.00
Chieko Nambu	2 days	170.00
Jean Pearson	15 days	1,244.00
Joseph Yohanan	5 days	585.00
Henriette Gebert	5 days	545.00
Edgar Metcalf	10 days	952.00
Mitzie Andalman	5 days	395.00
TOTAL		<u>\$10,922.00</u>

and further, that the Board approve counselor riders for a total not to exceed \$36,000 for the 1976-77 orientation and pre-registration, as follows:

<u>Name</u>	<u>Dates</u>	<u>Salary</u>
Bruce Bohrer	7/27-8/16, 1/5-1/11, plus one week	1,603.00
Dennis Brokke	7/27-8/16, 1/5-1/11	1,980.00
Steve Catlin	7/27-8/16, 1/5-1/11, plus one week	1,928.00
Wence Cunningham	7/27-8/16, 1/5-1/11, plus one week	1,862.00
Marquerite Ewald	7/27-8/16, 1/5-1/11	2,002.00
Nancy Fojo	7/27-8/16, 1/5-1/11, plus one week	1,842.00
Janet Friend	7/27-8/16, 1/5-1/11, plus one week	1,503.00
Clete Hinton	7/27-8/16, 1/5-1/11	2,574.00
Ray Hylander	7/27-8/16, 1/5-1/11	2,846.00
Ed Liska	7/27-8/16, 1/5-1/11	2,188.00
William Nelson	7/27-8/16, 1/5-1/11	2,163.00
Joyce Nolen	7/27-8/16, 1/5-1/11	2,065.00
Barbara Olson	7/27-8/16, 1/5-1/11, plus one week	1,875.00
John Papandrea	7/27-8/16, 1/5-1/11	1,836.00
Anne Rodgers	7/27-8/16, 1/5-1/11	1,789.00

NEW BUSINESS

Contract
Riders
(cont.)

<u>Name</u>	<u>Dates</u>	<u>Salary</u>
Philip Troyer	7/27-8/16, 1/5-1/11	\$ 1,657.00
Chris Hunter	8/2-8/6, 8/9-8/13	804.00
John Neuhaus	8/2-8/6, 8/9-8/16, 12/27-12/31, 1/3-1/11, 4/11-4/15, 5/23-5/27, and 5/30-6/3	
		<u>3,109.00</u>
TOTAL		<u>\$ 35,626.00</u>

Those counselors working one additional week will be assigned to cover Christmas or Easter vacation periods.

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 Rausch moved, Member Nicklas seconded, the appointment of Robin Jacobs as instructor of the Hearing Impaired Program, with the rank of Instructor, effective August 17, 1976, at an annual salary of \$11,745.00.

Member Havener asked if the Hearing Impaired students are completely comfortable with the qualifications of this individual. Dr. Fischer requested Liz McKay report on the procedures used and the people involved in the search for this individual.

Ms. McKay reported a national search was conducted for the instructor in the Hearing Impaired Program, which included advertisements in the New York and Los Angeles Times, the Chicago Tribune, as well as local newspapers. Letters were sent to over 170 educational institutions in the U.S., having training programs or educational programs for the hearing impaired. The Illinois Association of Deaf was involved through their Newsletter and advisory committee. This was also published in Annals of the Deaf and Deaf America, national publications. Twenty inquiries were received and from these, seven complete applications were received. Three of the complete applications met the qualifications set in concert with the advisory committee. The committee felt Robin Jacob was best qualified for this position. Ms. McKay discussed Ms. Jacob's educational background and experience. Dr. Fischer stated this individual is qualified in four competency areas--speech science and audiology, language and communication, curriculum and instruction, and practicum--which are very critical for certification in this profession. Dr. Lahti pointed out that

NEW BUSINESS:
Staffing--
Faculty
(cont.)

contrary to some of the publicity and some of the literature received by the Board, the program has not been weakened; it has been strengthened with unique skills for deaf students that the program did not have before. At the suggestion of Member Moats, Ms. McKay briefly reviewed the qualifications of the people on the advisory committee.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Staffing--
Opening of
New
Position

Member Weber moved, Member Nicklas seconded, that the position of a full-time counselor in the Hearing Impaired Program be opened for the 1976-77 year, with future employment contingent on outside funding.

Based on anticipated increased enrollment in the Hearing Impaired Program in the fall, Dr. Fischer reported a full-time counselor was included in the Harper grant request to the Illinois Division of Vocational Rehabilitation. This has been approved by the DVR. Liz McKay will be returning full-time to Health Services, and Chris Hunter will continue to be on a faculty contract but will be taking over many of the responsibilities Ms. McKay has managed over the last three years of the program. Dr. Fischer reported the college has recently received a fund from the IBHE for an area cooperative for the Hearing Impaired, through the efforts of Ms. McKay.

Dr. Lahti pointed out that there may be a point in time when this, or a future Board, may be faced with a decision on the Hearing Impaired Program. While all are very enthusiastic about this program, should outside funding disappear a decision may need to be made in the future on whether the Board would wish to tax taxpayers of the district for this very expensive program. Dr. Lahti stressed that these appointments are contingent upon outside funding.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

NEW BUSINESS:
Fringe
Benefits--
Administrative
Staff

Member Weber moved, Member Troehler seconded, that the Board approve the increase in Board-paid life insurance for administrative staff from one and one-half times to two times the annual contracted salary.

Chairman Munson pointed out this action would provide the administrative staff with the same life insurance coverage as that provided the faculty.

Upon roll call, the vote was as follows:

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

Nays: None

Motion carried.

Salary
Program
for
Bargaining
Unit

Member Troehler moved, Member Nicklas seconded, that the Board approve a sum not to exceed \$74,700.00 to provide an 8 percent across-the-board increase, plus certain adjustments to the skilled staff, as ratification of the Agreement with Local 11, Service Employees International Union (Exhibit VI-E 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
Announcements

Dr. Lahti announced that Paul Scott, President of the Student Senate, had recently been elected to the Vice Presidency of the state Student Association. Dr. Lahti stated again the Student Senate President is very active and visible in the state organization; he offered congratulations to Mr. Scott and added he felt this was a real compliment to Harper. On behalf of the Board, Chairman Munson offered congratulations also.

Dr. Lahti advised the Board that contracts will be in progress for issuance to the faculty. The Policy Manual is in its final stages and, hopefully, will be ready before contracts are issued. Dr. Lahti stated this follows the same practice always followed at Harper since the first Policy Manual.

Dr. Lahti stated administrative contracts will be prepared and issued; hopefully, all contracts will be made available to all employees shortly, with deadlines set for returns in all cases.

NEW BUSINESS:
Student
Board
Member

Member Troehler moved, Member Rausch seconded, the following resolution:

That all Board members join in thanking Tony Havener, Student Board Member, for his help the past year and in wishing him the very best next year.

Motion carried.

Member Havener stated there were some people he would like to thank--Mr. Frank Borelli, Dr. John Birkholz, Dr. Gary Rankin, Dr. Guerin Fischer, Mr. Fred Inden, Mr. Robert Hughes, Mr. David Macaulay, Ms. Liz McKay, and each and every Board member--for helping him. He stated it had been a great learning experience and had been interesting to say the least.

ADJOURNMENT:

Chairman Munson stated the Board planned to continue their executive session after adjournment, as they had not completed the session.

Member Weber moved, Member Nicklas seconded, that the meeting be adjourned at 9:00 p.m. Motion carried.

Chairman Shirley Munson

Secretary Judith Troehler

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois

NOTICE OF SPECIAL MEETING

TO: Members of the Board of Trustees of Community College
District No. 512, Counties of Cook, Kane, Lake, and
McHenry and State of Illinois

NOTICE IS HEREBY GIVEN that there will be a special meeting
of the Board of Trustees on Wednesday, June 23, 1976, at the hour
of 8:00 p.m., in the administration building of William Rainey Harper
College, Palatine, Illinois, for the purpose of discussion and
possible action on the items in the enclosed agenda.

DATED this 18th day of June, 1976, at Palatine, Illinois.

Shirley A. Munson

Shirley A. Munson, Chairman
Board of Trustees